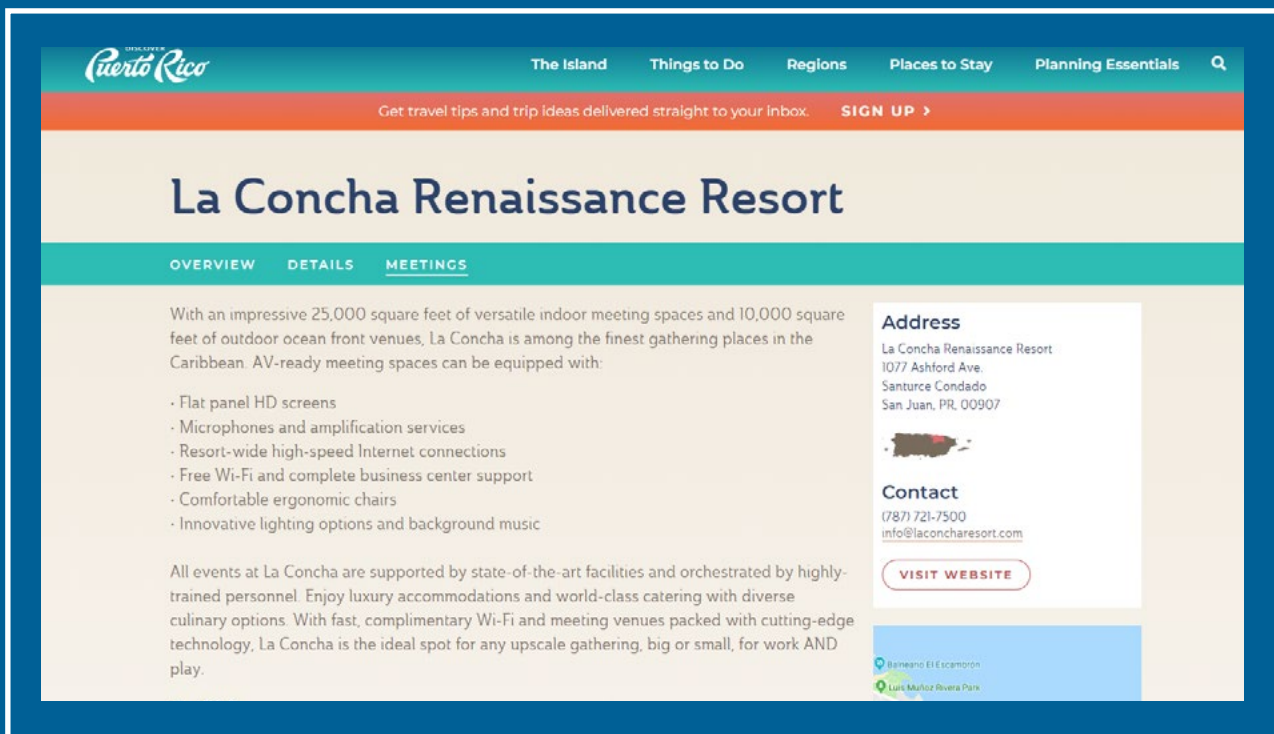


# HOW TO ADD YOUR MEETING/EVENT SPACES TO YOUR LISTING?

Every business profile within discoverpuertorico.com has the option of adding a “MEETINGS” tab. This tab allows businesses with meetings and events space to share with site visitors, including meeting planners, a description of their spaces, an overview of their facilities, and their meeting

and event rooms’ dimensions. We encourage all businesses with meetings and events spaces to share this valuable information through this dedicated tab, which is especially important for meeting and event planners browsing through the [meeting venues directory](#).



## STEPS TO EDIT THE DETAILS TAB INFORMATION:

1. In the left-hand menu, click on “Profile.”
2. In the pop-up menu that will appear, click on “Accounts.”
3. Click on the green down arrow, that you’ll find next to the name of the account that you wish to edit.

# Accounts

Filters (0)

Status is one of:

CHOOSE ▾

APPLY FILTERS

Actions

Account

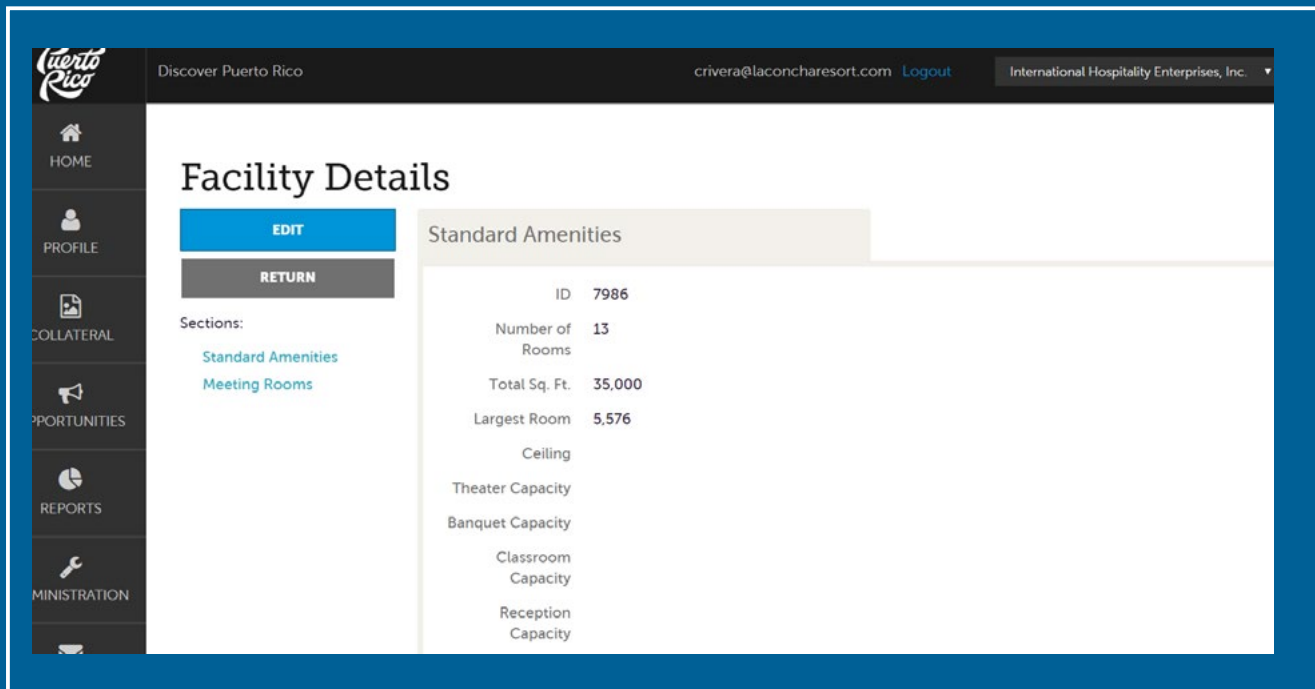


La Concha Renaissance Resort

Manage Amenities

Manage Meeting Space

4. A pop-up menu with two options will appear, select “Manage Meeting Space.”
5. Once you’re in the “Update Facility” page, you’ll be able to edit your space overview, description, and add or edit your “rooms.”
6. To edit the fields that appear under “Standard Amenities,” click on the blue “EDIT” button that you’ll see on the left-hand corner of the page.
7. Once you’re on the edit page for the “Standard Amenities,” manually fill the available fields and the “Description” area. On this page, you’re also able to add your floor plans, which we recommend adding in PDF format only.
8. Once you’re done with your changes, click on the blue “SAVE” button that appears on the top left-hand corner of the page.



9. After you're back on the "Facility Details" page, scroll down to the bottom of the page where you have the option to add your rooms and their corresponding information.

10. Again, it's important that after you're done with your changes, you click on the blue "SAVE" button.

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### Pro Tip:

To ensure your business listing is filed under the applicable event venue categories, please visit the [meeting venues directory](#) and do a search for your business. If your listing does not appear, please contact us at [website@discoverpuertorico.com](mailto:website@discoverpuertorico.com) with a request to add the corresponding subcategory to your venue

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For any further questions or queries, please reach out to us at [website@discoverpuertorico.com](mailto:website@discoverpuertorico.com) and our team will get back to you