

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!



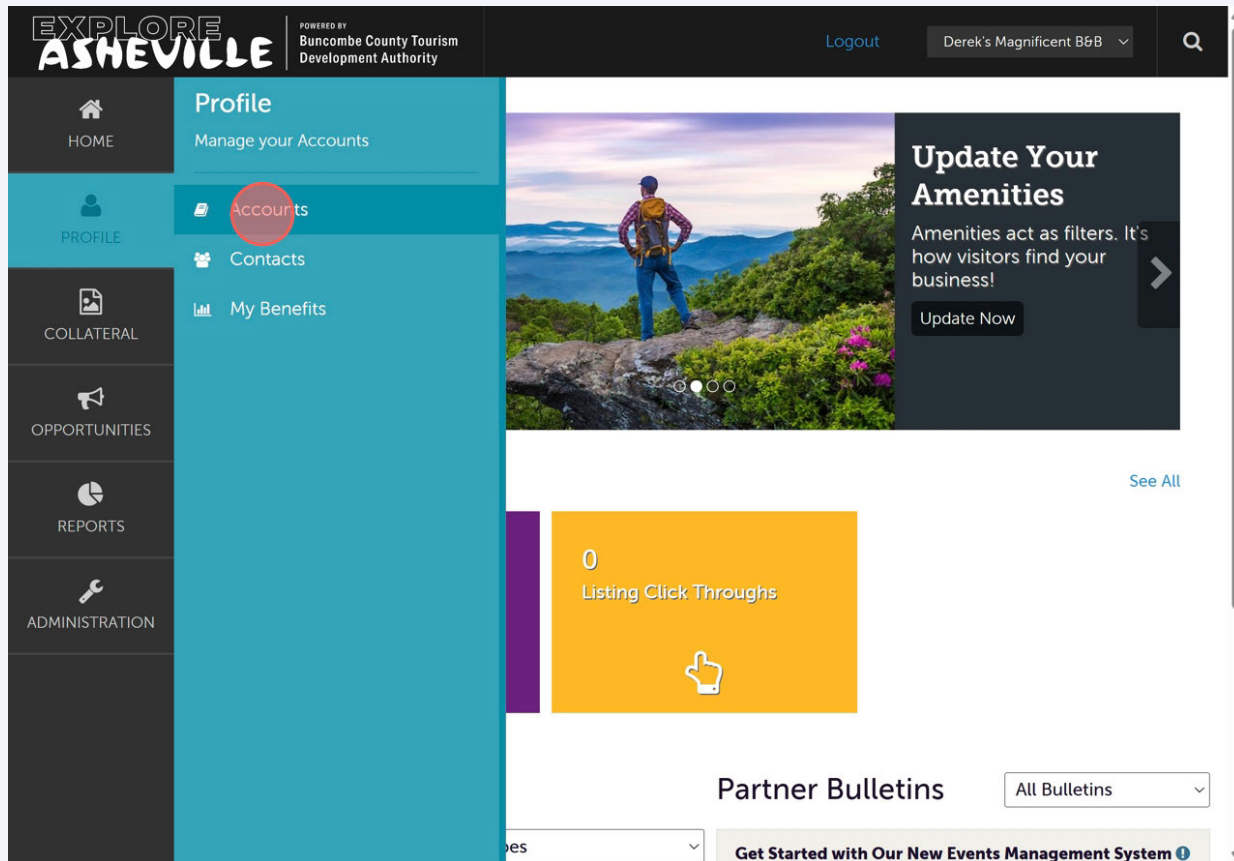
GETTING STARTED

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

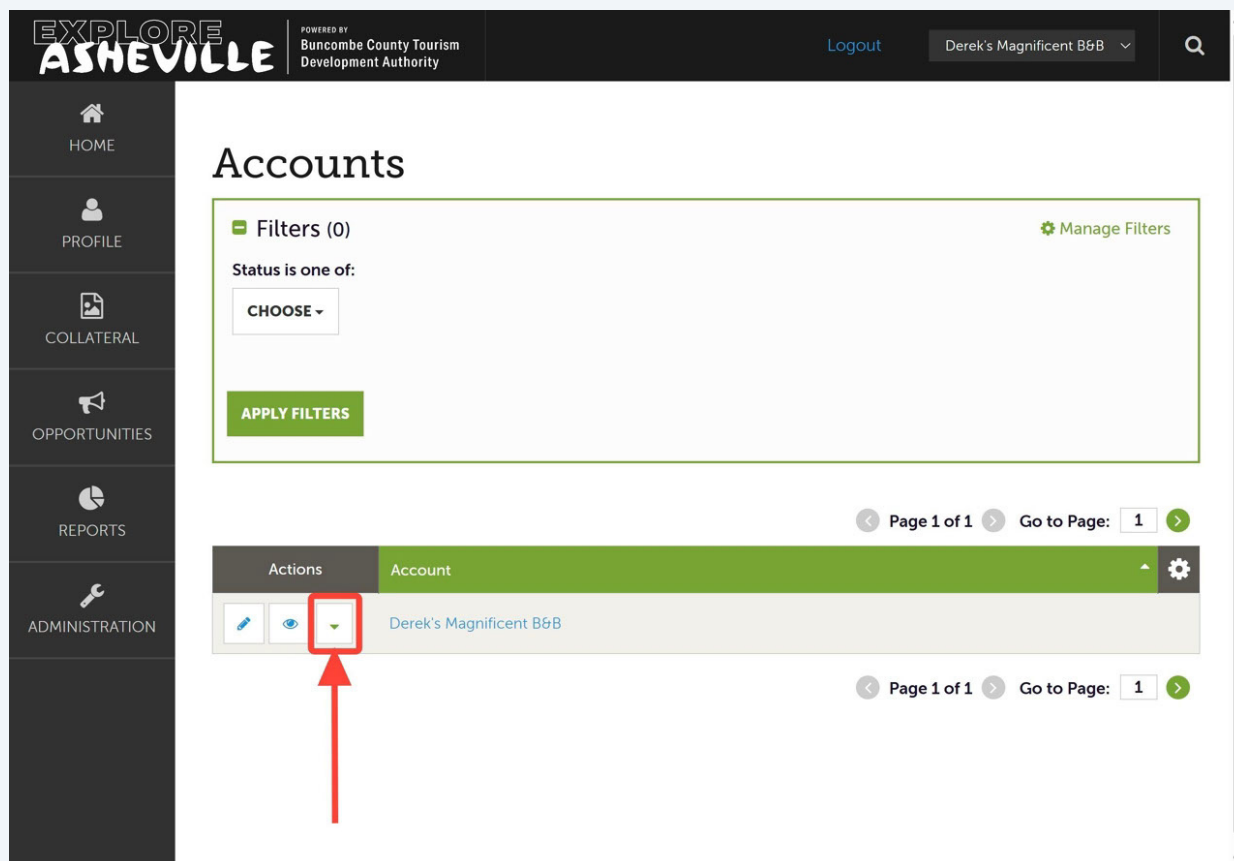
1 Click **PROFILE** in the left menu

The screenshot shows the Explore Asheville Partner Portal dashboard. The left sidebar contains the following menu items: HOME, PROFILE (highlighted with a red circle), COLLATERAL, OPPORTUNITIES, REPORTS, and ADMINISTRATION. The main content area features a large banner with a hiker on a mountain peak and a call to action: "Update Your Amenities". Below the banner is a section titled "At A Glance" with two cards: "0 Listing Views" and "0 Listing Click Throughs". At the bottom, there are sections for "Marketplace" and "Partner Bulletins".

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**

EXPLORE ASHEVILLE POWERED BY Buncombe County Tourism Development Authority Logout Derek's Magnificent B&B

Accounts

Filters (0) Manage Filters

Status is one of:

CHOOSE

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account
	Derek's Magnificent B&B
	Manage Amenities
	Manage Meeting Facilities

Page 1 of 1 Go to Page: 1



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

EXPLORE ASHEVILLE POWERED BY Buncombe County Tourism Development Authority Logout Derek's Magnificent B&B

Update Amenities

SAVE CANCEL

General Dining Meetings Weddings Business Continuity

Diversity Designation

Asian Pacific-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO	Black-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Hispanic/Latino/Latina/Latinx-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO	LGBTQIA+-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Native American-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO	Subcontinent Asian Pacific-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Veteran-Owned:	<input type="radio"/> YES <input checked="" type="radio"/> NO	Woman-Owned:	<input checked="" type="radio"/> YES <input type="radio"/> NO



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**

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

SAVE

CANCEL

General

Dining

Meetings

Weddings

Business Continuity

Diversity Designation

Asian Pacific-Owned:
☐ YES ☒ NO

Black-Owned:
☐ YES ☒ NO

Hispanic/Latino/Latina/Latinx-Owned:
☐ YES ☒ NO

LGBTQIA+-Owned:
☐ YES ☒ NO

Native American-Owned:
☐ YES ☒ NO

Subcontinent Asian Pacific-Owned:
☐ YES ☒ NO

Veteran-Owned:
☐ YES ☒ NO

Woman-Owned:
☒ YES ☐ NO

Electric Vehicle

EV Charging Available:
☐ YES ☒ NO

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

SAVE

CANCEL

General

Dining

Meetings

Weddings

Business Continuity

Dining Amenities

Kid Friendly:
☒ YES ☐ NO

Accessible:
☒ YES ☐ NO

Delivery:
☒ YES ☐ NO

Takeout:
☒ YES ☐ NO

Gluten Free Options:
☒ YES ☐ NO

Motorcoach Parking:
☒ YES ☐ NO

Outdoor Seating:
☒ YES ☐ NO

Pet Friendly Area:
☒ YES ☐ NO

Serves Breakfast:
☒ YES ☐ NO

Serves Brunch:
☒ YES ☐ NO

Serves Dinner:
☒ YES ☐ NO

Serves Lunch:
☒ YES ☐ NO

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

The screenshot shows a sidebar with navigation links: General, Dining, Meetings, Weddings, and Business Continuity. The 'SAVE' button is highlighted in blue, and the 'CANCEL' button is in grey. The main content area is titled 'Reservations' and contains a section 'Reservations Required:' with two radio buttons: 'YES' (selected) and 'NO' (highlighted with a red circle). Above this section, there are input fields for business hours: 'CLOSED', 'Friday: 8am-8pm', 'Saturday: 8am-8pm', and 'Sunday: 8am-8pm'.

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

The screenshot shows the 'Meetings' section of a form. The sidebar has the same navigation links as in the previous screenshot. The 'SAVE' button is highlighted in blue, and the 'CANCEL' button is in grey. The main content area is titled 'Facility Amenities' and contains several sections: 'Audio-Visual Equipment:' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Breakout Rooms:' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Meeting Rooms:' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Banquet Room(s):' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Maximum Capacity:' with a text input field containing '150'; and 'Restaurant On-Site:' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons.

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

The screenshot shows the 'Weddings' section of a form. The sidebar has the same navigation links as in the previous screenshots. The 'SAVE' button is highlighted in blue, and the 'CANCEL' button is in grey. The main content area is titled 'Wedding Amenities' and contains several sections: 'Catering:' with a red 'Required' label and 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Outdoor Event Space:' with a red 'Required' label and 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Reception:' with a red 'Required' label and 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; 'Max. Capacity:' with a text input field containing '150'; 'Indoor Event Space:' with 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons; and 'Ceremony:' with a red 'Required' label and 'YES' (selected) and 'NO' (highlighted with a red circle) radio buttons.

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

The screenshot shows a web interface for managing wedding amenities. On the left is a dark sidebar with a menu. The main content area has a top bar with 'SAVE' and 'CANCEL' buttons. Below is a 'Weddings' header and a 'Wedding Amenities' form. The form contains several sections with radio button options:

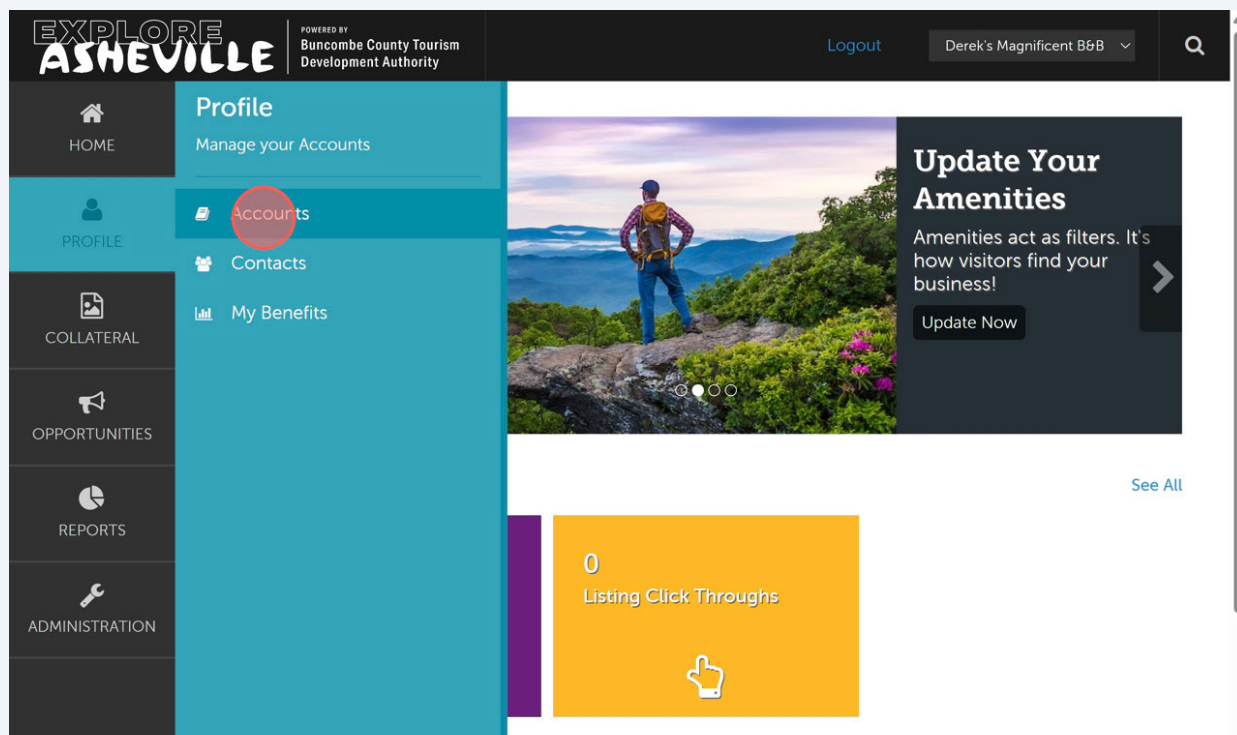
- Catering:** **Required**. Options: ☒ YES, ☐ NO.
- Max. Capacity:** Input field with '150'.
- Outdoor Event Space:** **Required**. Options: ☐ YES, ☒ NO.
- Indoor Event Space:** Options: ☒ YES, ☐ NO.
- Reception:** **Required**. Options: ☒ YES, ☐ NO.
- Ceremony:** **Required**. Options: ☒ YES, ☐ NO.

HOW TO MANAGE MEETING SPACE AMENITIES

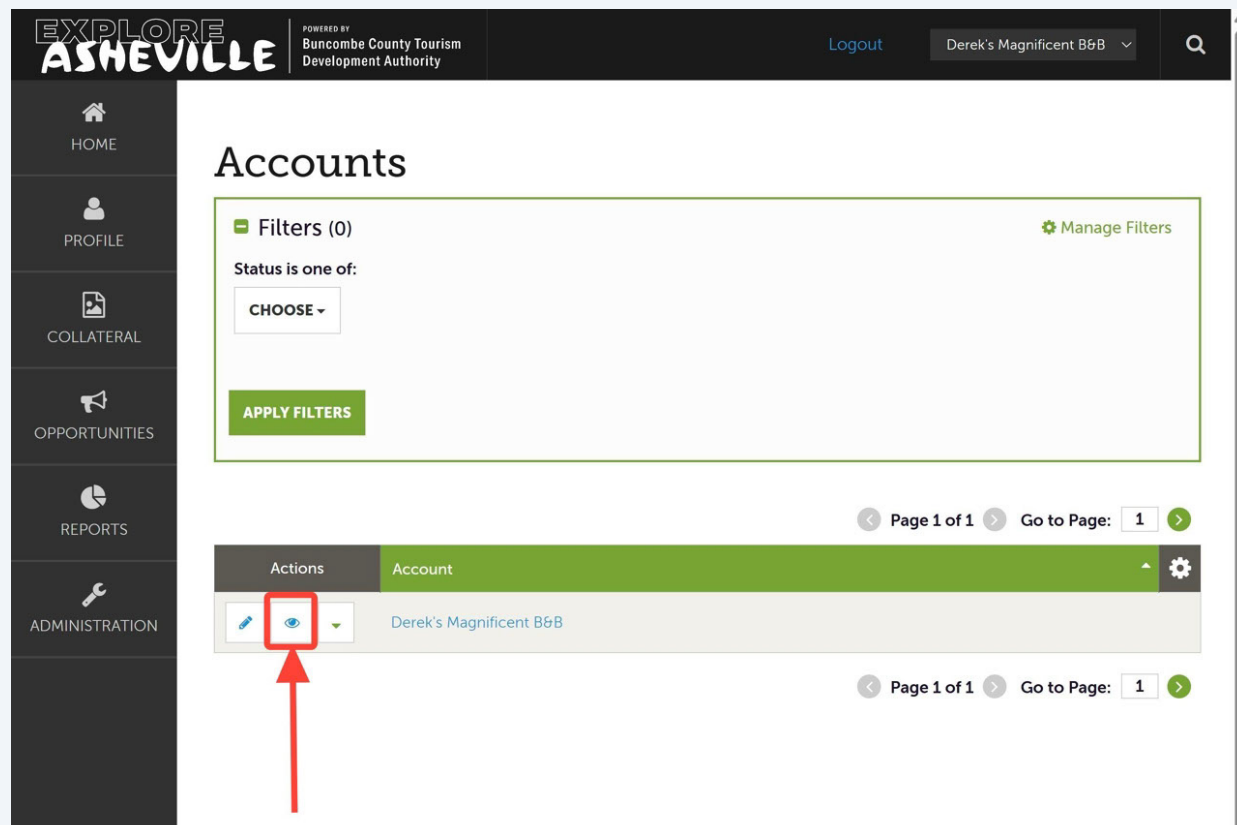
1 Click **PROFILE** in the left menu

The screenshot shows the Explore Asheville website. The left sidebar has a menu with 'HOME', 'PROFILE' (highlighted with a red circle), 'COLLATERAL', 'OPPORTUNITIES', 'REPORTS', and a settings icon. The main content area has a top navigation bar with 'EXPLORE ASHEVILLE', 'POWERED BY Buncombe County Tourism Development Authority', 'Logout', a user dropdown 'Derek's Magnificent B&B', and a search icon. Below the navigation bar is a large banner for 'Update Your Amenities' with a scenic image of a person on a mountain peak. The banner text says: 'Update Your Amenities. Amenities act as filters. It's how visitors find your business! Update Now'. Below the banner is a section titled 'At A Glance' with a 'See All' link. It contains two cards: a purple card with '0 Listing Views' and an orange card with '0 Listing Click Throughs'.

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**

EXPLORE ASHEVILLE POWERED BY Buncombe County Tourism Development Authority

Logout Derek's Magnificent B&B

HOME
PROFILE
COLLATERAL
OPPORTUNITIES
REPORTS
ADMINISTRATION

Account Details

EDIT
RETURN

Sections:

- Account Information
- Phone Information
- Address Information
- Social Media
- General

Related Details:

- Manage Amenities
- Manage Meeting Space**

Account Information

To update your account please contact our team at (PartnerSupport@ExploreAsheville.com).

Account ID	658
Status	Active
Account	Derek's Magnificent B&B
Extranet Parent	
Region	East Asheville
Email	jphelps@exploreasheville.com
Website	https://www.exploreasheville.com
Book/Buy Now Link	

5 Click **Edit**

EDIT
RETURN

Sections:

- Standard Amenities
- Meeting Rooms

Suites
Villas
Exhibit Space? No
Exhibits
Booths
Description
Space Notes
Floorplan File
Large Floorplan File

Rooms

+ Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

6

Complete/update meeting space information

COLLATERAL
 OPPORTUNITIES
 REPORTS
 ADMINISTRATION

SAVE

CANCEL

Sections:

Standard Amenities

Number of Rooms:

Total Sq. Ft.:

Largest Room:

Ceiling:

Theater Capacity:

Banquet Capacity:

Classroom Capacity:

Reception Capacity:

Sleeping Rooms:

12

Suites:

Villas:

Exhibit Space?:

YES

NO

Exhibits:

Booths:

Description:

Space Notes:

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

COLLATERAL
 OPPORTUNITIES
 REPORTS
 ADMINISTRATION

SAVE

CANCEL

Sections:

Standard Amenities

Description:

Space Notes:

Floorplan File:

Drag and Drop File To Page

or use the "Browse" button below to find a file to add

BROWSE

REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

8

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

The screenshot shows a web interface for editing a section. On the left, there is a dark sidebar. To its right, a light gray panel contains a blue 'SAVE' button and a gray 'CANCEL' button. Below these buttons, the text 'Sections:' is followed by a link 'Standard Amenities'. The main content area is a light gray box with a yellow border. It contains four sections: 'Description:' and 'Space Notes:' at the top, each with a text input field. Below these is the 'Floorplan File:' section, which has a large dashed box for file upload, a 'BROWSE' button, a 'REMOVE' button, and a note: 'You can drag a file to the page to replace this file or use the "Browse" button'. The 'Large Floorplan File:' section is identical to the 'Floorplan File:' section.

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.