



Adding Social Media urls To Your Member Profile

In the member portal, click on “View/Edit Profile” then click on the “Amenities” tab, located under the “Account Detail” section. See here:

The screenshot shows the member portal interface for the Greater Wilmington Convention & Visitors Bureau. The page title is "ACCOUNT DETAIL: GREATER WILMINGTON CONVENTION & VISITORS BUREAU". The "ACCOUNT DETAIL" text is highlighted with a red box. Below the title, there are sections for "Account Information", "Phone/Fax Numbers", "Address Information", and "Additional Fields". The "Additional Fields" section includes a "General" sub-section with fields for Account Number, Payment Info, Renewal, Membership End, Investment, Rejoin Date, Membership Start, and OpenTable URL. At the bottom of the page, there is a navigation bar with tabs for "Contacts", "Listings", "Web", "Amenities", and "Benefits Summary". The "Amenities" tab is highlighted with a red box.

| Account Information | | |
|---|---|--|
| Account ID: 2525 | Status: Non-Member | |
| Account: Greater Wilmington Convention & Visitors Bureau | Region: Downtown Wilmington | |
| Account (sort): Greater Wilmington Convention & Visitors Bureau | Email: info@wilmcvb.org | |
| Parent: | Web Site: http://VisitWilmingtonDE.com | |
| Formerly: | | |

| Phone/Fax Numbers | |
|-------------------------|---------------------|
| Primary: (302) 295-2210 | Alternate: |
| Tollfree: 800-489-6664 | Fax: (302) 652-4726 |

| Address Information | | |
|--|--|--|
| Physical Address | Billing Address | Shipping Address |
| 100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES | 100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES | 100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES |

| Additional Fields | |
|-------------------|------------------|
| General | |
| Account Number | Investment |
| Payment Info | Rejoin Date |
| Renewal | Membership Start |
| Membership End | OpenTable URL |

Contacts Listings Web **Amenities** Benefits Summary

Under the “Amenities” tab, you will find the “Social Media” tab. Click on that, then click on “Edit Amenities.”



A box will pop up once you click on “Edit Amenities” which will allow you to enter all of your social media urls.

