**Park-in-Spot App - Resident Documentation**

1. **Add a Guest to your Guest List**
   1. Click My Guests Button
   2. Click Plus Icon
   3. Fill Out Form Details
   4. Click on Add Guest Button
2. **Modify/Delete a Guest on your Guest List**
   1. Click My Guests Button
   2. Select Guest by Name (Use Search if the List is Long)
   3. Click Pencil Icon
   4. Modify Form Details
   5. Click on Save Changes Button
3. **Add a Vehicle to a Guest’s Profile**
   1. Click My Guests Button
   2. Select Guest by Name (Use Search if the List is Long)
   3. Click Vehicle Icon
   4. Click Plus Icon
   5. Fill Out Form Details (You cannot modify their License Plate Number Later)
   6. Click on Add Vehicle Button
4. **Modify a Vehicle on a Guest’s Profile**
   1. Click My Guests Button
   2. Select Guest by Name (Use Search if the List is Long)
   3. Click Vehicle Icon
   4. Select Vehicle
   5. Click Pencil Icon
   6. Modify Form Details (You cannot modify their License Plate Number)
   7. Click on Save Changes Button
5. **Create a Parking Permit for a Guest’s Vehicle**
   1. Click My Guests Button
   2. Select Guest by Name (Use Search if the List is Long)
   3. Click Vehicle Icon (You can also click on Guests Vehicles Button)
   4. Select Vehicle from List
   5. Click on Permit Icon
   6. Click Plus Icon
   7. Fill Out Start Date and End Date Fields (You cannot edit this later)
   8. Click on Add Permit Button (Only Property Manager can edit after you Add a Permit)
6. **Modify a Parking Permit for a Guest’s Vehicle**
   1. Contact Property Manager for Extended Passes
   2. Create the permit with the correct start date and ask the property manager to extend it.
   3. Property management can search for existing permits in the community.
7. **View Property Rules**
   1. Click Rules Button
8. **My Vehicles Button**
   1. To view all your vehicles that are registered to park in your community