

# 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:

- <u>Create your InfoHub account</u>
- Manage your InfoHub account
- <u>Set up your Jobs Board account</u>
- <u>Share your news and events with the Alliance</u>

# 1) Creating an InfoHub account

- A. Go to <a href="https://members.mthightech.org/MIC/Create">https://members.mthightech.org/MIC/Create</a>
- 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 <u>director[at]mthightech.org</u> 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

## 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.

		Q ¢
Logged in as Katle Finneman - Montana High Tech Business Alliance	current balance \$0.00	UPCOMING EVENTS Jul MHTBA Governor's Cup High Register 3 27 Thursday, 480 PM
Home     My Info     My Billing Info     My Directory Listing(s)     My Subscriptions     Events	Welcome to the InfoHub, your new member connection and resource center!         From the InfoHub, you can control the information presented in your company's <u>directory.listing</u> , such as location, contact information, company description, and categories.         End more resources about using the InfoHub on our website.         Editing your company's information:         You can edit your company's contact and location information by using the "Related Businesses" tab in the "My Info" menu. When editing your company's information, the information labeled as "Work" will be displayed on         Click here to edit your information         Click here to edit your information	REFER OTHERS Do you know someone who would benefit from being a part of Montana High Tech Business Alliance? Refer them teday
Forum  Forum  Kember Directory  Resources  Contact Us  Contact Us  Contact Us	This is different from your personal info The info displayed on the website will be under the two locations above. Directory listings: Upon request, any member can have a Private directory listing, which will only display company name, main contact, city, and website, without contact information or physical address. We tried to identify all residential mailing addresses in our database and list that information as private. As we continue to develop the use of this software, we'll keep you updated on how you can make the most out of it.	

Ligged In a Control Co	Katie Finneman (Events & Member Services Intern	Q \$
😤 Home	CONTACT IN Edit - Katie Finneman X	0
2)This screen will appear please edit info as needed	Prefix       First Name       Middle Name       Last Name       Suffix       Common Name         Kote to displd       I       Katie       Finneman       Image: Common Name         O       Title       Gender       Image: Common Name       Image: Common Name         DITIONAL       Events & Member Services Intern      Select a Gender       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name         ender       Image: Common Name       Image: Common Name       Image: Common Name	
Contact Us	City Category 3) When finished click here Business Category	

## 2) Upload a Company Logo

A. Click My Info > Related Businesses tab

ſ			۵ ۵
	Logged in as Katie Finneman - Montana High Tech Business Alliance	Contact Info Membership Billing Related Businesses Related Contacts Related Branches Refer Others Katie Finnemap (Events & Member Services Intern)	
		CONTACT INFO O LISTS/COMMITTEES	•
*	Home	Click here to add/update your logo	
-	My Info		
. =	My Billing Info	PROFESSIONAL BIO	
8	My Directory Listing(s)	None to display	
	My Subscriptions	BIO	
-	Events	ADDITIONAL INFO	
•	Forum	Gender	
	Member Directory	Headshot	
	Resources	CATEGORIES	
		City Category	
0	Contact Us	Business Category	

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

		Susinesses Related Contacts Related Branches Refer Others	
Click the grey icon to	Montana High Tech Business Alliance	2	1
My Directory Listing(s) My Subscriptions Events Forum Member Directory Resources	This screen will app	ear MonTEC 1121 East Broadway St Suite 108 Missoula MT 59802 1121 E Broadway St See. 108 Missoula MT 59802 director@mthightech.org (406) 552-9157 (406) 552-9157	
Contact Us	Homepage Bio	http://www.mthightech.org	
Image Manager Click "Upload Image" and select a Drop	lle to begin the process. image here	2) Upload Image	
Upload	Cancel Crop & Save	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**

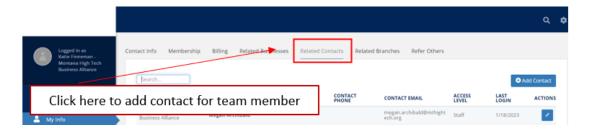
A. On the Related Businesses tab, select the plus sign to add company contact information such as a phone number, email address, website,

			۵ ډ
Logged in as Katie Finneman - Montana High Tech	ontact Info Membership	Billing Related Businesses Related Contacts Related Branches Refer Others	
and maili	ng address.		
		Click here to add/ update contact information	Save
Logged in as Katle Finneman -			
Montana High Tech Business Alliance	Montana High Tec CONTACT INFO	h Business Alliance	•
	Physical and mailing	MonTEC 1121 East Broadway St Suite 108 Missoula MT 59802	

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.

1) Fill in information for co	ntact ×
First Name I Title I	Last Name
Phones / Emails / Websites PHONE, EMAIL, OR WEBSITE TYPI Addresses	e NOTE .
Send Login Information (requires email address)	Click box to share info with team member
	Cancel Done

## 5) Access Billing Information

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

To access billing	Make a Payment	Autopay & Billi	ng Billing History	pa	•	ll be able to m t up autopay a	
Mortana High Tech Busivess Allance Home Multi My Info	Search DATE	Sh REF #	ow only V Customize R		BALANCE	<b>Y</b> DUE DATE	ACTIONS
My Billing Info     My Directory Listings)     My Subscriptions     Hy Subscriptions     Events     Forum     Member Directory     Resources							
Contact Us							

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				۵ م
Logged in as Katie Finneman - Montana High Tech Business Alliance	Month View List View Search Search Search	Customize Results to between 7/12/2023 and 12/31/2032	Clear ATI	Add New Event
📸 Home	EVENT NAME	START DATE	DESCRIPTION	ACTIONS
My Info	MHTBA Governor's Cup High Tech Happy Hou Kalispell	r - 7/27/2023	MHTBA Happy Hour   July 27, 4:00-5:30 pm, Bias Brewing, Kalispell, sponsored by Blackfoot Communications	27 B
🕳 My Billing Info				
4 My Directory Listing(s)				
My Subscriptions				
📋 Events	•			
🍳 Forum	-			
🐣 Member Directory				
Resources				
Contact Us				

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

Click on which e	event you would like to r	egister		۹ ۵
Logged in as Katle Finneman - Montana High Tech Brainess Alliance		Customize Results	W If fear AB	• Add New Event
💏 Home	EVENT NAME	START DATE	DESCRIPTION	ACTIONS
A My Info	MHTBA Governor's Cup High Tech Happy Hour - Kalispell	7/27/2023	MHTBA Happy Hour   July 27, 4:00-5:30 pm, Bias Brewing, Kalispell, sponsored by Blackfoot Communications	<b>2</b>
🚍 My Billing Info				
My Directory Listing(s)				
My Subscriptions				
📋 Events				
🔍 Forum				
🖴 Member Directory				
Resources				
Contact Us				
62 Infollub Wiki				

C. Click the blue *register* button.

Logged in as Katie Finneman - Montana High Tech Business Alliance	Month View List View			
	Search Future StartDateBetween: bi	Customize Results etween 7/12/2023 and 12/31/2032 × [Clear		Add New Event
👚 Home	EVENT NAME	START DATE	DESCRIPTION	ACTIONS
💄 My Info	MHTBA Governor's Cup High Tech Happy Hour - Kalispell	7/27/2023	MHTBA Happy Hour   July 27, 4:00-5:30 pm, Bias Brewing, Kalispell, sponsored by Blackfoot Communications	*
- My Billing Info				_
My Directory Listing(s)				
My Subscriptions				
📛 Events				
🍳 Forum				
🐣 Member Directory				
Resources				
Contact Us				
🗭 Infoldub Miki		0		

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

You will	l 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 ( <u>MDT</u> )	
	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 Aliance 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	

	Price		Quantity
Individual Registration	\$0		
Attendees			
Individual Registration A	Attendees		
Attendee #1 Total: \$0			
Enter contact name and click search	Search		
First Name Last Name	Email Address	Company Type ahead	Title
More Information		- The succession	

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

Individual Registration Attendees	Name	Price	Quantity	
Individual Registration Attendees  ttendee #1 Total: 40  Katie Finneman (Montana High Tech Business Alliance) ress Katie Finneman (University of Montana College of Business)  More Information  temail to Registrant	Individual Registration	\$0		
Iteration       Search         Kate Finneman (Montana High Tech Business Alliance)       ress         Kate Finneman (University of Montana College of Business)       Type ahead         More Information       Type ahead         Ioon will be automatically filled in       remail to Registrant	Attendees			
Katie Finneman     Search       Katie Finneman (University of Montana College of Business)     Company       Ratie Finneman (University of Montana College of Business)     Type ahead       More Information     Type ahead	Individual Registration	Attendees		
ion will be automatically filled in	Katie Finneman Katie Finneman (Montana High Tech Bu	siness Alliance) ress		Title
on win be automatically filled in	More Information			
		lucally filled in	9 Registrant	

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

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	4

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

# 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 e	employer
← → C ( i jobs.mthightech.org/registration/		🖻 🖈 🗆 🔇
Jobs Comp MONTANA INGI TICH	anies For Employers Post a Job Resources	Return to Main Site Sign up
	CREATE AN ACCOUNT	
	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
	already have an Employer account. <b>Sign me in</b>
Email *	Password *
Full Name	Company Name *

addresses will not be visible to the public.

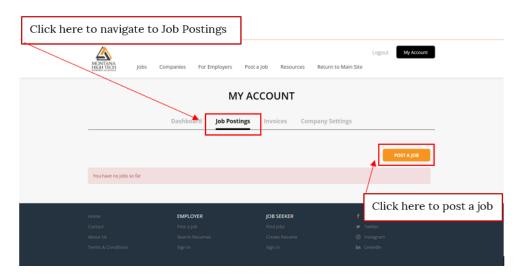
d) Click register and MHTBA staff will be notified to approve the account.

	Company Description
Once finished cli	ick register
	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.

MONTANA HIGH TECH	Jobs	Companies F	For Employers	Post a Job Re	sources	Return to Main Si	Logout	My Account
			MY	ACCOUN	IT			
		Dashboard	d Job Postinį	gs Invoices	s Comp	any Settings		
	🔲 Last 30 da	ys	•					
	0 Jobs Posted	æ	O Job View	vs		0 Applications	2	
	0 Apply Clicks	-	0.00 Apply R	D%	7			



- 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)

← → C ( i jobs.mthightech.org/add-listing	y?listing_type_id=Job	🔄 🖻 🖈 🗖 🔇
This screen	Jobs Companies For Employers Post a Job Resources Return to Main Site	
will appear fill out all	POST A JOB	
necessary information	Job Tole *	
	job Description B / V & H H H H H H H H H H H H H H H H H H	
	Job Type * Categories * Select Job Type  Cick To Select	
	Location Orisite O Hybrid	
	Salary Range         room         s         To         s         yearly         monthly         weekly         hourly	
	How to Apply  y Ismai O By URL kais.finneman@entligitech.org	
When finished click preview	Depiration Date	

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

← → C ( 🏽 jobs.mthi	ghtech.org/job-preview/4	511/?contract=242						É	\$
	MONTANA HIGH TECH	Jobs Companies	For Employers	Post a Job	Resources	Return to Main Site	Logout My Account		
	marketin	g manager E Jul 19, 2023							
		ilistration				en will app leeded or o	ear edit job click post		
	JOB DESCRIPTIC	DN					Company Profile		
	Email me jobs l	ike this			CREATE ALERT	1			
[	EDIT	POST	]						

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.

← → C ( i jobs.mthightech.org/edit-profile/			아 년 ☆ 🛛 🔇 🗄
Manage your company	details MY AC	COUNT	ĺ
	Dashboard Job Postings	Invoices Company Settings	
			- 1
	COMPANY PROFILE		
	COMPANY PROFILE		
	Company Name *	Phone	
	Katle Renee Design	4052747185	
	Website	Location	
	www.katiereneedesign.com		
	Logo		
	Choose File No file chosen		

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

When done click save	
Company Description	
SAVE DELETE PROFILE	

#### B) Managing jobs

i) From the dashboard click Job Postings.

$\leftarrow$ $\rightarrow$ C $($ jobs.mth	ightech.org/my-account/		☞☆ ◘ 🖲 :
		MY ACCOUNT	
	Da	ashboard Job Postings Invoices Company Settings	-
	East 30 days	Purchased Products	
	O Jobs Posted	O Job Views O Posting Purchased: Jul 19, 2023 O/unlimited jobs posted	
	O Applications	O Apply Clicks	
	0.00% V		

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 <u>jobs@mthightech.org</u>.

## 4) Share your news and events with the Alliance

Email our Communications Coordinator Melissa Paulsen at <u>melissa.paulsen@mthightech.org</u> 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 <u>melissa.paulsen@mthightech.org</u>. News and events will be shared via social media and in our <u>biweekly</u> <u>newsletter</u>.