

Tenant Center

(Reservations, Notifications)

Update your contact information or notification preferences seamlessly for Property Management enabled communications.

Submit and manage reservation.

Login to Your [Tenant Center](#) (Click)

First time logging in?

Simply click on the Request Account link and enter the required fields of information and click submit. Property Management will review and respond to the request with the steps needed to complete registration.



Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

Access (Click Here)

Once you've entered the Tenant Center, the Reservations Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

Submitting a Reservation

Step 1: Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

Step 2: Enter your contact information and all meeting details, such as the set up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests as well as any attachments, if needed.

ID	Status	Reservation Name
213848	Approved	Bowl-a-rama
212613	Canceled	Maine Office Gathering
209866	Approved	Year End Meeting
209374	Approved	Pre-Holiday Staff Meeting
207730	Approved	Board Meeting
205908	Approved	Board Meeting
\$ 200688	Approved	AM Meeting
199600	Completed	Westchase Meeting
\$ 195005	Approved	SAP Training
194674	Approved	Company Conference Meeting
191521	Pending	Monthly Meeting

Meeting Name *

Number of Attendees * 0 Max Capacity: 50

Attendee List #

Email Reminder #

Reservation Time & Dates

This amenity is available: 8:00 AM - 5:00 PM

< 2017 2018 2019 2020 2021 >

< Jan Feb Mar Apr May Jun > Date 1: [] [] []

Your Reservations Other Reservations Multiple Room Unavailable Your Reservations (Unavailable) + Add Date

JAN 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Reservation Calendar

From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

December		January					February
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Herrigel/Kennedy Room Unavailable Treadway Room Unavailable	Adirondack Room (12:00 PM - 2:00 PM) Herrigel/Kennedy Room Unavailable		Conference Room (8:00 AM - 9:00 AM) Conf Room A (8:00 AM - 9:00 AM) Unavailable	Conference Room (8:00 AM - 10:00 AM) Adirondack Room (9:00 AM - 4:00 PM) Conf Room A (8:00 AM - 10:00 AM) Unavailable		Herrigel/Kennedy Room Unavailable Treadway Room Unavailable Portside Room Unavailable	
Herrigel/Kennedy Room Unavailable		Conference Room (9:30 AM - 11:00 AM)	Conference Room (8:00 AM - 9:00 AM)	Conference Room (9:00 AM - 1:00 PM)		Herrigel/Kennedy Room Unavailable	

Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

\$ 204869	Completed	Requested	Business Meeting	Cape Room	1	October 25, 2017
\$ 200688	Approved	Approved	AM Meeting	Maine Room	1	July 26, 2017
199600	Completed	Pending	Westchase Meeting	Cape Room	1	June 19, 2017