



Dear Desiree and Michael,

I wanted to share an additional Member Business Hub I developed for BACC. It was not part of the original website update. I created it to give members more ongoing value and to make administration easier for both of you.

What you are reviewing is a private prototype. It is not live on the public BACC website. No members have access, no real records are being changed, and the Square button remains a demonstration.

My intention is simply to give BACC something useful to review, shape, and improve together.

With appreciation,

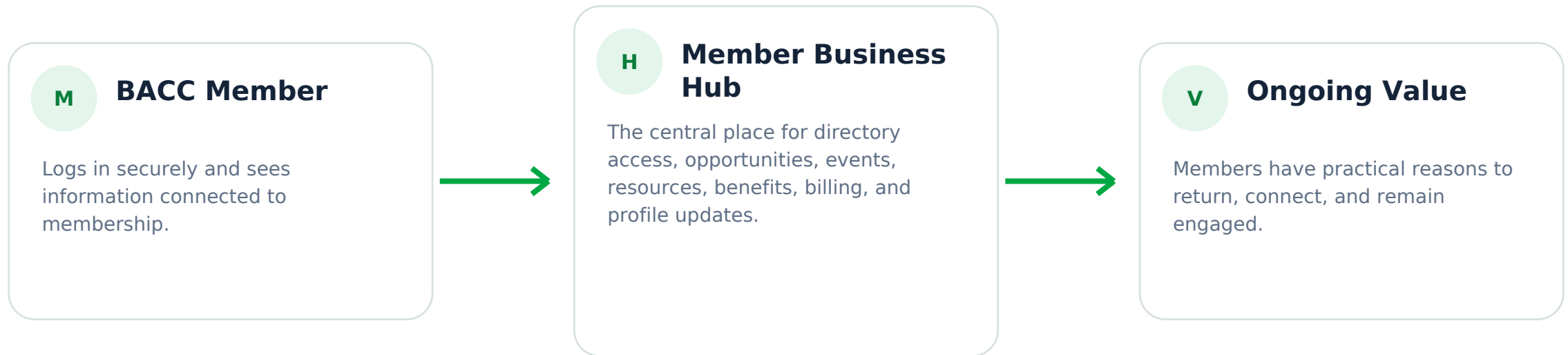
Fabian S. Reid

WHAT THIS GUIDE EXPLAINS

- ✓ What members will receive
- ✓ What you can manage
- ✓ How hundreds of members are added
- ✓ How Square and billing work
- ✓ What is needed before launch

A stronger membership experience.

The Hub brings member value, Chamber communication, and membership administration into one organized place.

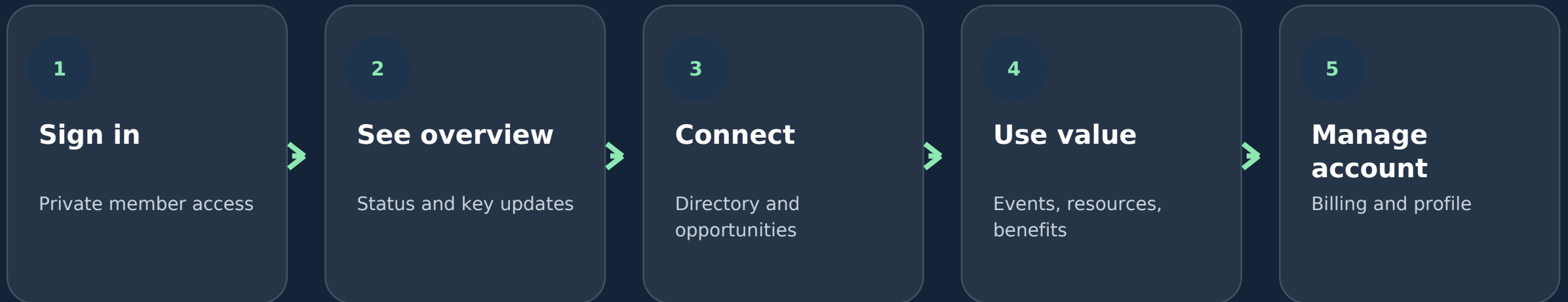


Result: membership becomes an active year-round relationship, not only an annual payment or occasional event.

HOW MEMBERS USE IT

The member journey is simple.

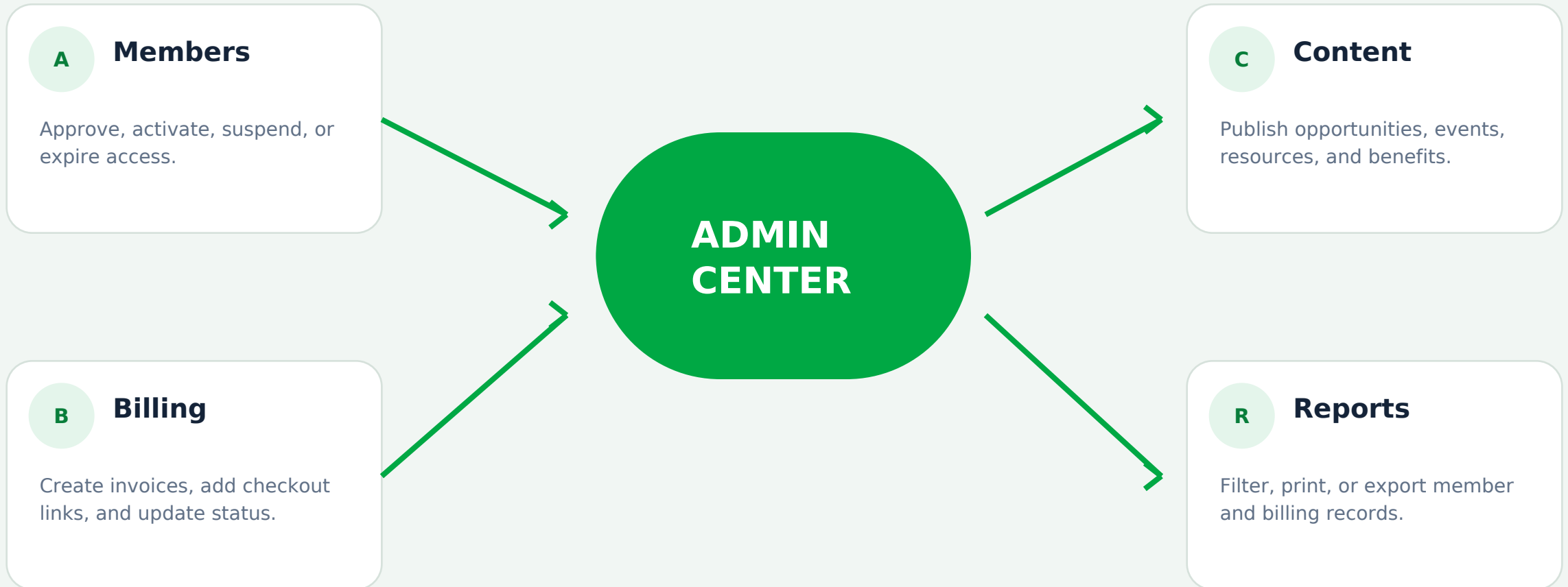
A member signs in, sees what matters, connects with the network, uses Chamber resources, and manages the account.



Review mode uses fictional profiles and sample transactions. It cannot change real member or billing records.

You remain in control.

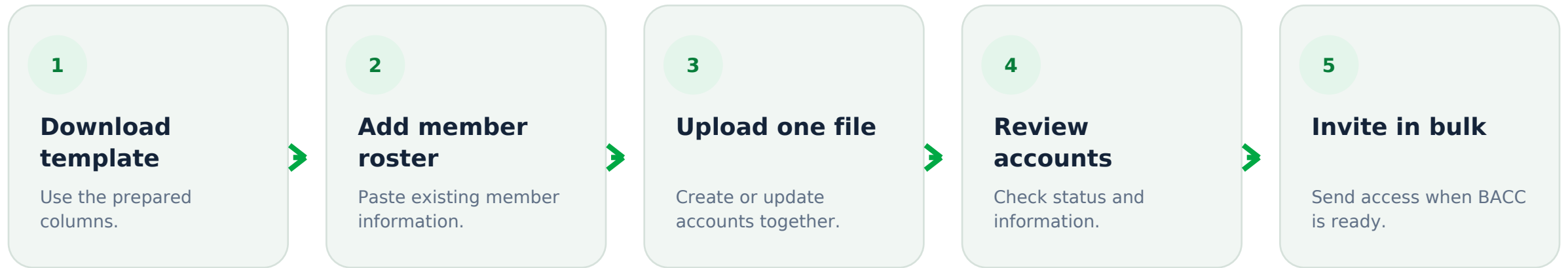
Desiree and Michael can manage the Hub from the existing WordPress administration area. Routine work does not require Fabian or a developer.



ADDING THE MEMBER LIST

Add hundreds of members at once.

One CSV spreadsheet can create new accounts or update existing members by email. Nothing is emailed until you approve it.



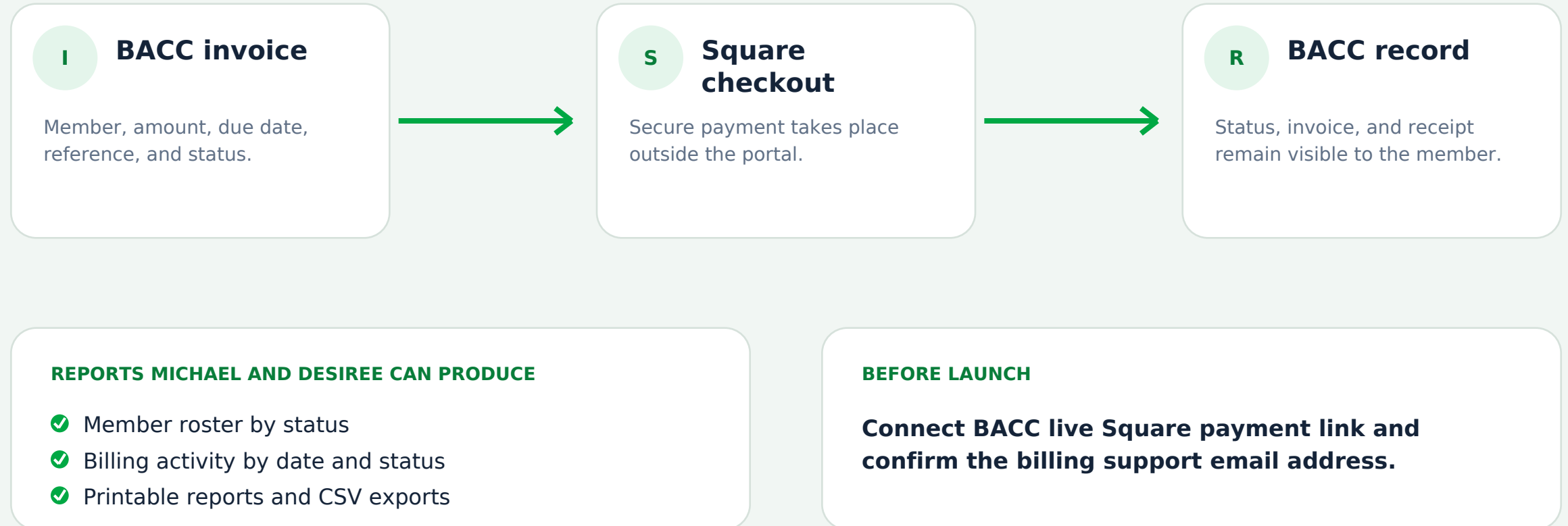
ONE CSV can manage a roster of hundreds

Important: imports do not automatically send invitations.

PAYMENTS AND REPORTING

Square-ready billing and reports.

The Hub never stores card or bank information. Square provides secure checkout while the Chamber manages invoices, status, receipts, and reports.



WHAT HAPPENS NEXT

Review first. Launch only after approval.

Fabian has provided

- ✓ The working Member Business Hub
- ✓ Protected review mode with sample data
- ✓ Admin tools, bulk import, billing, and reports
- ✓ A Square-ready payment structure

This Hub is an added capability for BACC. It is separate from the public website until the Chamber reviews and approves the final setup.

BACC needs to confirm

- ✓ Administrator access for Desiree and Michael
- ✓ The member spreadsheet for import
- ✓ Live Square link and support email
- ✓ Invitation message and launch date

CONFIDENTIAL REVIEW LINK - NOT LIVE ON THE BACC WEBSITE

<https://bacc-review.bdydandco.com>