



Belize American
Chamber of Commerce™

REVIEW PRESENTATION - SEPTEMBER 2026

Member Business Hub

A secure, practical digital home where BACC members connect, access value, manage their membership, and remain engaged with the Chamber.

PREPARED FOR REVIEW

Desiree & Michael

BACC MEMBER BUSINESS HUB - REVIEW PRESENTATION

CURRENT STATUS

**Prototype
ready for
feedback**

Not publicly launched

Prepared by BDYD &
Co.

More than a login page.

The Hub turns membership into an ongoing experience and gives the Chamber a simpler way to serve, manage, and understand its community.

01

Stronger member value

Members can discover trusted businesses, share opportunities, access private resources, and see benefits in one organized place.

02

Better retention

A useful year-round portal makes membership feel active and visible rather than limited to occasional events or emails.

03

Operational control

The Chamber team can manage members, content, billing, and reports without depending on a developer for routine work.

One clear place for membership.

Members receive a secure, organized experience with practical reasons to return throughout the year.

01

Overview

Membership status, activity, billing, and key updates.

02

Member Directory

Find trusted companies by industry, service, or location.

03

Opportunities

Share referrals, partnerships, contracts, and talent needs.

04

Events

Access Chamber events and members-only experiences.

05

Resources & Benefits

Use private guidance, replays, tools, and preferred offers.

06

Payments & Profile

Review invoices and keep company information current.

The member overview.

Clear language, controlled hierarchy, and large readable type. All records shown are fictional.

BACC

Member Business Hub

Overview

Member Directory

Opportunities

Events

Resources

Member Benefits

Payments & Billing

My Profile

WELCOME BACK, JORDAN.

Your membership overview

BALANCE DUE

\$500.00

1 open invoice

MEMBERSHIP

Corporate

Active

PROFILE

Complete

Verified

OPPORTUNITY

Regional distribution partner

A new connection request from a verified member.

EVENT

Belize-US Business Exchange

Members-only networking and trade briefing.

RESOURCE

Export Readiness Toolkit

Practical guidance for regional market entry.

Desiree and Michael can manage it.

Authorized Chamber administrators receive full day-to-day control. Routine portal work does not require Fabian or a developer.

Members & approvals

- Approve, activate, suspend, or expire access
- Update member records
- Send invitations in bulk

Content management

- Publish opportunities and events
- Add resources and benefits
- Review member submissions

Billing management

- Create invoices and checkout links
- Record payment status
- Print invoices and receipts

Reporting center

- Filter member and billing records
- Print reports
- Export CSV files

DESIGNED FOR SCALE

Hundreds of members do not have to be entered one by one.

The Chamber can upload one completed CSV spreadsheet. Existing members are updated by email, new accounts are created, and everything can be reviewed before invitations are sent.

1

Download template

Use the prepared spreadsheet columns.

2

Add the roster

Paste the Chamber existing member information.

3

Upload once

Create or update hundreds of accounts.

4

Review & invite

Approve accounts and send invitations in bulk.

SAFEGUARD

Importing members does not automatically email them. The Chamber reviews accounts first and controls when invitations are sent.

Square-ready. Chamber-controlled.

The portal manages invoices, status, receipts, and reports. Square handles secure checkout, so BACC does not store card or bank information.

1

BACC issues the invoice

Assign the member, amount, due date, reference, and payment status.

2

Square collects payment

The member follows BACC secure hosted Square checkout link.

3

Records stay visible

Members can view invoices while administrators print or export reports.

BEFORE LAUNCH

Replace the demonstration Square button with BACC live checkout link and confirm the billing support email.

Four decisions before launch.

The foundation is in place. These choices allow the portal to be configured around the Chamber operating process.

1. Administrator access

Confirm that Desiree and Michael should both receive full management and reporting access.

2. Member information

Confirm which existing member spreadsheet will be used for the first bulk import.

3. Square connection

Provide the live Square link and the billing support email address.

4. Launch sequence

Approve the invitation message, first member group, and launch date.