Montana High Tech Business Alliance

MEMBERSHIP USER GUIDE

Thank you for joining the Montana High Tech Business Alliance. To help you leverage your new membership benefits, we've compiled a user guide to teach you and your team how to do the following:

- [Create your InfoHub account](#)
- [Manage your InfoHub account](#)
- [Set up your Jobs Board account](#)
- [Share your news and events with the Alliance](#)

1) Creating an InfoHub account

A. Go to https://members.mthightech.org/MIC/Create

B. Enter your *First Name*, *Last Name*, and your *Email Address*

Montana High Tech Business Alliance Create Account

Create an Account

First Name

Last Name

Email

Submit   Back to Login

C. Click *Submit* to create your account

D. If you see an error, make sure that the email address you entered is what we currently have on file. You cannot create an account without an email address that is in our system. Email director[at]mthightech.org to get your email on file.

E. Check your inbox for an activation email and follow the link inside the email.

F. Create a new *username* and *password.*

G. Sign in using the username and password you created

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2) Managing your InfoHub account

Topics Covered:

1) Overview
2) Upload a Company Logo
3) Add/Update Primary Company Contact Information
4) Add/Update Team Member Contact Information
5) Access Your Billing Information
6) Register for MHTBA Events

1) **Overview**
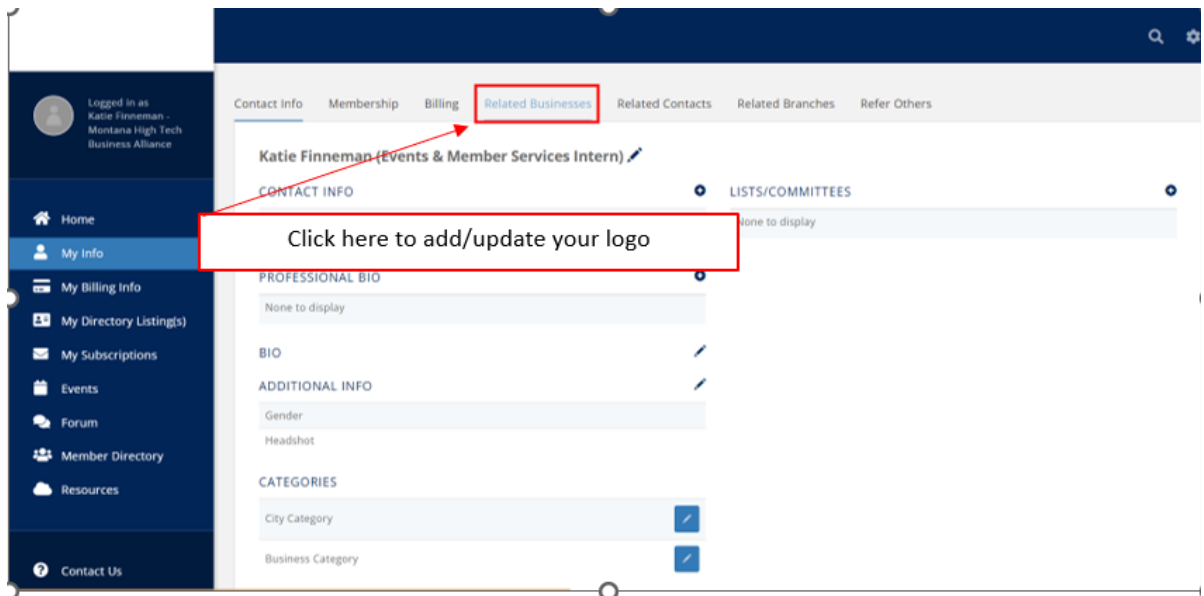
Your InfoHub account allows you and your team to register for upcoming Alliance events, update your contact information, and manage your billing.

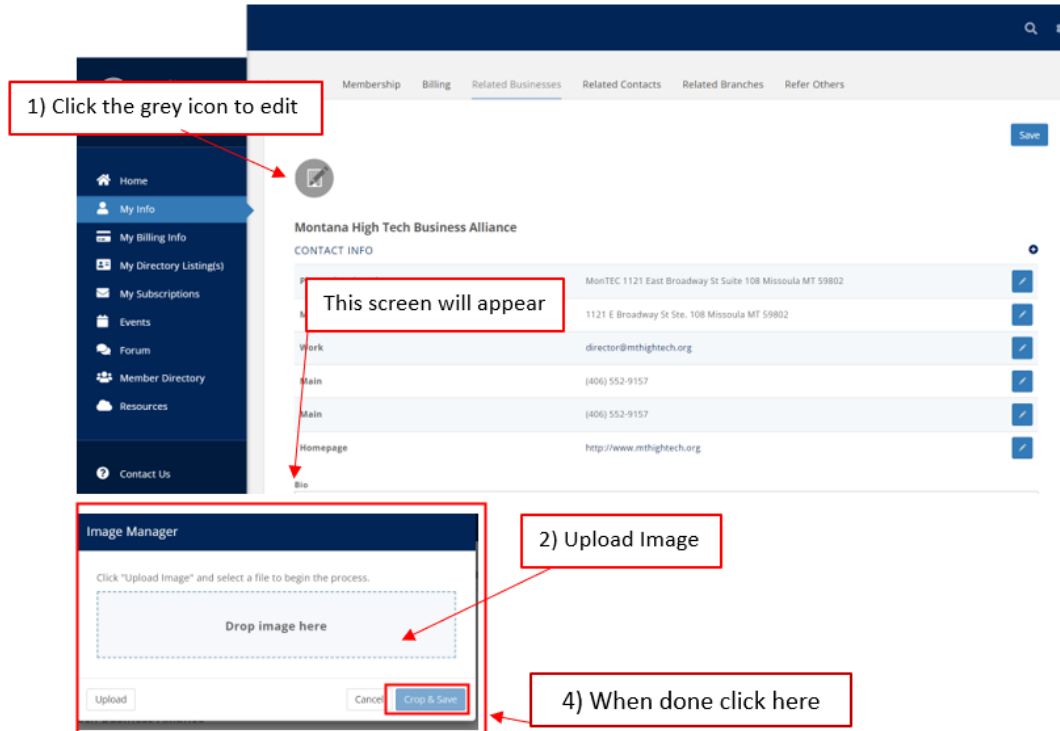   A. Select the "My Info" icon on the navigation bar on the left to update your contact information.
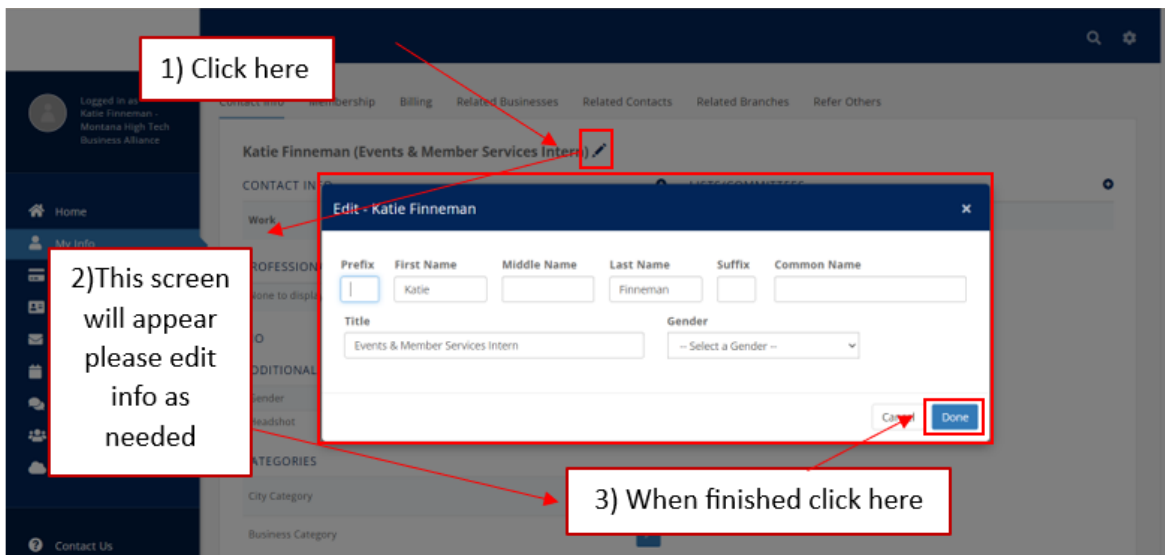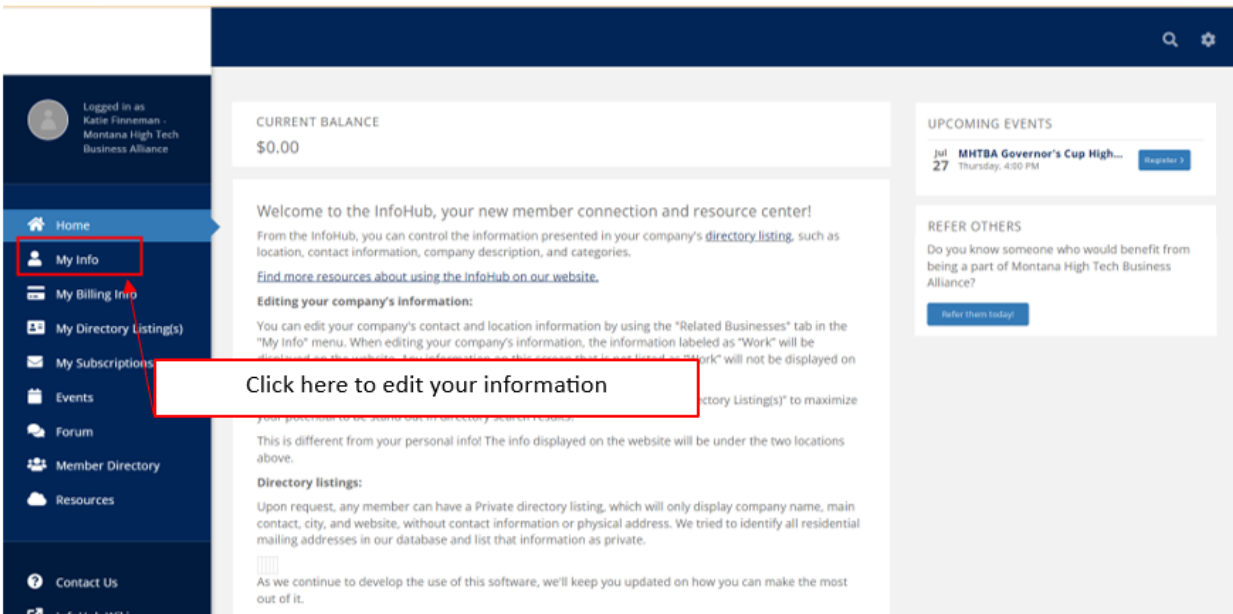
2) Upload a Company Logo

A. Click My Info > Related Businesses tab

B. Select the gray circle icon located above your company's name

1) Click the grey icon to edit

This screen will appear

Image Manager

Click "Upload Image" and select a file to begin the process.

Drop image here

Upload   Cancel   Crop & Save

2) Upload Image

4) When done click here

C. Click on the upload button in left hand corner to upload a photo from your computer of your company's logo

D. Once you have selected your image it will appear in the "Drop image here" box. Click crop and save to finish.

3) Add/Update Primary Company Contact Information

Contact Information

A. On the *Related Businesses* tab, select the plus sign to add company contact information such as a phone number, email address, website,


and mailing address.

Click here to add/ update contact information
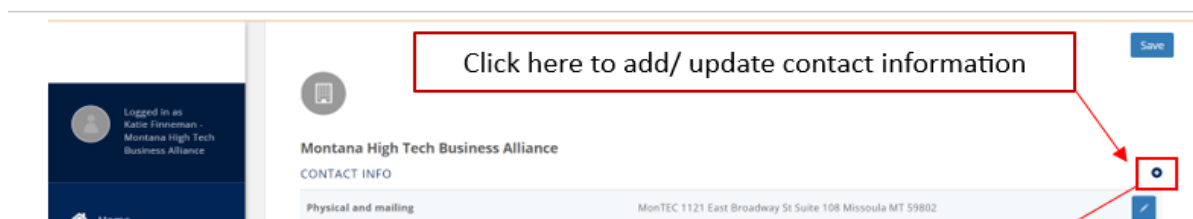
B. Scroll down the *Related Businesses* page to include additional information about your company such as headquarters, number of employees, and a short description to publish in the MHTBA member directory.

4) Add/Update Team Member Contact Information

A. Click the *Related Contacts* tab and select the blue box *Add Contact* to include your team members' contact information
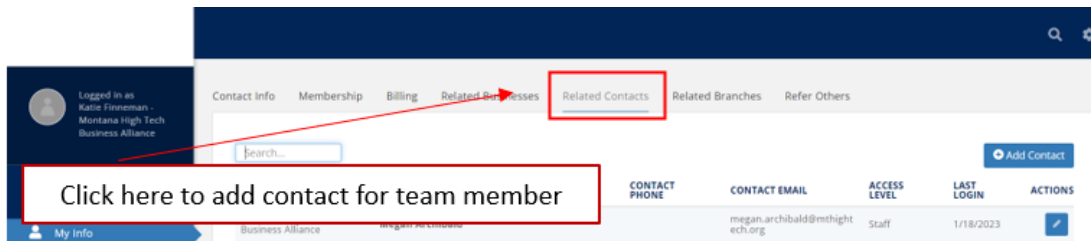
B. Populate the name, title, and phones/emails/websites boxes with the new contact's information
   a. Check the *Send Login Information* box if you would like to share your InfoHub account information with the newly added team members.
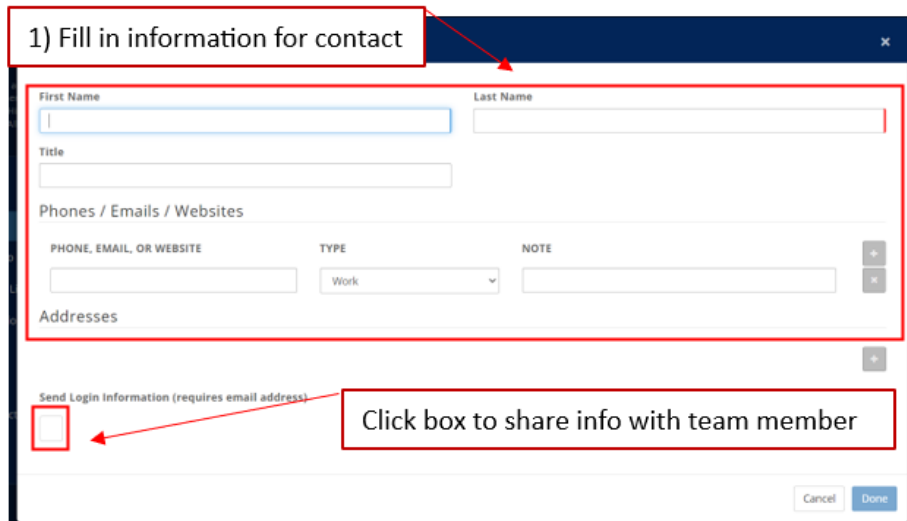
5) Access Billing Information

A. Click on the *My Billing Info* tab on the left hand side of the navigation bar.

To access billing

Here you will be able to make a payment, set up autopay and access billing history
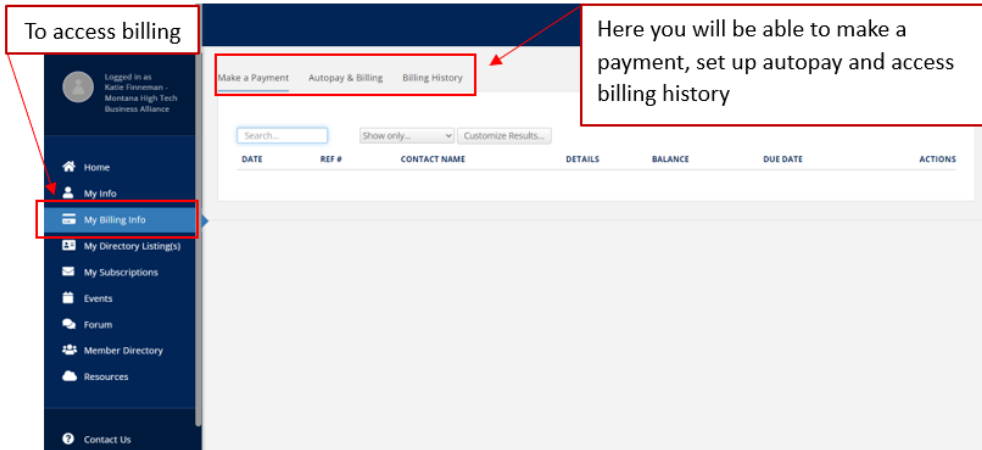
B. Click the tabs on the top to make a payment, set up autopay, or review your account's billing history.

6) Register for MHTBA Events

A. Click the *Events* tab on the navigation bar.

Click here

B. Select the event name you would like to attend.

Click on which event you would like to register

C. Click the blue *register* button.

Click here to register to the event

D. Scroll down the event landing page and click the plus sign under the "Quantity" option.

You will be brought to this screen after hitting the register button- scroll down

MHTBA Governor's Cup High Tech Happy Hour - Kalispell

July 27, 2023 4:00 PM - 5:30 PM (MDT)

Description

What: In-person networking for Montana High Tech Business Alliance members sponsored by Blackfoot Communications

When: 4:00-5:30 PM on Thursday, July 27th

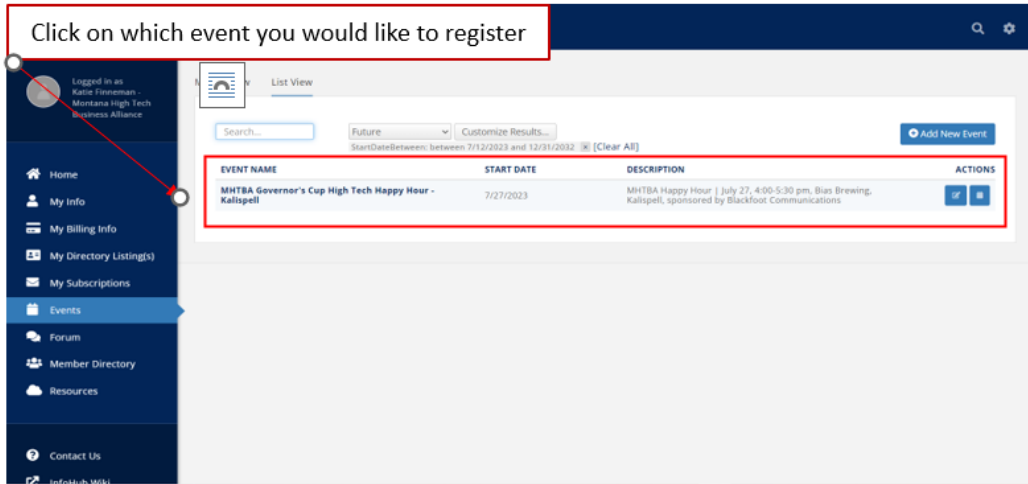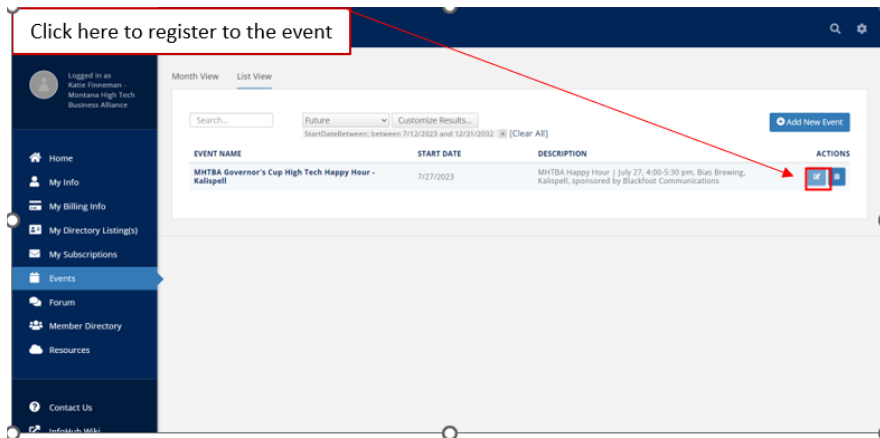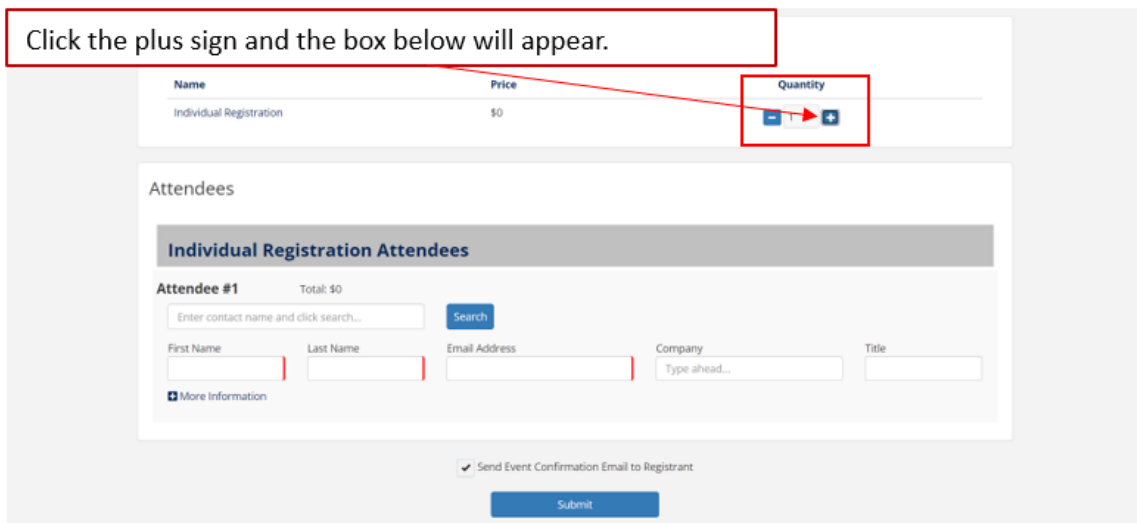**Where:** Bias Brewing (upstairs loft), 412 Main St, Kalispell, MT 59901

WHAT TO EXPECT AT THE EVENT:

Join the Montana High Tech Business Alliance for networking prior to the Montana Chamber Foundation's Governor's Cup Ace in the Hole BBQ and Golf Tournament.

The number of guests per organization is based on MHTBA membership level:

• $5,000 Platinum (10 guests)

See More ...

Click the plus sign and the box below will appear.

Name	Price	Quantity
Individual Registration	$0	

Attendees

Individual Registration Attendees

Attendee #1   Total: $0

Enter contact name and click search...   Search

First Name   Last Name   Email Address   Company   Title

Type ahead...

+ More Information

☑ Send Event Confirmation Email to Registrant

Submit

E. Search your name in the *Attendee #1* box or fill in your first name, last name, email address, company, and title boxes manually.

Search your name, once your name is found click on name to select

Name	Price	Quantity
Individual Registration	$0	− 1 +

Attendees

Individual Registration Attendees

Attendee #1   Total: $0

Katie Finneman   [Search]

Katie Finneman (Montana High Tech Business Alliance)
Katie Finneman (University of Montana College of Business)

More Information

Information will be automatically filled in

Individual Registration Attendees

Attendee #1   Total: $0

Katie Finneman (Montana High Tech Business All   [Search]

First Name	Last Name	Email Address	Company	Title
Katie	Finneman	katie.finneman@mthightech.org	Montana High Tech Business Alliar	Events & Member Se

F. Click the blue *Submit* button on the bottom of the page. You will receive an event confirmation email shortly afterward.

Attendees

Click Submit when finished and the checked box will send an email conformation

Attendee #1   Total: $0

Katie Finneman (Montana High Tech Business All   [Search]

First Name	Last Name	Email Address	Company	Title
Katie	Finneman	katie.finneman@mthightech.org	Montana High Tech Business Alliar	Events & Member Se

More Information

☑ Send Event Confirmation Email to Registrant
[Submit]

G. For additional event registration assistance, please contact Events & Member Services intern Katie Finneman at katie.finneman@mthightech.org

3) Setting up your Jobs Board Account

*Please note - your membership includes:

- **Startup:**
  - Four free job board posts per year ($250 value per post)
- **Bronze:**
  - Unlimited job board posts
- **Silver and Above:**
  - Staff-managed job board posts features on website and social media (1 per quarter)
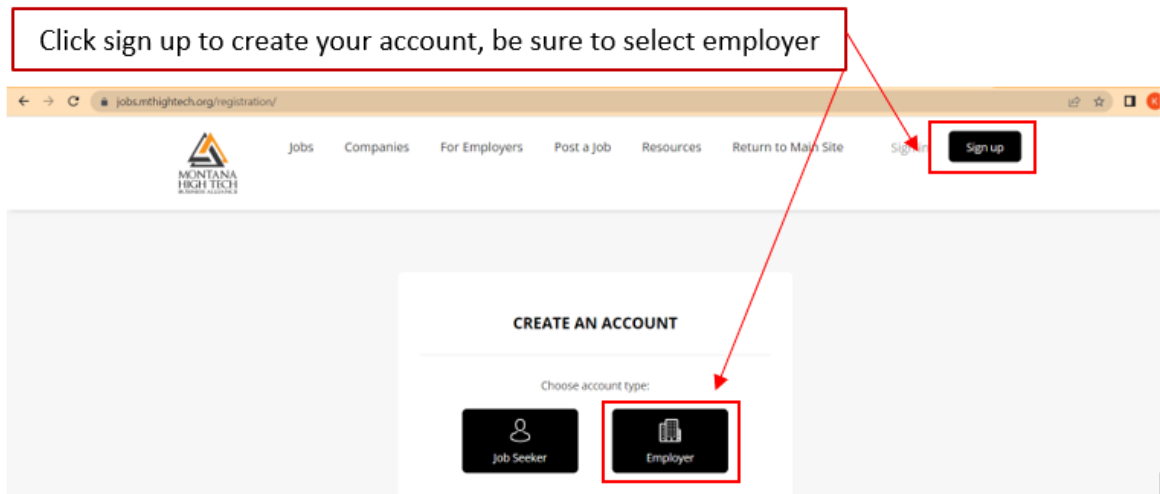

Topics Covered:

1) Overview
2) Creating a New Account
3) Logging In
4) Posting a Job
5) Managing Account & Company Info

1) Overview

The Montana High Tech Business Alliance is focused on creating more high-paying jobs in Montana. Our online jobs board supports our members by aiding in the search to find the right candidate for your organization. Members can post unlimited jobs which are then distributed weekly to our 750+ email subscribers. MHTBA staff will approve posts to ensure job listings are accurate and formatted correctly.

2) Creating a New Jobs Board Account

A) Go to jobs.mthightech.org

B) Click *Sign Up* in the right corner and select *Employer*

Click sign up to create your account, be sure to select employer

← → C 🔒 jobs.mthightech.org/registration/

MONTANA HIGH TECH   Jobs   Companies   For Employers   Post a Job   Resources   Return to Main Site   Sign   **Sign up**

CREATE AN ACCOUNT

Choose account type:

Job Seeker   Employer

C) Populate fields with your company information. Please note that your account can only have one primary email address due to the Smart Jobs Board software. Email
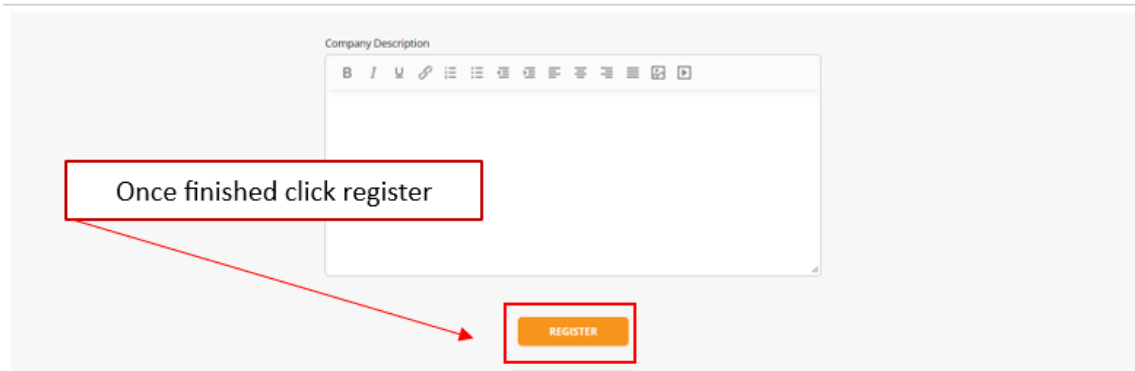
CREATE EMPLOYER PROFILE

I already have an Employer account. **Sign me in**

Email *

Password *

Full Name

Company Name *

addresses will not be visible to the public.

d) Click register and MHTBA staff will be notified to approve the account.

Once finished click register

3) Posting a Job

A) Once logged in, navigate to *Job Postings* (this is where you will be able to see all your job postings) and click *post a job* to get started with your first job posting.

Click here to navigate to Job Postings

Click here to post a job
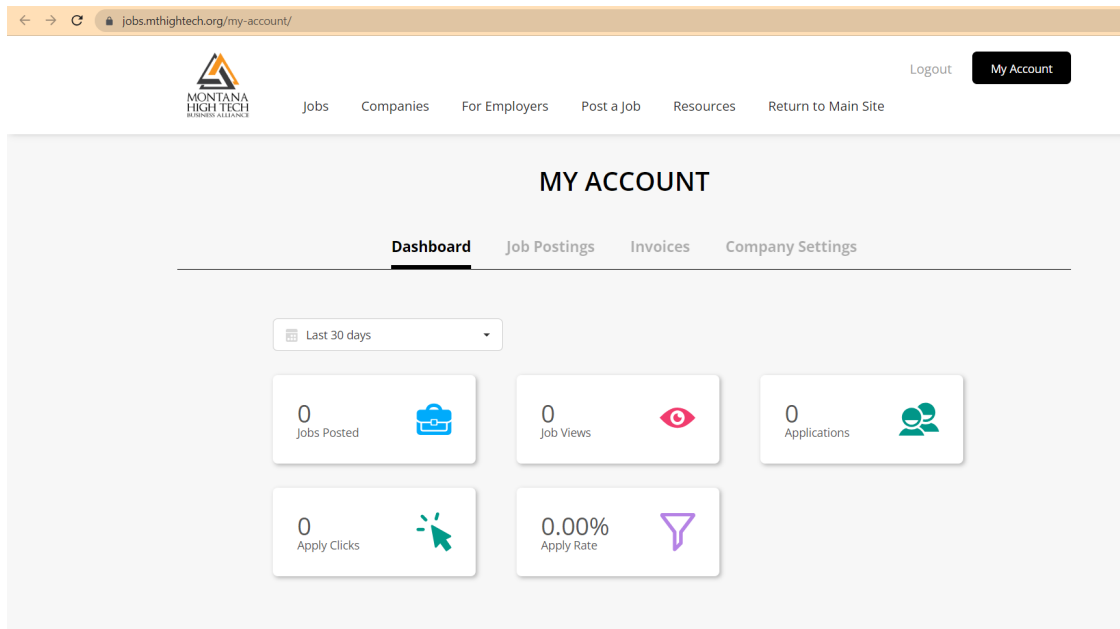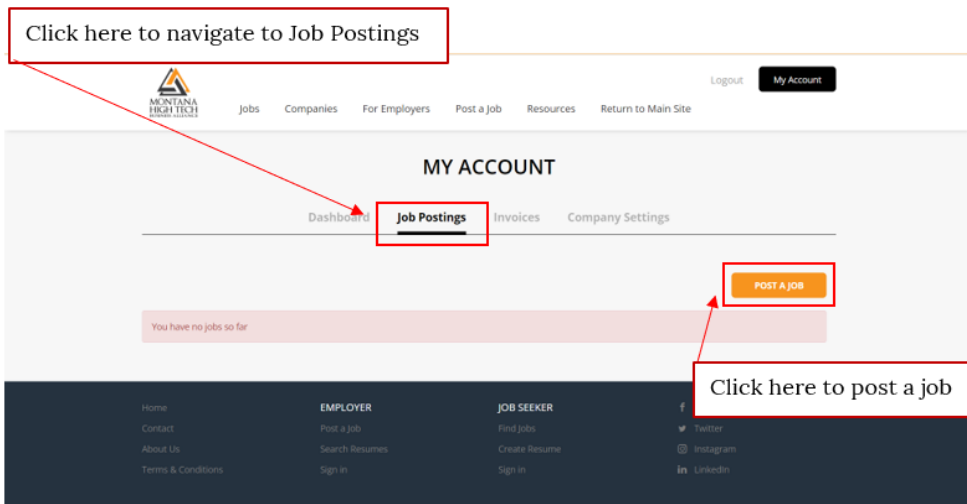
B) Fill out all relevant fields. If a desired category is missing, please email us at jobs@mthightech.org.
   i) If there is more than one location available for this job, you may post one location, then duplicate the post with a different location (see 4.C.iv)
   ii) In the *How to Apply* field, you may enter a URL to direct applications to or enter an email address to receive applications. *Note, if the URL is flagged as invalid, please include https:// in your URL.
   iii) The expiration date is set to 30 days as default which is also the maximum. If unfilled after 30 days, please duplicate and repost the job (for duplicating see 4.C.iv)

This screen will appear fill out all necessary information
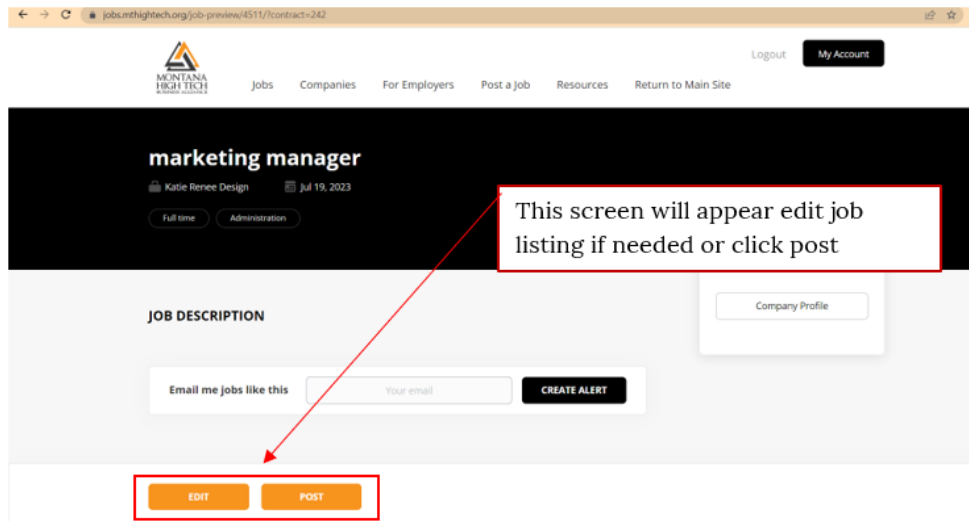
When finished click preview

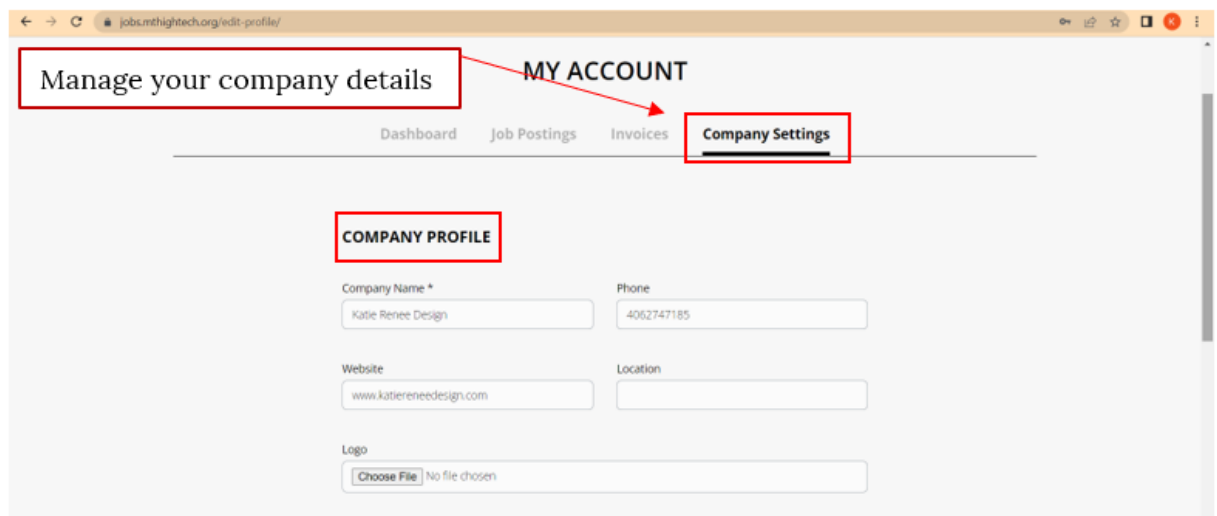C) Click *Preview* to review your job and edit as needed.

D) When ready, click *Post*. Your job will then be live on the portal following MHTBA staff approval.

4) Managing Account & Company Details

A) **Company details**

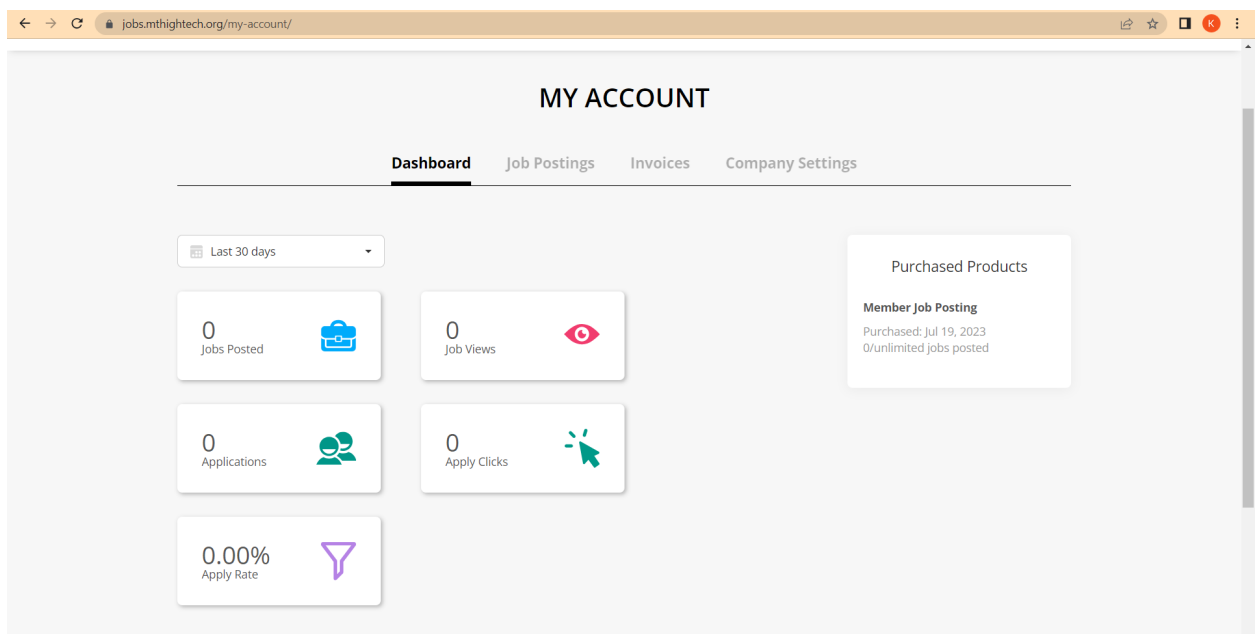i) Once logged in to your account, click *Company Settings.*

ii) Change, edit, or refine fields as necessary.

When done click save

Company Description

B *I* U̲ 🔗 ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ 🖼 ▶

SAVE   DELETE PROFILE

B) **Managing jobs**

i) From the dashboard click *Job Postings.*

← → C 🔒 jobs.mthightech.org/my-account/   🖉 ☆ ☐ K ⋮

MY ACCOUNT

Dashboard   Job Postings   Invoices   Company Settings

📅 Last 30 days ▾

| 0 Jobs Posted 💼 | 0 Job Views 👁 | Purchased Products

Member Job Posting
Purchased: Jul 19, 2023
0/unlimited jobs posted

0 Applications 👥   0 Apply Clicks 🖱

0.00% Apply Rate ▽

ii) Here you will be able to see each job post and its status. If you would like to hide or show a job, click activate/deactivate on the post. You will also have the option to delete a post. If you will need to post the same job again (often the case for seasonal or intern jobs), do not delete the job. Instead duplicate the deactivated job when you are ready to repost (see 4.C.iv).

iii) If a position is filled, please deactivate the job post.

iv) **Duplicating a Job:** Often members have more than one location, both searching for the same position or will need to repost a past job. In this case please select the job post, click duplicate, and change fields as necessary.

If you run into difficulty or have questions, please contact us at jobs@mthightech.org.

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4) Share your news and events with the Alliance

Email our Communications Coordinator Melissa Paulsen at melissa.paulsen@mthightech.org to take advantage of the following member benefits:

A. **Add teammembers to the MHTBA email list**

Stay connected to the latest high-tech and manufacturing news, jobs, and events in Montana. Our monthly newsletter features timely member news, original content, and information about upcoming events.

B. **Publish company news**

If you are a member company with some great news to share or an event you want to promote, please contact Communications Coordinator Melissa Paulsen melissa.paulsen@mthightech.org. News and events will be shared via social media and in our [biweekly newsletter](#).