

Park-in-Spot App - Resident Documentation

1. Add a Guest to your Guest List

- a. Click My Guests Button
- b. Click Plus Icon
- c. Fill Out Form Details
- d. Click on Add Guest Button

2. Modify/Delete a Guest on your Guest List

- a. Click My Guests Button
- b. Select Guest by Name (Use Search if the List is Long)
- c. Click Pencil Icon
- d. Modify Form Details
- e. Click on Save Changes Button

3. Add a Vehicle to a Guest's Profile

- a. Click My Guests Button
- b. Select Guest by Name (Use Search if the List is Long)
- c. Click Vehicle Icon
- d. Click Plus Icon
- e. Fill Out Form Details (You cannot modify their License Plate Number Later)
- f. Click on Add Vehicle Button

4. Modify a Vehicle on a Guest's Profile

- a. Click My Guests Button
- b. Select Guest by Name (Use Search if the List is Long)
- c. Click Vehicle Icon
- d. Select Vehicle
- e. Click Pencil Icon
- f. Modify Form Details (You cannot modify their License Plate Number)
- g. Click on Save Changes Button

5. Create a Parking Permit for a Guest's Vehicle

- a. Click My Guests Button
- b. Select Guest by Name (Use Search if the List is Long)
- c. Click Vehicle Icon (You can also click on Guests Vehicles Button)
- d. Select Vehicle from List
- e. Click on Permit Icon
- f. Click Plus Icon
- g. Fill Out Start Date and End Date Fields (You cannot edit this later)
- h. 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

- a. Contact Property Manager for Extended Passes
- b. Create the permit with the correct start date and ask the property manager to extend it.
- c. Property management can search for existing permits in the community.

7. View Property Rules

- a. Click Rules Button

8. My Vehicles Button

- a. To view all your vehicles that are registered to park in your community