



# How-To Manage Amenity Spacing

## Multiple Reservable Spaces

Step  
**1**



Locate the Reservations feature within your left-hand navigation bar, and select New Space to begin.

Step  
**2**

Name
Pool Chair - 1

Add a Name, Photo and Description for the Space. The Description should explain the reservation and other distancing policies/procedures.

Step  
**3**

Residents can reserve directly?
Yes
Payment Required?

Ensure the following fields are correct:

Viewable to Residents: **Yes**

Residents can Reserve directly?: **Yes**

Type: **Hourly Booking**

Phone: **[Add your staff contact number]**

Type of reservation: **Hourly Booking**

Step  
**4**

<b>SAVE SPACE</b>
-------------------

Update the Payment terms and Earliest/Latest reservable hour fields. Click Save Space to complete. Repeat the process for each segment of your space

**Note:** Staff should make reservations for cleaning times for the amenity to be unavailable for bookings. Residents will make their own reservations via their app, but staff members have the ability to make and delete reservations for a resident.

## Need more help?

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

