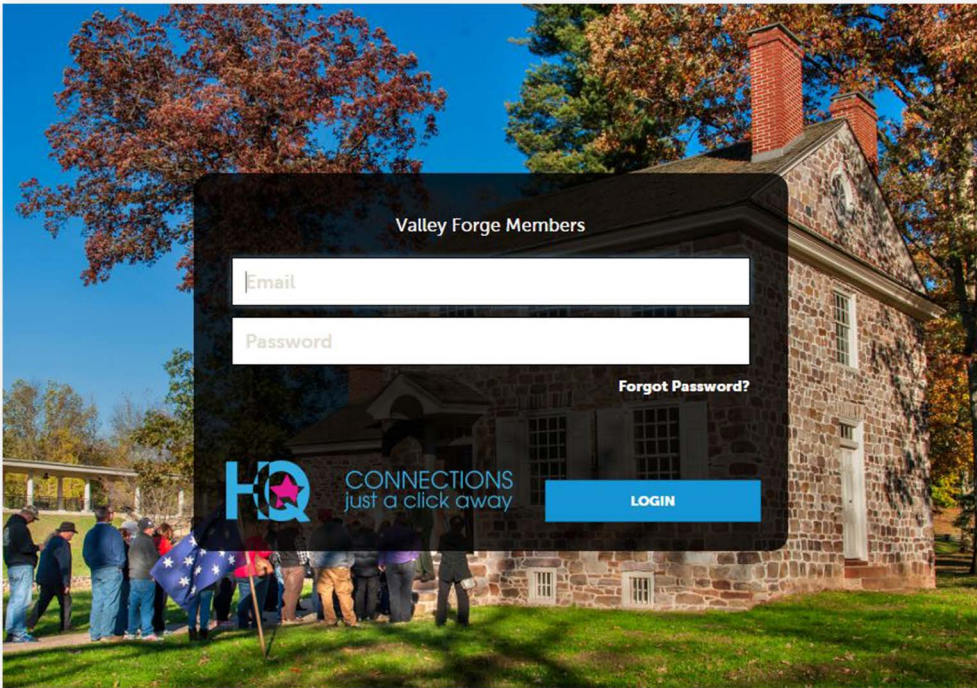
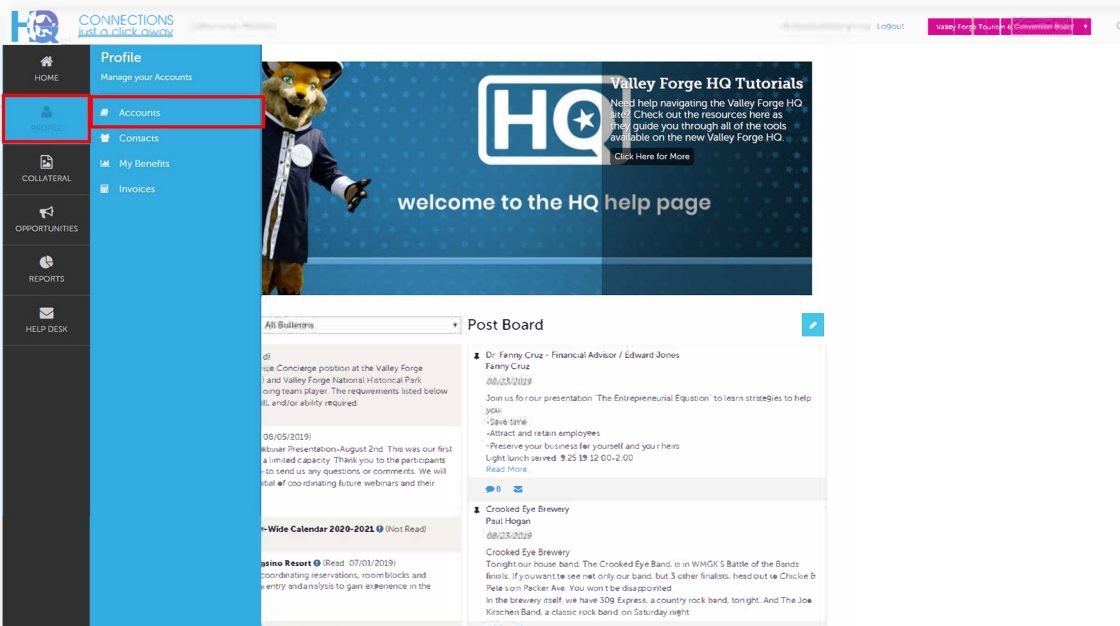


1. Log into HQ

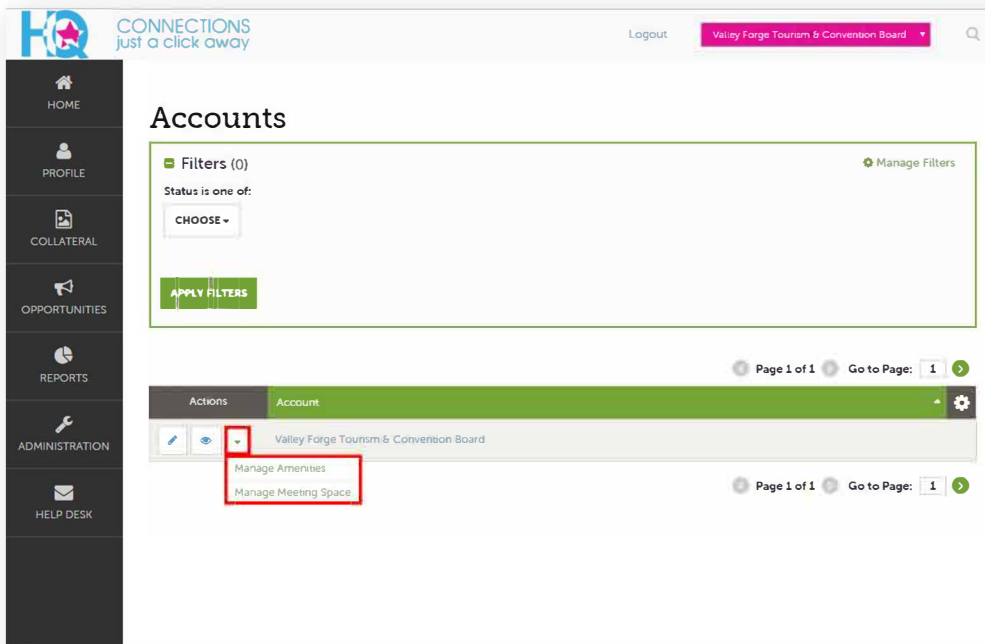


2. Once on the home page, click Profile then Accounts



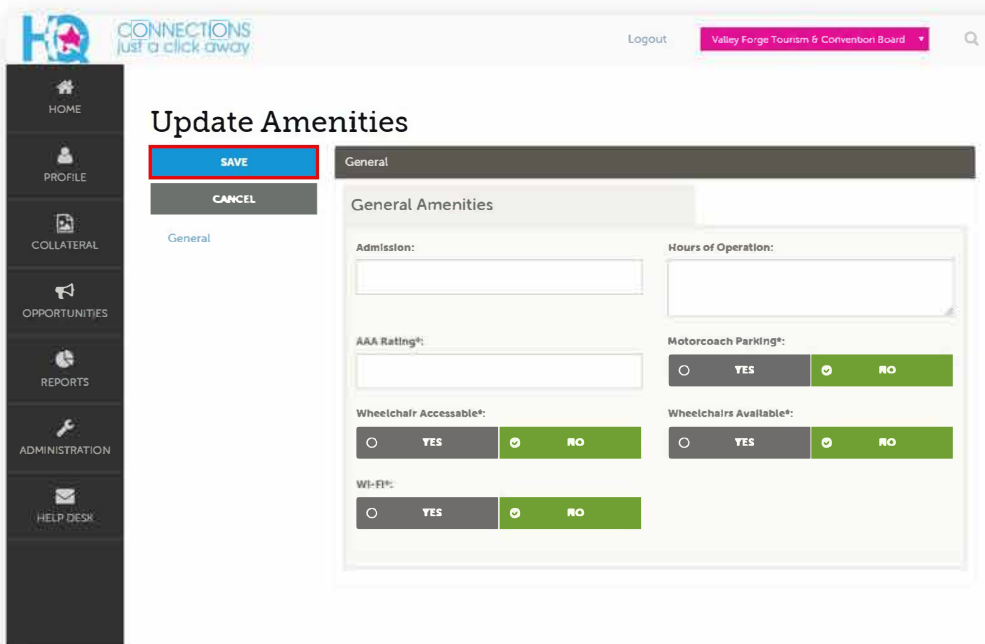
Edit Amenities & Meeting Space

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**

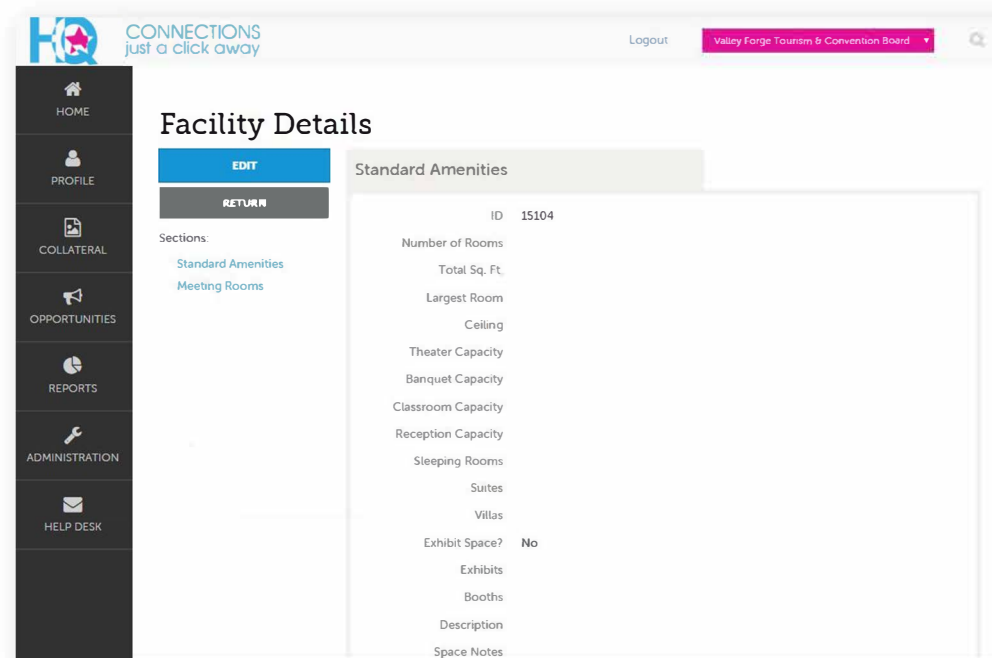
a. The available amenities fields will differ based on the business or organization type. **Hit Save to confirm updates.**



Edit Amenities & Meeting Space

5. Complete [Manage Meeting Space](#), if applicable. If your facility offers meeting space for rent, please share with us the details

- Select [Edit](#) to access available fields. Update information for all applicable sections and select [Save](#) to complete
- There are options to add details for multiple rooms, if applicable



For help, contact:

Maureen DiLello

Digital Marketing Manager
dilello@valleyforge.org

Justine Garbarino

Director of Business
Development
garbarino@valleyforge.org