Extranet Instructions

Updating Amenities

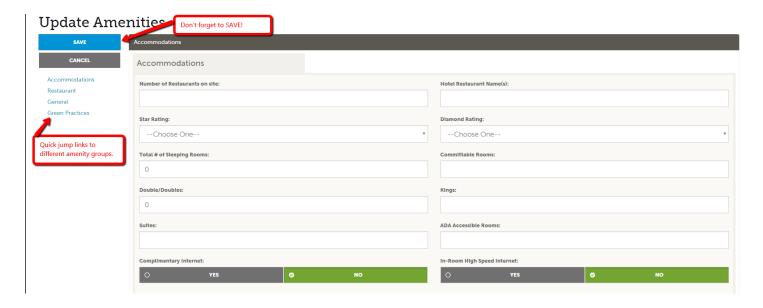https://fortcollinsco.extranet.simpleviewcrm.com/login/#/login

Viewing Your Amenities

Amenities are viewed and managed from the accounts section of the extranet. To find amenities from the home screen click Profile -> Accounts from the left main navigation. From the Accounts page click the down arrow under the actions column to find the Manage Amenities button.

Amenities

You will see a variety amenity groups within the amenities section such as accommodations, restaurant, meeting facilities etc…

Click into any of the amenity fields to start making changes. Be sure to hit **save** once you are finished.

Note

It is very important to keep your amenity information up to date as this information displays on the website. This information is also used by CVB staff when searching for venues that can accommodate groups of various sizes.

Attraction providers should be sure to update the fields "Hours of Operation" and "Ticket Prices"