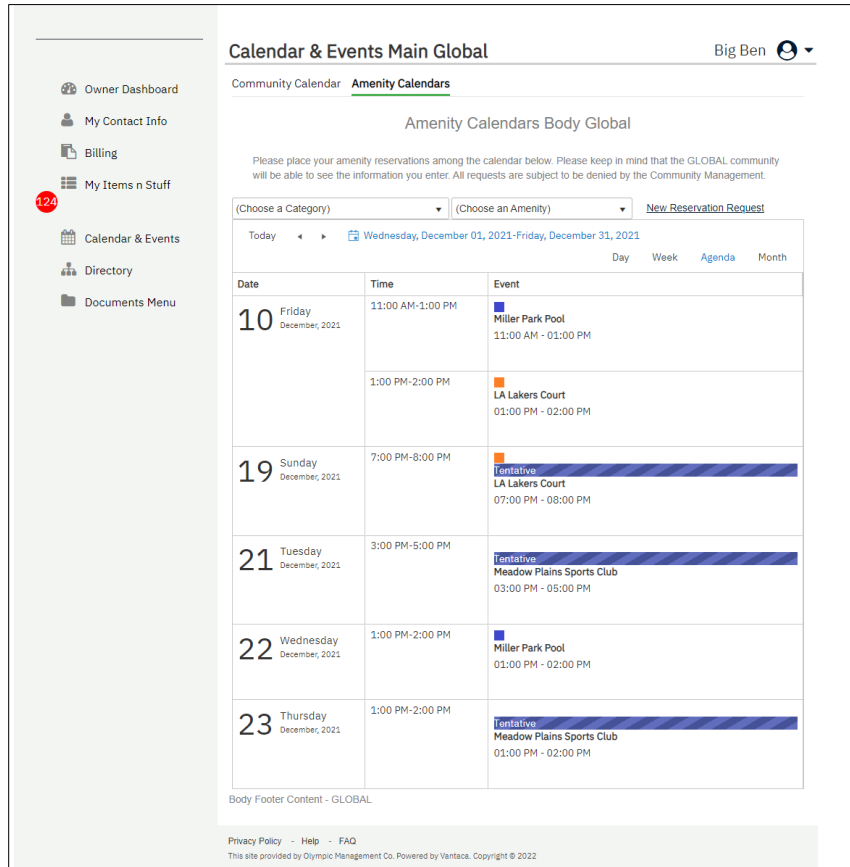


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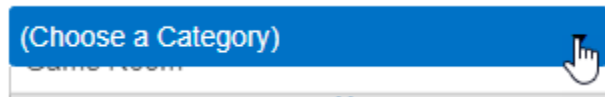
Creating an Amenity Reservation

Your **Amenity Reservations** can be found in the homeowner portal via the **Calendars & Events > Amenity Calendars** tab.

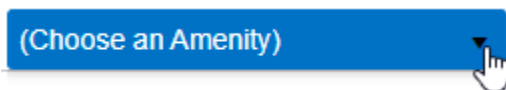


- All your tentative and/or confirmed **Amenity Reservations** will automatically display on the calendar.

- The calendar can be filtered via the following:
 - Amenity Category dropdown



- Amenity Event dropdown

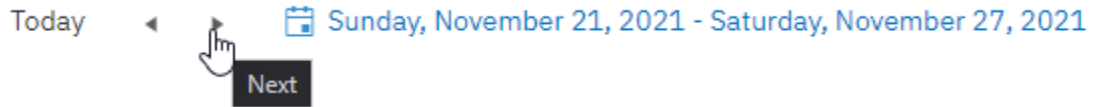


- Selecting Day, Week, Agenda, or Month, (this will set a view range for the calendar).

Day Week **Agenda** Month

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- You can cycle through the calendar, based on the range selected (day, week, agenda, or month) via the arrows:



- Selecting **Today** will automatically return the calendar to the current date.

Creating a New Reservation Request

1. Select **New Reservation Request**.
 - a. This will redirect you to **My Items > Submit a Request > Reservation Request**.

My Items **Submit a Request**

Select the type of request you would like to submit:

General Request ARC Request **Reservation Request**

Reservation Request Body GLOBAL

Reservation Request Body Content GLOBAL GLOBAL

Filter by Category: (Choose a Category) Filter by Amenity: (Choose an Amenity)

	Miller Park Pool	Serena Williams Court	Meadow Plains Sports Club	Meadow Plains Arcade1	Meadow Plain Trails
	Mon 2/21	Mon 2/21	Mon 2/21	Mon 2/21	Mon 2/21
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					

2. You can filter the available Amenities by selecting from the **Filter by Category** dropdown and/or the **Filter by Amenity** dropdown.

Filter by Category: (Choose a Category) Filter by Amenity: (Choose an Amenity)

3. Each column represents a different Amenity, you can select a time via the calendar by selecting a start time and dragging down to an end time. Your selection will be highlighted in blue. **Note:** *The category and amenity filter will automatically be selected when performing this action.*

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Note: You may need to scroll down to continue entering in information for the Amenity Reservation.

The screenshot displays a reservation interface. At the top, there are two filter dropdowns: 'Filter by Category' set to 'Pools' and 'Filter by Amenity' set to 'Miller Park Pool'. Below these is a calendar navigation bar showing 'Today', navigation arrows, and the date 'Monday, February 21, 2022'. To the right of the date are three view options: 'Day', 'Week', and 'Timeline'. The main area is a calendar grid for 'Miller Park Pool' on 'Mon 2/21'. The grid shows time slots from 9:00 AM to 12:00 PM. A large blue block covers the 9:00 AM to 11:00 AM slot, indicating a reservation. A mouse cursor is visible over the 10:00 AM part of this block. The 11:00 AM and 12:00 PM slots are empty.

4. Your property will automatically fill the **Property** field.
 - a. If you have multiple properties, you can select one from the dropdown.
5. The **Event Date, Start Time** and **End Time** will populate if you selected a time frame via the calendar manually, otherwise, you can enter the information manually.
6. The following fields are optional, but can be added to the Reservation Request:
 - a. **Reminder Date**
 - b. **Event Name**
 - c. **Event Details**
 - d. **Attachments** (up to 25 MB)
7. Select the **Submit** button and your tentative request can now be found on the **Calendars & Events > Amenity Calendars** tab.