

OVERVIEW OF AMENITY SETUP

Your organization's amenities include facilities or functions that members can reserve for use. Members with administrative responsibilities can set up, monitor, and manage these features in one convenient online location behind the scenes. All members can submit reservations online for use of these features.

Establish the rules and limits that apply to an organizational amenity and its availability.

To create an Amenity, click on the "Features" tab to open it, and the "Amenities" tab to view and create your item.

When the "AMENITIES" window opens, click on the "+ New Amenity" button at the top right.

- ◆ Start the setup process by assigning an identifying name for the amenity in the "Amenity Name" box.

- ◆ Click on the "Limited to" dropdown menu to limit the availability of this amenity to one or more organization "tags" or committee roles.

- ◆ Include a description of the amenity in the "Amenity Description" box. Make your description definitive, especially if your organization offers more than one of this type of amenity. Members will see this information as they register for this amenity.

- ◆ Add a unique image to highlight the amenity. The image will be displayed along with the amenity name and description during the registration process. This image can be used to highlight the amenity. You can upload a GIF, JPG, or PNG file up to 15 MB in size.

- ◆ Set the "Automatically approve new reservations?" radio buttons to "No" if you want to review and approve/reject each reservation request, or to "Yes" if the amenity does not require reservation approval.

The image shows two screenshots of the 'AMENITIES' management interface. The top screenshot displays a sidebar with navigation options: Onboarding, Admin Dashboard, Account, Manage Site, Membership, Households, Features (highlighted), Calendars, Sponsors, Documents, Events, Amenities (highlighted), Forms, Payments, Financials (BETA), Message Center, and My Sites. The main content area shows a table of amenities with columns for Amenity Name, Pending Reservations, Approved Reservations, Pending Damage Fees, and Actions. The bottom screenshot shows the 'AMENITY SETUP' form with tabs for Information, availability, constraints, exclusions, and final. The 'Information' tab is active, showing fields for Amenity Name (Clubhouse Rental), Limited to (None), Amenity Description (a rich text editor with a sample paragraph), Amenity Image (with Edit Image and Browse buttons), and Automatically approve new reservations? (radio buttons for No and Yes).

AMENITY NAME	PENDING RESERVATIONS	APPROVED RESERVATIONS	PENDING DAMAGE FEES	ACTIONS
Cabana	5	8	1	
Clubhouse Rental	10	7	0	
Conference Room	0	1	0	
Gym Membership	2	0	0	
Pickleball Courts	10	7	0	
Picnic Pagoda	8	6	0	
Pool Reservation	4	14	0	
Tennis Courts East	1	4	0	
Tennis Courts West	3	2	0	
Wading Pool	8	8	0	

AMENITY SETUP

Information / availability / constraints / exclusions / final

Amenity Information

Amenity Name* Limited to

Amenity Description*

All members are welcome to rent out our wonderful remodeled clubhouse space for your special event. We have made several new improvements so be sure to stop by and check them out.

Amenity Image ☒

Automatically approve new reservations? ☒ No ☐ Yes

OVERVIEW OF AMENITY SETUP—CONTINUED

- ◆ If your amenity requires a fee payment, set the “Will members be charged to use this amenity?” radio buttons. Charge fees in either of two ways. Set “Will the charge be per event or per person?” radio buttons to “Per Event” for a flat fee that covers any attendance level, or to “Per Person” to charge by the individual.
- ◆ Click on the “Registration Duration” dropdown menu to select the length of an individual registration. Duration times are 30 minutes, 1 hour, 2 hours, 3 hours, 4 hours, 6 hours, 8 hours, 12 hours, and an All Day option.
- ◆ Include the registration fee amount in the “Price Per Duration” box.
- ◆ To pass along associated credit card fees to the registering members if you set the “Enable Service Fee” radio buttons. The service fee includes a percentage and a flat-fee dollar amount. Set either or both of these elements individually.
- ◆ Set the “Enable Damage Fee” radio buttons to add an optional post-reservation charge to cover the costs of damage repair.
Enter a dollar amount in the “Maximum Damage Fee” field to represent the maximum possible damage fee. Add a description of the purpose/nature of the fee in the “Damage Fee Description” box.
- ◆ Set up to two email notification reminders to members before their registration appointment from the “Reminder” dropdown menu. Reminders can go out 1 or 2 hours; 1, 2, or 3 days; or 1 week before the registration.
- ◆ If an amenity has a limited attendance space, include an optional “Max Capacity” number.
If you set the “Will the charge be per event or per person?” radio buttons to “Per Person” earlier in the setup process, the total registration for the amenity will be limited to the capacity number included.
- ◆ Inside the “Age Limit” field, set an optional minimum age for members who use this amenity.
- ◆ Attach a custom form to the optional “Application” dropdown menu to collect additional information during signup. This provides an ideal method for gathering information about specific catering vendors that might be working a clubhouse event or a list of attending guests. Click on the “Forms” link if you need to create a new custom form, and then click on the “Refresh” icon (two arrows that form a circle) so you can select your new form.

Will members be charged to use this amenity? ☐ No ☒ Yes

Will the charge be per event or per person? ☒ Per Event ☐ Per Person

Registration Duration Price Per Duration*

Enable Service Fee? ☐ No ☒ Yes

Credit/Debit Card Payment \$ ACH (Electronic Bank to Bank) Payment \$

Add a Service Fee to this Amenity. Multiply the base amount by the percentage selected below and add the dollar amount shown. With this configuration, the service fee on a \$100 Amenity Payment would equal \$3.50, for a total payment of \$103.50.

Add a Service Fee to this Amenity. Multiply the base amount by the percentage selected below and add the dollar amount shown. With this configuration, the service fee on a \$100 Amenity Payment would equal \$1.00, for a total payment of \$101.00.

Enable Damage Fee? ☐ No ☒ Yes

Maximum Damage Fee*

Damage Fee Description

An additional Damage Fee charge (up to \$50) will be applied to your credit card to cover damaged, missing, and/or dirty items left behind in the Clubhouse. If damage to the Clubhouse space during the rental exceeds the amount of the Damage Fee, a separate charge will be assessed to cover the remaining amount owed.

Reminder

Max Capacity (optional) Age Limit (optional)

Application (optional) Forms

OVERVIEW OF AMENITY SETUP—CONTINUED

- ◆ Include an optional “Amenity Document” for members to download during the registration process. The “Require member to acknowledge file upload?” enables Admins to require members to view the file before completing the registration process.
- ◆ To require a member to type an optional digital signature before completing a reservation for this amenity, set the “Require digital signature for reservation?” radio buttons accordingly.
- ◆ Click on the “Save & Next” button to advance to the next step in the amenity-setup process.
- ◆ In the “Days & Times Available,” select the days of the week for which your amenity can be reserved. Select the “Yes” radio button for “Will this amenity be available the same time(s) every day?” to use the same access times on a daily basis. Select “No” to customize different access times for each day of the week. If you need block-out times during an entire day, add multiple time slots.
- ◆ Click on the “Save & Next” button to advance to the next step.
- ◆ In the “Amenity Constraints and Limitations” section of the “AMENITY SETUP” window, limit how often and how far in advance a member can or must reserve this amenity, and whether/how long after a reservation the amenity must remain inactive to allow for setup or maintenance. Note that you can activate any, all, or none of these constraints.

Amenity Document (optional) ✓ ⓘ

Edit Document

Require member to acknowledge file upload? ☐ No ☒ Yes

Require digital signature for reservation? ⓘ

☐ No ☒ Yes

AMENITY SETUP ⓘ

information / availability / constraints / exclusions / final

Days & Times Available

Select days and times for which this amenity can be reserved. (Indicate blackout dates and times in the next step.)

Will this amenity be available during the same time(s) every day? ⓘ

☒ No ☐ Yes

Monday ⓘ	Start Time	End Time	
	10:00AM	9:00PM	☒ Add
Tuesday ⓘ			
Wednesday ⓘ			
Thursday ⓘ			
Friday ⓘ			
Saturday ⓘ			
Sunday ⓘ			

AMENITY SETUP ⓘ

information / availability / constraints / exclusions / final

Amenity Constraints and Limitations

☐ Number of reservations per timeframe ⓘ

☐ Limits on advance reservations ⓘ

☐ Amount of advance notice required for reservations ⓘ

☐ Post-reservation lockout time ⓘ

☐ Member can reserve consecutive time slots ⓘ

OVERVIEW OF AMENITY SETUP—CONTINUED

- ◆ Activate “Number of reservations per timeframe” to limit the number of reservations any individual member can make for this amenity within a specific amount of time. Use the “Rolling” option to make the beginning of the interval coincide with the member’s most-recent reservation of this amenity. Use the “Static” option to make the interval match up with the calendar itself. Interval-duration options are day, week, month, quarter, or year.
- ◆ Activate “Limits on advance reservations” to specify how far in advance any individual member can reserve this amenity. Type a number into the first box to set the length of the time period. Interval-duration options are day, week, month, quarter, or year.
- ◆ Activate “Amount of advance notice required for reservations” to specify how far in advance any individual member must reserve this amenity. Type a number into the first box to set the length of the time period. Duration options are day, week, month, quarter, or year as the time measurement.
- ◆ Activate “Pre- and post-reservation lockout time” to specify how long after a reservation the amenity must remain inactive before any member can place another reservation for it. Type a number into the first box to set the length of the time period. Interval-duration options are day, week, month, quarter, or year.
- ◆ Activate “Member can reserve consecutive time slots” to allow reservations to include more than one time period, provided that all slots selected occur in a consecutive sequence (e.g., one-hour reservations at 10:00 a.m., 11:00 a.m., and noon). Time slots with a locked-out period between them qualify as consecutive if and only if selected slots have no reservable time between them.
- ◆ Click on the “Save & Next” button to advance to the next portion of the amenity-setup process.
- ◆ Set up exclusions for specific days or a series of days using the “Date Excisions” calendar. This option is ideal for blocking off holidays or the days of specific community events. Calendar tools give you the flexibility to select a start date and end date. Set blackout times for “All Day” or apply a start and end times if you only need to exclude parts of the reservation period.
- ◆ Click on the “Save & Next” button to advance to the next step.

AMENITY SETUP ⓘ

information / availability / **constraints** / exclusions / final

Amenity Constraints and Limitations

☒ Number of reservations per timeframe ⓘ

1 per Month ☐ Rolling ⓘ ☒ Static ⓘ

☒ Limits on advance reservations ⓘ

6 Months

☒ Amount of advance notice required for reservations ⓘ

3 Days

☒ Post-reservation lockout time ⓘ

1 Days

☒ Member can reserve consecutive time slots ⓘ

Save & Next **Back**

AMENITY SETUP ⓘ

information / availability / constraints / **exclusions** / final

Date Exclusions

Enter blackout dates when this amenity is unavailable for reservations.

Start Date	End Date	Start Time	End Time	All Day	
05/28/2026	05/31/2026			Yes	✓ ✕

Save & Next **Back**

* Required Information

OVERVIEW OF AMENITY SETUP—CONTINUED

- ◆ After you complete the Amenity Setup process, you'll be able to review all your settings on a final summary screen. Near the top of summary screen, you can click on page-link "breadcrumbs" to navigate back to the Information, Availability, Constraints, and Exclusions pages.
- ◆ On the setup summary screen, click on the "Access Management" button to set access privileges for Limited-Access Sub-Admins who are assigned to this amenity. For more information about Sub-Admin roles, please see the ["Overview of Sub-Admin Roles"](#) reference guide or the ["Create Full-Access or Limited Access Sub-Admin Roles"](#) topic in the online help system.
- ◆ Click on the "Manage Amenity Emails" button to select specific Admins and Sub-Admins to receive e-mailed notifications of new reservation requests for this amenity.
- ◆ When you are satisfied with your amenity setup, click on the "Back to Amenities" button to return to the overall "AMENITIES" screen.

AMENITY SETUP 1

information / availability / constraints / exclusions / final

You have successfully created Clubhouse Rental

[Access Management](#)
[Manage Amenity Emails](#)
[Back to Amenities](#)

Amenity Name	Clubhouse Rental
Amenity Description	All members are welcome to rent out our wonderful remodeled clubhouse space for your special event. We have made several new improvements so be sure to stop by and check them out.
Automatically Approve New Reservations?	No
Will Members Be Charged To Use This Amenity?	Yes
Will The Charge Be Per Event Or Per Person?	Per Event
Registration Duration	4 hours
Price Per Duration	\$300.00
Enable Service Fee?	Yes
Service Fee Percentage	3.5%
Service Fee Dollar Amount	\$0.30
Damage Fees Enabled?	Yes
Maximum Damage Fee	\$500.00
Damage Fee Description	Must leave Clubhouse like it was.
Reminder(s)	1 week 1 day
Age Limit	16
Required Form	Clubhouse Rental
Attached Document	Additional Notes.docx
Require Members to Acknowledge File Upload?	true
Digital Signature Required?	Yes
Number of Reservations Per Timeframe	1 per Month Static
Limits on Advance Reservations	6 Months
Amount of Advance Notice Required for Reservations	3 Days
Post-Reservation Lockout Time	1 Days
Consecutive Reservations Allowed?	Yes

Days & Times Available

Daily Availability

Start Time	End Time
8:00AM	8:00PM

Date Exclusions

Start Date	End Date	Start Time	End Time	All Day
05/28/2026	05/31/2026	N/A	N/A	Yes

* Required information

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If you have additional questions about the Amenities feature, please visit the Support Desk through your Admin Dashboard and open a support ticket.