

Guest Reservation Upload Instructions

Below you will find instructions for uploading guest reservations through your **Rental Company Portal** or **Self-Managed Owner's Portal**, along with an onboarding timeline outlining key milestones. Understanding these steps is important to ensure a smooth and seamless transition.

Please note: If you are a self-managed owner, the reservation upload process is the same as for rental companies.

Onboarding Timeline

- **January 15, 2026** – Rental companies will gain access to the platform to confirm the units assigned to their management company.
- **January 19, 2026** – Guest amenity reservations will go live for rental companies and self-managed owners.
- **February 1, 2026** – All guest amenity reservations must be created through the Park N Spot platform.

Reservation Upload Methods

Park N Spot, LLC offers **three (3) ways** to upload reservations into the system. There is no functional difference between these methods, only the type of information entered varies. Instructions for each method are outlined below.

Adding a Reservation via the Reservations Tab

Step 1: Click the **Reservations** tab in the center of the portal.

Step 2: In the top-right corner, click the green **Add Reservation** button.

Step 3: Enter the following seven (7) pieces of information in the pop-up window:

1. First Name
2. Last Name
3. Email Address
4. Phone Number
5. Arrival Date
6. Departure Date
7. Unit Number

Step 4: Click **Save Reservation**.

You may edit a reservation at anytime by clicking . If you need to delete a reservation, please click .

Please note: An automatic email will be sent to the guest, and no further action is required. Once the guest submits their information and pays the amenity fee, the “N/A” fields in the Reservations table will automatically update with their details.

Adding a Reservation via Booking Link

Step 1: Click the **Booking Links** tab in the center of the page.

Step 2: In the top-right corner, click the green **Generate Booking Link** button.

Step 3: Enter the three (3) required pieces of information:

1. Unit Number
2. Arrival Date
3. Departure Date

Step 4: Click the blue **Generate Link** button.

Step 5: Park N Spot, LLC will generate a unique booking link that can be sent to the rental guest.

Step 6: To send the booking link, click the **Copy** button next to the unique URL and paste it into your preferred messaging platform. Alternatively, click the blue **Download QR Code** button to download and send the guest their unique QR code.

You may view the unique URL or QR code at any time by clicking . If the booking link has expired, you may click  to create a new unique URL or QR code. If you need to delete a reservation, please click .

Adding a Reservation via Bulk Uploading

(Rental Companies Only)

Step 1: Click the **Bulk Uploading** tab in the center of the page.

Step 2: In the top-right corner, click the green **View Instructions** button. Review and follow the instructions provided to utilize this feature.

Please note: An automatic email will be sent to the guest, and no further action is required. Once the guest submits their information and pays the amenity fee, the “N/A” fields in the Reservations table will automatically update with their details.

Park N Spot, LLC does **not** require rental guests to log into the platform to pay their amenity fee. Guests may complete the registration process using the booking link or QR code provided, or by clicking the link included in the email they receive.

If a rental guest chooses to log into the platform, they must follow the same login steps used for the Rental Company Portal or Owner’s Portal.