Amenities for DMOs/Parent Accounts
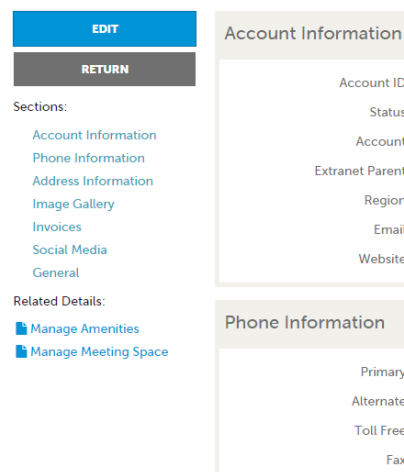
Click here to watch the tutorial video.

1. You may add amenity information to your TravelKS.com listings by selecting the account from your "Accounts" tab under "Profile." Once you have selected an account and clicked "View"

   or clicked the name of the account, you will see "Manage Amenities" listed under the left section of the page under "Related Details." Amenities can be viewed on TravelKS.com and may be included in print materials. You may add/edit amenities for Dining, Lodging, Attractions, Sport Facilities and Business Continuity.

2. Click the "Manage Amenities" link in the "Related Details" section of the left navigation of the Account Details.
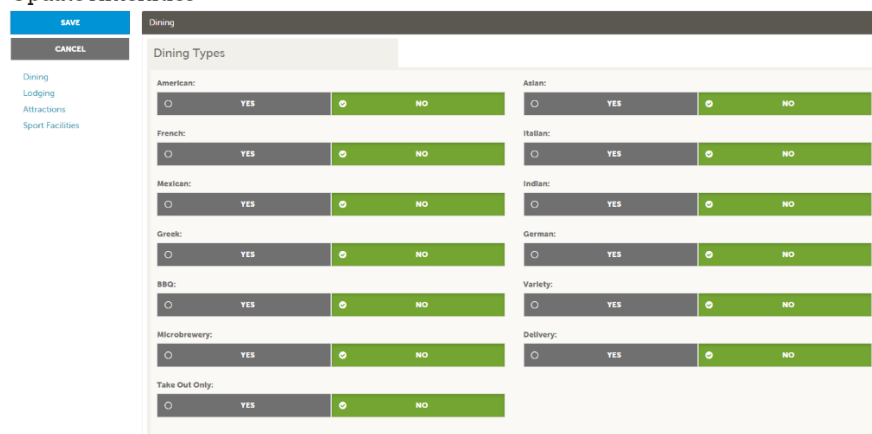
3. Choose the Category you wish to make changes to for this account in the left navigation: Dining, Lodging, Attractions, Sport Facilities and Business Continuity.

4. Choose the best fitting sub-category of what this account is and then choose "Yes" or "No" **ONLY** in the section that the account has. For example: do not select yes on any dining types unless this account is a restaurant or provides food from the establishment.

5. **SAVE!**

6. If you have meeting space for your facility, click on the link under "related details." Here you can edit standard amenities as well as individual meeting room spaces as well as uploading a floorplan. Be sure to click save when completed.