




Creating a New Reservation

Below is an example of a New Reservation. This is what the requester will see when creating a Reservation Request:


The Amenity name is what you have labeled your Amenity Space. In this field, you will need to start typing the name of the Amenity Space so that it will pre-populate the Amenity Name:

Reservation Details	
Amenity *	<input type="text" value="12"/> <small>12th Floor Shared Amenity Space - 3535 Market Street</small>
Reservation Details	
Amenity *	<input type="text" value="12th Floor Shared Amenity Space"/>
Reservation Name *	<input type="text" value="Test"/>
Number of Attendees *	<input type="text" value="1"/> <small>⚠ Max Capacity: 48</small>
Attendee List 	<input type="text" value="Attendee"/>
Email Reminder 	<input type="text" value="attendee@reminder.com"/>
Status	<input type="text" value="New"/>

Attendee List 

Attendee List

Enter all the attendees for this meeting


Email Reminder 

Email Reminder

Email addresses listed in this box will be sent a reminder email of the event 7 days prior, the day before and the morning of the event. Separate email addresses with commas.

The contact person must be set up in the ETS in order to be entered in the below sections:

Contact Details

Contact Information
 This user will be notified of every status change and communication associated with the reservation.

Name *

Email *

Phone

Alt Phone

Reservation Contact
 Same As Above

Name *

Email *

Phone

Alt Phone

Reservation Time & Dates

i You can pick days on the calendar by clicking on them or you can click the 'Add Date' button to add additional days. Review the color codes below and hover over them to determine the availability for specific days.

This amenity is available:

Weekdays 9:00 AM - 6:00 PM

< 17 2018 2019 2020 2021 2022 : >

< Mar Apr May Jun Jul Aug Sep >

● Reservations ● Multiple
● Current Reservations ● Unavailable

Date 1: -

+ Add Date

JUN 2020

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Available Options

Setup Options

Class

Dining

Special Requests

Attachments

Attachment

Upload



i 5MB Maximum file size. **?**

Attachment Name (optional)

Share with user

+ Add Attachment