



How-To Manage Amenity Spacing

Offering Amenity Spaces as an Event

Step
1



Locate the Events feature within your left-hand navigation bar to begin.

Step
2



Click Add Event at the top of the page, and fill out the Name, Location and Photo fields as you normally would.

Step
3

Name
Pool Reservation: 5/8 @ 1-5pm

Starts
05/08/2020 01:00 PM

For the Start & End times, create sessions for residents to reserve based on the space. (e.g. Allow residents to reserve a morning or afternoon slot for the pool, or 1-2 hr. sessions throughout the day for the gym, etc.)

Step
4

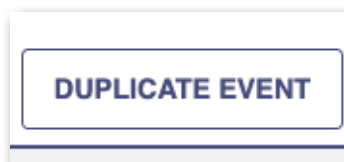
Pool

Max attendees: 4
leave blank if no limit

Guests allowed: Yes

Use the Max Attendees & Guests fields to limit the amount of people who can be in the space at once. Also include a Description to explain the reservation (e.g. “Reserve a pool spot from 1-5pm”) and other distancing policies/procedures. Click Create Event to complete.

Step
5



Create new or repeat time slots by clicking on the newly created Event and selecting Duplicate Event. This will create a copy of your event for one week in the future. Change the start and end times as desired and click Create Event to complete.

Need more help?

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

