



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.

Accounts

Filters (0) Manage Filters

Status is one of:

Actions	Account
<input type="button" value="edit"/> <input type="button" value="eye"/> ▼	VISIT DENVER, The Convention & Visitors Bureau
	<input type="button" value="Manage Amenities"/> <input type="button" value="Manage Meeting Space"/>

Click to expand options.

Click Manage Amenities

Amenities

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

Update Amenities

Accommodations

Accommodations
Restaurant
General
Green Practices

Quick jump links to different amenity groups.

Don't forget to SAVE!

Number of Restaurants on site:	Hotel Restaurant Name(s):
<input type="text"/>	<input type="text"/>
Star Rating:	Diamond Rating:
--Choose One--	--Choose One--
Total # of Sleeping Rooms:	Committable Rooms:
<input type="text" value="0"/>	<input type="text"/>
Double/Doubles:	Kings:
<input type="text" value="0"/>	<input type="text"/>
Suites:	ADA Accessible Rooms:
<input type="text"/>	<input type="text"/>
Complimentary Internet:	In-Room High Speed Internet:
<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO

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”