



How-To Create An Amenity Spacing Event Calendar

In five easy steps

Step

1

ADD EVENT CALENDAR

Navigate to the Events Dashboard and click on **Add Event Calendar** in the top right corner.

Step

2

Name
Mobile Doorman - Gym Time
 Weekly view

Add a Name under **Event Type** for the Calendar that represents the space (e.g. Gym Time or Pool Time) Ensure **Weekly View** is checked to ease resident browsing.

Step

3

Restrict frequency of RSVPs
1 RSVP per Day(s)

To ensure residents cannot spam RSVPs, check **Restrict frequency of RSVPs**. You can cap to once a day, once a week or any gaps you deem necessary.

To do-this, simply type in the number of RSVPs a resident can make per day(s).

Step

4

MD Pool Amenity Calendar
MD Virtual Events
Mobile Doorman - Gym Time (edit)
Third (edit)

Click **Create Event Calendar** to finalize. To create new Spaces, simply click on your new Event Calendar to get started. Learn more about Amenity Spacing Recurring Events [here](#).

Step

5

+ Add a Tile

Finally, to ensure residents can see your Events, navigate to the **Content Tile** Dashboard. Click **+Add a Tile** and select Event under **Tile Type**. Select your Event Calendar, add an Image/Title, check **Visible in Mobile App** and click Create Content Tile to finish.

Need more help?

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

