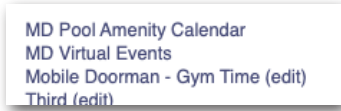




# How-To Manage Amenity Spacing

*Offering Amenity Spaces as an Event*

Step  
**1**



Navigate to your **Events Dashboard** and click on the **Event Calendar** you'd like to edit.

Step  
**2**



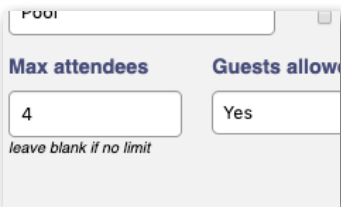
Click **Add Event** at the top of the page, and fill out the **Name, Location, Photo** and **Reminders** fields as you normally would.

Step  
**3**



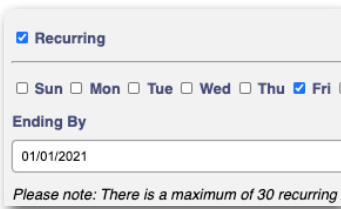
For the **Start & End** times, create sessions for residents to reserve based on the space. (e.g. Allow residents to reserve a morning or afternoon slot for the pool, or 1-2 hr. sessions throughout the day for the gym, etc.)

Step  
**4**



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.

Step  
**5**



To ease duplicate work, check **Recurring** to ensure your Amenity Space will repeat each week on specific day(s). Click **Create Event** to complete.

## Need more help?

Visit [info.mobiledoorman.com/Amenity-Spacing](http://info.mobiledoorman.com/Amenity-Spacing)  
or contact [Success@MobileDoorman.com](mailto:Success@MobileDoorman.com) today

