

# NEWSLETTER



## WHAT'S INSIDE

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How Small Businesses Can Adapt to TikTok's Uncertain Future  
PG. 1

7 Things Successful Entrepreneurs Don't Worry About Anymore  
PG. 2

Holiday Contest Winners  
PG. 3

New Member Portal  
PG. 4-15

Contact Us  
PG. 16



## How Small Businesses Can Adapt to TikTok's Uncertain Future

As TikTok's future hangs in the balance, these strategies can help you prepare no matter what happens.

Written By : Shira Lazar (inc.com)

TikTok's future in the U.S. remains uncertain, and both creators and brands are bracing for impact. According to CNBC, a ban could mean a \$1.3 billion loss in small business and creator revenue within just one month.

As potential buyers begin lining up, small businesses should take note: These five key strategies—backed by influencer marketing experts and founders—can help you stay ahead.

[READ MORE](#)



### **On-Site Reception Returns to Suite 2020**

As many of our part-time and full-time members have returned to the office and we are experiencing high traffic in both Suites 2020 & 2031, we will be resuming full-time reception in Suite 2020 and as needed in Suite 2031..

Starting February 3, 2025, SCO Team members will staff Suite 2020 for front desk hosting and mail pick up, Monday through Friday, 9:30am-5:30pm.

## **7 Things Successful Entrepreneurs Don't Worry About Anymore**

**Written By : Jodie Cook (Forbes)**

The most stressed business owners obsess over every detail. They lose sleep over stuff that's out of their control. They waste energy fretting about factors that don't matter. But successful entrepreneurs operate differently. They exude a sense of calm. They know what deserves headspace and what to let go.

Stop torturing yourself with what-ifs and could-have-beens. Successful founders dropped these mental blocks ages ago. Their minds stay clear and focused on what counts. Here's what they stopped caring about, so you can stop too.

[Read More](#)

## **New Reception Hours**

**February 3, 2025  
Suites 2020**

**Monday thru Friday  
9:30am-5:30pm**

# 2024 HOLIDAY CONTEST WINNERS

Thank you to everyone who participated in our annual 2024 Holiday contests. We had another great year of submissions and are excited to announce the winners.

## UGLY SWEATER CONTEST



**AUTHOR MAUREEN  
MAYS**

[mmauthor.com](http://mmauthor.com)



**THE MARRIAGE  
TAKEOVER**

[www.marriagetakeover.com](http://www.marriagetakeover.com)



**CGUILLORY  
CPR**

[www.cguillorycpr.com](http://www.cguillorycpr.com)



## DOOR DECORATING CONTEST

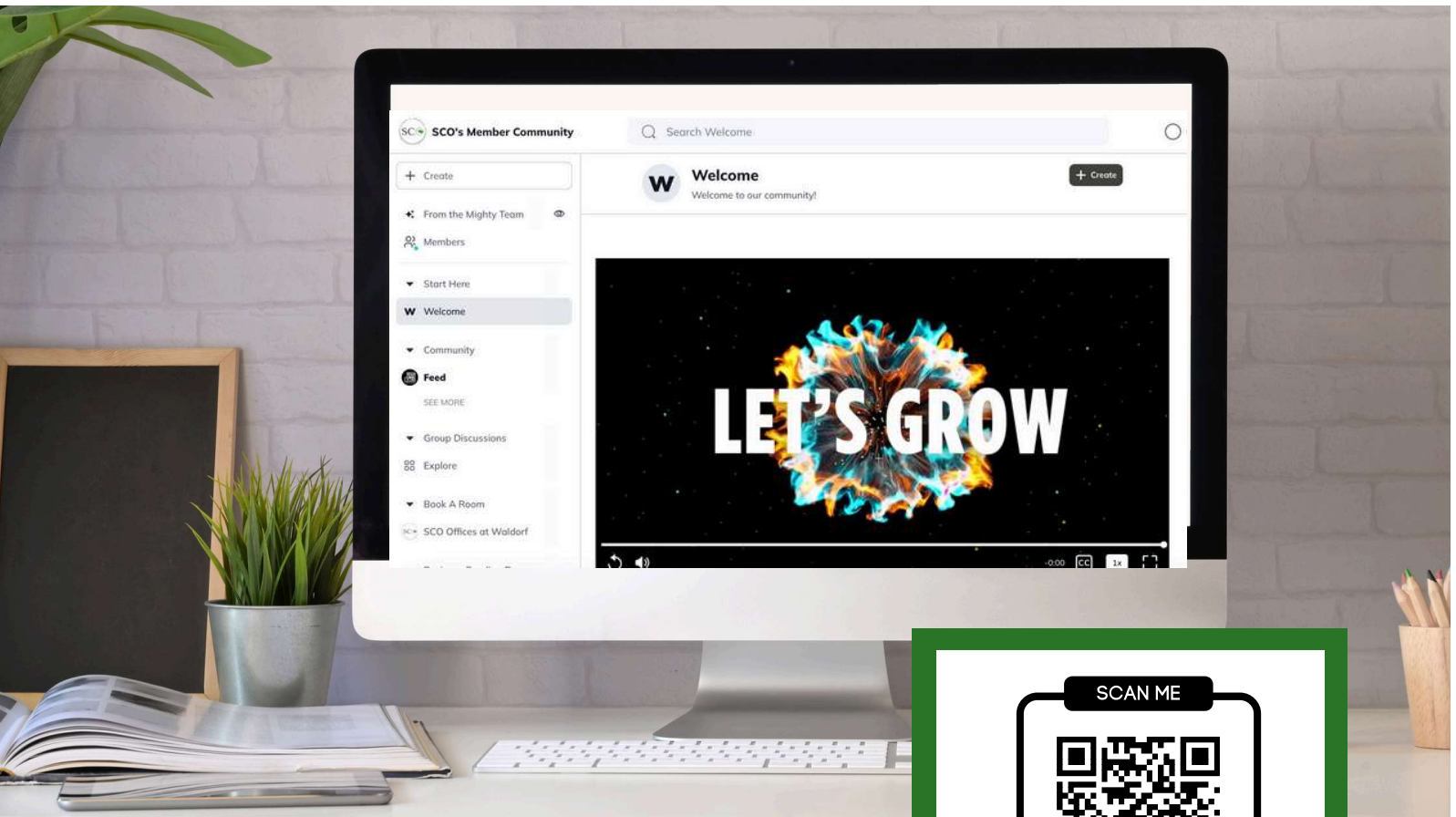


### **BRIGHT STAR CARE**

 [www.brightstarcare.com](http://www.brightstarcare.com)

 240-502-0279





# NEW, IMPROVED MEMBER PORTAL



<https://sco-s-membership-community.mn.co/>

We're thrilled to share our brand-new Member Portal with you! It's packed with tools to make your experience smoother and more connected.

- ✓ **Member Directory**
- ✓ **Resource Libraries**
- ✓ **Account Management**
- ✓ **Interest Group Forums**
- ✓ **Community Feed & Events**
- ✓ **Member Profiles**
- ✓ **Training Resources**
- ✓ **Room Booking Calendar**
- ✓ **Community Forums**
- ✓ **And More!**



# Keep Up With SCO's Member Community On The Go!

Download our app for easy access to your mail notifications, account settings, and more!

If you have not done so, please register in the new SCO app, [SCO Member Community](#). The current system will be phased out on January 31st and all communications will be made through the new app, including your mail notifications.

## Download the App



SCAN ME



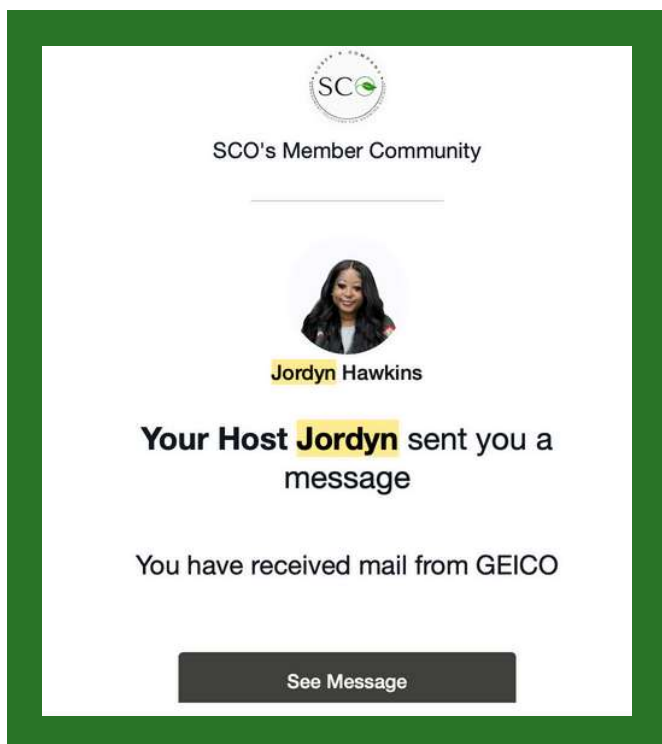


## MEMBER NETWORK & GROUP FORUMS

Engage in dynamic discussions, share insights, and network with like-minded professionals in our group forums. Whether you're seeking advice, sharing expertise, or building valuable relationships, our community is designed to support your business journey every step of the way.

Connect with other like-minded businessowners

## DAILY MAIL NOTIFICATIONS



You'll now receive updates about your mail automatically, ensuring you never miss an important delivery.

### Want to customize your notifications?

Simply head to Personal Settings in your portal to:

1. Choose the types of notifications you'd like to receive
2. Select your preferred delivery method (email or in-app)



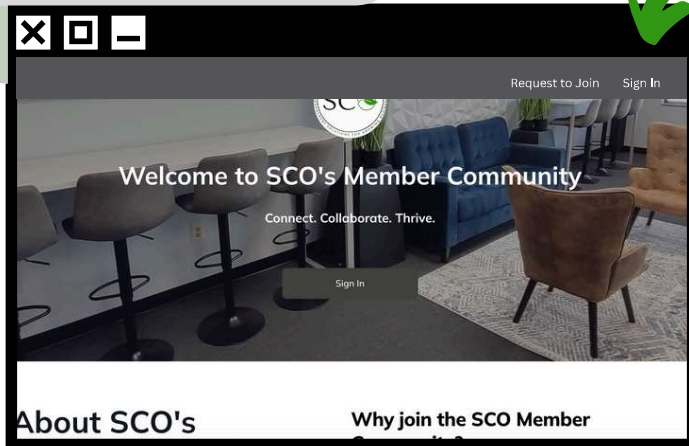
# **MEMBER PORTAL GUIDE**



# Member Profile

## Setting up Profile

### 1 Sign Into App



Click On the Sign In button on the upper right-hand corner of the login page.

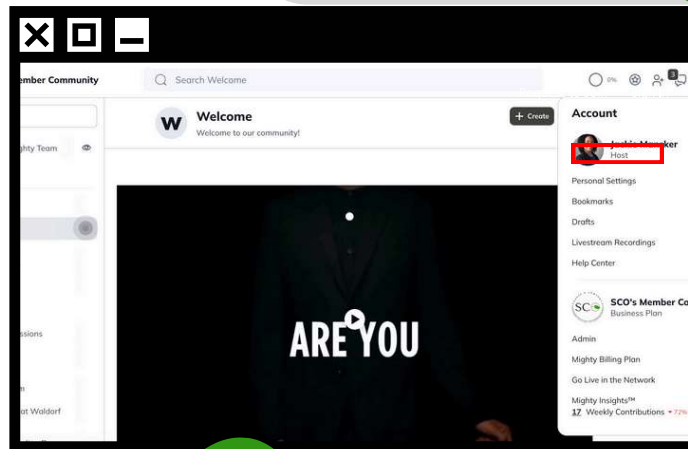


<https://sco-s-membership-community.mn.co/>

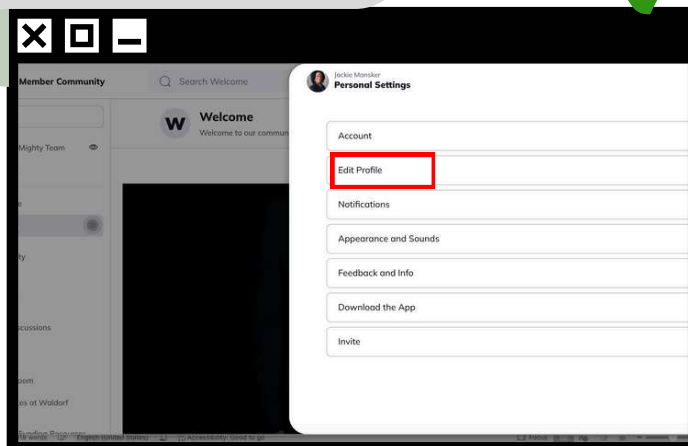
### Personal Settings

2

Navigate to your picture in the upper right corner. This is your account menu. Go to **Personal Settings**. Select **Edit Profile**.



### 3 Edit Profile



In your profile, you can add:

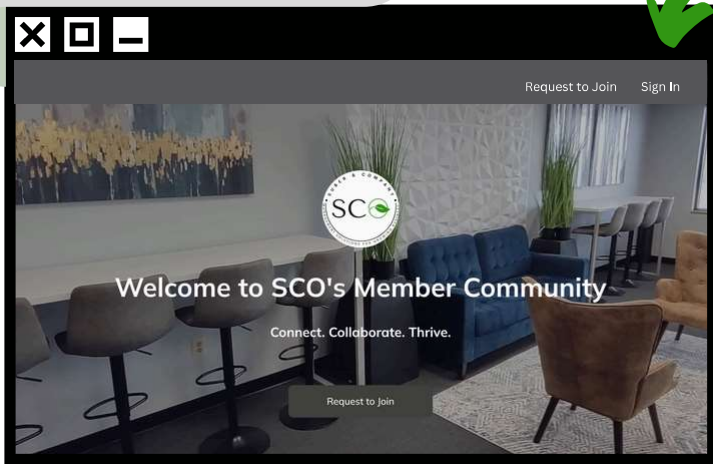
- A profile & cover photo
- A short bio that is fully searchable
- Your location (if desired)
- Your timezone
- Up to 10 personal links
- An “About Me” introduction that will post to the “Feed”



# Book A Room

Booking for the first time

## 1 Sign Into App



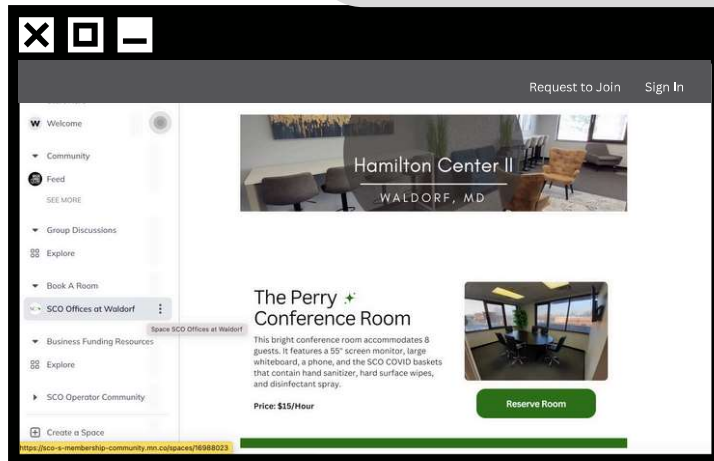
Click On the Sign In button on the upper right-hand corner of the login page.



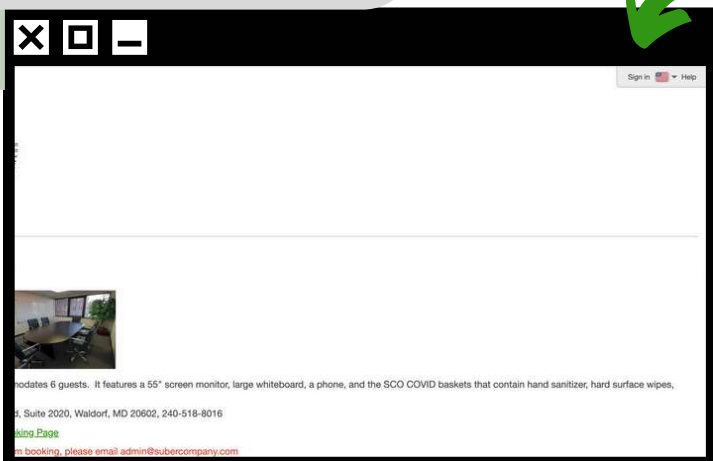
<https://sco-s-membership-community.mn.co/>

## Book A Room

"Navigate to the 'Book A Room' tab, select your desired location, and scroll through the available options. Click 'Reserve a Room' to access the room calendar for each space.



## 3 Sign In to Book

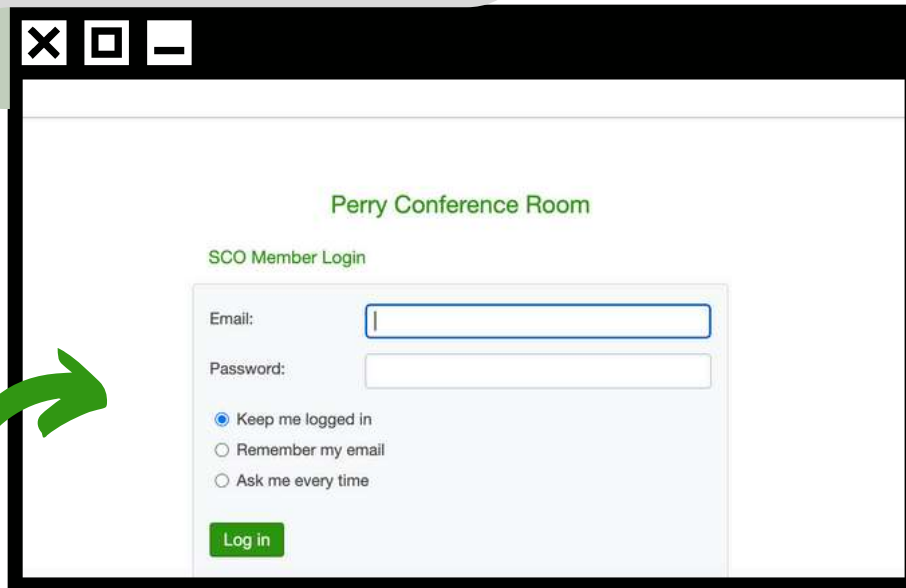


The system will display the booking calendar for your selected room. Please note, you must be signed in to book a space. This sign-in is separate from the SCO Offices App login.

# Book A Room (cont.)

Booking for the first time

## 4 Sign-In

A screenshot of a web browser window showing a login form. The browser's title bar includes standard window controls (close, maximize, minimize). The page content is titled "Perry Conference Room" in green. Below this is the "SCO Member Login" section. It contains two input fields: "Email:" and "Password:". Below the password field are three radio button options: "Keep me logged in" (which is selected), "Remember my email", and "Ask me every time". At the bottom of the form is a green "Log in" button. A green arrow points from the left towards the login form.

## Logging In: Choosing Your Preferences

When logging in, you'll have three options to customize your experience:

1. Keep Me Logged In: This option keeps you signed in, making future access to the booking pages seamless.
2. Remember My Email: Your email will be saved for convenience, but you'll need to enter your password each time.
3. Ask Every Time: For added security, you'll be required to log in every time you access the system.

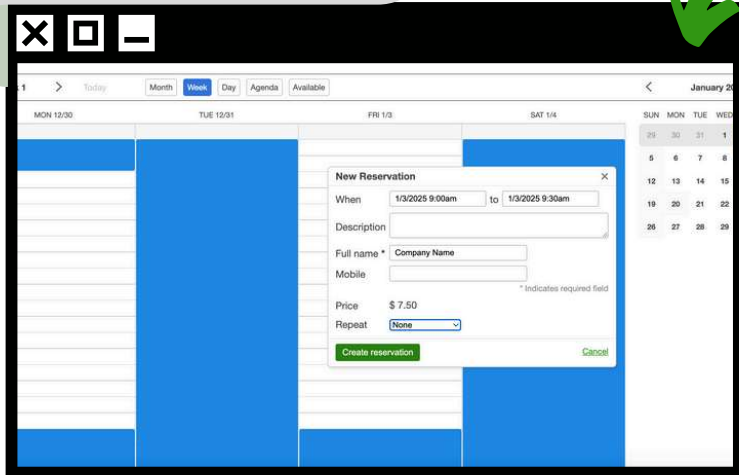
Note: If you don't select "Keep Me Logged In," you'll need to log in each time you access the booking pages.

Once you're logged in, clicking on any room booking link will automatically take you to the booking calendar for that space, with your login already active.

# Book A Room (cont.)

Booking for the first time

## 5 Reserving A Room

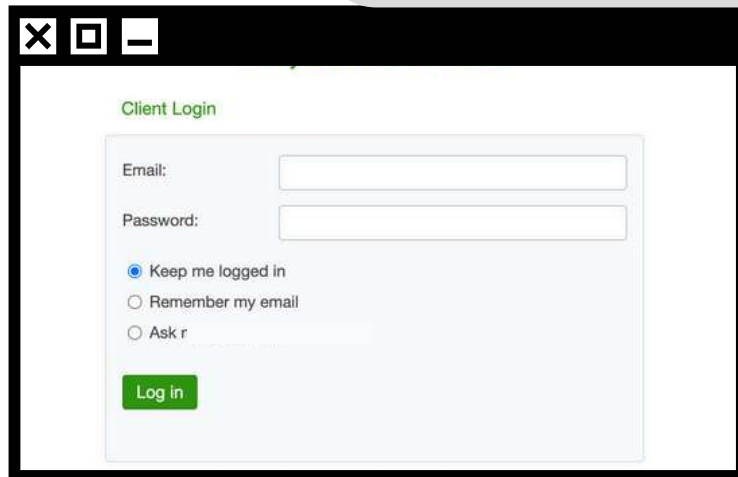
A screenshot of a web application interface. In the background, there is a calendar for January 2025, showing dates from Monday 12/30 to Wednesday 1/14. Overlaid on the calendar is a 'New Reservation' form. The form has the following fields: 'When' (set to 1/3/2025 9:00am to 1/3/2025 9:30am), 'Description', 'Full name \*' (with 'Company Name' entered), 'Mobile', 'Price' (\$ 7.50), and 'Repeat' (set to 'None'). There are 'Create reservation' and 'Cancel' buttons at the bottom of the form. A green arrow points from the text to the calendar area.

Select the date you'd like to reserve, choose your preferred time frame for the room booking, and click 'Create Reservation' to confirm.

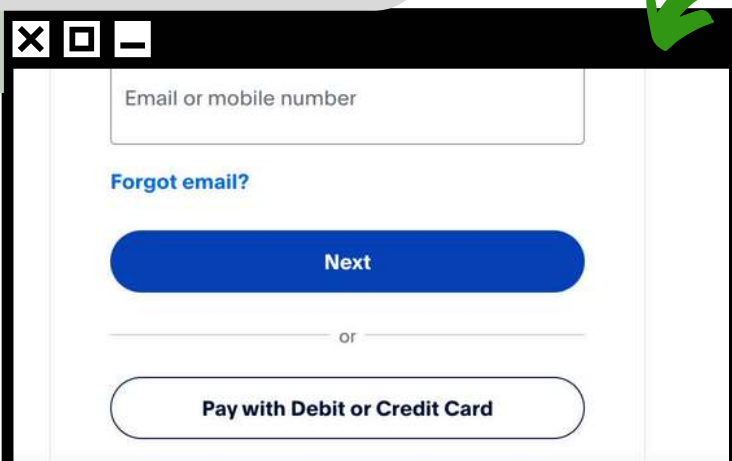
6

## Confirm Booking

Review your reservation details, then click 'Pay Now' to proceed to the PayPal portal for payment. If you have existing credits on your account, the system will use those prior to asking for additional payment.

A screenshot of a 'Client Login' form. It features two input fields for 'Email:' and 'Password:'. Below the password field are three radio button options: 'Keep me logged in' (which is selected), 'Remember my email', and 'Ask r'. A green 'Log in' button is positioned at the bottom of the form.

## 7 Pay via PayPal

A screenshot of a PayPal payment selection screen. At the top, there is a text input field labeled 'Email or mobile number'. Below it is a blue link that says 'Forgot email?'. A large blue button labeled 'Next' is centered on the screen. Below the 'Next' button is the word 'or'. At the bottom, there is a rounded button labeled 'Pay with Debit or Credit Card'. A green arrow points from the text to the 'Next' button.

Log into your PayPal account or click on 'Pay with Debit or Credit Card' to pay for your booking.

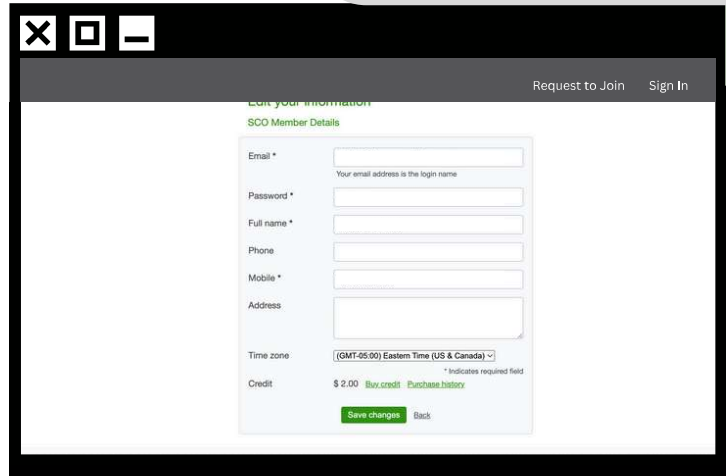
# Book A Room (cont.)

Booking for the first time

Click on Settings in the upper right hand corner to access your account information at any time. Here, you can view and update details such as your email address, password, name, phone number, address, timezone, and credit balance.

Settings

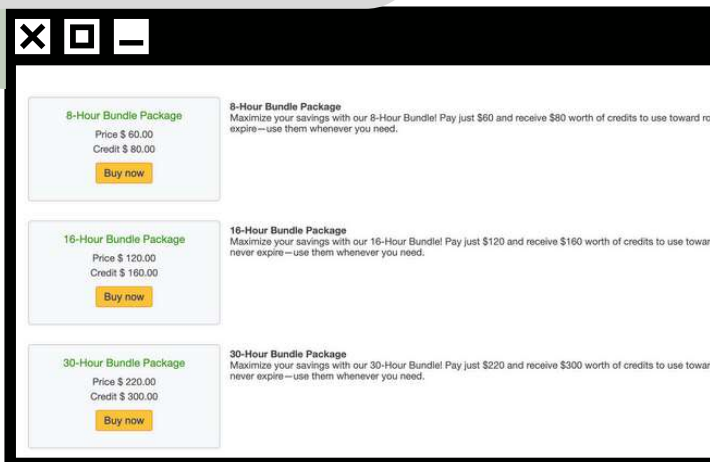
8



The screenshot shows a web browser window with a dark header containing window control icons (X, square, dash) and links for 'Request to Join' and 'Sign In'. Below the header, the page title is 'Edit your information' and the sub-header is 'SCO Member Details'. The form contains several input fields: 'Email \*' with a note 'Your email address is the login name', 'Password \*', 'Full name \*', 'Phone', 'Mobile \*', and 'Address'. A 'Time zone' dropdown menu is set to '(GMT-05:00) Eastern Time (US & Canada)'. At the bottom, the 'Credit' balance is '\$ 2.00' with links for 'Buy credit' and 'Purchase history'. A green 'Save changes' button and a 'Back' link are at the bottom right.

9

## Credit Bundles

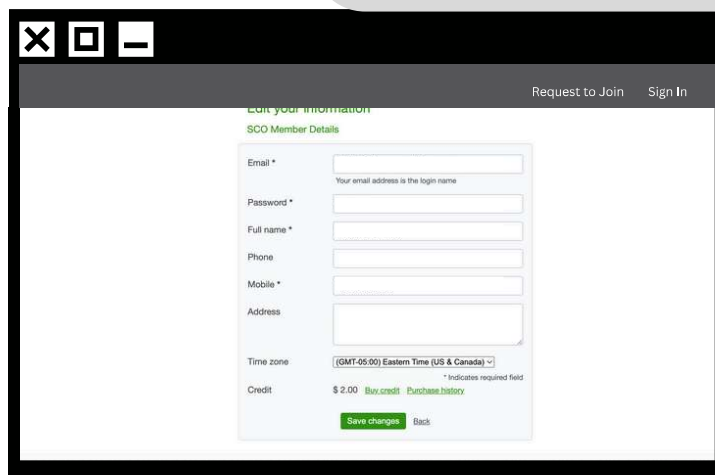


The screenshot shows a web browser window with window control icons. The page displays three 'Credit Bundle Package' options, each with a 'Buy now' button. The first package is the '8-Hour Bundle Package' with a price of \$60.00 and a credit of \$80.00. The second is the '16-Hour Bundle Package' with a price of \$120.00 and a credit of \$160.00. The third is the '30-Hour Bundle Package' with a price of \$220.00 and a credit of \$300.00. Each package description includes a note to 'Maximize your savings with our X-Hour Bundle! Pay just \$X and receive \$X worth of credits to use toward room reservations. Credits never expire—use them whenever you need.'

Click on 'Buy Credit' to purchase additional credits and enjoy greater savings.

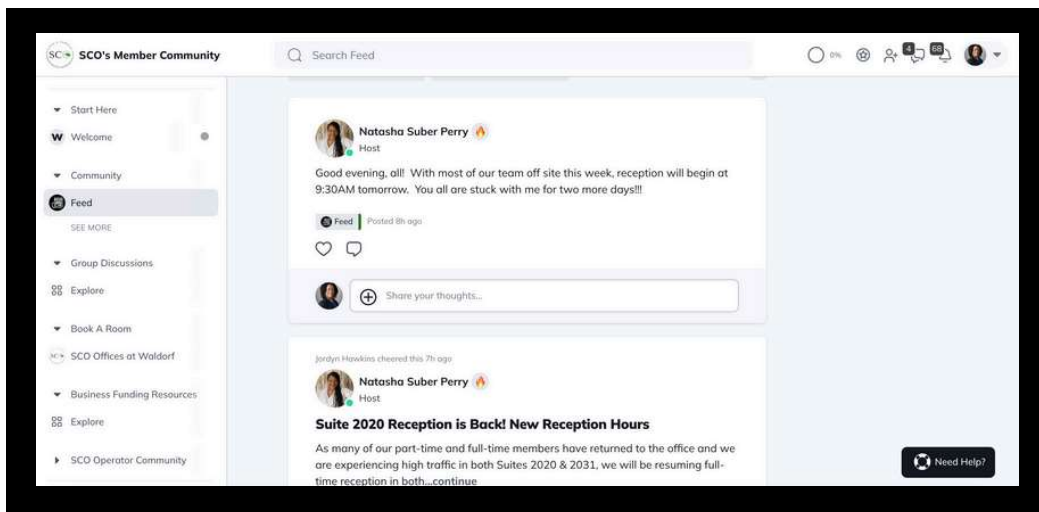
Settings

10



This screenshot is identical to the one in step 8, showing the 'Edit your information' page with the same form fields and layout.

# Navigating the Member Portal



## How Does the Feed Work?

In the upper left corner, you may see some options which we call Global Features. These are Feed, Discovery, Members and Events.

These Global Features aggregate all the content (posts, articles, polls, questions, and events added by your Host and other members) from Spaces that you belong to. You will also see content from public Spaces all throughout the Member Portal.

You can interact with content at the Global Feed by liking, cheering or commenting.

## Are there AI Features in the Member Portal?

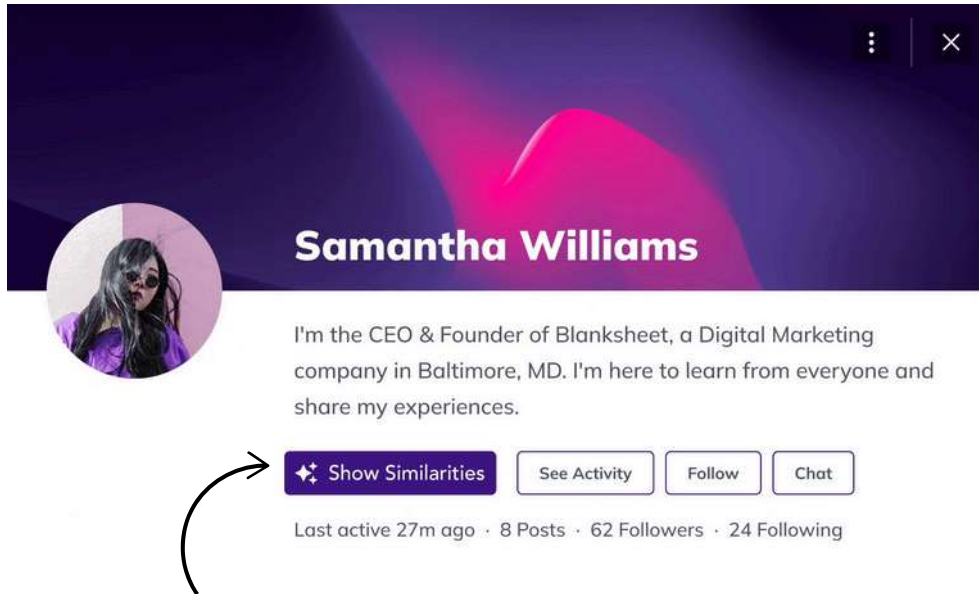
Yes! We have developed a set of powerful new AI features designed to help you do things like fill out your profile, fix spelling and grammar, change the tone of your writing and more!

### ***Show Similarities***

When you navigate to a profile, you will see a new prompt that says "Show Similarities". Selecting that option will show the similarities between you and the other person. (See next page for example)

# Navigating the Member Portal

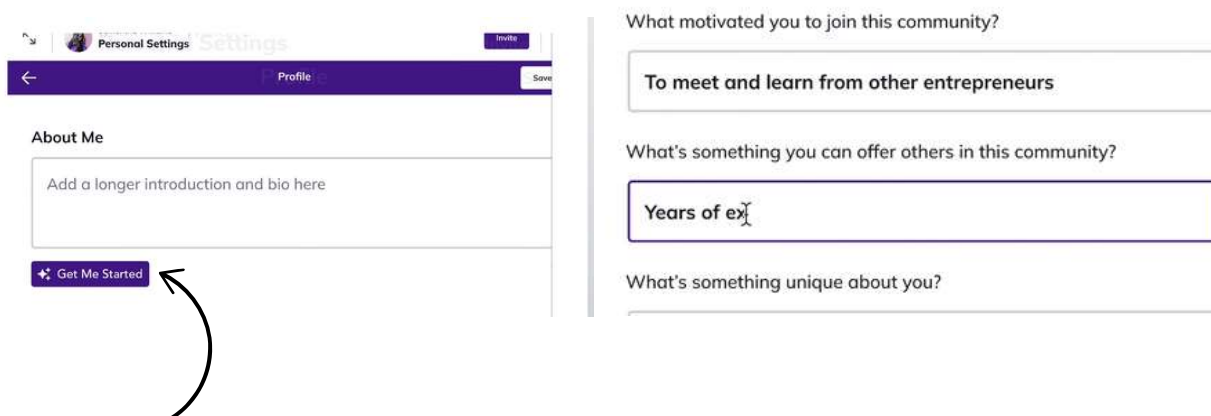
## (cont.)



### **Profile Writing Assist**

This feature helps you out with your profile - specifically the "About Me" section.

Selecting "Get Me Started" will ask three simple questions. From there, a new profile will be generated. If you want to try again, you can simply delete the text in the "About Me" section. Note: "Get Me Started" prompt will only appear if the About Me section is blank.



# Navigating the Member Portal

## (cont.)

### Sample Profile

**Brianna Jones**  
GROUP

Doula | HypnoBirthing | Childbirth Education

Show Similarities See Activity Follow Chat

Last active 1w ago • 1 Post • 0 Followers • 0 Following

**About Me**

The Birth Empowerment Group empowers mothers, especially Black and Brown pregnant mothers, to embrace their strength and wisdom during their birthing journey. We provide compassionate, culturally affirming support through childbirth classes, HypnoBirthing, and professional doula services, offered both virtually and in-person. Founded by Brianna Rochelle, a passionate birth educator and doula, we specialize in personalized care, including crafting individualized birth plans and fostering a nurturing community. Let us help you achieve your best birth experience—you and your baby deserve nothing

**Location**

Waldorf, MD

**Referred By**

Jordyn Hawkins

**NEED**

**ASSISTANCE?**



**CONTACT  
US FOR  
SUPPORT**

Our team is ready to assist you every step of the way. If you have any questions or need help navigating the new system, don't hesitate to reach out. If you have any questions about the new platform, how to setup your account, join networking groups, or reserve meeting rooms, please feel free to schedule a meeting with one of us.

To schedule a meeting , use the link below to choose a time that works best for you.



**NATASHA  
SUBER-PERRY**



**BOOK**



**SONYA  
WASHINGTON**



**BOOK**



**JORDYN  
HAWKINS**



**BOOK**



# HOUSEKEEPING



- ✓ Please ensure that no children are left unattended.
- ✓ Be prepared to meet guests at the building doors outside of reception hours.
- ✓ Primary reception is at Suite 2031. Please let us know if you will need reception at Suite 2020.

- ✓ As we have new team members and new clients, please be prepared to bring your ID when picking up your mail. This is to ensure security for your business mail and packages.

## CONTACT US

Suber & Company, LLC  
Hamilton Centre II  
3261 Old Washington Road, Suite 2031  
Waldorf, MD 20602

Phone: (240) 518-8016  
Fax: (240) 518-8076

Visit us on the web:  
[www.subercompany.com](http://www.subercompany.com)  
[info@subercompany.com](mailto:info@subercompany.com)

Follow Us on Social Media

[www.facebook.com/suberandcompany](https://www.facebook.com/suberandcompany)  
[www.instagram.com/suberandcompany](https://www.instagram.com/suberandcompany)



### UPCOMING HOLIDAY CLOSURES

**President's Day**  
Fri, Feb 14 & Mon, Feb 17

### IMPORTANT TAX DATES

**Official Start of Tax Season**  
Mon, Jan 27

**S-Corps & Partnerships  
Federal Filing Deadline**  
Thurs, Mar 17

**Single-Member LLC  
Federal Filing Deadline**  
Tues, Apr 15

**MD Business Property Tax  
State Filing Deadline**  
Tues, Apr 15

\*Look out for your Charles County Business Property Tax bill after you file your