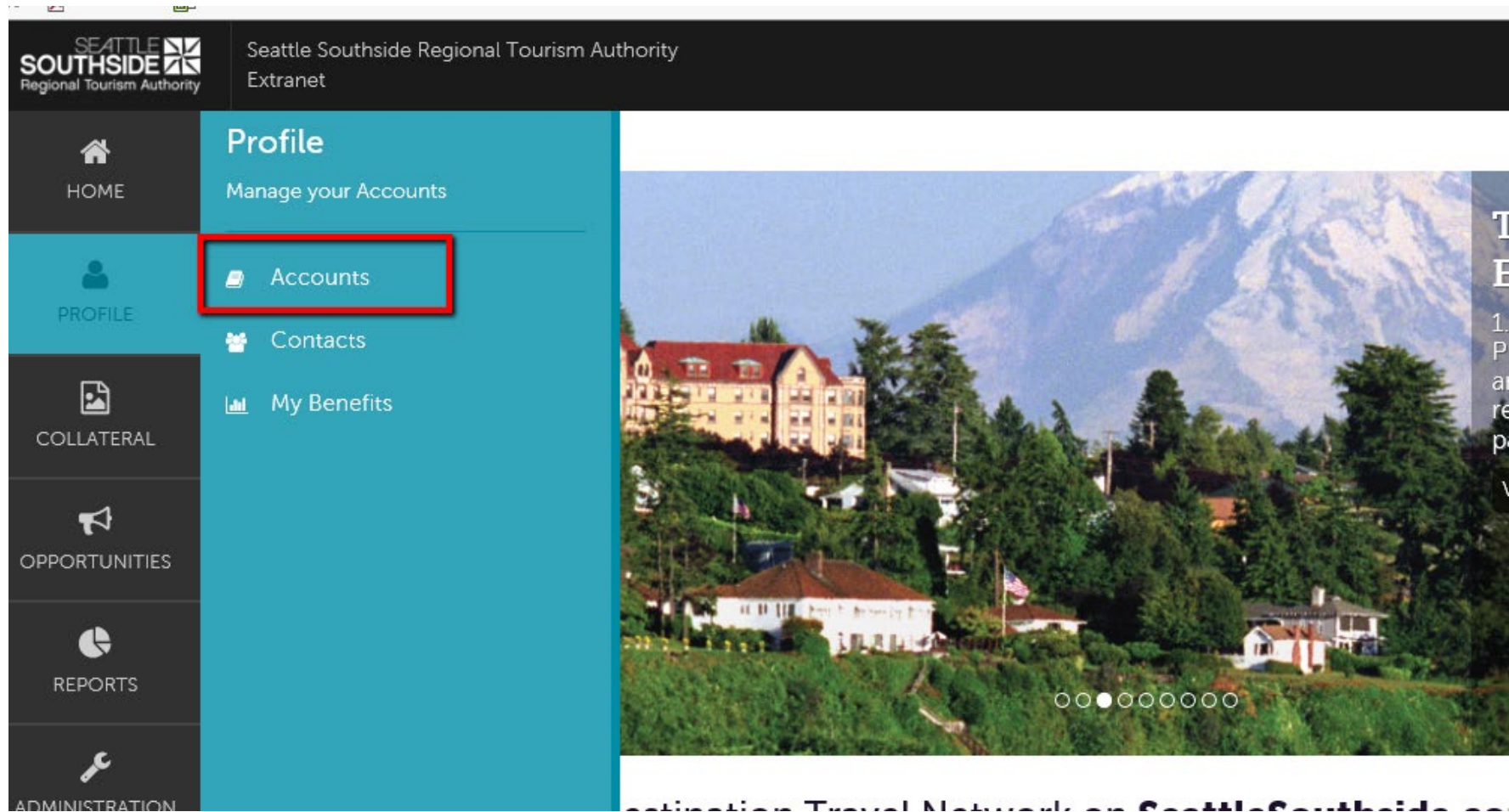


## How to Update Amenities & Meeting Space Details

- It is important to keep amenity and meeting space details accurate because they pull into [SeattleSouthside.com](http://SeattleSouthside.com) and are used as search filters.
- After you login to Seattle Southside's Extranet, click on 'Profile' and 'Account' or click on this direct link:  
<https://seattlesouthside.extranet.simpleviewcrm.com/accounts/#/list>



- Click on your account name and then 'Manage Amenities' or 'Manage Meeting Space'.

SEATTLE SOUTHSIDE Regional Tourism Authority  
Seattle Southside Regional Tourism Authority Extranet meaganC

## Account Details

[EDIT](#)  
[RETURN](#)

Sections:

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

Related Details:

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

### Account Information

Account	Seattle Southside Regional Tourism Authority
Region	SeaTac
Website	<a href="http://www.seattlesouthside.com/">http://www.seattlesouthside.com/</a>

### Phone Information

Primary	(206) 575-2489
Alternate	
Toll Free	(877) 885-9452
Fax	

### Address Information

#### Physical Address

Address 1	3100 S 176th ST
City	Seattle

## MANAGE AMENITIES

- Depending on your type of business, different categories of amenities will be available for editing.
- Click 'edit' to update information.
- Complete requested information.

**Update Amenities**

Accommodations

**SAVE**

**CANCEL**

[Accommodations](#)

**Amenities For Your Stay**

<b>Hotel Check-In Time:</b> 3:00 PM	<b>Hotel Check-Out Time:</b> 12:00 PM
<b>AAA Rating:</b> 3	<b>Price Range:</b> \$\$
<b>Sleeping Rooms:</b> 850	<b>Suites:</b> 12
<b>Non-Smoking Room:</b> 850	<b>Accessible Rooms:</b> 20
<b>Smoking Room:</b> 0	<b>Rooms w/ Microwaves:</b> 0
<b>Rooms w/ Kitchenette:</b> 0	<b>Pets Allowed:</b> <input checked="" type="checkbox"/> YES
<b>Air Condition:</b>	<b>Television:</b>

\*\*\*DON'T FORGET TO

**SAVE**

## MANAGE MEETING SPACE

- If you offer meeting space, this option will be available for editing
- Click 'edit' to update information.
- Standard Amenities references your overall space offerings, with the capacities referring to your largest space.

SEATTLE SOUTHSIDE Regional Tourism Authority  
Seattle Southside Regional Tourism Authority Extranet  
meagan@seattlesouthside.com

HOME  
PROFILE  
COLLATERAL  
OPPORTUNITIES  
REPORTS  
ADMINISTRATION  
CLICK HERE TO CONTACT US

### Facility Details

[EDIT](#) [RETURN](#)

Sections:  
[Standard Amenities](#)  
[Meeting Rooms](#)

#### Standard Amenities

- Number of Rooms
- Total Sq. Ft.
- Largest Room
- Ceiling
- Theater Capacity
- Banquet Capacity
- Classroom Capacity
- Reception Capacity
- Sleeping Rooms
  - Suites
  - Booths
- Space Notes
- Floorplan File

Rooms

[+ Filters \(0\)](#) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

[NEW ROOM](#)

- Add or edit individual meeting rooms by clicking the pencil or 'New Room'. Fill out requested details.

**HOME**

**PROFILE**

**COLLATERAL**

**OPPORTUNITIES**

**REPORTS**

**ADMINISTRATION**

**CLICK HERE TO CONTACT US**

## New Meeting Room

**SAVE**

**CANCEL**

**Sections:**

[Room Information](#)

### Room Information

**Account:** ◀Required  
Seattle Southside Regional Tourism Authority

**Square Feet:** ◀Required  
Total Square Footage of Room

**Length:** ◀Required  
Room Length in Feet

**Theater Capacity:** ◀Required  
Maximum Capacity in Room

**Banquet Capacity:** ◀Required  
Maximum Capacity in Room

**Booths:** ◀Required  
Booth Capacity in Room

**Listening Devices:**

YES  NO

**Room:** ◀Required

**Width:** ◀Required  
Room Width in Feet

**Height:** ◀Required  
Floor to Ceiling Measurement of Room in Feet

**Classroom Capacity:** ◀Required  
Maximum Capacity in Room

**Reception Capacity:** ◀Required  
Maximum Capacity in Room

**Amphitheater:**

YES

\*\*\*DON'T FORGET TO

**SAVE**