

HOW TO...

Register for an Event

- Login
- Click on Calendar under the Events tab.
- Choose an upcoming event and click "Register Now".
- Select the number of tickets you wish to purchase and/or number of additional attendees.
- Check out when you are finished.

Change Your Username and Password

- Login
- Click "Change Username and Password"
- Type in a new username (or the old one if you don't want to change it) in the "User Name" field
- Type in a new password in the "New Password" field and then re-enter it in the "Re-Enter New Password" field
- Click Submit
- You will receive an email confirming your new username and password.

Retrieve Your Username and Password

- If you don't know or don't remember your username and password, go to the Member Log-in page
- Click on "If you have forgotten your username or password..."
- Enter your email address, and click submit
- Your username and password will be emailed to you
- If your email address is not unique or not in our system, please contact us at (956) 423-5440 or email jcrist@harlingen.com for assistance

Post a Member News Article

- Log in
- Click on News Articles
- Give your article a headline (and sub headline if you'd like)
- Choose the category "Member News"
- The author, contact email, and source fields are optional
- Choose a date for your article to appear on our site
- Choose an expiration date if you'd like (after this date, the article will no longer appear on the site)
- Give your article a blurb (usually the first two sentences of your article or a sentence or two that give the main details of your article) which is the text that appears on this page
- Paste the text of your article in the body field
- Copyright information is optional
- Click submit
- Once approved your article will appear on the site in the Member News section

Add a Coupon or Discount (you must be a main rep in order to post a coupon or discount for your company)

- Coupons are coupons/discounts/deals that anyone visiting www.harlingen.com can access and use (HCOG Savings or Hot Deals)
- Member-to-Member Discounts are coupons/discounts/deals that are available only to other Chamber members visiting www.harlingen.com

Both are posted in the same way

- Log in
- Click Add/Edit a Web Coupon or Add/Edit a Member to Member Discount
- If your deal is text, type or copy-and-paste your text into the text field
 - Give your deal an expiration date in the expiration field
 - Click Submit
- If your deal is an image click the insert image button (image of a tree on the far right)
 - Click "Upload File" and navigate to where you have the image saved on your computer
 - The image name will appear below the Name Date and Size headers
 - Click on your image
 - Give your deal an expiration date in the expiration date field
 - Click Submit

Update Your Personal Profile

- Go to www.harlingen.com and log in using your user name and password.
- You will be directed to the "Members Only" section of the website where you will find a list of options.
- Click on "Personal Information."
- From here, you can update your contact information to ensure that you never miss the opportunity to receive communications from the Chamber.