EXPLORE ASHEVILLE | POWERED BY Buncombe County Tourism Development Authority

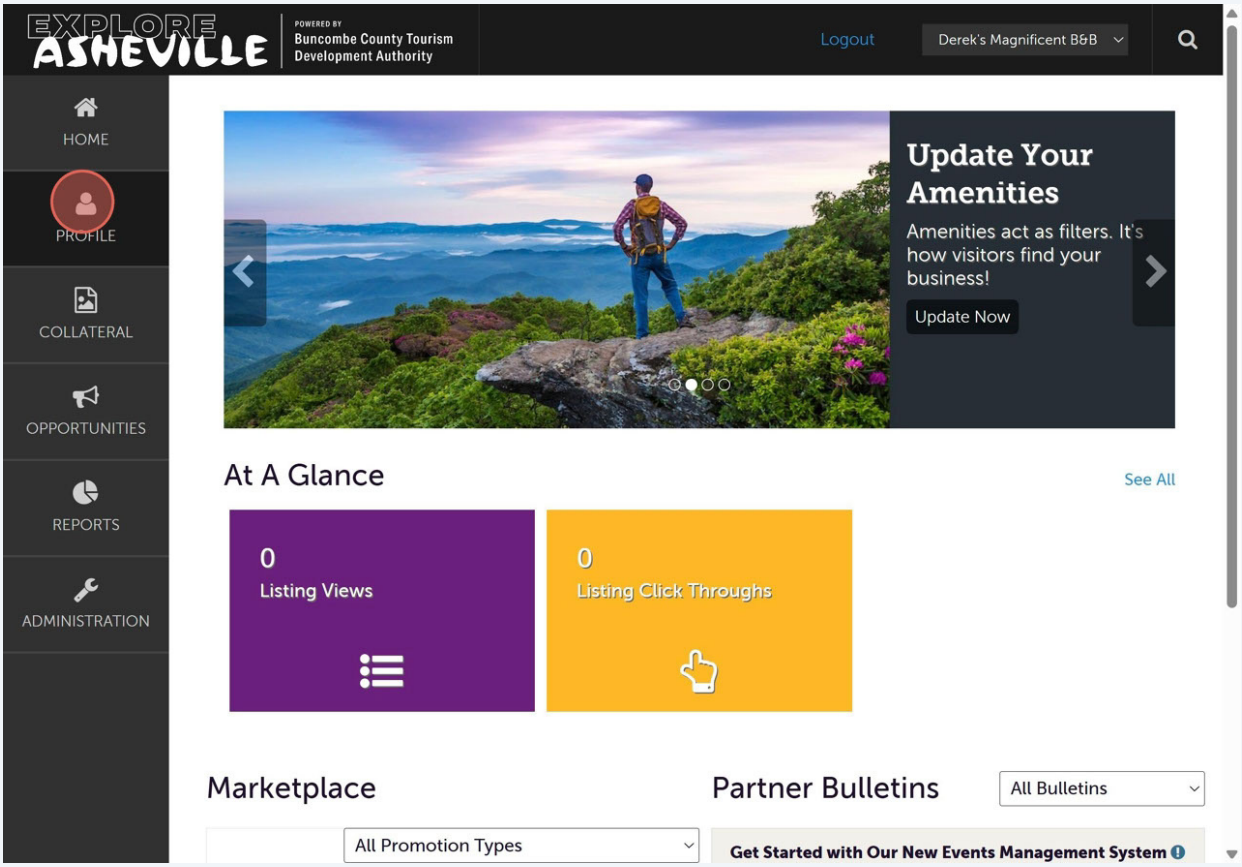
How To Update Your Listing's Amenities

Keeping accurate and up-to-date amenities on your listing helps visitors find what they need—be it free parking, WiFi, or specific ownership tags like Woman-Owned or LGBTQIA+-Owned. Those with listings for meetings or weddings can also include venue details in amenities, which helps visitors refine their search. The more info you can share, the better the experience for the visitor!

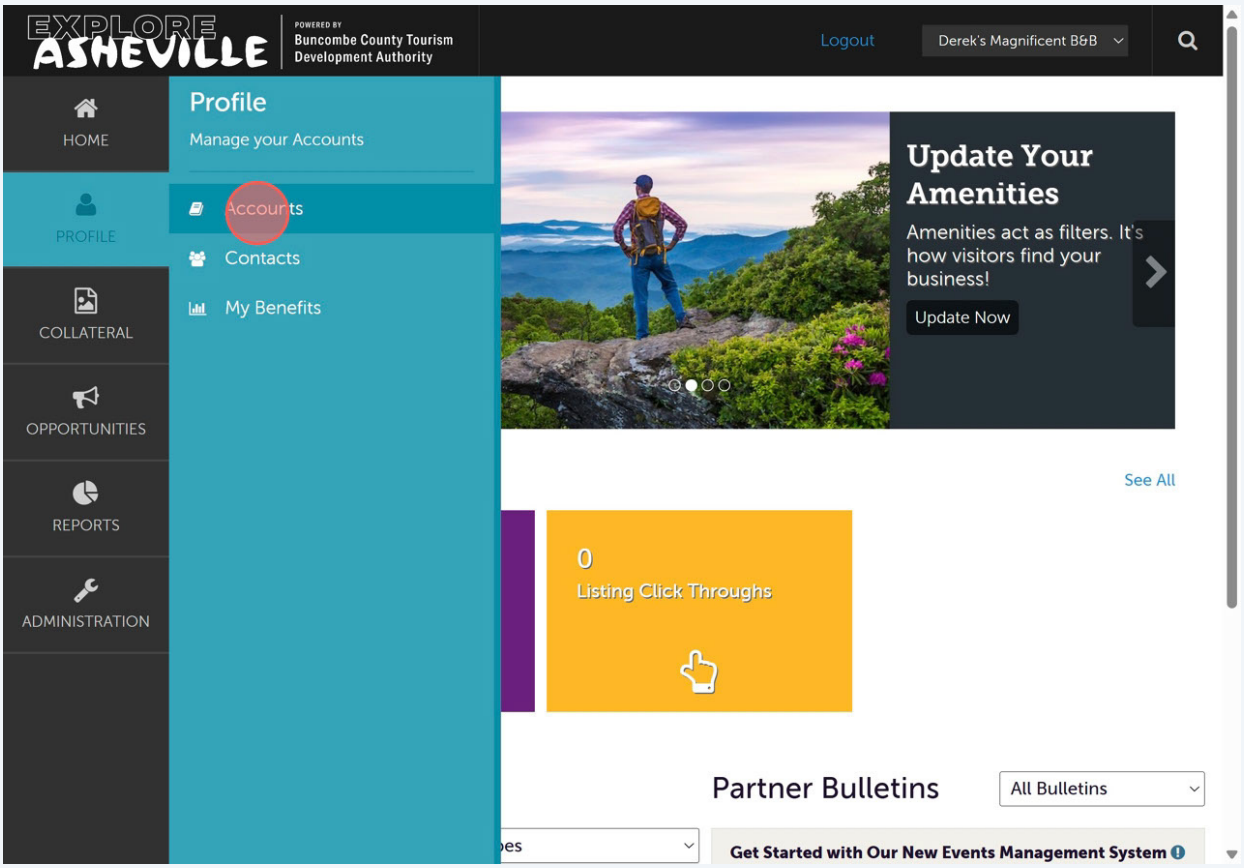
GETTING STARTED

- Login to the Partner Portal at https://asheville.extranet.simpleviewcrm.com/login
- Need an account? Contact partnersupport@exploreasheville.com

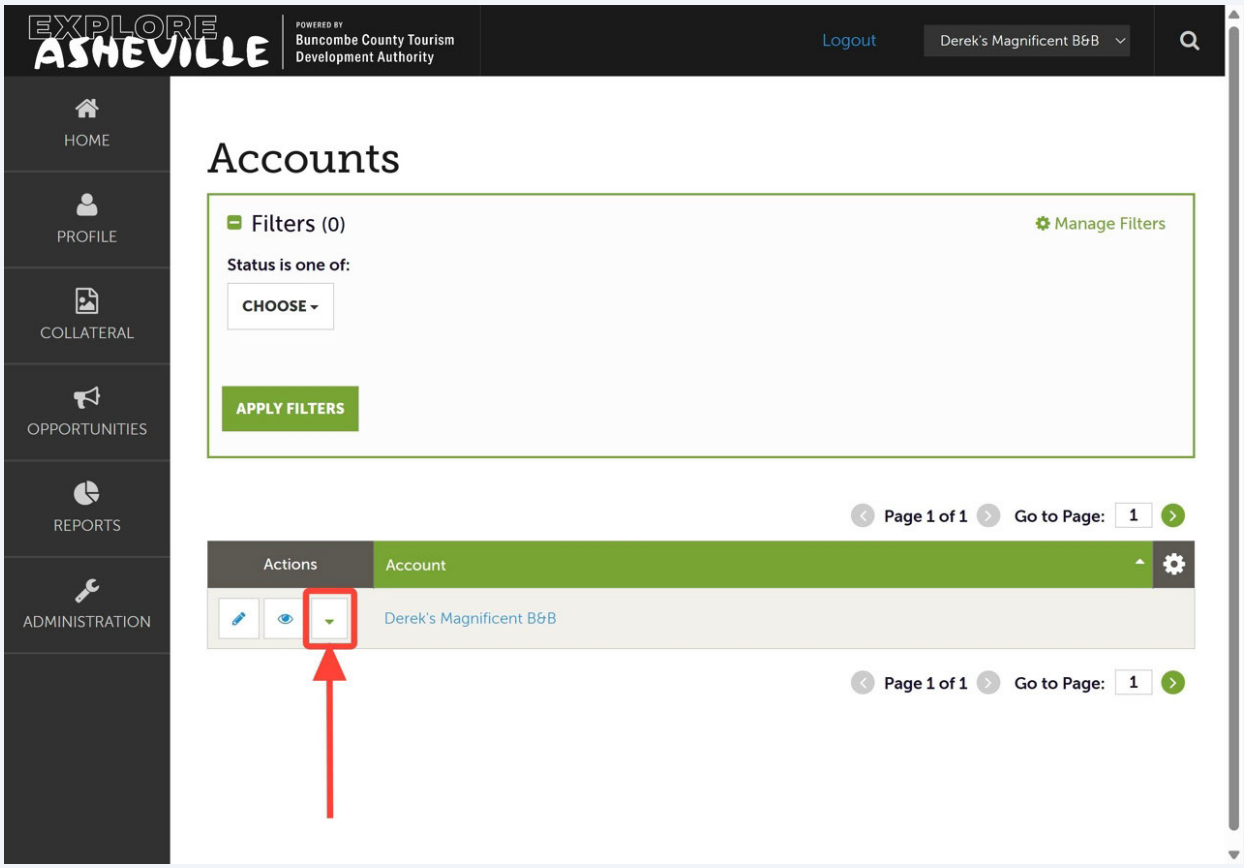
1 Click **PROFILE** in the left menu



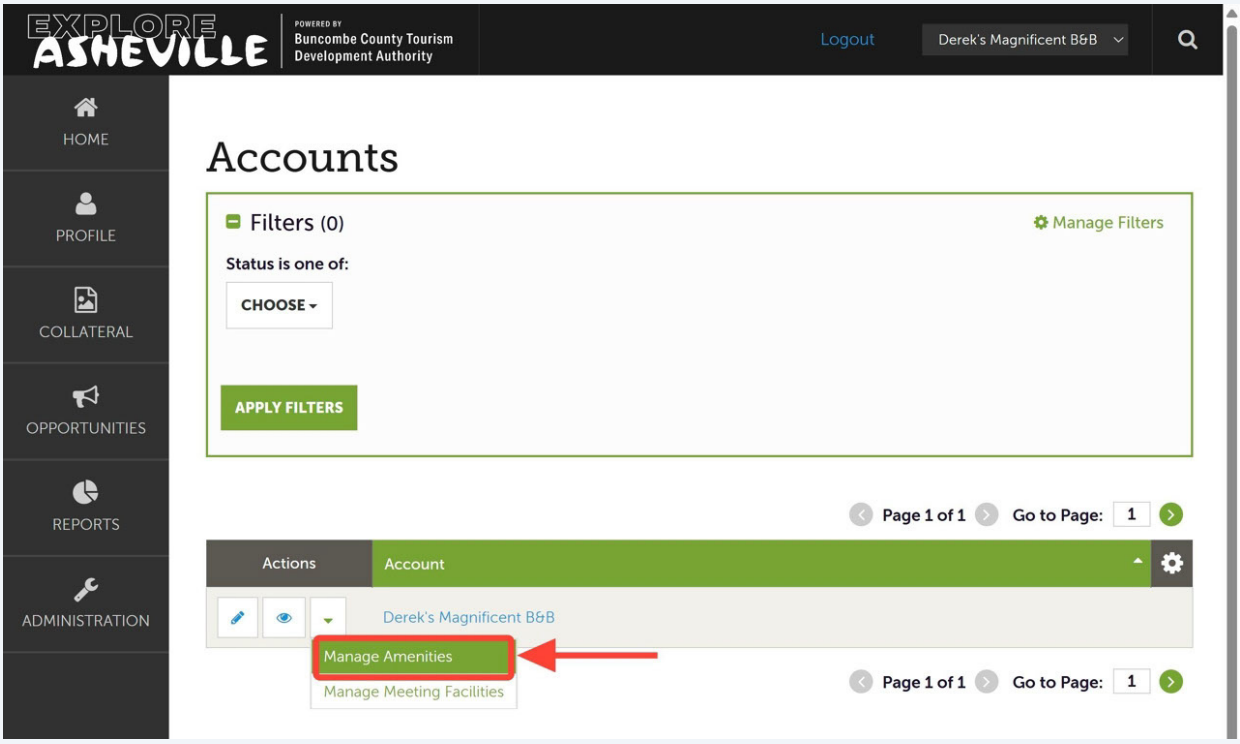
2 Click **ACCOUNTS** in the blue sub-menu



3 Click the **green arrow** next to the account you'd like to update



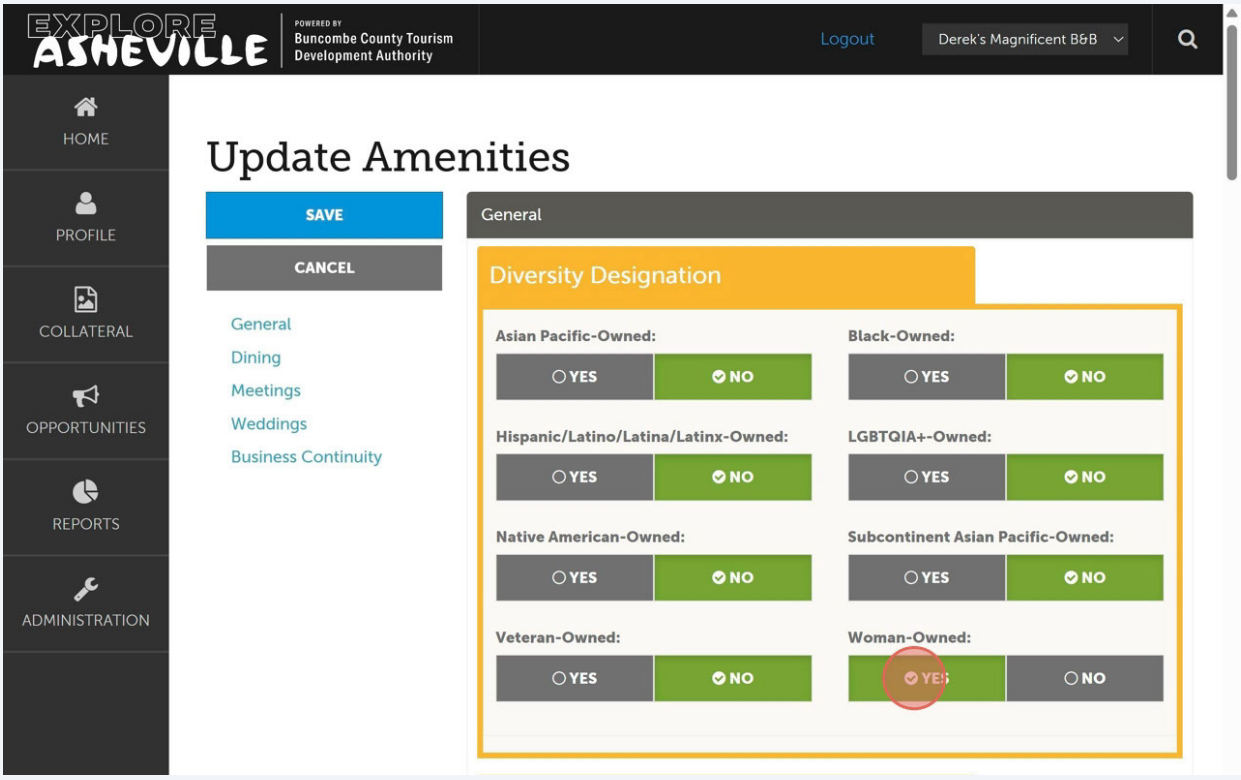
4 Click **Manage Amenities**



Add or update the amenities that apply to your business:

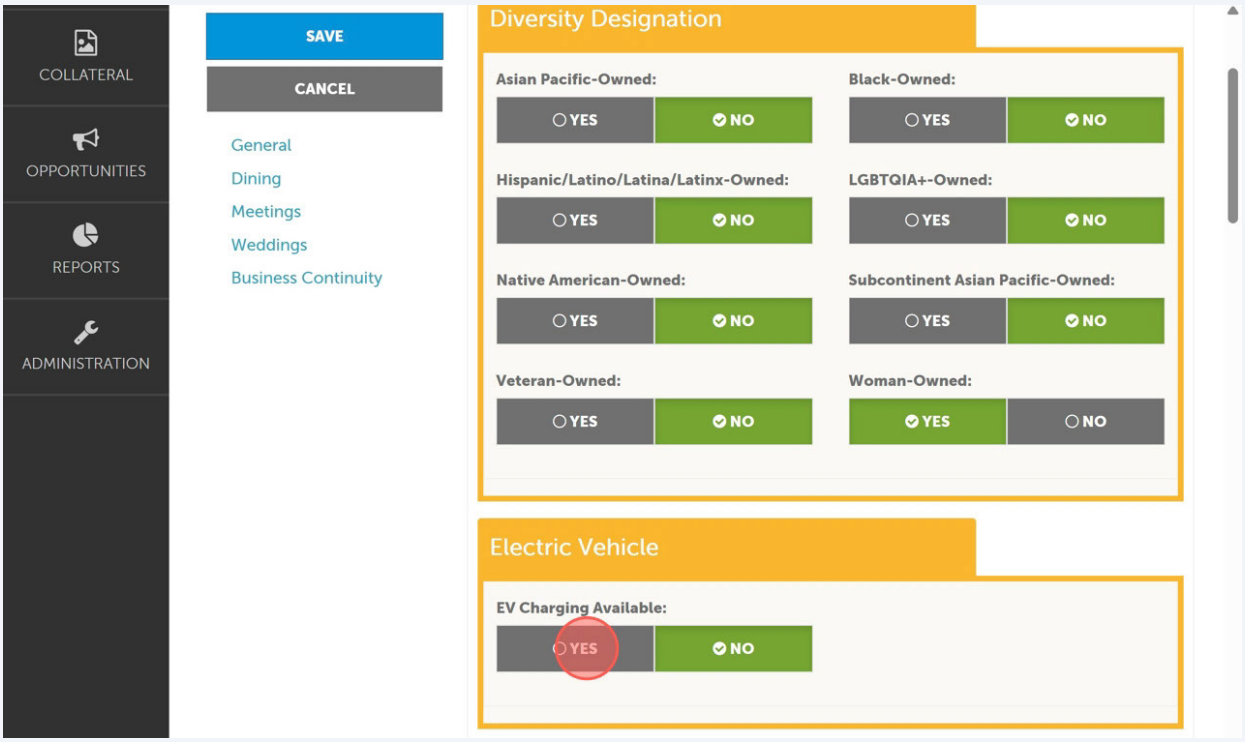
5 **Diversity Designation** (if applicable)

Asian Pacific-Owned; Black-Owned; Hispanic/Latino/ Latina/Latinx-Owned; LGBTQIA+-Owned; Native American-Owned; Subcontinent Asian Pacific-Owned; Veteran-Owned; Woman-Owned

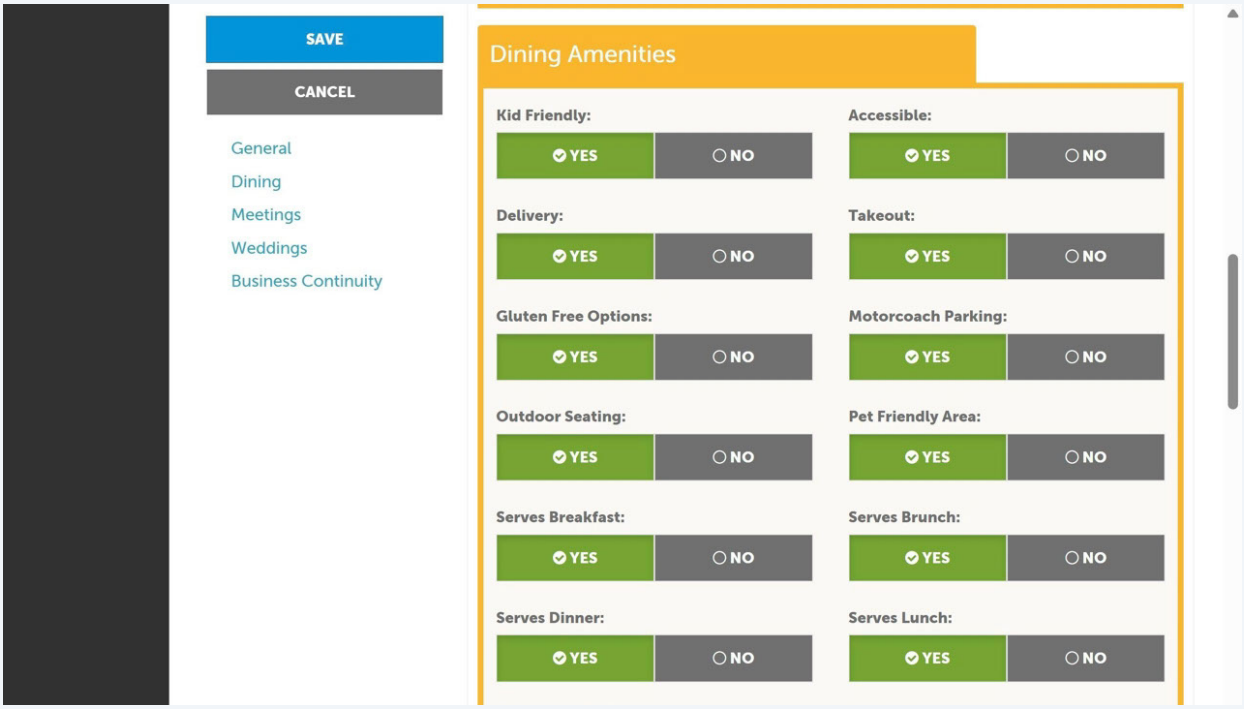


Selecting a Diversity Designation gives your listing a special banner and inclusion on some landing pages, such as The Black Asheville Experience and LGBTQIA+ Asheville

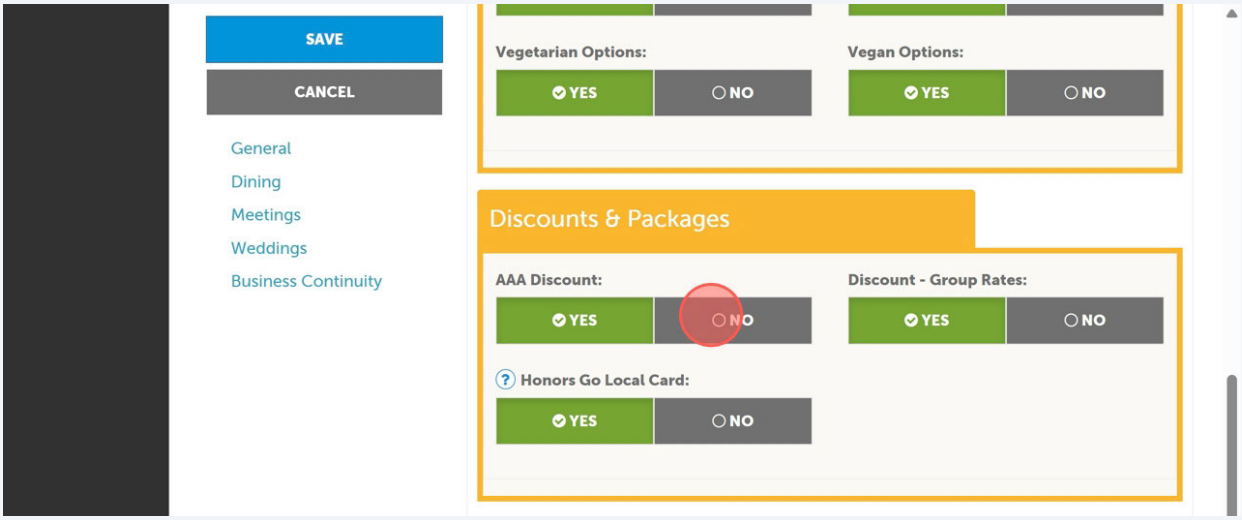
6 Select if your business offers **electric vehicle charging**



7 ***F&B Partners Only***: Select all dining amenities that apply

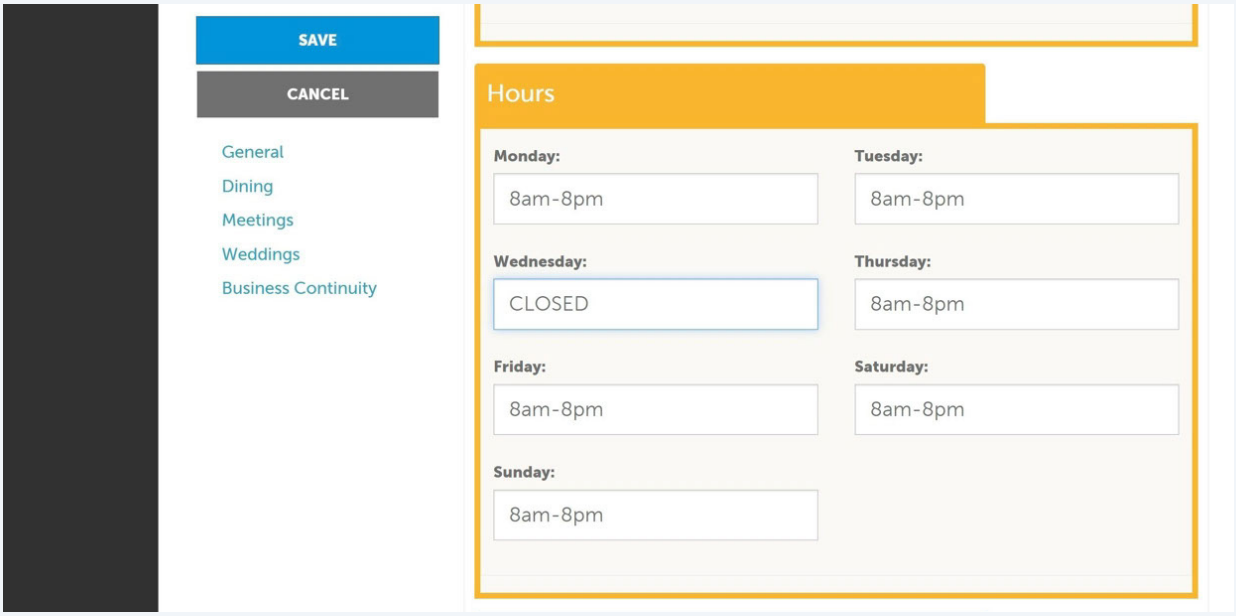


8 Select **permanent** discounts and packages



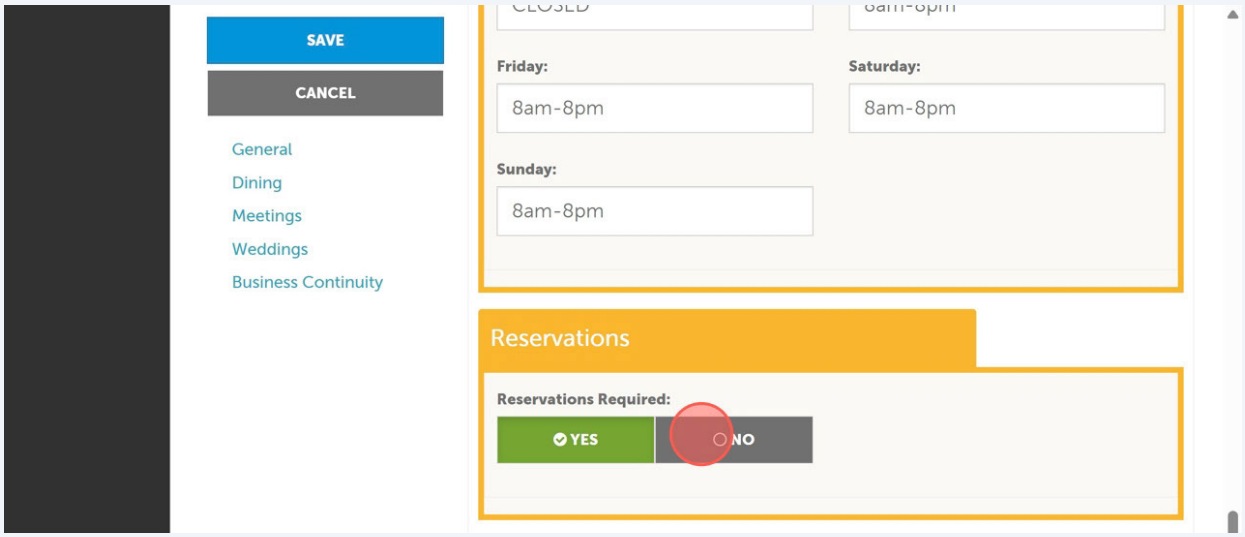
To upload temporary offers, discounts, and packages to ExploreAsheville.com, go to Collateral > Special Offers

9 Enter business hours, including which day(s) your business is closed

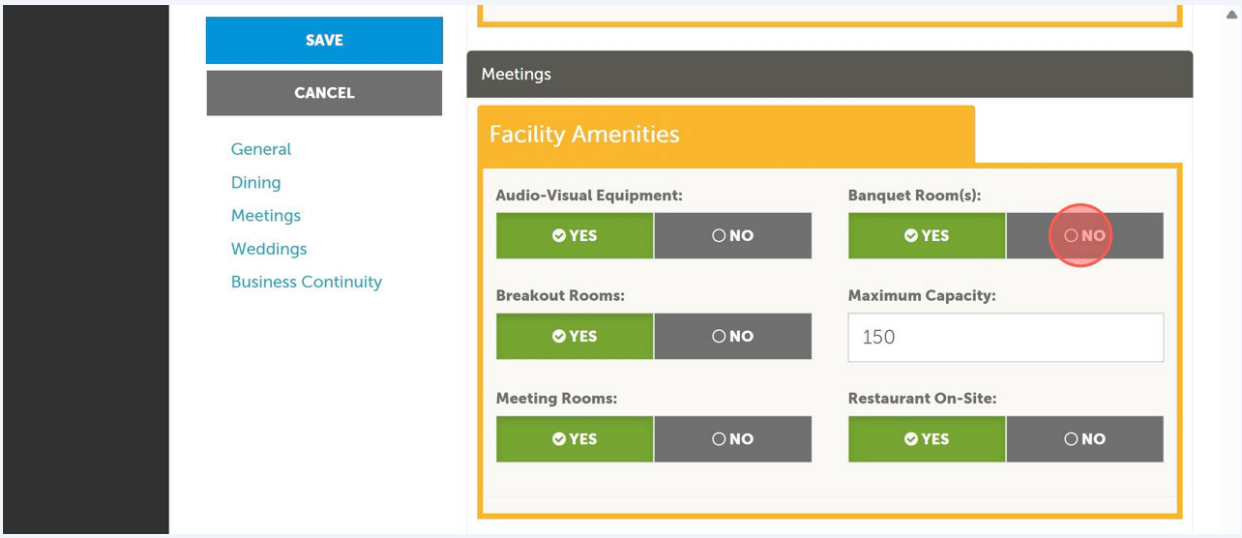


Remember to update your hours seasonally!

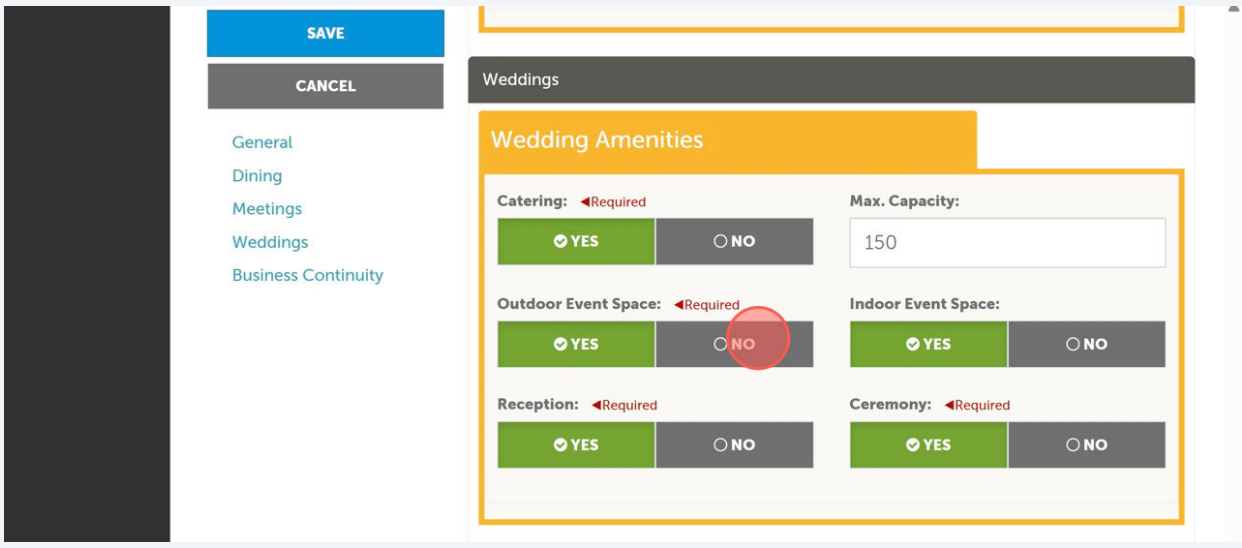
10 Select whether reservations are required at your business



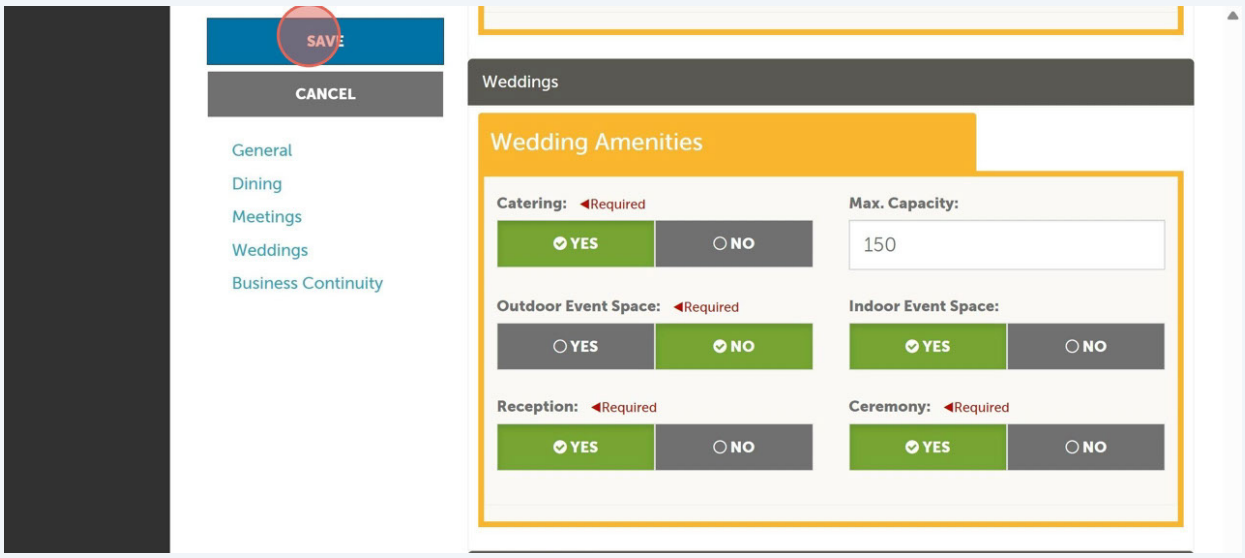
11 ***Meetings Listings Only:*** Complete information for your facility's amenities



12 ***Weddings Listings Only:*** Complete information for your wedding amenities

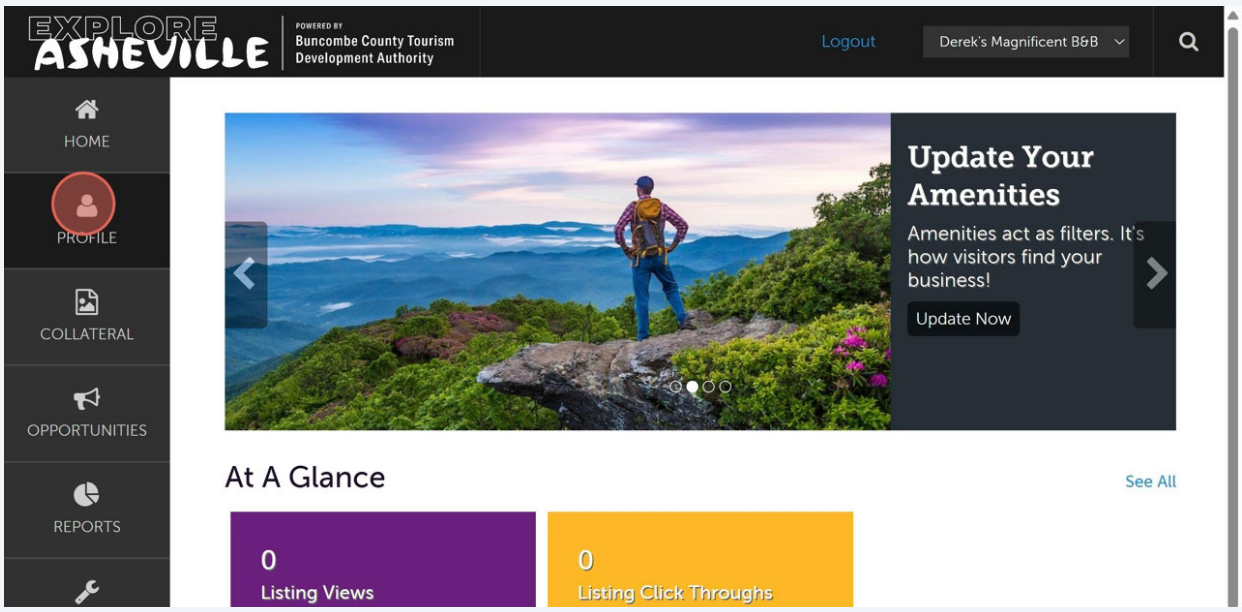


13 Click the blue **SAVE** button (top left)

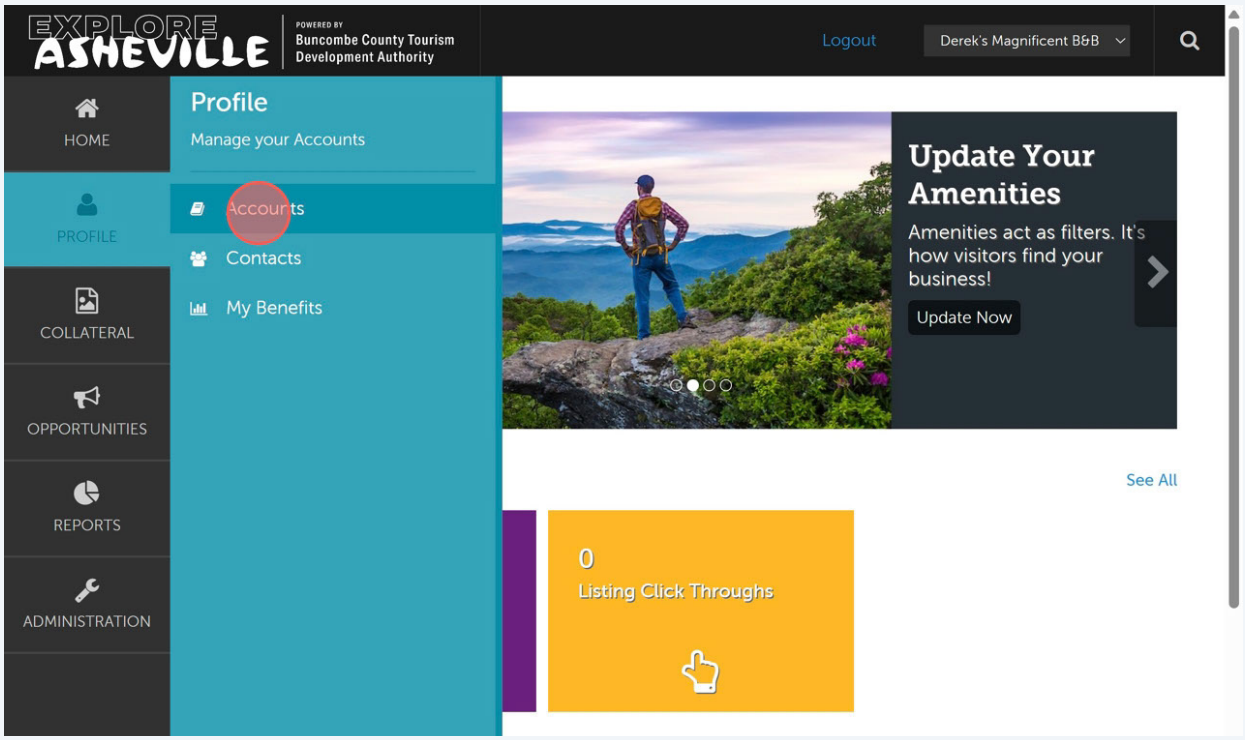


HOW TO MANAGE MEETING SPACE AMENITIES

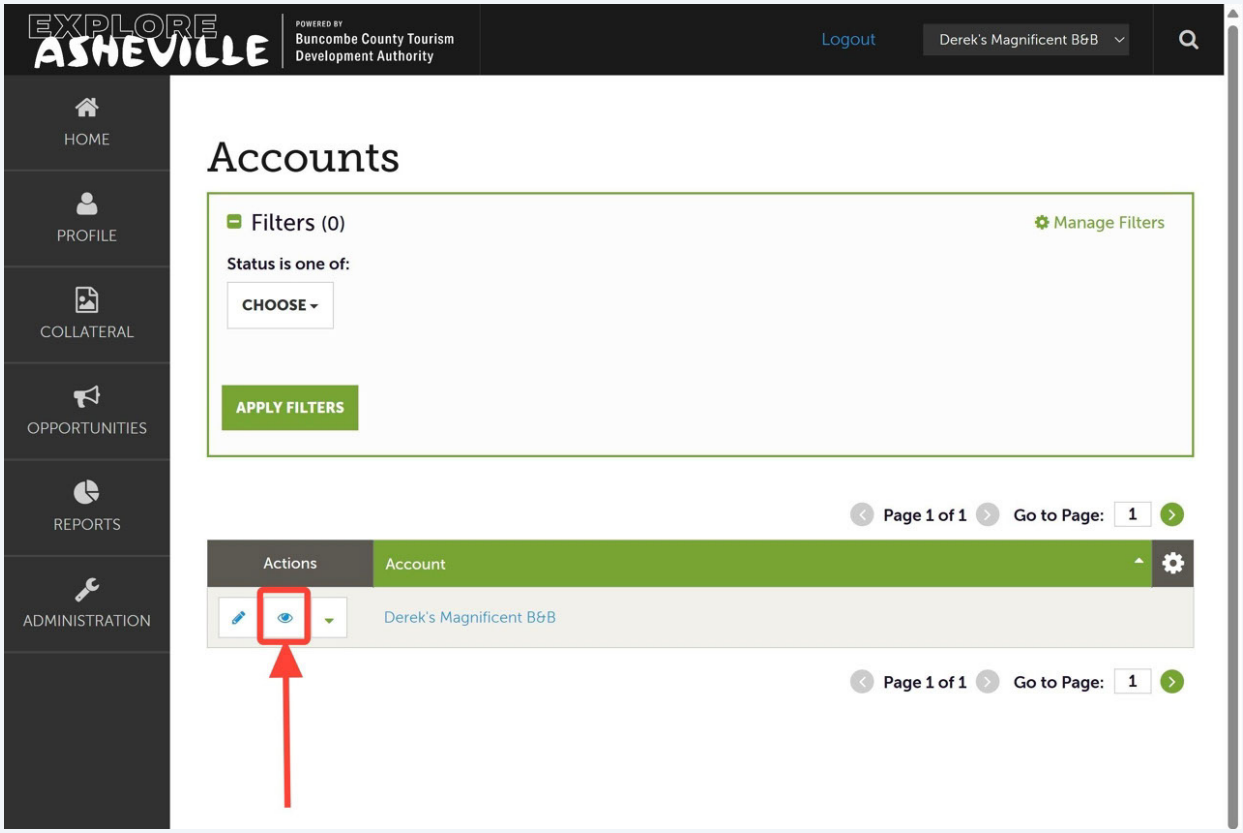
1 Click **PROFILE** in the left menu



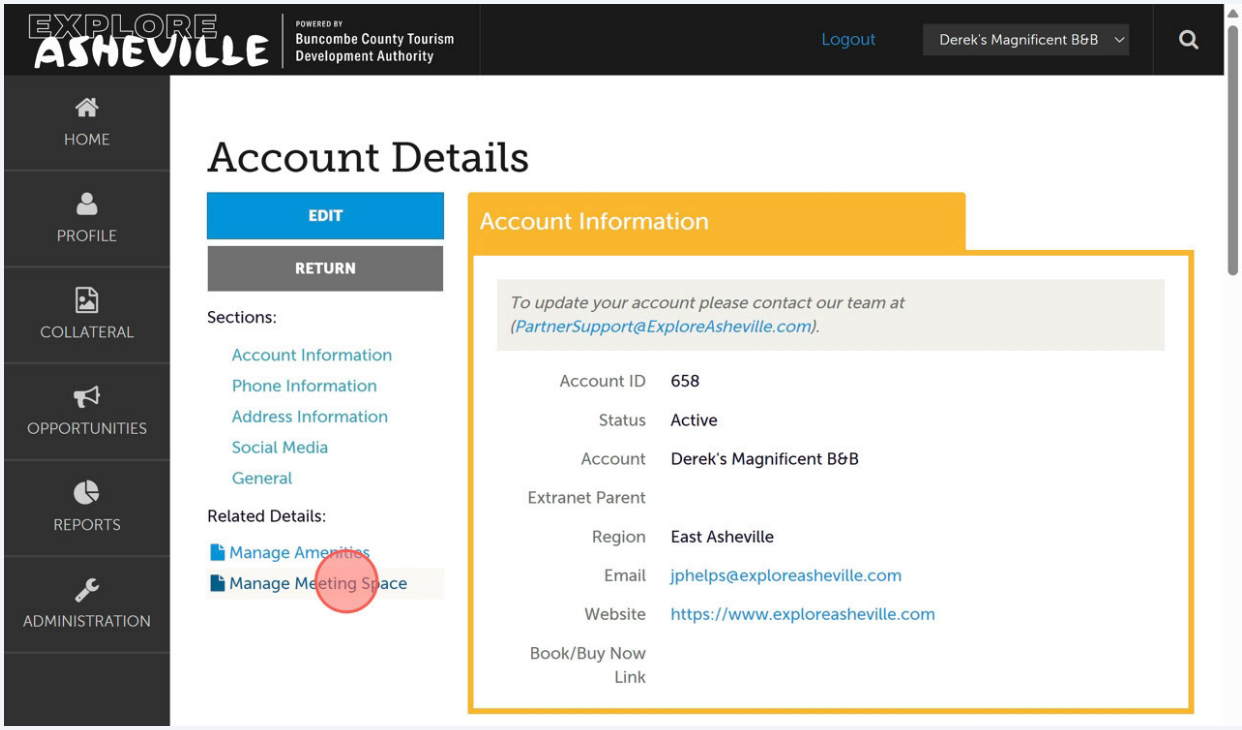
2 Click **ACCOUNTS** in the blue sub-menu



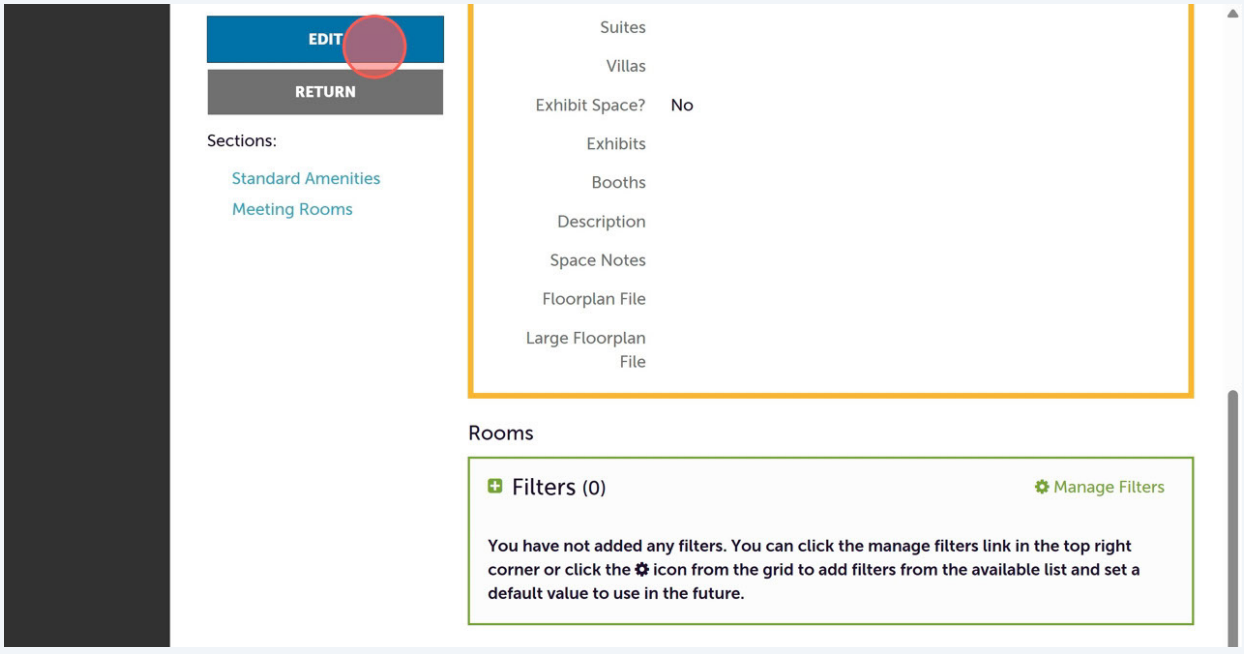
3 Click the **eye icon** next to the account you'd like to update



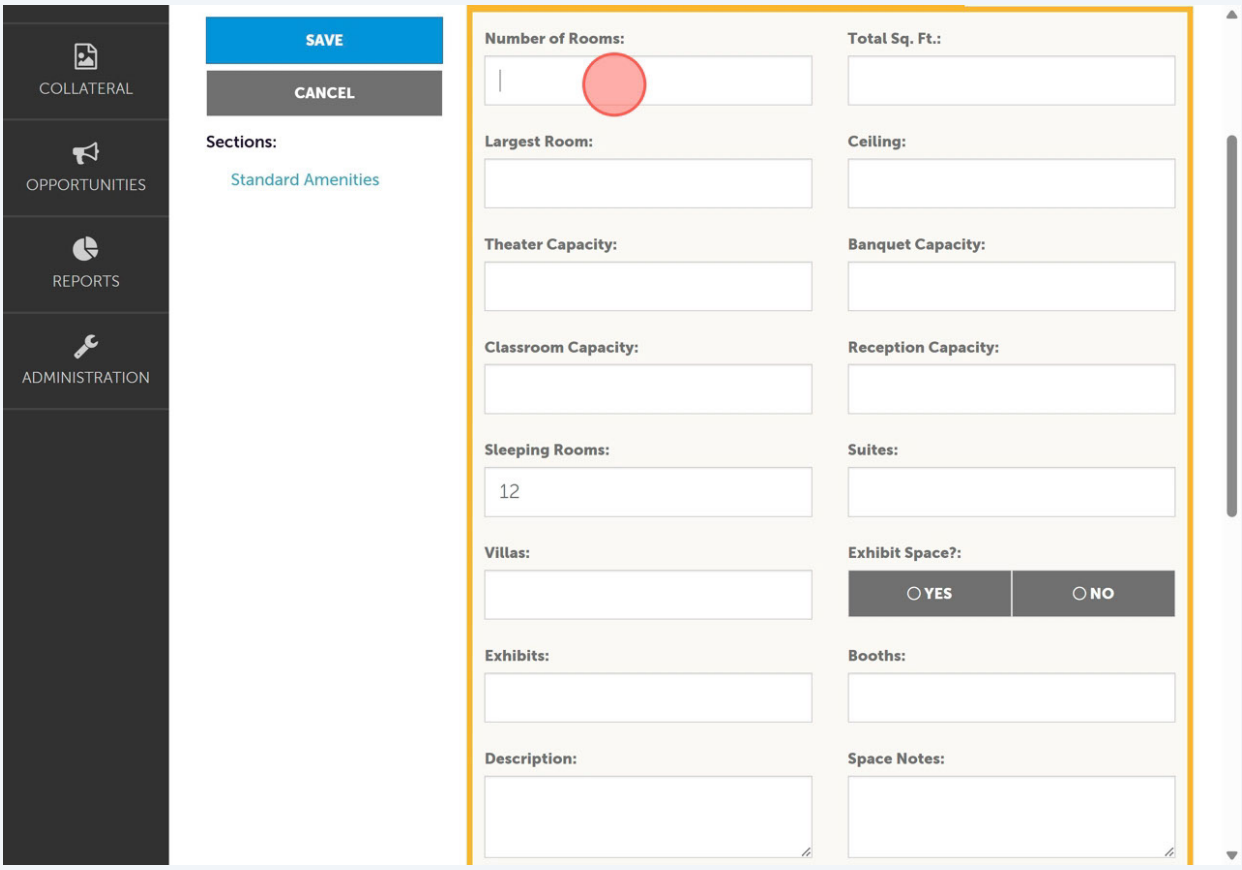
4 Click **Manage Meeting Space**



5 Click **Edit**

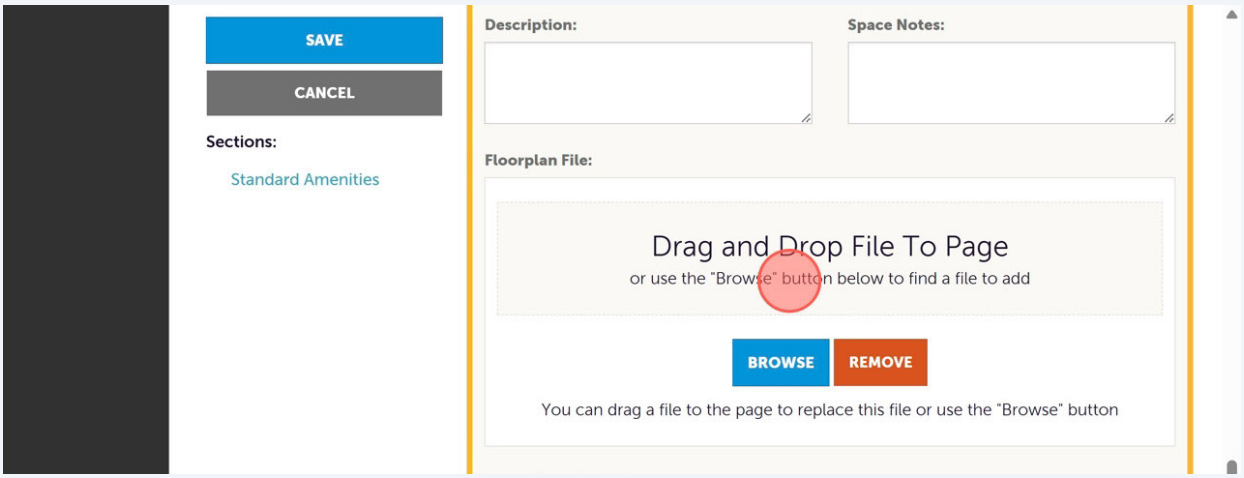


6 Complete/update meeting space information

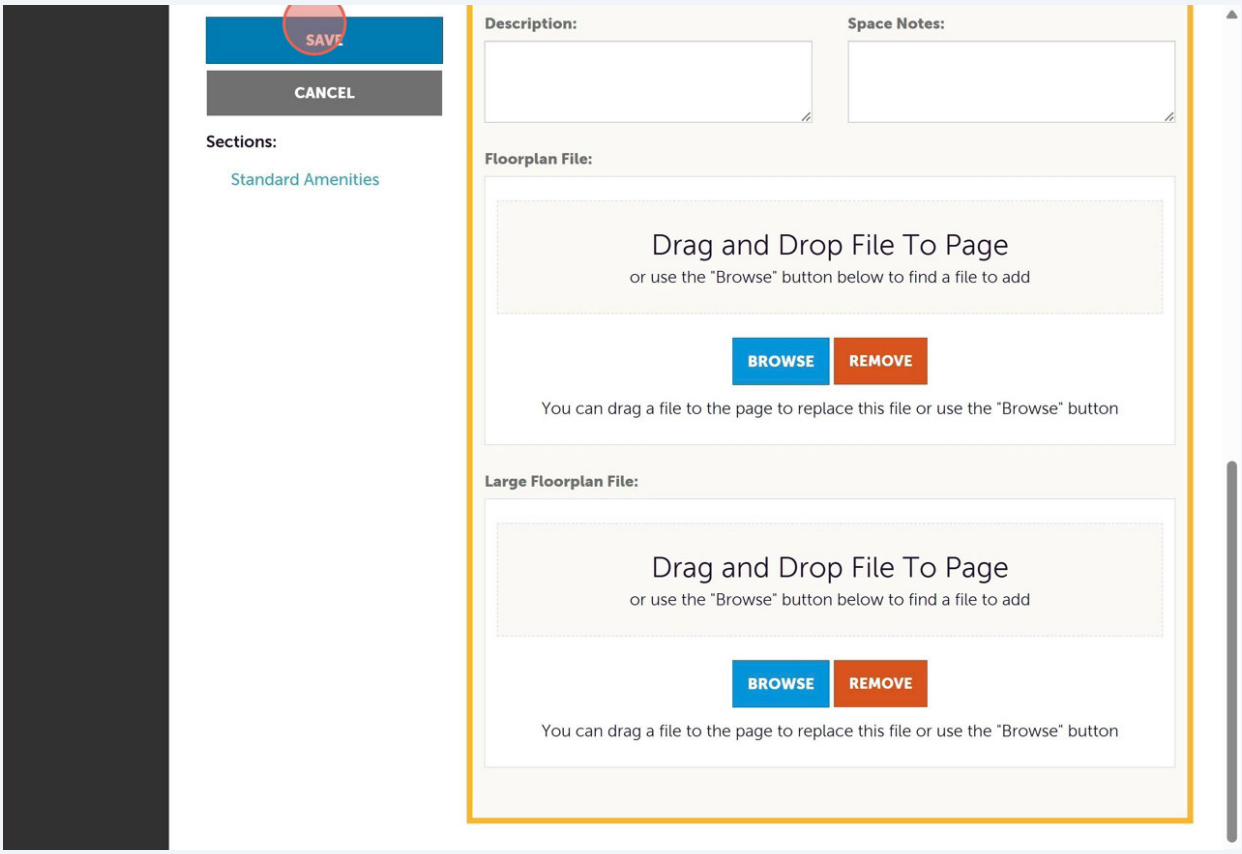


7 *(Optional):* Add photos of your floorplans

1. Click **BROWSE** to upload an image from your computer, OR
2. **Drag and drop** your image into the file box



8 Click the blue **SAVE** button (top left)



IMPORTANT NOTES

- **Approval Required**: Updates require approval and can take 48–72 hours to appear on the website.
- **Notification**: You'll receive an email when your changes are approved or denied.

NEED HELP?

Contact partnersupport@exploreasheville.com for assistance.