

Join/Leave Groups in MIC

If your organization has given you permission, you may choose to join or remove yourself from Groups within the **Member Information Center (MIC)**.

1. After logging in to the **MIC**, select **Personal Information** on the left-hand side.

The screenshot shows the MIC dashboard for a user named Mary West, logged in as 'Diephouse Realty'. The dashboard includes a search bar, navigation icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, a 'Shortcuts' menu is visible, with 'Personal Information' highlighted by a red box. Other shortcuts include Company Information, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, and Request for Proposals. Below the shortcuts are 'Links' for MIC How To's, Chamber Useful Links, and New & Exciting Opportunities!. The main content area features a 'Welcome Message' with a 'Read Later' button, an 'Account Balance' of \$595.00 with a 'Pay' button, 'Upcoming Events' for August 2023 (including 'Weekly Trivia Night' at Bell's Brewery with a 'REGISTER NOW' button), a 'Member Profile' section showing a 94% completion rate with an 'UPDATE' button, and a 'Refer a Business for Membership' section with a 'Refer others to the Kalamazoo Area Chamber' button. An advertisement for 'SHOD Local' is also present.

2. Select **Groups/Interests** from the left-hand menu. The groups your organization has made available to join/view will be displayed.



Search



Logged in as Mary West

Diephouse Realty

Account Settings ▾



Home



Directory



Events



Resources



Reports



News



Settings

Account Settings

Personal

Profile

Username / Password

Photo

Groups/Interests

Social Networks

Display Preferences

Additional Information

Company

Billing

Groups/Interests

Save Changes

Clear Changes

My Groups/Interests

Groups

Select All

Committee

50+ Council

Network Committee

Technology Task Force - Individuals who can assist with technology needs.

Event Planning Committee

Annual Gala Planning Committee - Individuals tasked with planning the Kalamazoo Area Chamber's Annual Gala.

Fall Festival Planning Committee 2023

Golf Tournament Planning Committee - Individuals tasked with planning the Kalamazoo Area Chamber's Annual Golf Event.

Programs

2022-2023 Ambassadors - Veteran members assigned to mentor new members to the organization.

Volunteers

Volunteer Group

Interests

Select All

Committee

Diversity Council - DEI Council

Young Professionals 2023

Marketplace Mailing List

Marketplace Mailing List - Individuals electing to receive email-updates for new Marketplace items.

Newsletter List

General Newsletter Mailing List - A monthly newsletter of chamber happenings

Save Changes

Clear Changes

3. Select the checkbox in front of the desired group to join or deselect to deselect the desired group to leave the group. Use the **Select All** box to join all of the available groups.

The screenshot displays the user interface for the Kalamazoo Area Chamber. At the top left is the chamber's logo, and at the top right, the user is logged in as Mary West, Diephouse Realty. A navigation bar includes icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, a sidebar menu lists 'Account Settings' with sub-items: Personal (Profile, Username/Password, Photo), Groups/Interests, Social Networks, Display Preferences, and Additional Information. The main content area is titled 'Groups/Interests' and contains 'Save Changes' and 'Clear Changes' buttons. Below this is the 'My Groups/Interests' section, which is divided into 'Groups' and 'Interests'. In the 'Groups' section, the 'Select All' checkbox is highlighted with a red box. Other groups listed include 'Committee' (with sub-items '50+ Council', 'Network Committee', and 'Technology Task Force'), 'Event Planning Committee' (with sub-items 'Annual Gala Planning Committee', 'Fall Festival Planning Committee 2023', and 'Golf Tournament Planning Committee'), 'Programs' (with '2022-2023 Ambassadors'), and 'Volunteers' (with 'Volunteer Group'). The 'Interests' section also has a 'Select All' checkbox and lists 'Diversity Council - DEI Council', 'Young Professionals 2023', 'Marketplace Mailing List', and 'General Newsletter Mailing List'. 'Save Changes' and 'Clear Changes' buttons are also present at the bottom of the 'Interests' section. The footer contains the copyright notice: '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.