

How to update Amenities using the GLCVB Extranet

AMENITIES –

All members should review and complete the items listed on the General tab.

Please only complete the amenities sub-tabs applicable for your business type. For example if you are not a park, please do not enter anything on the Parks tab.

The general tab features the amenities ALL members should complete.

AMENITIES FOR "GENERAL"

Each subsequent tab features different amenities sets; please only complete the tab appropriate for your business type.

General

Credit Cards Accepted:	MC, V, AE, DIS, Din Clb	Gift Store Available:	No
Banquet/Meeting Facilities:	Yes	Green Practices:	Yes
Free WiFi:	Yes	Handicapped Access/ADA Compliant:	Yes
WiFi Fee Available:	No	Motorcoach Parking:	Yes
AAA/AARP Discount:	No	Reservations Accepted:	Yes
Group Rates/Discounts:	Yes	Pets Allowed (leash required):	No
Corporate Rates:	No	Pets not allowed (service animals only):	No
Family/Kid Friendly:	No	Entertainment:	No
Game Room:	No	Parking Spots:	95
Directions:	Exit 93B off I-96. Exit 70 off I-69. Lansing Road exit off I-496. We are between Canal Rd. Creyts Rd. on Lansing Rd. in Dimondale/Lansing, Michigan.		
Hours of Operation:	There is a guest service agent at the front desk 24 hours a day, 7 days a week.		

All members with rentable meeting facilities should complete the Meeting Facilities tab as this information displays on the website (see details on the following pages), is used by the GLCVB staff and also powers the meeting facility search on the website as shown below.

Meeting Facilities

The right location will set the tone for your event. Lucky for you, Greater Lansing has plenty of different kinds of event space for you to choose from. Browse the list below for a comprehensive search of the very best Greater Lansing has to offer!

browse subcategories browse locations Keyword Search

Sleeping Rooms (at least) <input type="text"/>	Largest Room (at least) <input type="text"/>
Total Sq. Ft. (at least) <input type="text"/>	Banquet Capacity (at least) <input type="text"/>
Concurrent Meeting Rooms (at least) <input type="text"/>	

The information entered into this Meeting Facilities amenity tab is displayed on our website. See next page for example screenshot of how this information is displayed on the website in detail.

Contacts Listings Web Amenities Social Media

General Hotels Restaurants Attractions Parks Meeting Facilities

Standard Amenities

Number of Rooms: 24 Total Sq. Ft.: 72000

Largest Room: 71760 Space is noted by square footage. Ceiling: 0

Theater Capacity: 5700 Banquet Capacity: 3900

Classroom Capacity: 0 Reception Capacity: 5600

Sleeping Rooms: 0 Suites: 0

Villas: 0 Exhibit Space?

Exhibits: 0 Booths: 0

Description:

Space Notes:

Upload Floorplan File: Choose File No file chosen
(Leave field blank to keep existing file)

Current Floorplan File: [Lansing-Center-1.pdf](#) Floor plans are attached here

Upload Large Floorplan File: Choose File No file chosen
(Leave field blank to keep existing file)

Current Large Floorplan File: [Lansing-Center-2.pdf](#)

UPDATE CANCEL

ADD NEW ROOM

Action	Room ID	Room Name	Square Feet	Theater	Classroom	Banquet	Reception
	253	Hall A	28912.00	2400		1600	2300
	251	Hall A & B	44096.00	3500		2400	3400
	250	Hall A, B, & C	71760.00	5700		3900	5600
	254	Hall B	14976.00	1000		800	900
	252	Hall B & C	42640.00	3300		2300	3200
	255	Hall C	27248.00	2200		150	2100

Total number of people each set up can accommodate should be entered for the Theater, Classroom, Banquet and Reception room configurations.

	253	Hall A	28912.00	2400		1600	2300
	251	Hall A & B	44096.00	3500		2400	3400
	250	Hall A, B, & C	71760.00	5700		3900	5600
	254	Hall B	14976.00	1000		800	900
	252	Hall B & C	42640.00	3300		2300	3200
	255	Hall C	27248.00	2200		150	2100

All meeting facility information input through the Extranet appears on the website as shown below (on the Meeting Facilities tab of your membership listing):

The screenshot displays the Greater Lansing website interface. At the top, there is a navigation bar with links for 'THINGS TO DO', 'WHERE TO EAT', 'WHERE TO SHOP', and 'WHERE TO STAY'. Below this, a search bar and a 'Log Out' button are visible. The main content area is divided into several sections:

- Left Sidebar:** Contains a 'HIGHLIGHTS' section with a 'Magic School' advertisement, a 'LANSING SOCIAL CLUB' section with links to Facebook, Twitter, and Flickr, and a 'LANSING SOCIETY' section.
- Top Right:** A 'LANSING CENTER' listing with address (111 E. Michigan Ave, Lansing, MI 48911), phone (517) 487-7000, fax (517) 483-1330, and a 'GO TO MESSAGE' button.
- Meeting Facility Summary:** A table with the following data:

Meeting Facility	# of Rooms	Food Jct.	Language Rooms	Theater Capacity	Workshop Capacity	Reception Capacity
Meeting Facility	29	12,000	17,500	5,700	2,000	1,500
- Meeting Facility Rooms Table:** A detailed table listing individual rooms with columns for Room Name, Description, Ceiling, Sq. Ft., Theater, Classroom Size, Workshop Capacity, and Reception.

Room Name	Description	Ceiling	Sq. Ft.	Theater	Classroom Size	Workshop Capacity	Reception
Hall A, B, & C	100' x 300'	17'10" Ht.	30,000	1700	3000	2000	1000
Hall A & B	100' x 270'	16'10" Ht.	27,000	1500	2500	1500	1000
Hall A & C	100' x 250'	16'10" Ht.	25,000	1300	2000	1000	1000
Hall A	100' x 150'	16'10" Ht.	15,000	800	1000	500	500
Hall D	100' x 70'	16'10" Ht.	7,000	400	500	200	200
Hall E	100' x 110'	17'10" Ht.	11,000	500	600	300	300
Workshop 1-6	50' x 100'	12'00" Ht.	5,000	100	100	100	100
Workshop 7-8	50' x 100'	12'00" Ht.	5,000	100	100	100	100
Workshop 9-10	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 11-12	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 13	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 14	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 15	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 16	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 17	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 18	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 19	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 20	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 21	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 22	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 23	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 24	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 25	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 26	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 27	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 28	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 29	50' x 70'	12'00" Ht.	3,500	70	70	40	40
Workshop 30	50' x 70'	12'00" Ht.	3,500	70	70	40	40

The bottom of the page features a 'Lansing' logo, a 'Get your FREE Visitor Guide' button, and contact information for the Greater Lansing Convention & Visitors Bureau, including the address (111 E. Michigan Ave, Suite 100, Lansing, MI 48911), phone (517) 487-7000, and website (www.greaterlansing.com).