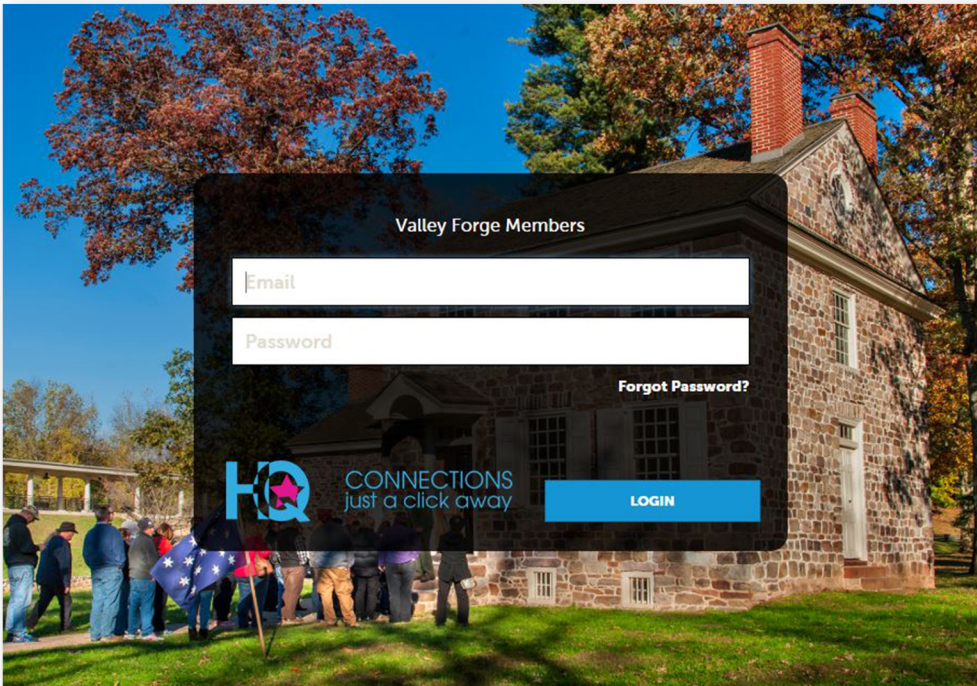
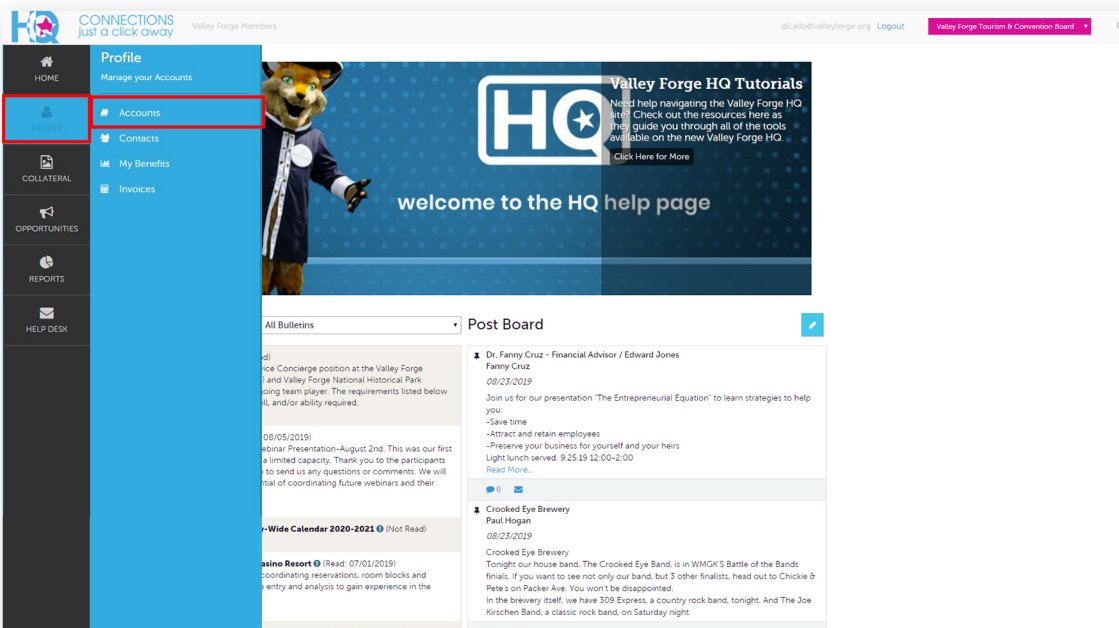


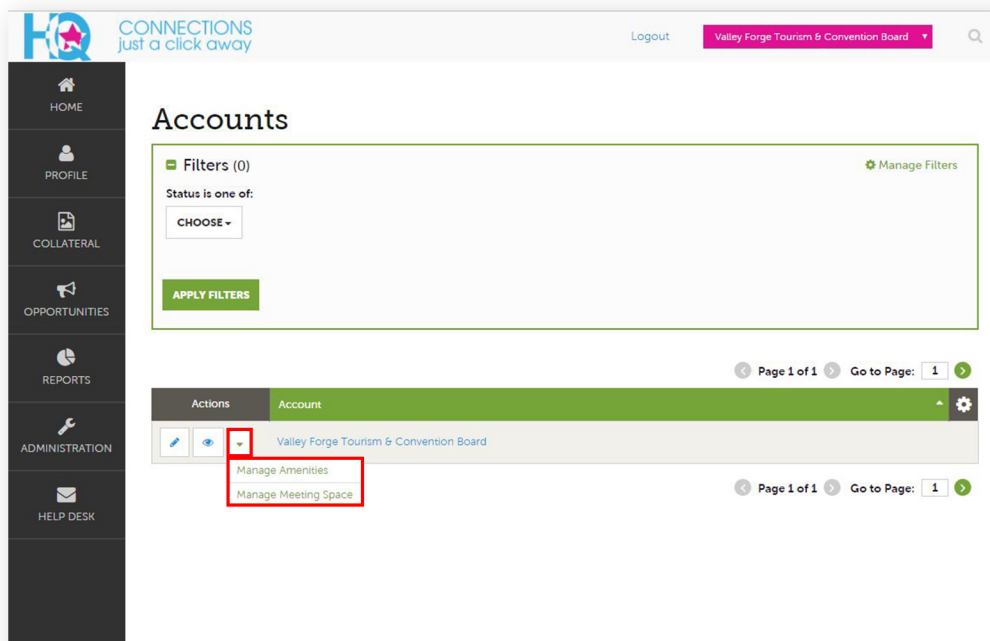
1. Log into HQ



2. Once on the home page, click Profile then Accounts

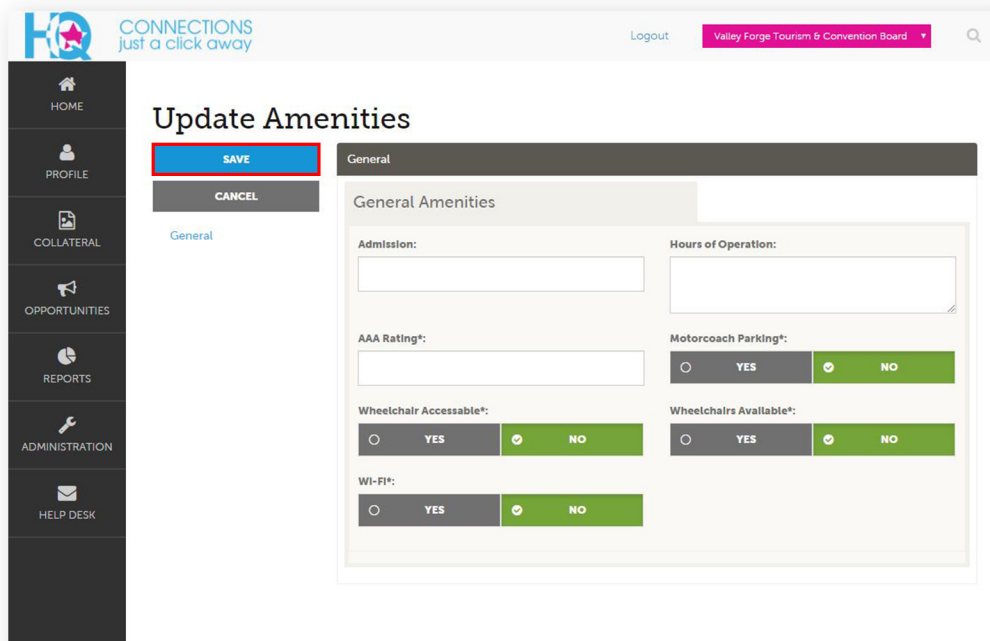


3. Select the green drop down arrow next to the account you'd like to update, then select **Manage Amenities** or **Manage Meeting Space**



4. Complete **Update Amenities**

a. The available amenities fields will differ based on the business or organization type. Hit **Save** to confirm updates.



5. Complete **Manage Meeting Space**, if applicable. If your facility offers meeting space for rent, please share with us the details

a. Select **Edit** to access available fields. Update information for all applicable sections and select **Save** to complete

b. There are options to add details for multiple rooms, if applicable

The screenshot shows a web application interface for managing facility details. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and HELP DESK. 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, displaying a form for facility ID 15104. The form includes fields for: Number of Rooms, Total Sq. Ft., Largest Room, Ceiling, Theater Capacity, Banquet Capacity, Classroom Capacity, Reception Capacity, Sleeping Rooms, Suites, Villas, Exhibit Space? (with a 'No' value), Exhibits, Booths, Description, and Space Notes. The top of the page features a 'Logout' link and a dropdown menu for 'Valley Forge Tourism & Convention Board'.

Please contact Katie Otto, Membership & Services Manager, if you are in need of assistance at otto@valleyforge.org