HQ HOW TO

VALLEY FORGE & MONTGOMERY COUNTY, PA
MEMBERSHIP

Edit Amenities & Meeting Space

1. Log into **HQ** at **valleyforge.org/hq**

Valley Forge Members

Email

Password

Forgot Password?

LOGIN

– Bookmark this page for easy access! For assistance with accessing your login information please email cramer@valleyforge.org.

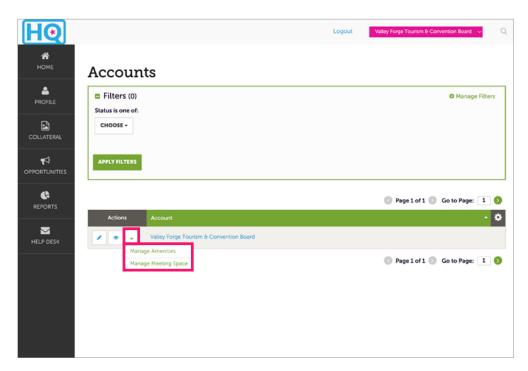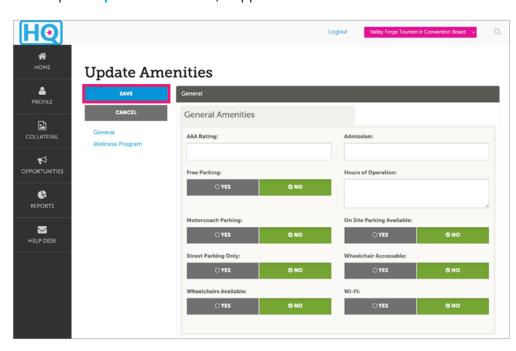2. Once on the home page, **click Profile** then **Accounts**

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**
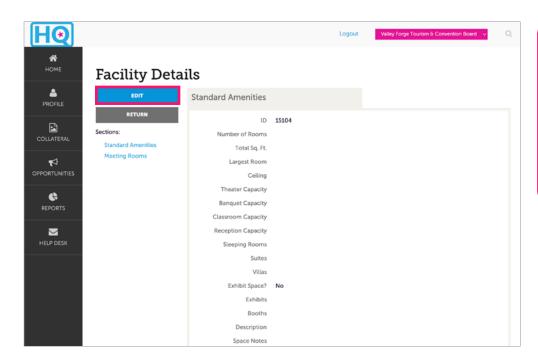

4. Complete **Update Amenities**, if applicable

– 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:

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