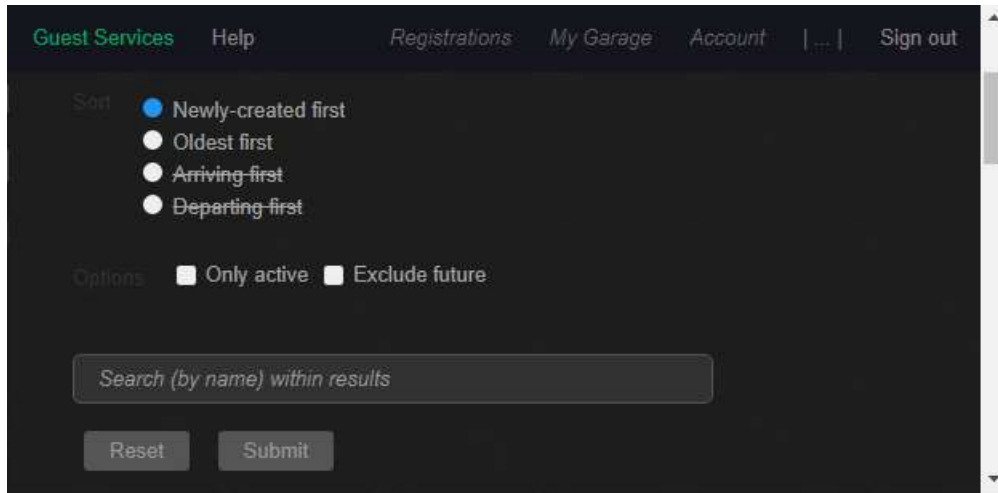
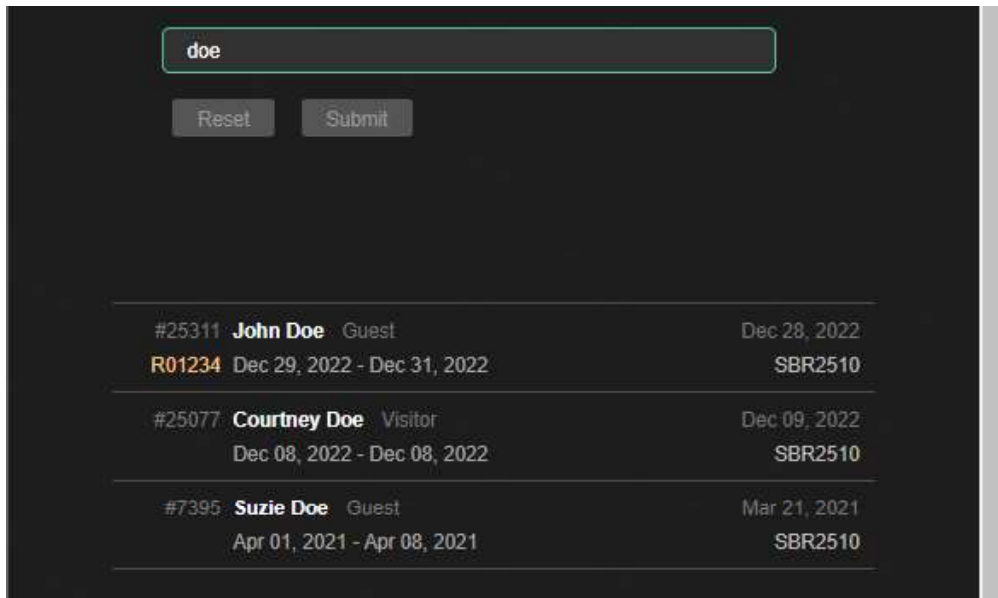


Once logged in, a list of your registrations will be displayed. At this time, only Guest type registrations can be updated. The list can be filtered by making selections as shown below and clicking **Submit**. Clicking **Reset** will remove the filters and restore the list to the default view.



The screenshot shows the 'Registrations' section of the Guest Services interface. It includes a navigation bar with 'Guest Services', 'Help', 'Registrations', 'My Garage', 'Account', and 'Sign out'. Below the navigation bar, there are filter options for sorting and options. The 'Sort' section has four radio buttons: 'Newly-created first' (selected), 'Oldest first', 'Arriving first', and 'Departing first'. The 'Options' section has two checkboxes: 'Only active' and 'Exclude future'. Below the filters is a search input field with the placeholder text 'Search (by name) within results'. At the bottom of the filter section are 'Reset' and 'Submit' buttons.

Registrations are displayed by ID # as well as Reference ID, if entered. Click on the desired registration to select it.



The screenshot shows the 'Registrations' section of the Guest Services interface with a search filter applied. The search input field contains the text 'doe'. Below the search field are 'Reset' and 'Submit' buttons. The table below displays the following registrations:

#25311	<b>John Doe</b>	Guest	Dec 28, 2022
<b>R01234</b>		Dec 29, 2022 - Dec 31, 2022	SBR2510
#25077	<b>Courtney Doe</b>	Visitor	Dec 09, 2022
		Dec 08, 2022 - Dec 08, 2022	SBR2510
#7395	<b>Suzie Doe</b>	Guest	Mar 21, 2021
		Apr 01, 2021 - Apr 08, 2021	SBR2510

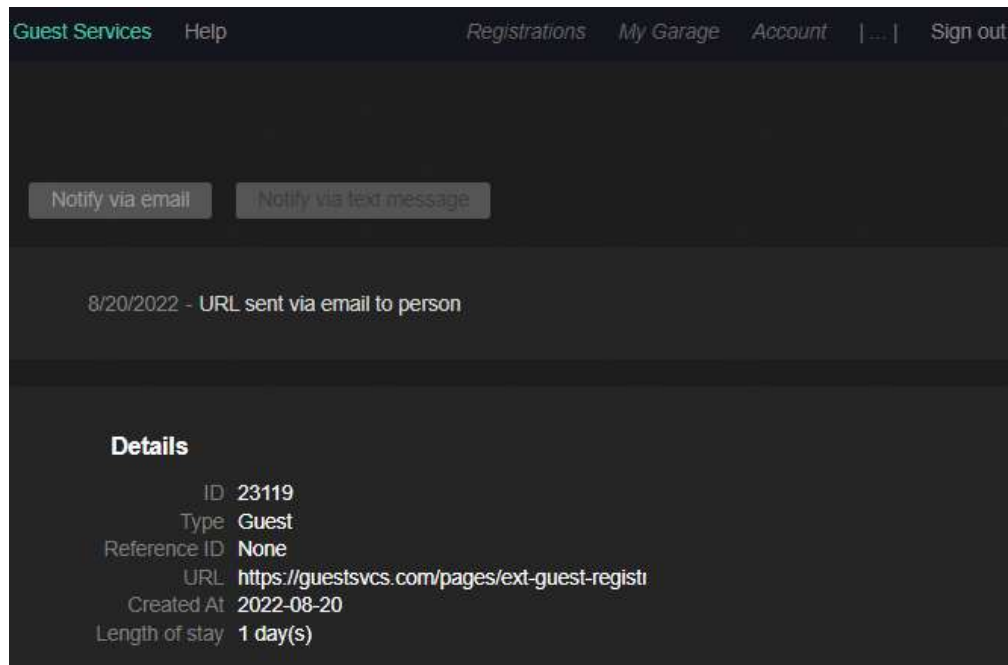
View the activity log and registration details at the top of the screen. Scroll or Page Down to make changes to the guest registration.

- If the activity log shows the “No events” notation, then an email was never sent to the guest with their registration information. Click **Notify via email** to send this information manually and verify your email preferences in your Account profile to send these emails automatically.
- If the activity log shows “Email failed to send” notation, verify that the email address entered is correct. Make changes and **Save changes**, as necessary. Click **Notify via email** to send the information manually.



5/25/2023 - Email failed to send

- The activity log will also show when the guest has completed registration. If this is not noted, you may need to follow up with the guest to remind them to complete registration before arrival.



The screenshot shows the Guest Services interface. At the top, there are navigation links: Guest Services, Help, Registrations, My Garage, Account, and Sign out. Below the navigation, there are two buttons: Notify via email and Notify via text message. The activity log shows an entry: 8/20/2022 - URL sent via email to person. Below the activity log, there is a section titled Details with the following information:

ID	23119
Type	Guest
Reference ID	None
URL	https://guestsvcs.com/pages/ext-guest-registi
Created At	2022-08-20
Length of stay	1 day(s)

Make necessary changes to **First** or **Last** name, **Email**, **Phone**, **Unit**, **Dates**, and **Comments**. Click **Save changes** at the top of the page.