Submit a Request

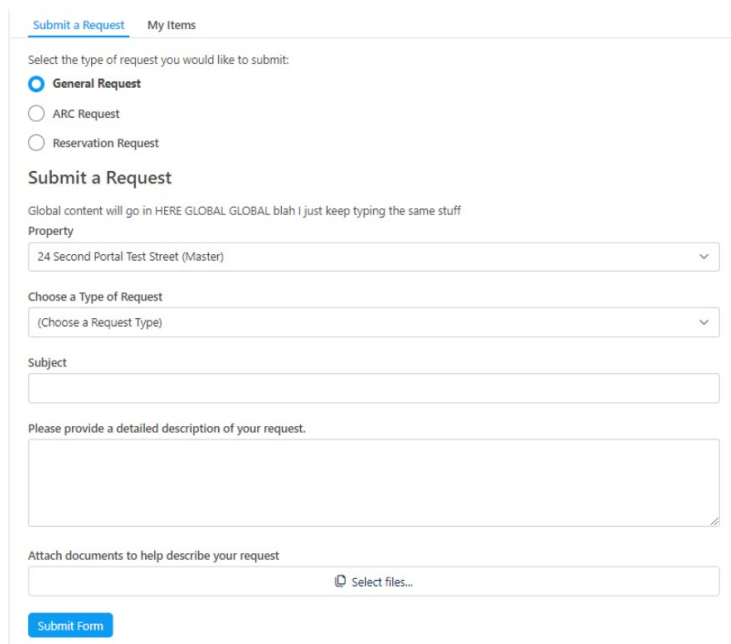There are three types of requests you can submit from here:

- **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

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

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...

Submit

My Items

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

| Submit a Request | My Items |

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

From	Subject	Message	Date
	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