

How-To Manage Amenity Spacing

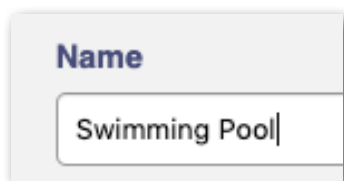
Click-to-Call

Step
1



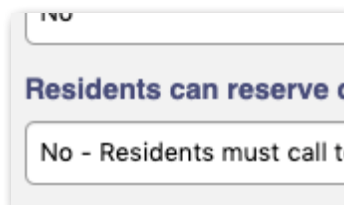
Locate the Reservations feature within your left-hand navigation bar, and select New Space to begin.

Step
2



Add a Name, Photo and Description for the Space. The Description should explain the reservation and other distancing policies/procedures.

Step
3



Ensure the following fields are correct:

Viewable to Residents: **Yes**

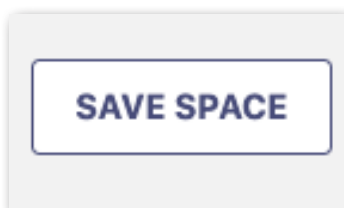
Email Alerts: **Yes**

Residents can Reserve directly?: **No - Residents must call to reserve**

Phone: **[Add your staff contact number]**

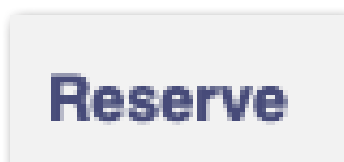
Type of reservation: **Hourly Booking**

Step
4



Update the Payment Required?, Reservable Hours and Maximum Reservation Time fields to match the policy of the amenity space. Click Save Space to complete.

Step
5



If tracking reservations by phone via your Mobile Doorman Dashboard, navigate to your Reservations Dashboard, locate the Space and click Reserve to hold a time.

Need more help?

Visit info.mobiledoorman.com/Amenity-Spacing
or contact Success@MobileDoorman.com today

