

# How to Create

1. Ensure you have permission for the Guests module.
2. Open the **Guests** list/archive (slug is commonly `guests` on the site).
3. Use **Add New** / the new-guest action your theme provides (often loads an ACF form via AJAX with Save Guest).
4. Fill required fields (unit, names, phone, guest count, check-in, signature, etc.) and submit.

Information and services related to guest management, such as checking in and out, guest profiles, and other guest-related services.

- **New Guest** - Ensure all required fields are completed with the necessary information then click "Submit."

The image shows a screenshot of a WordPress dashboard with a sidebar on the left and a main content area. The sidebar has a 'Guests' menu item highlighted with a red box. The main content area displays a 'NEW GUEST' form, also outlined with a red border. The form includes the following fields and sections:

- Residence / Unit \***: A dropdown menu with 'Select' as the placeholder.
- Guest Name(s) \***: A text input field.
- Phone # \***: A text input field.
- Number of Guests \***: A text input field.
- Contact / Guest Type (optional)**: A dropdown menu with 'Select' as the placeholder.
- Have Medical?**: A radio button with 'Yes' selected.
- Check in \***: A text input field.
- Check Out**: A text input field.
- Signature \***: A large text area for a signature.
- Clear**: A button to clear the signature field.
- Guest Photo**: A section with 'Take a photo' and 'Upload a Photo' options, a photo upload area, and a 'Capture' button.
- Communications**: A section with 'Email Rescinded?' and a radio button with 'Yes' selected.
- Terms and Agreement**: A section with a checked checkbox 'Witness to Take - I/We Certify I/We agree to abide by all house rules and go identity to and from the party you are visiting' and a 'Save Guest' button.

In the top right corner of the form area, there is a blue button labeled 'New Guest' with a plus icon, which is also highlighted with a red box.

- **All Guest** - Here you will find all the necessary information for each guest, including their Residence/Unit, Check-in date, Check-out date. You can also view or update existing information by clicking the three-dot icon under "Action."

Welcome pacificvista\_11!

**Pacific Vista**  
BY THE BEACH

- Intranet Dashboard
- Contacts
- Guests**
- Delivery / Parcels
- Reservations >
- Assets >
- Activities
- Warranties
- Maintenance
- Time Clock

MISC

- Reports
- Changelogs
- Administrative Tasks

Search...

All

**GUESTS** [+ New Guest](#)

Checked In Guests | Checked Out Guests

Filter Start date:  End date:

[Quick Checkout](#)

10 entries per page Search:

<input type="checkbox"/>	RESIDENCE/UNIT	GUEST NAME/S	PHONE NUMBER	LICENSE PLATE	CHECK IN DATE	ACTION
<input type="checkbox"/>	1000	<a href="#">Bradley Greer</a>	+123456789		08/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	1015	<a href="#">Brenden Wagner</a>	+123456789		05/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	2000	<a href="#">Brielle Williamson</a>	+123456789		05/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	2000	<a href="#">Bruno Nash</a>	+123456789		05/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	2000	<a href="#">Caesar Vance</a>	+123456789		11/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	1008	<a href="#">Cedric Kelly</a>	+123456789		04/01/2024 12:00 am	<a href="#">Edit</a>
<input type="checkbox"/>	1010	<a href="#">Charde Marshall</a>	+123456789		02/01/2024 12:00 am	<a href="#">Edit</a>

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