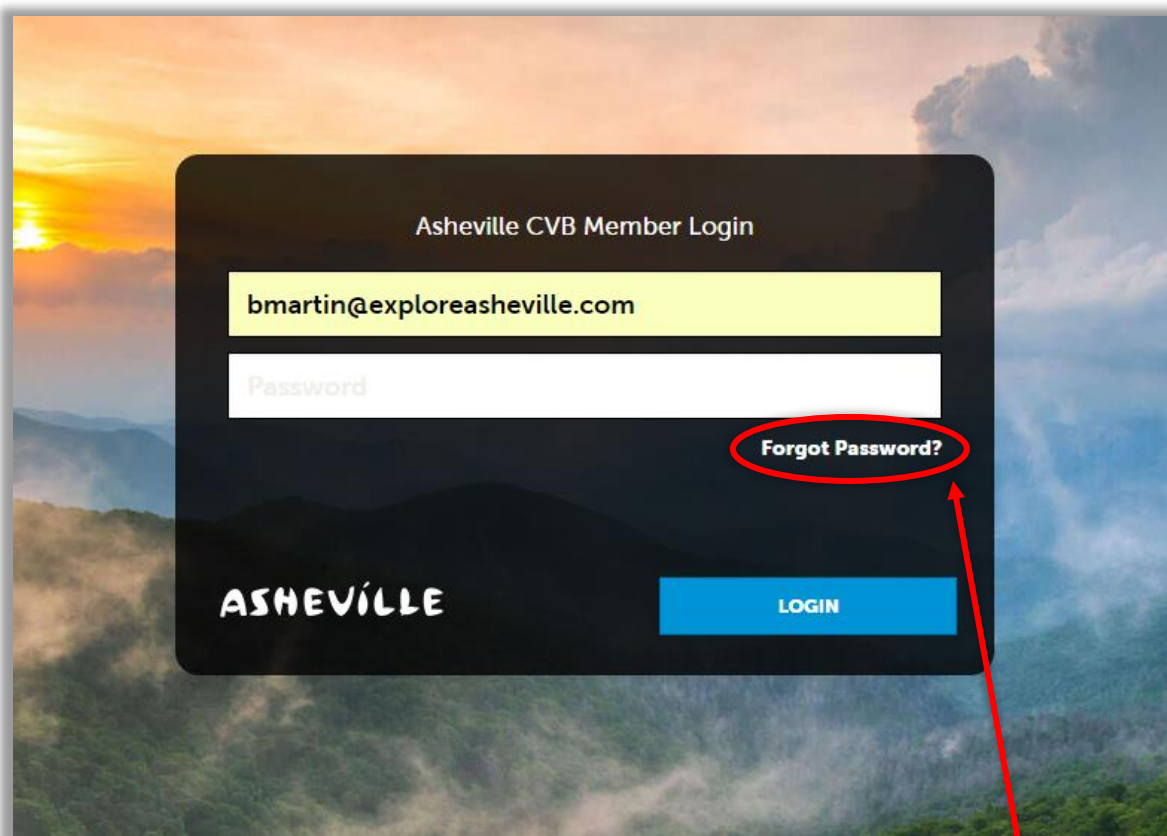


# How To Update Your Amenities

on ExploreAsheville.com

## STEP 1

Go to the login screen, found at [www.ExploreAsheville.com/Partners](http://www.ExploreAsheville.com/Partners) (we recommend bookmarking this site for easy access in the future)



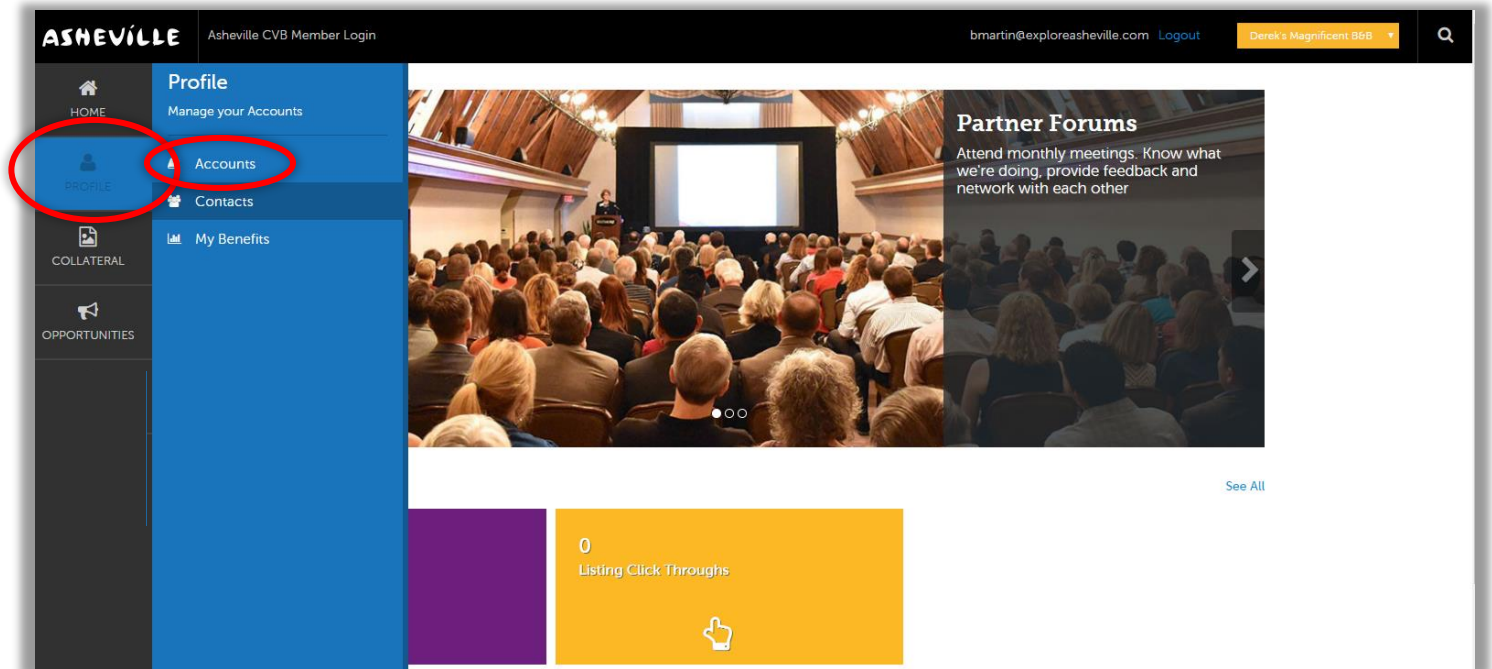
## STEP 2

Enter your username and password to login.

Hint: Your username is your email address. If you forget your password click here

### STEP 3

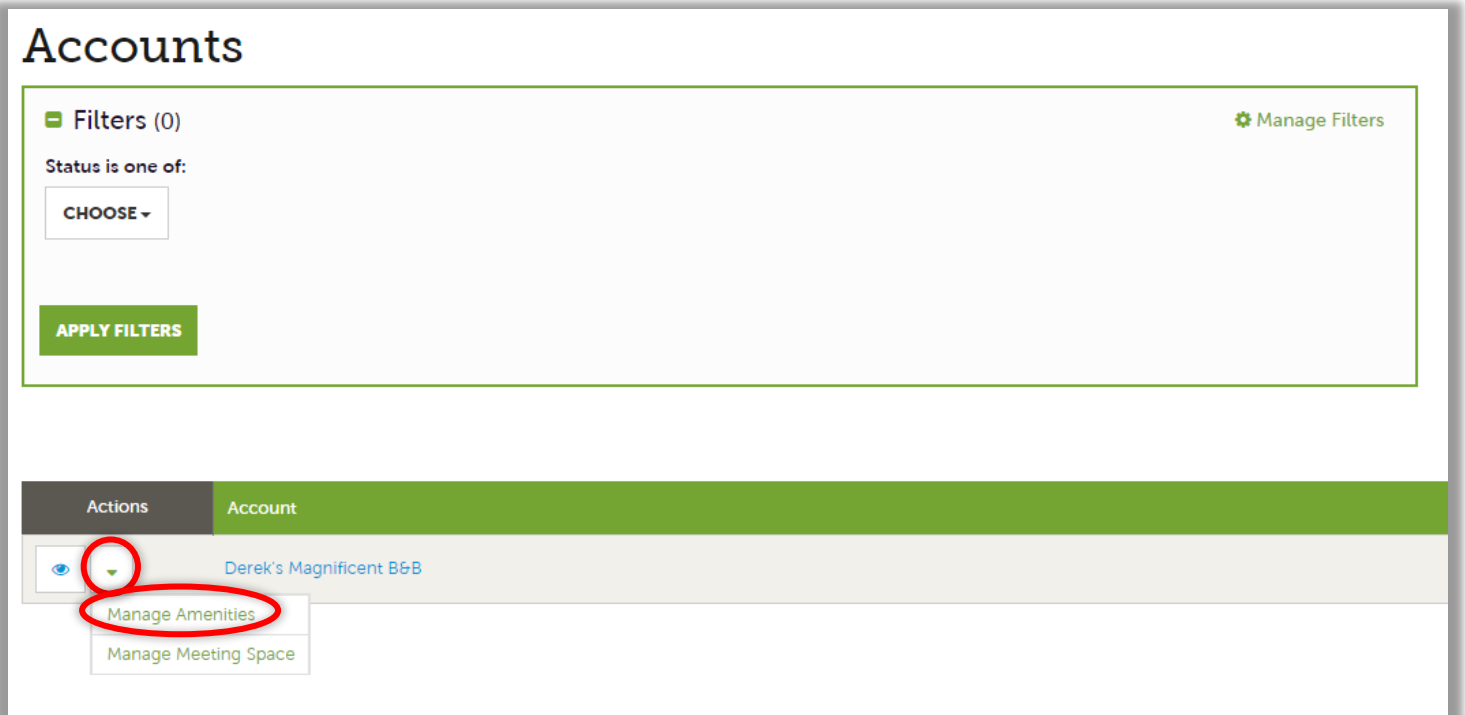
Click **PROFILE** in the left-hand navigation menu. Then click **ACCOUNTS** in the blue sub-navigation menu.



### STEP 4

1. Click the green arrow next to the account you would like to edit amenities for.
2. Click **MANAGE AMENITIES** from the drop-down list.

- 1
- 2



## STEP 5

Select **YES** for all amenities that apply to your businesses.

**Update Amenities**

SAVE  
CANCEL

Accommodations  
Arts & Music  
Attractions  
Dining  
Meetings

Accommodations

**Room Amenities**

Air-Conditioning:  YES  NO

Coffee Maker:  YES  NO

Color TV with Cable or Dish:  YES  NO

Complimentary Local Calls:  YES  NO

Dry Cleaning:  YES  NO

Express Checkout:  YES  NO

Fireplace In Room:  YES  NO

Hair Dryer:  YES  NO

Iron/Ironing Board:  YES  NO

Jacuzzi In Room:  YES  NO

Microwave: Non Smoking Rooms Available:

### PLEASE NOTE:

- You can sort through the amenities by utilizing the Quick Links to the left, underneath the SAVE and CANCEL buttons. Select whichever category fits your business and edit amenities for that section. There are a lot of amenities on this page and I highly recommend using this feature so you do not get lost.

**Update Amenities**

SAVE  
CANCEL

Accommodations  
Arts & Music  
Attractions  
Dining  
Meetings

Accommodations

**Room Amenities**

Air-Conditioning:  YES  NO

Coffee Maker:  YES  NO

Color TV with Cable or Dish:  YES  NO

Complimentary Local Calls:  YES  NO

Dry Cleaning:  YES  NO

Express Checkout:  YES  NO

Fireplace In Room:  YES  NO

Hair Dryer:  YES  NO

Iron/Ironing Board:  YES  NO

Jacuzzi In Room:  YES  NO

Microwave: Non Smoking Rooms Available:

- Your changes will not automatically be visible on your listing, as they will first go through an approval process that may take 48-72 hours. You will be notified via email when your changes are approved or denied.  
*Need help or have questions? Please contact us at [PartnerSupport@ExploreAsheville.com](mailto:PartnerSupport@ExploreAsheville.com).*