



MOBILE DOORMAN
University

How-To Create a New Reservable Amenity

Welcome to Mobile Doorman University

Do residents need to reserve spaces or amenities within your community in order to use them? Using Mobile Doorman, you can set up these spaces/items as reservable amenities within residents' apps

Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (*If you don't know it, click forgot password*)

Step 3: Click on *Reservations* in the left-hand navigation bar

Step 4: Click on *New Space* in the top-right corner

Step 5: Fill out all pertinent fields, including any costs associated with the reservation. Make sure to add a description

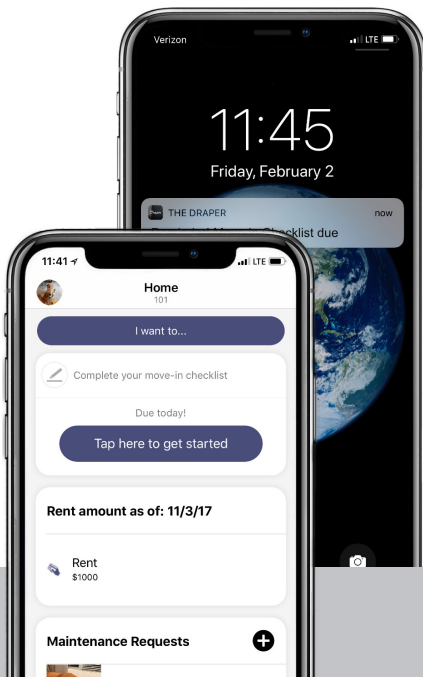
Step 6: Make this amenity viewable to the residents by checking *Yes* under *Public?*

Step 7: Staff members can receive notifications when an amenity is reserved

Step 8: Allow residents to reserve the amenity by selecting *Yes* under the scrollbar *Residents Can Reserve Directly*

Step 9: Set parameters for reservations like time of day, hourly limits and overnight abilities

Step 10: Scroll to the bottom and click *Save*



Interested in more?
Visit www.MobileDoorman.com today