

# Amenities for Individual 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, Business Continuity and Accessibility.

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

## Account Details

The screenshot shows the 'Account Details' page. On the left, there are two buttons: 'EDIT' (blue) and 'RETURN' (grey). Below them is a 'Sections:' list with links for Account Information, Phone Information, Address Information, Image Gallery, Invoices, Social Media, and General. Under 'Related Details:', 'Manage Amenities' is highlighted with a blue icon. The main content area has two sections: 'Account Information' with fields for Account ID, Status, Account, Extranet Parent, Region, Email, and Website; and 'Phone Information' with fields for Primary, Alternate, Toll Free, and 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

The screenshot shows the 'Update Amenities' page for the 'Dining' category. It features a 'SAVE' button (blue) and a 'CANCEL' button (grey). On the left, there is a navigation menu with 'Dining' selected. The main content area is titled 'Dining Types' and contains a grid of categories with radio buttons for 'YES' and 'NO'. The categories are: American, French, Mexican, Greek, BBQ, Microbrewery, Take Out Only, Asian, Italian, Indian, German, Variety, and Delivery. The 'NO' buttons are highlighted in green.

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.