

Submit a Request

There are three types of requests you can submit from here:

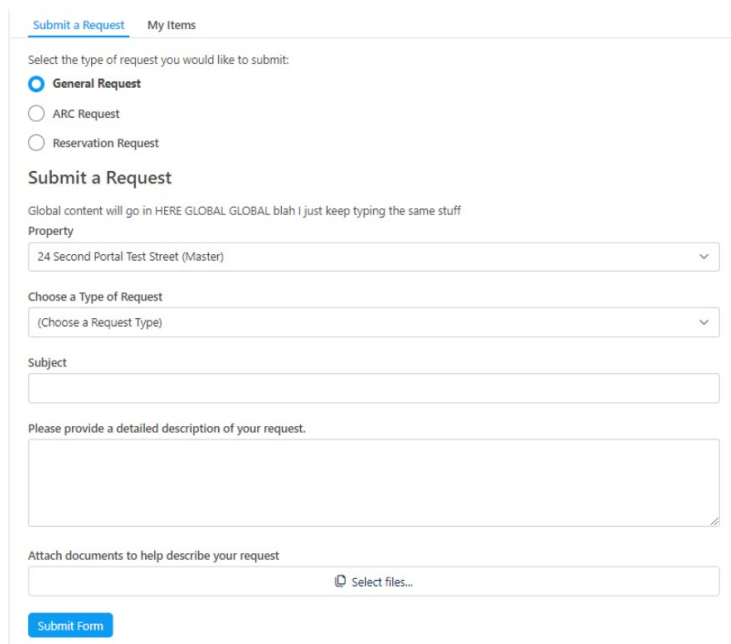
- **General Request**
- **ARC Request**
- **Reservation Requests**

After successfully submitting a request, your tentative request can be found in the **Recent Requests Dashboard Tool** and on the **Calendar & Events' Amenity Calendar**.

General request

1. The request options will default to **General Request**.
2. Provide information for the following fields in the **Submit a Request** section:

- Property
- Type of Request
- Subject
- Request Description
- Attachments



The screenshot shows a web form titled "Submit a Request" with a "My Items" link. The form includes a radio button selection for "General Request" (selected), "ARC Request", and "Reservation Request". Below this is a "Submit a Request" section with a placeholder text: "Global content will go in HERE GLOBAL GLOBAL blah I just keep typing the same stuff". The form contains several input fields: a dropdown menu for "Property" with the value "24 Second Portal Test Street (Master)", a dropdown menu for "Choose a Type of Request" with the value "(Choose a Request Type)", a text input field for "Subject", a large text area for "Please provide a detailed description of your request.", and a file upload field for "Attach documents to help describe your request" with a "Select files..." button. A blue "Submit Form" button is located at the bottom of the form.

3. Click **Submit Form** to complete your request.

ARC Request

1. Select **ARC Request**.

2. Provide information for the following fields the **ARC Request** section:

- Property
- Area of work
- Subject
- Work to be done
- Estimated Start and End Date
- Attachments

[Submit a Request](#) [My Items](#)

Select the type of request you would like to submit:

General Request


ARC Request

Reservation Request


ARC Request

Please fill out all of the information required below in order to ensure your ARC request is processed efficiently. The GLOBAL organization of ARC committees, thanks you for your cooperation.

Property



24 Second Portal Test Street (Master) 

Area of work


(Choose an Item) 

Subject

Work to be done:

Estimated Start Date  Estimated End Date 

Upload ARC Form and other Documents

 Select files...

[Submit Form](#)

3. Click **Submit Form** to complete your request.

Reservation Request

1. Select **Reservation Request**.
2. You can filter the available amenities by selecting from the **Filter by Category** and **Filter by Amenity** dropdowns.
3. Each column in the calendar represents a different Amenity. You can select a time via the calendar by selecting a start time and dragging down to an end time. Your selection will be highlighted in blue. **Note:** *The category and amenity filter automatically be selected when performing this action.*
4. Select the **Property**.
5. The **Event Date, Start** and **End Time** will automatically populate if you selected a time frame via the calendar manually, otherwise, you can enter the information manually.
6. The following fields are option, but can be added to the Reservation Request
 - **Reminder Date**
 - **Event Name**
 - **Event Details**
 - **Attachments**
7. Click the **Submit** button to complete your request.

Select the type of request you would like to submit:

- General Request
- ARC Request
- Reservation Request**

Reservation Request Body Content GLOBAL GLOBAL

Filter by Category

(Choose a Category) ▼

Filter by Amenity

(Choose an Amenity) ▼

Today < > 📅 Wednesday, November 15, 2023 Day Week Timeline

	Nintendo	Venus Court
	Wed 11/15	Wed 11/15
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		

Amenity:

Event Date

Property *

24 Second Portal Test Street (Ma... ▼

Event Date *

📅

Start Time *

⌚

End Time *

⌚

Reminder Date

📅

Event Name

Event Details

Attach documents to help describe your request (25 MB upload limit)

📎 Select files...

My Items

View any open or recently closed items from the **My Items** page.

Submit a Request [My Items](#)

My items Global Body Title GLOBAL

My Items Global Settings Body Content GLOBAL


From	Subject	Message	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Amenity Reservation - Enter Reservation	This is just so there's something that appears in the Recent Reservations section. Amenity Name: Venus Court, Amenity Category: Tennis Courts, Start Time: 11/23/2023 9:00 AM, End Time: 11/23/2023 10:00 AM	11/15/2023 9:37:37 AM
	Work Order - Request Received	A new Work Order item has been created.	11/08/2023 9:51:39 AM
	Homeowner eStatement - Sent To Homeowner	A new Statement has been created and is ready for you to view.	11/02/2023 9:10:01 AM
	Homeowner eStatement - Sent To Homeowner	A new Statement has been created and is ready for you to view.	11/02/2023 9:10:01 AM
	Homeowner eStatement - Sent To Homeowner	A new Statement has been created and is ready for you to view.	11/02/2023 9:10:01 AM
	Association Broadcast Message - Reply	A new Association Broadcast Message item has been created.	11/06/2019 3:46:55 PM
	HO Additional Info Demo - Send email	A new HO Additional Info Demo item has been created.	03/24/2021 12:29:17 PM
	HO Additional Info Demo - Send email	A new HO Additional Info Demo item has been created.	03/21/2021 9:50:52 PM
	HO Additional Info Demo - Send email	test123	03/21/2021 9:49:20 PM
	HO Additional Info Demo - Send email	tesf test tesg	03/21/2021 9:40:42 PM
	ARC Request - ARC Review	1/28/21 12:00pm test	01/28/2021 11:57:59 AM
	Collections (Standard process) - 2nd Notice (2 letters)	This item has met the requirements to advance: Minimum Balance of \$5.00	12/18/2020 5:00:20 AM
	ARC Request - ARC Review	test	12/16/2020 2:12:32 PM
	Collections (Standard process) - Need Address Verification	This item has met the requirements to advance: At least 1 day has passed Minimum Balance of \$150.00	11/28/2019 5:00:26 AM
	PRM Homeowner Mailing - Correspondence	A new PRM Homeowner Mailing item has been created.	11/19/2019 9:28:41 AM
	PRM Homeowner Mailing - Correspondence	A new PRM Homeowner Mailing item has been created.	11/19/2019 9:25:29 AM

View additional information about individual items by selecting the item's subject.

Submit a Request [My Items](#)

My items Global Body Title GLOBAL

My Items Global Settings Body Content GLOBAL

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