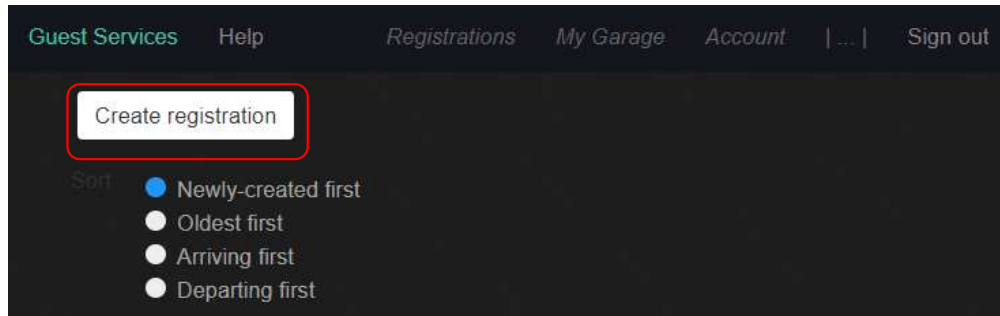
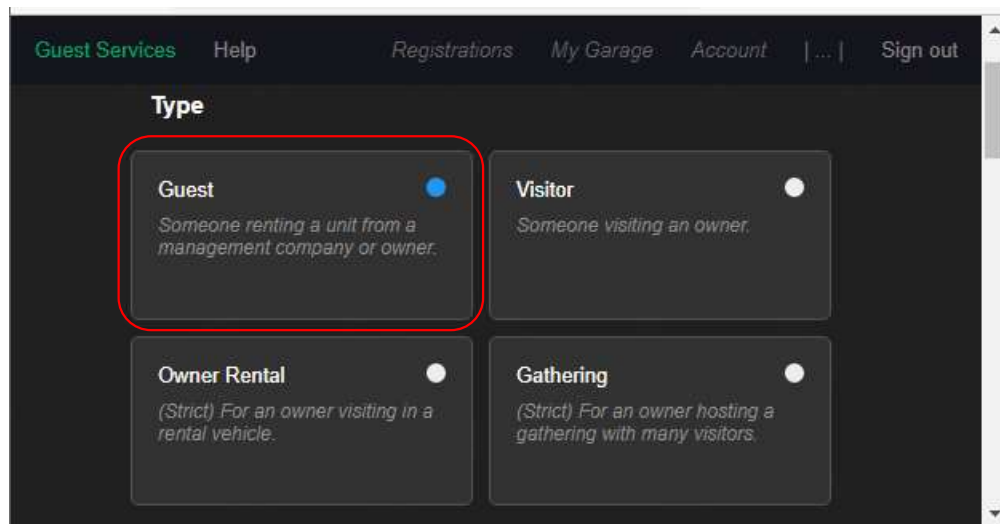


## Creating a Guest Registration

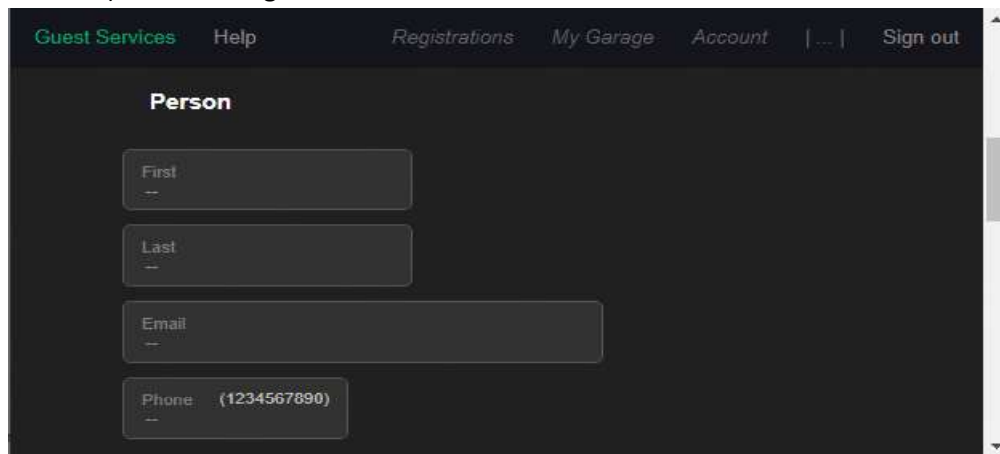
Once logged in, a list of your registrations will be displayed. Click the **Create registration** button to begin creating a new registration.



Select the **Guest** option for Type. The circle indicator will change colors to show which option you have chosen. Scroll or Page Down to continue.



Enter the **First** and **Last** names, **Email**, and **Phone** number for the guest (owner email and phone cannot be used\*). Scroll or Page Down to continue.

A screenshot of the 'Person' form in the Guest Services interface. The form contains four input fields: 'First', 'Last', 'Email', and 'Phone'. The 'Phone' field is pre-filled with the number '(1234567890)'. Each input field has a small downward arrow icon below it, indicating a dropdown menu.

\* Entering false contact information for the guest constitutes a violation of the Terms and Conditions of GuestSVCS and may result in actions being taken by GuestSVCS and/or the HOA.

Select the applicable **Unit** number and input or select the **Dates** of stay using the calendar tool. Scroll or Page Down to continue.

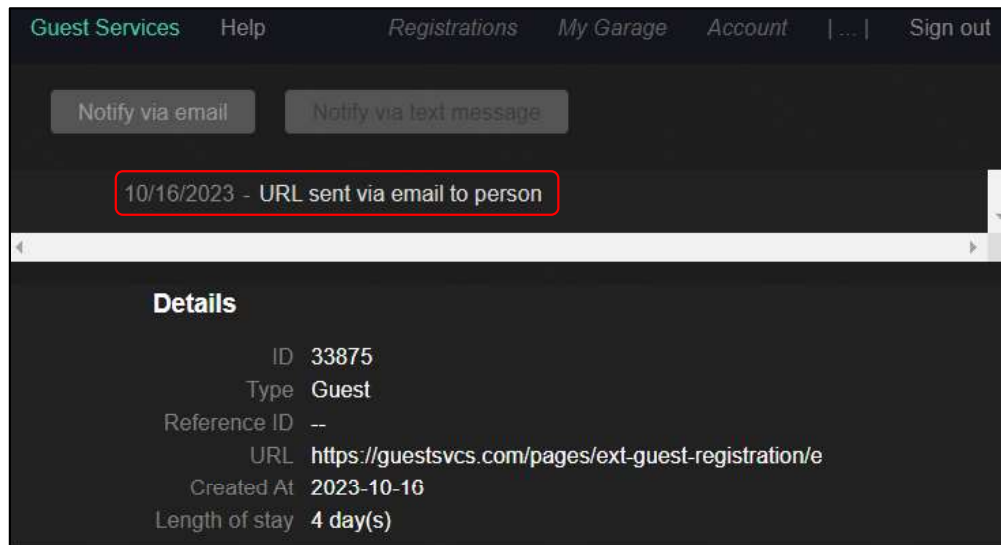
The screenshot shows the 'Date' section of the registration form. The 'Arrival' date is set to 08/20/2022. A calendar for August 2022 is open, showing the 20th as the selected date. The interface includes a 'Select unit' dropdown menu and navigation links at the top: 'Guest Services', 'Help', 'Registrations', 'My Garage', 'Account', and 'Sign out'.

You may optionally input a **Unique Reference ID** and **Comments** for your own internal records. Click the **Create registration** button.

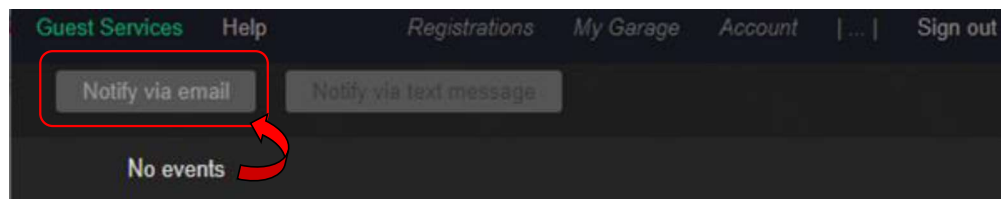
The screenshot shows the 'Other' section of the registration form. It contains two optional fields: 'Unique Reference ID' with the value 'R12345' and 'Comments'. At the bottom, there are 'Cancel' and 'Create registration' buttons. The 'Create registration' button is highlighted with a red box.

The registration creation process is now complete. A summary screen will display the information for the newly created registration.

**NOTE:** Depending on your User Account settings, the system may automatically send an email to the guest at this point, which will be noted in the activity log section, as shown below. If your User Account is not set to send automatic emails, then this will show the “No events” notation and you must continue to the next step.



If the activity log section shows “No events,” click the **Notify via email** button to manually send an email to the guest with instructions for completing their registration. The screen will update, and the activity log will show “URL sent via email to person.”



An email will be immediately sent to the guest from `no-response@guestsvcs.com`; however, it may take some time for the guest to receive the email, depending on their email servers.

**NOTE:** If the guest does not receive the email within five minutes, please do the following:

1. Verify the email address entered. If necessary, correct the email address, click on **Save Changes**, and click on **Notify via email**.
2. Have the guest search for "guestsvcs.com" in all folders, making sure to include deleted, trash, spam, and junk folders.
3. Copy the URL link from the screen and manually email it to the guest using your internal email system.

Click on **Registrations** at the top of the page to return to the main screen.