

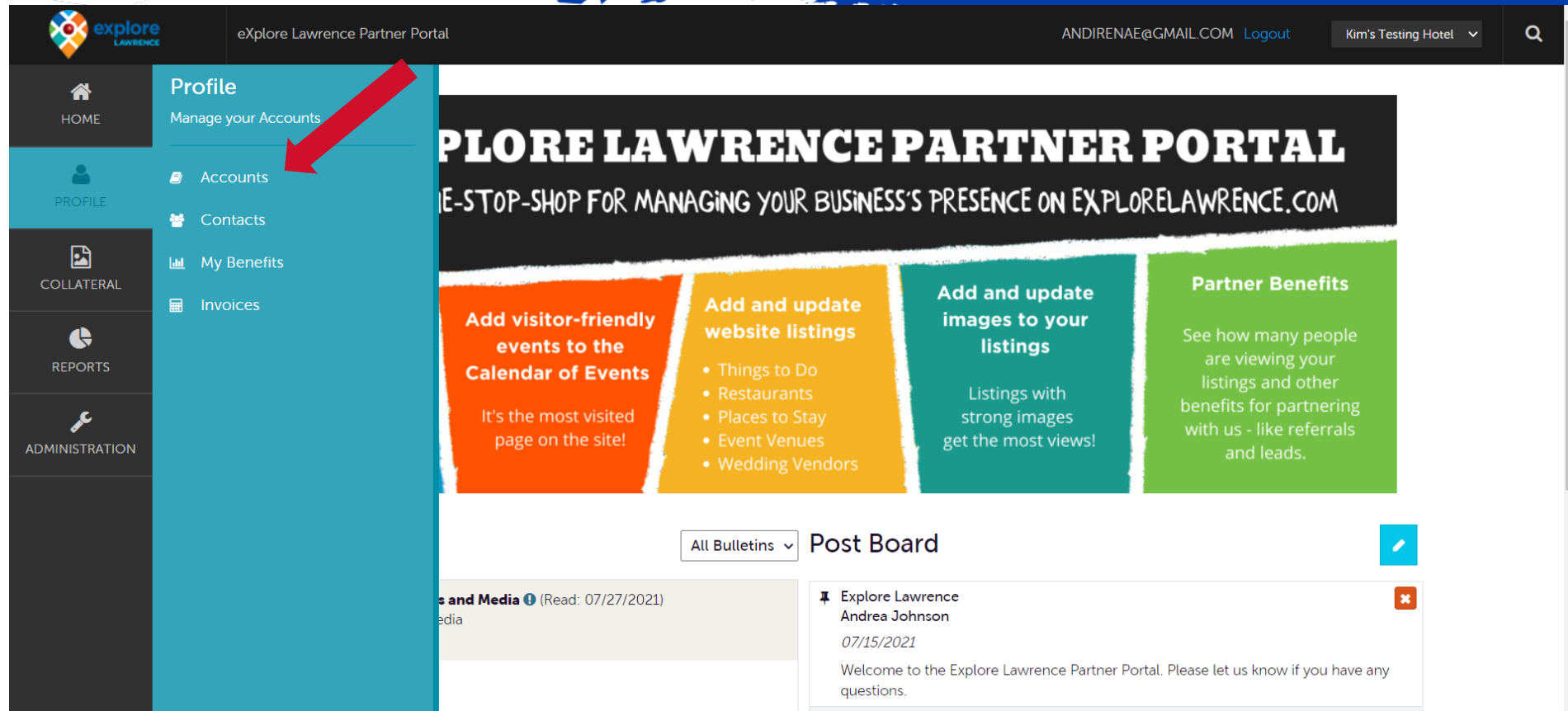
TRAINING MANUAL

EXPLORELAWRENCE.COM
PARTNER PORTAL

**AMENITIES
& MEETING
SPACE**



AMENITIES



Amenities are useful details like open hours, accessibility, price range, etc.. for visitors. When you use them they will be visible in your eXplore Lawrence website listings.

Click "Profile" and then "Accounts" to be presented with your property's accounts.

EXPLORELAWRENCE.COM PARTNER PORTAL

AMENITIES

The image displays two screenshots of the eXplore Lawrence Partner Portal. The left screenshot shows the 'Accounts' page with a table listing accounts. A red arrow points to a green down arrow icon in the 'Actions' column for the 'Free State Brewing Co.' account. Another red arrow points to the 'Manage Amenities' link in the dropdown menu that appears. The right screenshot shows the 'Account Details' page for 'Free State Brewing Co.', with a red arrow pointing to the 'Manage Amenities' link in the 'Related Details' section.

Accounts

Filters (0) [Manage Filters](#)

Status is one of:

CHOOSE ▾

APPLY FILTERS

Actions	Account
	Free State Brewing Co.
	Manage Amenities
	Kim's Testing Hotel
	Manage Meeting Space

Account Details

EDIT
RETURN

Sections:

- [Account Information](#)
- [Phone Information](#)
- [Address Information](#)
- [Image Gallery](#)
- [General](#)

Related Details:

- [Manage Amenities](#)
- [Manage Meeting Space](#)

Account Information

Account	Free State Brewing Co.
Extranet Parent	Kim's Testing Hotel
Region	Downtown
Email	cm@freestatebrewing.com
Website	http://www.freestatebrewing.com

Phone Information

Primary	(785) 843-4555
Alternate	
Toll Free	
Fax	

Address Information

Physical Address

You can manage amenities by clicking the green down arrow by the account or by clicking the Eye icon to get to the Account Detail page and then choosing Manage Amenities.

AMENITIES

explore LAWRENCE

eXplore Lawrence Partner Portal

ANDIRENAE@GMAIL.COM Logout Kim's Testing Hotel

HOME

PROFILE

COLLATERAL

REPORTS

ADMINISTRATION

Update Amenities

SAVE

CANCEL

Overview

Dining

Business Continuity

Overview

Pricing

Discounts: CHOOSE AMONG THE FOLLOWING... ▼

Payment Methods: CHOOSE AMONG THE FOLLOWING... ▼

Price Range Maximum: \$

Price Range Minimum: \$

Hours

Monday:	Tuesday:
11am - 12am	11am-12am
Wednesday:	Thursday:
11am-12am	11am-12am

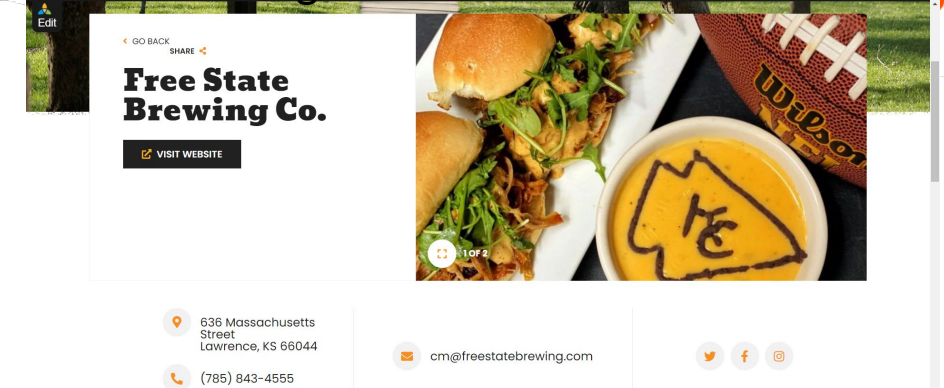
When you get to the Update Amenities page you will see the amenities that you are able to edit in blue writing on the left side of the page. These will be different depending upon what type of accounts you manage. Example: Dining will not show up for Lodging accounts, but Lodging accounts will have an option for lodging amenities. EVERY ACCOUNT will have access to “Overview” and “Business Continuity” amenities. Business Continuity amenities are those that have to do with current practices due to the COVID-19 pandemic.

EXPLORELAWRENCE.COM PARTNER PORTAL

AMENITIES

The screenshot shows the 'Update Amenities' interface in the eXplore Lawrence Partner Portal. The header includes the eXplore Lawrence logo, the user email 'ANDIRENAE@GMAIL.COM', a 'Logout' link, and a dropdown menu for 'Kim's Testing Hotel'. A left sidebar contains navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and ADMINISTRATION. The main content area has a 'Update Amenities' title with 'SAVE' and 'CANCEL' buttons. Below this are tabs for 'Overview', 'Dining', and 'Business Continuity'. The 'Overview' tab is active, showing a 'Pricing' section with fields for 'Discounts' (a dropdown menu), 'Payment Methods' (a dropdown menu), 'Price Range Maximum' (a text field with a dollar sign), and 'Price Range Minimum' (a text field with a dollar sign). The 'Hours' section below has four input fields for 'Monday', 'Tuesday', 'Wednesday', and 'Thursday', each containing the text '11am - 12am'.

Website Listing



ABOUT +

MAP +

AMENITIES -

HOW IT SHOWS ON THE WEB SITE

When you update the amenities in your account, it will add the amenities to your website listing (shown to the right). If you do not complete the information, it will not show up in your listing.

EXPLORELAWRENCE.COM PARTNER PORTAL

Overview Dining

HOURS

Monday	11am - 12am
Tuesday	11am-12am
Wednesday	11am-12am
Thursday	11am-12am
Friday	11am-12am
Saturday	11am-12am
Sunday	12pm-11pm

ACCESSIBILITY

Wheelchair Accessible



MEETING SPACE

The screenshot displays the Explore Lawrence Partner Portal. The left sidebar contains navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and ADMINISTRATION. The PROFILE link is active, and its sub-menu is visible, including Profile (Manage your Accounts), Accounts, Contacts, My Benefits, and Invoices. A red arrow points to the 'Accounts' link. The main content area has a header 'EXPLORE LAWRENCE PARTNER PORTAL' and a sub-header 'ONE-STOP-SHOP FOR MANAGING YOUR BUSINESS'S PRESENCE ON EXPLORELAWRENCE.COM'. Below the header are four colored boxes with the following text:

- Add visitor-friendly events to the Calendar of Events**
It's the most visited page on the site!
- Add and update website listings**
 - Things to Do
 - Restaurants
 - Places to Stay
 - Event Venues
 - Wedding Vendors
- Add and update images to your listings**
Listings with strong images get the most views!
- Partner Benefits**
See how many people are viewing your listings and other benefits for partnering with us - like referrals and leads.

At the bottom, there is a 'Post Board' section with a dropdown menu set to 'All Bulletins' and a post from 'Explore Lawrence' dated 07/15/2021.

You will use “Manage Meeting Space” if you have meeting/conference/group space available at your place of business. You will get to the Manage Meeting Space section by clicking on “Profile” and then “Accounts”

EXPLORELAWRENCE.COM PARTNER PORTAL

MEETING SPACE

The screenshot displays the eXplore Lawrence Partner Portal interface. On the left, a sidebar contains navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and ADMINISTRATION. The main content area is divided into two sections. The top section, titled 'Accounts', shows a list of accounts with a filter section above it. A red arrow points from the 'APPLY FILTERS' button to the 'Free State Brewing Co.' account entry. Below the account entry, a dropdown menu is open, showing options: 'Manage Amenities', 'Manage Meeting Space', and 'Manage Meeting Space'. A red arrow points from the 'Manage Meeting Space' option to the 'Account Details' page. The bottom section, titled 'Account Details', shows the details for 'Free State Brewing Co.' with tabs for 'Account Information', 'Phone Information', and 'Address Information'. A red arrow points from the 'Manage Meeting Space' option in the dropdown menu to the 'Manage Meeting Space' link in the 'Related Details' section.

Accounts

Filters (0) [Manage Filters](#)

Status is one of:

CHOOSE ▾

APPLY FILTERS

Actions Account

Free State Brewing Co.

Manage Amenities

Manage Meeting Space

Manage Meeting Space

Account Details

EDIT

RETURN

Sections:

- [Account Information](#)
- [Phone Information](#)
- [Address Information](#)
- [Image Gallery](#)
- [General](#)

Related Details:

- [Manage Amenities](#)
- [Manage Meeting Space](#)

Account Information

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Region	Downtown
Email	cm@freestatebrewing.com
Website	http://www.freestatebrewing.com

Phone Information

Primary	(785) 843-4555
Alternate	
Toll Free	
Fax	

Address Information

Physical Address

You can manage meeting space by clicking the green down arrow by the account or by clicking the Eye icon to get to the Account Detail page and then choosing Manage Meeting Space. Adding this information will help meeting and event planners find the right space for their events.

MEETING SPACE

The screenshot displays the eXplore Lawrence Partner Portal interface. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and ADMINISTRATION. The main content area is titled "Facility Details" and includes an "EDIT" button and a "RETURN" button. Below these are links for "Standard Amenities" and "Meeting Rooms". The "Standard Amenities" section is active, showing a list of amenities for facility ID 366. To the right, a "MEETING FACILITIES" section is shown, with a handwritten red note "HOW IT SHOWS ON THE WEB SITE" pointing to it. This section has tabs for "Facility Info" and "Meeting Rooms". The "Meeting Rooms" tab is selected, displaying a table of meeting room details.

MEETING FACILITIES	
Exhibits Space ✓	
Description	Are you looking for meeting space for a convention? Or for a special event? Look no further than the DoubleTree by Hilton Lawrence! They have over 14,000 sq. ft. of meeting space that can host events of all sizes. They can also set up group room blocks and provide hotel room discounts for your guests.
Exhibits	60
Floorplan File	Floorplan File
Largest Room	8806
Toll Free	(800) HOLIDAY
Total Sq. Ft.	14000
Reception Capacity	700
Theater Capacity	900
Audio/Visual Equipment On-Site	✓
Bar Services	✓
On-Site Catering Service	✓
Equipment Included in Rental?	✓
Dedicated Parking	✓
Room(s) Set-Up Included	✓
On-Site Staff Contact	✓
Wi-Fi	✓
Banquet Capacity	600

This will take you to the Facilities Details page. When you get to the page you will see Standard Amenities and Meeting Rooms in blue writing on the left side of the page. For Standard Amenities click “Edit” to add information about your meeting space. If this information is not filled out the “Meeting Facilities” section of your website listing will not be present. Once saved this information will show up within your listing detail page on the new explorelawrence.com.

EXPLORELAWRENCE.COM PARTNER PORTAL

MEETING SPACE

The screenshot shows a web application interface for managing meeting spaces. On the left is a dark sidebar with the word 'ADMINISTRATION' at the top. To its right is a light gray panel containing two buttons: a blue 'EDIT' button and a gray 'RETURN' button. Below these buttons, under the heading 'Sections:', are two links: 'Standard Amenities' and 'Meeting Rooms'. A red arrow points from 'Meeting Rooms' to the right. The main content area on the right has a white background. At the top, it lists various capacity and amenity options: Classroom Capacity, Reception Capacity, Sleeping Rooms, Suites, Exhibit Space? (with a 'No' value), Exhibits, Description, Space Notes, Floorplan File, and Large Floorplan File. Below this list is a section titled 'Rooms'. Inside this section is a box with a green border containing the text 'Filters (0)' and a 'Manage Filters' link. Below this box is a message: 'You have not added any filters. You can click the manage filters link in the top right corner or click the gear icon from the grid to add filters from the available list and set a default value to use in the future.' At the bottom of the 'Rooms' section is a blue button labeled 'NEW ROOM'. A red arrow points from this button to the bottom of the page. Below the 'NEW ROOM' button is a table with two columns: 'Actions' and 'Room'. The table is currently empty, with the text 'No Records Were Found' centered below it. At the bottom right of the page, there are two pagination controls, each showing 'Page 1 of 1' and a 'Go to Page: 1' link.

Once you update the Standard Amenities, you may add details about your meeting rooms. Click “Meeting Rooms” on the left to jump to that section. If you have Meeting Rooms already set up in your account you may edit, view, and clone them. If you don’t, you will click the blue button: “New Room”.

MEETING SPACE

HOME

PROFILE

COLLATERAL

REPORTS

ADMINISTRATION

New Meeting Room

SAVE

CANCEL

Sections:

Room Information

Account: Required

Free State Brewing Co.

Room: Required

Square Feet:

Width:

Length:

Height:

Theater Capacity:

Classroom Capacity:

Banquet Capacity:

Reception Capacity:

Booths:

Amphitheater:

☐ YES ☐ NO

Listening Devices:

☐ YES ☐ NO

MEETING FACILITIES

HOW IT SHOWS ON THE WEB SITE

Facility Info

Meeting Rooms

REGENCY A

Total Sq. Ft.:	2150
Width:	64
Length:	33
Theater Capacity:	225
Classroom Capacity:	110
Banquet Capacity:	150
Reception Capacity:	150

REGENCY B

Total Sq. Ft.:	2253
Width:	64
Length:	33
Theater Capacity:	225
Classroom Capacity:	110
Banquet Capacity:	150
Reception Capacity:	150

Complete the available information for each meeting room that you have available and then click save. Once saved this information will show up within your listing detail page on the new explore.lawrence.com.

EXPLORELAWRENCE.COM PARTNER PORTAL