

Updating Meeting Facility and Meeting Room(s) Data and Floor Plans

Once you login to the member portal, you will see a page that contains (1) a member menu, (2) side navigation, (3) member news and (4) help documents.

The screenshot displays the Member Portal interface. On the left, a 'Members' sidebar lists various options, with 'Member Portal' highlighted and marked with a red box and the number 2. The main content area is titled 'Member Portal' and contains a 'Member Menu' section, also marked with a red box and the number 1. This menu includes links for 'View/Edit Your Profile', 'View Leads', 'View Requests', 'View Reports', and 'Logout'. To the right, a 'Member News!' section, marked with a red box and the number 3, lists upcoming events and a call to action for Facebook. At the bottom left, a 'Member Help' section, marked with a red box and the number 4, features a question mark icon.

Members

- Membership Benefits
- Membership Dues
- Member Application
- Window Display Info
- GWCVB Logos
- Member Directory
- Member Events
- Member Portal**
- My Account
- View Leads
- View Requests
- Logout
- View Reports

Member Portal

Member Menu

- View/Edit Your Profile**
- View Leads**
- View Requests**
- View Reports**
- Logout**

Member News!

- **Next Marketing & Sales Meeting: September 15, 2010.** (8:30 a.m. - 10:30 a.m.) **Chase Center on the Riverfront** (815 Justison Street, Wilmington). **Register now!**
- **Next Member Mixer: September 22, 2010.** (5:30 p.m. - 7:30 p.m.) **Delaware Children's Museum** (550 Justison Street, Wilmington). **Register now!**
- **Window Displays:** Now accepting requests for 2011. Call James Julia (302) 295-2211 or email JJulia@wilmcvb.org. Windows fill up quickly so get your request in early!
- **Become a fan of the GWCVB on facebook!** We get a great response from users when we post photos! With over 700 fans, we need your images. For more information about Facebook call James Julia (302) 295-2211 or email JJulia@wilmcvb.org.

Member Help

You will want to click on “View/Edit Your Profile” in order to get to the “Amenities” tab. Under the “Amenities” tab, you will find the “Meeting Facilities” tab. The “Meeting Facilities” tab is where you will enter your meeting facility and/or meeting room details. Once you click on “View/Edit Your Profile,” you will see a screen similar to this:

ACCOUNT DETAIL: GREATER WILMINGTON CONVENTION & VISTORS BUREAU

Account Information

Account ID: 2525	Status: Non-Member
Account: Greater Wilmington Convention & Vistors Bureau	Region: Downtown Wilmington
Account (sort): Greater Wilmington Convention & Vistors 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**

Notice under the “Account Detail” section, there are tabs. (Contacts, Listings, Web, Amenities and Benefits Summary). Click on the “Amenities” tab.

See next page...

Leads **Member Record** Service Requests Reports Reports

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Additional Fields

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Contacts Listings Web **Amenities** Benefits Summary

Add New Contact

Then click on "Meeting Facilities."

Contacts Listings Web **Amenities** Benefits Summary

Accommodations Attractions Dining Golf Services Shopping Transportation Social Media **Meeting Facilities**

Standard Amenities

Number of Rooms: 0	Total Sq. Ft.: 0
Largest Room: 0	Ceiling: 0
Theater Capacity: 0	Banquet Capacity: 0
Classroom Capacity: 0	Reception Capacity: 0
Sleeping Rooms: 0	Suites: 0
Villas: 0	Exhibit Space? <input type="checkbox"/>
Exhibits: 0	Booths: 0

Description:

Space Notes:

Upload Floorplan File:

Upload Large Floorplan File:

General

U-Shape: <input type="text"/>	Banquet 72" Rounds: <input type="text"/>
Hollow Square: <input type="text"/>	8'x10' Booths: <input type="text"/>

The “Standard Amenities” section is where you will list your overall meeting facility details (number of rooms, total square footage, square footage of the largest room, ceiling height of the largest room, theatre capacity (of largest room), banquet capacity (of largest room), classroom capacity (of largest room), reception capacity (of largest room), number of sleep rooms, number of suites, whether or not you have exhibit space, number of booths your exhibit space can accommodate, a description of your meeting facility, and any space notes (i.e. “Columns in room”). You can also update a floor plan using the large floor plan file upload. Then there are some “General” meeting room details you may want to enter (U-Shape capacity, Banquet 72” Rounds capacity, etc.) ***Note: After you have entered all of your information in these sections, be sure to select “Update” so your information will be saved.**

The screenshot shows a web form for entering meeting facility details. It is divided into three main sections: 'Standard Amenities', 'General', and a file upload section. The 'Standard Amenities' section contains various input fields for room counts and capacities. The 'General' section contains fields for specific room configurations. The file upload section includes a 'Browse...' button. Red boxes highlight the 'Standard Amenities' header, the 'Upload Large Floorplan File' field, the 'Browse...' button, and the 'General' header.

Standard Amenities	
Number of Rooms:	0
Largest Room:	0
Theater Capacity:	0
Classroom Capacity:	0
Sleeping Rooms:	0
Villas:	0
Exhibits:	0
Total Sq. Ft.:	0
Ceiling:	0
Banquet Capacity:	0
Reception Capacity:	0
Suites:	0
Exhibit Space?	<input type="checkbox"/>
Booths:	0
Description:	<input type="text"/>
Space Notes:	<input type="text"/>
Upload Floorplan File:	<input type="text"/>
Upload Large Floorplan File:	<input type="text"/>

General	
U-Shape:	<input type="text"/>
Hollow Square:	<input type="text"/>
Conference:	<input type="text"/>
Banquet 60" Rounds:	<input type="text"/>
Banquet 72" Rounds:	<input type="text"/>
8'x10' Booths:	<input type="text"/>
10'x10' Booths:	<input type="text"/>

Once you have “updated,” you can then select “New Meeting Room” to begin entering specific, individual room details.

Upload Large Floorplan File:

General

U-Shape: Banquet 72" Rounds:
Hollow Square: 8'x10' Booths:
Conference: 10'x10' Booths:
Banquet 60" Rounds:

****Be sure to Update first, before selecting Add New Room, or your info will not save.**

Action	Room ID	Room Name	Theater	Classroom	Banquet	Reception
THERE ARE NO MATCHING RECORDS FOR THIS VIEW.						

Page 0 of 0

A box will open when you select “New Meeting Room.” Here you will name your room, enter the total square footage, the width, height and length, indicate amphitheater (yes or no), listening devices (yes or no), the theater capacity of this room, the banquet capacity of this room, the classroom capacity of this room, the reception capacity of this room, and save. ***Note: be sure to save your information.**

See illustration next page...

MEETING ROOM: NEW MEETING ROOM

Colored fields are required.

Meeting Room Information

Room Name: <input type="text"/>	Theater Capacity: <input type="text" value="0"/>
Square Feet: <input type="text" value="0"/>	Classroom Capacity: <input type="text" value="0"/>
Width: <input type="text"/>	Banquet Capacity: <input type="text" value="0"/>
Length: <input type="text"/>	Reception Capacity: <input type="text" value="0"/>
Height: <input type="text"/>	Amphitheater: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Listening Devices: <input type="radio"/> Yes <input checked="" type="radio"/> No

Colored fields are required.

x

After you save this individual room information, you can select “New Meeting Room” again to enter another room’s details. Do this until all of your meeting rooms have been entered. **** Be sure to save each time!**