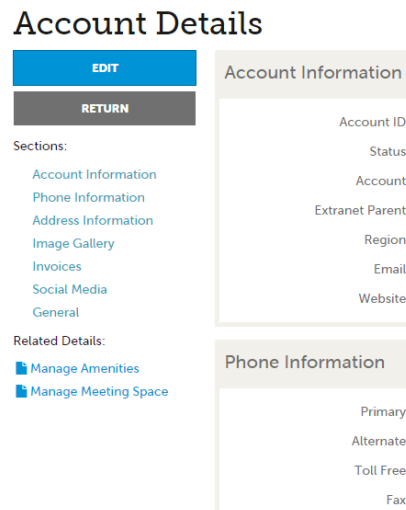


Amenities for Individual Accounts

Click [here](#) to watch the tutorial video.

You may add amenity information to your TravelKS.com listings by selecting the account from your “Accounts” tab under “Profile.”

1. 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.”
2. Click the “Manage Amenities” link in the “Related Details” section of the left navigation of the Account Details.



Account Details

EDIT
RETURN

Sections:

- Account Information
- Phone Information
- Address Information
- Image Gallery
- Invoices
- Social Media
- General

Related Details:

- Manage Amenities**
- Manage Meeting Space

Account Information

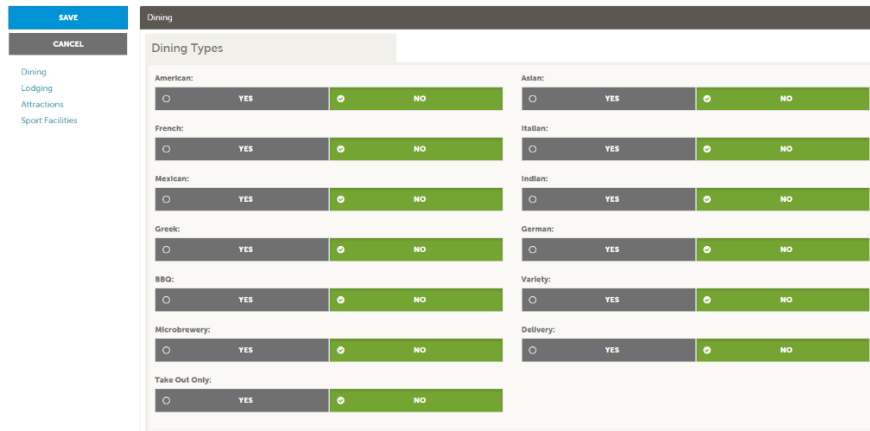
Account ID
Status
Account
Extranet Parent
Region
Email
Website

Phone Information

Primary
Alternate
Toll Free
Fax

3. Choose the Category you wish to make changes to for this account in the left navigation: Dining, Lodging, Attractions, Sport Facilities, Business Continuity and Accessibility.
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.

Update Amenities



SAVE
CANCEL

Dining
Lodging
Attractions
Sport Facilities

Dining

Dining Types

American:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Asian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
French:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Italian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Mexican:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Indian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Greek:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	German:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
BBQ:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Variety:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Microbrewery:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Delivery:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Take Out Only:	<input type="radio"/> YES	<input checked="" type="radio"/> NO			

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.