

New Feature Announcement

Online Amenity Reservations

*** FOR IMMEDIATE RELEASE ***

Released: June 7, 2017

Every time the engineers at Creek Bluff Digital Media Services design, build, and deliver something new, we think it's the best thing since sliced bread, and while they are constantly looking for ways to improve and add features for homeowners in communities they support, they can safely say with all confidence, this new plugin is so much better than sliced bread, they're willing to bet the kitchen sink!

If your community has a pool, pool house, lake house, gazebo, park, amenity center, meeting center, grill area, dog park, amphitheater, workout facility, tennis or basketball courts, or anything else that homeowners use and need to schedule activities, then you might want to consider taking a look at the following features that they've built into the new *Online Amenity Reservation* plugin.

Their latest addition to the growing list of plugins they now offer for HOA websites, allows homeowners to reserve an amenity for their use. The interface is easy and intuitive, but is highly configurable, which makes it easy for homeowners to comply with such things as hours of availability, maximum number of guests, fees and deposits, clean-up instructions, etc. This new feature also offers an easy-to-view addition to the Homeowner Dashboard, which homeowners see immediately upon sign-in to the HOA website, which quickly lets them know if their valued asset is available or not. Check out the following list of features and cost to install, configure, and launch, as well as a walk-thru using screen-shots of the new plugin. This new feature is also available for you to "play with" by clicking on the address, which can be found later in this announcement.

Online Amenity Reservations Features

- **Easy-to-view and use**

This new feature is made up of three different pages, so content is presented in an easy-to-view and easy-to-use format:

1. A high-level view of reservations is added to the Homeowner Dashboard, which is the first page seen after sign-in, for all homeowners to view. This way, a registered homeowner can schedule their time using the amenity around scheduled events, or request their own reserved time.
2. In scheduling their own reservation, a step-by-step “wizard” is used by homeowners to first search for a date and time the amenity is available, then to collect your information, and finally confirm it.
3. Finally, an administrative page is provided to both the homeowner, as well as an approver (if applicable):
 - a. Homeowners are able to check the status of their pending request, as well as cancel the request if plans should change, thereby freeing the amenity’s schedule for others, and
 - b. Approvers use this page to either approve the request or decline it. Notes can be entered on the page if the request is declined to help the homeowner understand the reason.

- **For Homeowner Use Only**

We designed and built this new plugin to specifically be used by registered and approved homeowners on their HOA website. This means that we won’t have to sift through amenity reservation requests that are invalid and keeps the amenity strictly reserved for the members.

- **Works for any Amenity**

Since the new plugin is completely configurable, we can use it once or multiple times throughout the website to serve all amenity reservation needs, for any amenity, for all communities.

- **Configurable**

Everything about the new plugin is completely configurable, including:

1. All verbiage such as title, sub-titles, paragraphs, legal agreements, payment instructions, etc.
2. Hours of availability, max capacity, max reservation hours
3. Required approval of reservation submissions
4. Required electronic signature to rental request form
5. If a deposit or rental payment is required, we can link them to a management portal or online payment engine
6. ...and if you also license our *Dynamic Online Forms* for the community, you can seamlessly connect the output of this new feature by completing, emailing, and storing a PDF form for the reviewer and homeowner to access via email and the Homeowner Forms Store on each individual Dashboard.

A red rectangular stamp with the word "BONUS" in white, bold, uppercase letters. The stamp has a distressed, ink-like texture.

- **Historical Storage**

For communities that keep an intensive trail of paper in files regarding these kind of requests, it’s time to consider a change, because this new feature keeps track of all requests, approved or declined, in the

database serving the HOA website. If there is ever a question of who reserved what, or which reservation was received first, etc., we'll have that history. Additionally, when connected to our *Dynamic Online Forms* feature, homeowners will always have historical access to their amenity reservation requests in their personal Homeowner Forms Store on the Homeowner Dashboard.

- **The Days of Errant Reservations Are Gone**

The new *Online Amenity Reservation* feature removes a lot of the work that is currently happening when a homeowner wants to reserve an amenity for their use. Gone are the days of forgotten, misplaced, or miscommunicated reservations. Gone are the days of two reservations that overlap times. Gone are the days of frustration and confusion by homeowners and property managers. All reservation data is transparent, easy-to-understand, and significantly easier to maintain than your current system...we guarantee it!

Prerequisites

This new feature has prerequisites. If you are unsure whether or not your HOA website(s) complies with these requirements, please contact us and we'll quickly help you understand:

- **Platform**

This new plugin is designed to only work with the Sitefinity CMS platform, which if you've previously or currently engaged us to design and build an HOA website for you, we've used. This plugin **IS NOT** designed for use with HOA websites built using the AtHomeNet, HOA Sites, or other third-party service providers or platforms, as well as stand-alone HTML websites. If you have an HOA website built using one of these providers, let's chat about refreshing and updating your existing HOA website.

- **Secured Homeowner Area**

We try and help safeguard all homeowner information as much as possible, so if your HOA website meets the first requirement, but does not have the ability for homeowners to register and sign-in, let's chat about upgrading the HOA website. In all cases, the HOA website must have a secured homeowner area to install this new plugin.

Cost

**The cost of adding this feature to your HOA website,
until the end of June 2017, is only \$169.00***

We're so excited about the new *Online Amenity Reservation* plugin, that we've decided to offer a discount until the end of June to kick things off from the standard cost of installation and configuration in adding it to your HOA website. All you need to do is send us an email and request that we add this new plugin to your community website, and we'll get busy! Once everything is ready we'll notify you so that you can test before we launch. We can even use the website to send an email blast to subscribers that the new *Online Amenity Reservation* system is available and ready for use!

Want to play with the new plugin?

If the information and images contained within this article have you curious, try using it for real! "Play" with it now by going to:

www.creekbluff.com/websites/plugins/amenity-center-reservation.aspx

Contact us today and let's give homeowners a new tool!

* Once the promotional price period ends, the standard cost of this plugin will be \$189.00. One-time setup charge, with no recurring fees whatsoever. If connecting to our *Dynamic Online Forms* plugin, the first implementation of a PDF form is included...additional PDF forms are billed at \$45 each. Hosting and maintenance fees do not increase by adding this feature.

Features – Wizard Step 1: Select a Date

Step-by-step “wizard” walks the homeowner through entering a reservation request

Configurable verbiage

Amenity Center Rules and General Request



Configurable verbiage

The Creek Bluff Amenity Center is available for rental by the homeowners of the Creek Bluff Homeowners Association. Reservations can be made by completing and submitting this online request.

Step 1: Let's first see if the date you want is available!

Injected Configurable verbiage

Let's find a date that works for your event. Enter the start date and time of your event and then click the Check Availability button. Keep in mind that when scheduling your event, we'll ask for at least 15 minutes between back-to-back events.

When is your event starting?  

[Cancel](#) [Check Availability >>](#)

Configurable container background color

NOTE: Pool facility will NOT be closed to the homeowners at any time during a function. The pool cannot be reserved for private parties. Only the amenity center may be rented and reserved for private parties, where occupancy shall not exceed 40 people.

Configurable verbiage



Plenty of feedback to help each homeowner navigate through their request

You'd like your event to start on: Saturday, June 10, 2017 1:00 PM

The event date you requested appears to be available.

[<< Change My Event Date](#) [Enter My Reservation Details >>](#)

The time you requested conflicts with the hours of operation for the Amenity Center. Please adjust the time of your event to accommodate the amenity's hours of operation.

When is your event starting?  

You'd like your event to start on: Saturday, June 10, 2017 1:00 PM

The date and time you requested is unavailable. Try changing either the Start Date or Time, then retry.

| Event Start | Event | Event End | Reserved For |
|------------------------------|--------------------------|-----------|---------------|
| Saturday, Jun 10 2017 1:00PM | Social Committee Meeting | 03:00 PM | Brittany Hume |

[<< Change My Event Date](#)

You'd like your event to start on: Saturday, June 10, 2017 4:00 PM

The event date you requested appears to be available.

| Event Start | Event | Event End | Reserved For |
|------------------------------|--------------------------|-----------|---------------|
| Saturday, Jun 10 2017 1:00PM | Social Committee Meeting | 03:00 PM | Brittany Hume |

[<< Change My Event Date](#) [Enter My Reservation Details >>](#)

Features – Wizard Step 2: Enter Your Details

Amenity Center Rules and General Request

Configurable verbiage

Configurable verbiage

The Creek Bluff Amenity Center is available for rental by the homeowners of the Creek Bluff Homeowners Association. Reservations can be made by completing and submitting this online request.

Step 3: Provide the details of your event!

Incomplete, missing, or misleading information may cause your event not to be approved, so be as complete and concise as you can.

You'd like your event to start on: Saturday, June 10, 2017 4:00 PM

How long is your event? hours minutes
We'll make sure your meeting doesn't conflict with another meeting!

Give your Event a Name:

Details of your event:

Number of people: Maximum Capacity: 40

Your Name:

Property Address:

Primary Phone:

Secondary Phone:

Email Address:

Constant affirmation throughout the reservation process of critical details

Enter the details of your event

Your registration Profile information pre-populates, but is editable

NOTE: Pool facility will NOT be closed to the homeowners at any time during a function. The pool cannot be reserved for private parties. Only the amenity center may be rented and reserved for private parties, where occupancy shall not exceed 40 people.

Configurable verbiage

Features – Wizard Step 3: Confirmation

Amenity Center Rules and General Request

Configurable verbiage

The Creek Bluff Amenity Center is available for rental by the homeowners of the Creek Bluff Homeowners Association. Reservations can be made by completing and submitting this online request.

Configurable verbiage

Final Step: Confirm the details of your event and agree to our Terms of Use!

Confirm the information you've entered. If everything looks correct, scroll to the bottom and acknowledge your confirmation, then click the Submit button. That's it!

About Your Event

Event Starts No Earlier Than: 6/10/2017 4:00:00 PM
 Event Ends No Later Than: 6/10/2017 6:00:00 PM
 Your Event Name: First Grade End of Year Party
 Details: Son's end of year party for his class.
 Invited: 25

The homeowner gets to confirm all details prior to submitting their reservation request

About You

Your Name: Brittany Hume
 Property Address: 123 City Street
 Primary Phone: 817-427-8755
 Secondary Phone: 817-555-1212
 Other Phone:
 Email Address: getstarted@creekbluff.com

If review and approval is enabled, the homeowner is informed

Approval:

When you send us your Event request, it will be placed in a pending state, while someone assigned by the community reviews your request. Once reviewed, you will receive an email confirming that either your Event was approved or denied.

Terms of Use:

PLEASE NOTE THE FOLLOWING:

- Reservation dates will be on a first-come, first-serve basis. Reservations will be confirmed upon receipt of payment and signed contract.
- All rentals are subject to the Rental Use Fee, and a Cleaning Deposit.
- A \$25 return check fee will be assessed to the homeowner for all returned checks.

- I authorize the submission of this form and hereby confirm:
- I am duly authorized to sign
 - Agree to the Terms of Use
 - I am submitting this on behalf of no other person

Homeowner is required to take action by agreeing to Terms of Use

<< Change Details

Submit >>

NOTE: Pool facility will NOT be closed to the homeowners at any time during a function. The pool cannot be reserved for private parties. Only the amenity center may be rented and reserved for private parties, where occupancy shall not exceed 40 people.

Configurable verbiage

Features – Wizard: Final Step

Amenity Center Rules and General Request

Configurable verbiage

Configurable verbiage

The Creek Bluff Amenity Center is available for rental by the homeowners of the Creek Bluff Homeowners Association. Reservations can be made by completing and submitting this online request.

Thank You!

You have successfully submitted your Amenity Reservation Event Form!

One Final Step!

To complete your reservation, use our online payment site to pay the Refundable Cleaning Deposit fee and Rental Use fee. We can't review your reservation request until we receive payment. [Click here to make an online payment for your reservation](#)

NOTE: Pool facility will NOT be closed to the homeowners at any time during a function. The pool cannot be reserved for private parties. Only the amenity center may be rented and reserved for private parties, where occupancy shall not exceed 40 people.

Optional: If the amenity needs a deposit or the homeowner charged a fee, we can inform them and link to your online payment source

Configurable verbiage

Features – Homeowner Dashboard

The quick glance calendar helps homeowners plan their outings and events

The status is automatically updated on the Homeowner Dashboard

[June 2017](#)

[July 2017](#)

[September 2017](#)

| Event Name | Event Start | Resident | Reserved | Status |
|-------------------------------|----------------------|-------------------------------|----------------|-----------------|
| Social Committee Meeting | 6/10/2017 1:00:00 PM | Brittany Hume | Amenity Center | Approved |
| First Grade End of Year Party | 6/10/2017 4:00:00 PM | Brittany Hume | Amenity Center | Pending |

As reservations are added the calendar is dynamically built and quick links give a monthly glance

Names are linked with email addresses for the reservation so that communication is easy

[Schedule Your Own Event Now!](#)

Features – Homeowner Review/Cancellation

Pending Review Configurable verbiage

First Grade End of Year Party
Total Invited: 25

Date Created: 6/6/2017 10:07:09 AM
 Event Starts No Earlier Than: 6/10/2017 4:00:00 PM
 Event Ends No Later Than: 6/10/2017 6:00:00 PM

Son's end of year party for his class.

Shows homeowner event details, along with Date Created

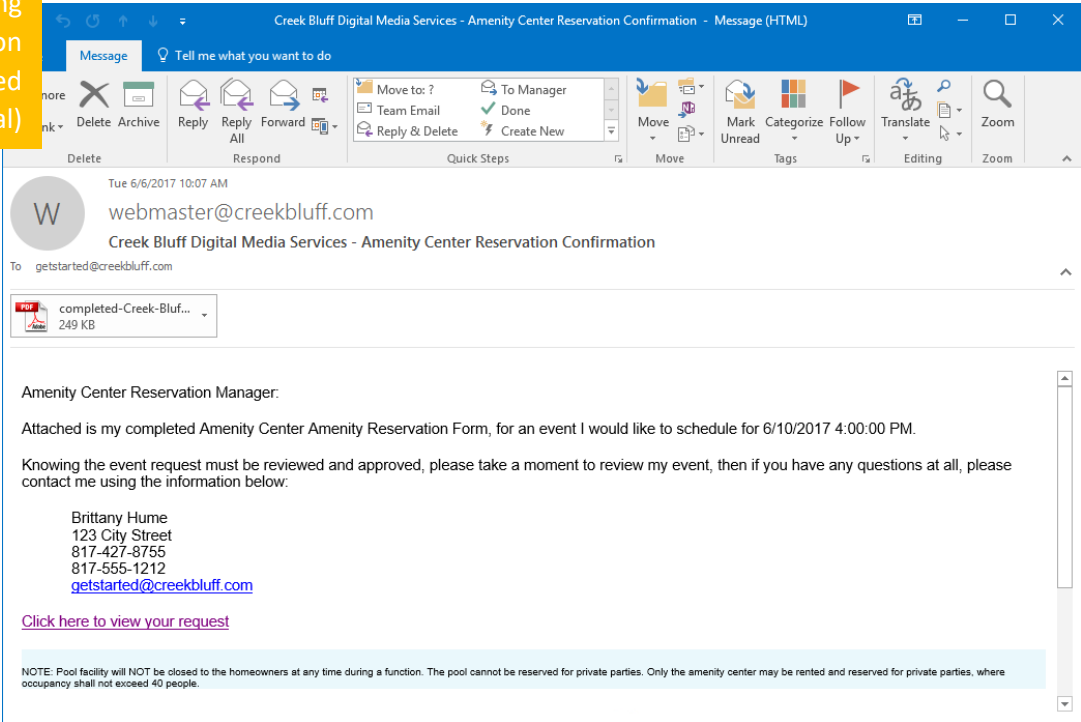
I Need To Cancel My Event

[Return to the Homeowner Dashboard](#) [Schedule a New Event](#)

Allows homeowner to cancel the event if plans change freeing up the amenity for others

Homeowner can also schedule a new event

Email confirmation to homeowner, including completed reservation PDF form attached (optional)



Features – Reviewer Approval/Decline

Pending Review

Configurable verbiage

First Grade End of Year Party
Total Invited: 25

Date Created: 6/6/2017 10:07:09 AM
 Event Starts No Earlier Than: 6/10/2017 4:00:00 PM
 Event Ends No Later Than: 6/10/2017 6:00:00 PM

Brittany Hume
 123 City Street
 getstarted@creekbluff.com
 817-427-8755

Son's end of year party for his class.

Shows homeowner event details, along with Date Created

Management Notes:

Management notes are stored with the reservation request and sent in emails

Approve Event

Decline Event

Either Approve or Decline the reservation. An email is sent to the homeowner and the status gets updated on the dashboard

Email confirmation to reviewer, including completed reservation PDF form attached (optional)

