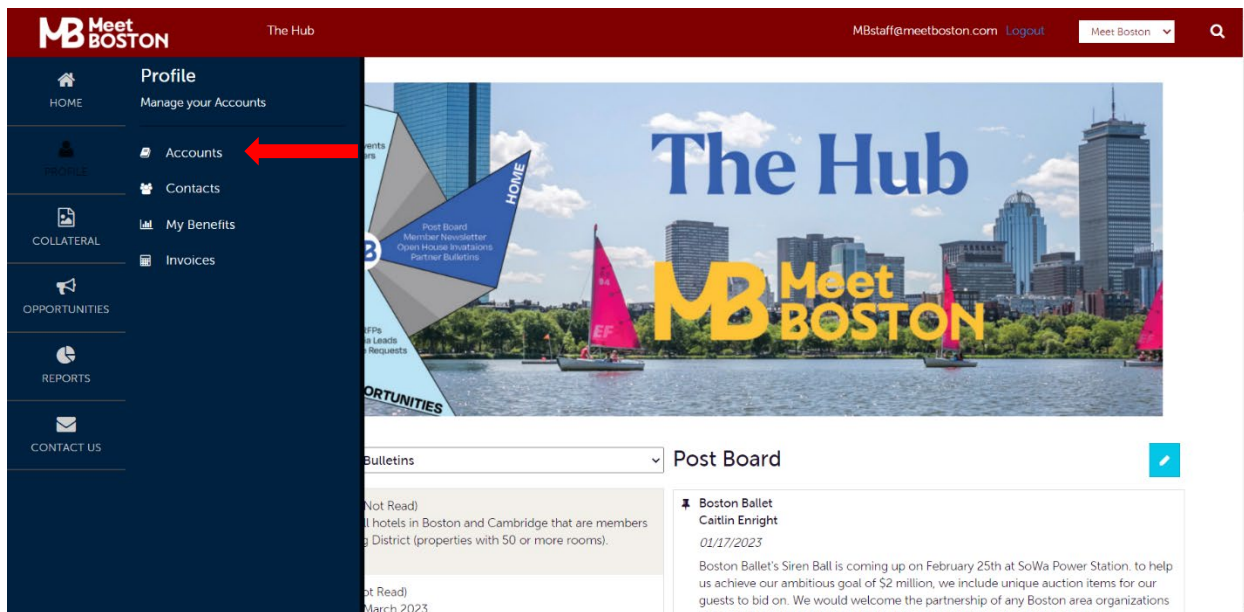




After you login, you will get to the Extranet Home Page. Select **Profile** and then **Accounts**.



The screenshot shows the Meet Boston Extranet Home Page. The top navigation bar is dark red with the Meet Boston logo on the left, the text "The Hub" in the center, and user information "MBstaff@meetboston.com Logout" and a dropdown menu "Meet Boston" on the right. A dark blue sidebar on the left contains a "Profile" section with "Manage your Accounts" and a list of links: "Accounts", "Contacts", "My Benefits", and "Invoices". A red arrow points to the "Accounts" link. Below the sidebar is a large banner image of a harbor with the text "The Hub" and "Meet BOSTON". Below the banner is a "Post Board" section with a "Bulletins" dropdown menu and a post from "Boston Ballet" by "Caitlin Enright" dated "01/17/2023".

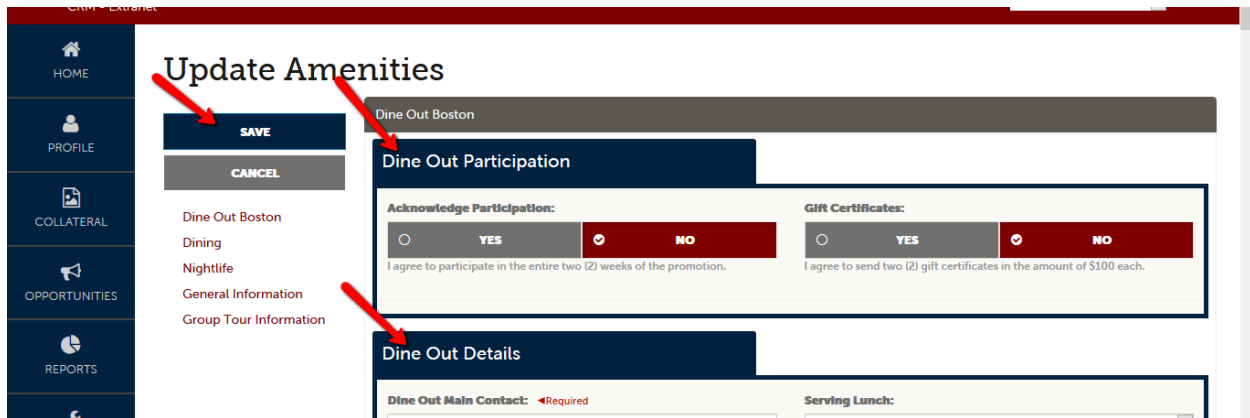
## Click on your Restaurant Account.

The screenshot shows the 'Accounts' page in the Meet Boston system. The top navigation bar includes the Meet Boston logo, 'The Hub', the user email 'MBstaff@meetboston.com', a 'Logout' link, and a dropdown menu for 'Meet Boston'. A left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and CONTACT US. The main content area is titled 'Accounts' and features a filter section with 'Filters (0)', a 'Status is one of:' dropdown, and an 'APPLY FILTERS' button. Below the filter section is a table with columns for 'Actions' and 'Account'. The 'Account' column contains a single entry, 'Meet Boston', which is highlighted by a red arrow. The table also includes pagination controls for 'Page 1 of 1' and 'Go to Page: 1'.

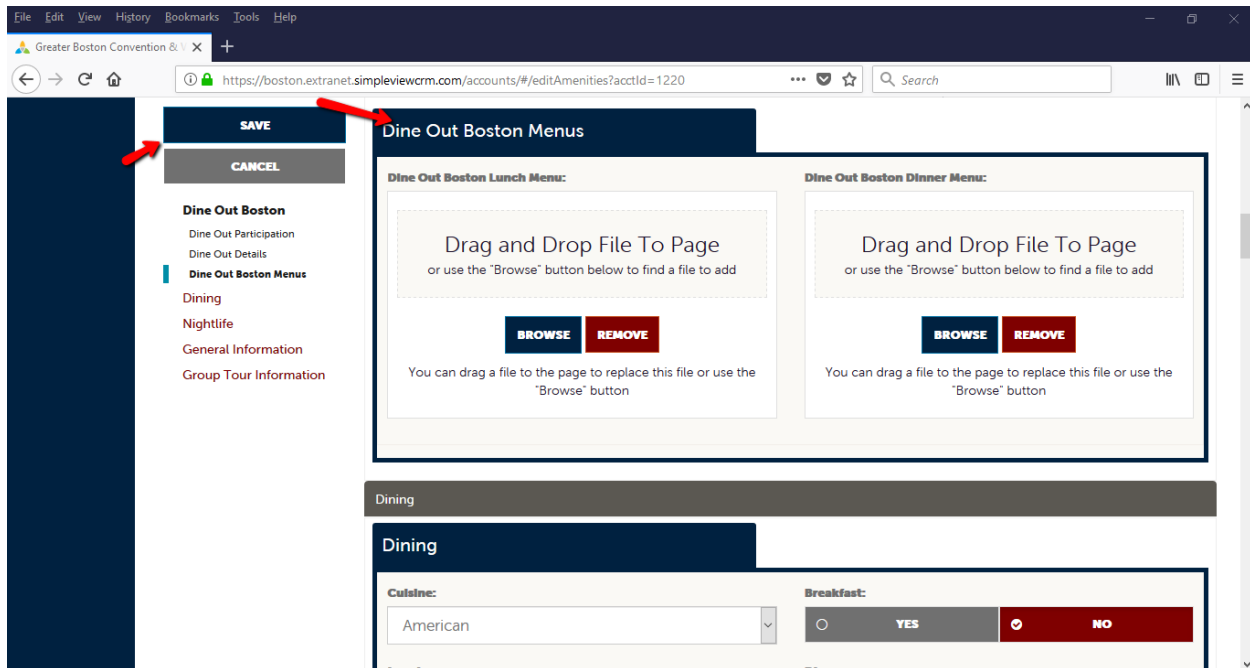
## Click on Manage Amenities.

The screenshot shows the 'Account Details' page for the 'Meet Boston' account. The top navigation bar includes the Meet Boston logo, 'The Hub', and the user email 'MBstaff@meetboston.com'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Account Details' and features an 'EDIT' button and a 'RETURN' button. Below these are two sections: 'Sections:' and 'Related Details:'. The 'Sections:' section lists: Account Information, Phone Information, Address Information, Image Gallery, Social Media, and General. The 'Related Details:' section lists: Manage Amenities (highlighted with a red arrow) and Manage Meeting Space. To the right of the 'Related Details' section are three panels: 'Account Information', 'Phone Information', and 'Address Information'. The 'Account Information' panel shows fields for 'S', 'Acc', 'Extranet P', 'Re', 't', and 'We'. The 'Phone Information' panel shows fields for 'Pri', 'Alter', and 'Toll'. The 'Address Information' panel is partially visible at the bottom.

**Fill out the Dine Out Participation and Dine Out Details sections. Remember to hit save at the Top when you are done.**



**Menus are not due at sign up.** Please log back in and upload them when ready. You will find the Dine Out Boston Menus section just below the Dine Out Details section. Remember to click save!



**You did it! Thank you!**

Contact us at [dineoutboston@meetboston.com](mailto:dineoutboston@meetboston.com) if you need assistance.