

Amenities

Overview

Amenities or Resources are the bookable items in the system. These may include cabanas, theater, service elevators, pools, gym, or any other resource that users can reserve.

Before bookings can be created, amenities must first be configured properly. A well-configured amenity ensures that users receive the correct notifications, administrators are informed of booking activity, and related activities are automatically created when needed.

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Prerequisites

Activity Trigger and Activity Types:

Activity triggers automatically create activities based on selected **activity types**.

In the context of reservations, activity triggers can be used to automatically generate internal follow-up tasks or operational records when a booking event happens. **Note also that the activity type has automatic triggers for emails.**

Examples:

- Create a confirmation activity when a venue booking is submitted.

How activity triggers work

An activity trigger listens for a defined event or condition, then creates an activity using the configured activity type.

This helps automate internal processes and reduces the need for manual follow-up.

Recommendation

Before creating amenities, confirm that:

- The required **activity types** already exist
- The correct **activity triggers** are active
- The trigger logic matches your booking workflow

New Activity Type

Activity Type Name *
Theater Booking Confirm

Parent
Booking and Reservation x

Color *
Select Color

Default Responsible
admin

Description

Active
Yes

Email Templates ⓘ
Theater booking is confirmed x

Image
No image selected [Add Image](#)

Submit

Note: You can create a Parent/Child relationship on the activity type.

Email Templates

Email templates are used to send automated notifications related to reservations.

Typical templates include:

- **Visitor confirmation email** - sent to the person requesting or creating the booking
- **Administrator notification email** - sent to admins or assigned staff when a booking is created, updated, approved, or cancelled

Depending on your workflow, you may also want to prepare templates for:

- Booking approval
- Booking rejection
- Booking reminder
- Booking cancellation
- Booking reschedule or update

Why email templates matter

Without the correct email templates, users and administrators may not receive important booking updates. This can lead to missed reservations, approval delays, or confusion about the booking status.

Best practice

Create and test all email templates before enabling the amenity for live use.

New Email Template

Title *

Theater booking is confirmed

Email Template *

Visual Text

Add Media Paragraph **B** *I* U ABC

Aloha,

We have received and confirmed your booking.
Kindly keep your communications open for any updates.

Booking Details

[booking_details_email_content]

Mahalo,
Starlink

Active

Yes

Save Email Template

Note: Shortcode [booking_details_email_content] will return the reservation details. For example the name and amenity.

Create New Amenity

Follow these steps to create a new amenity or resource.

Step 1: Open the Amenities module

Navigate to the **Reservations** module, then open **Amenities**.

Step 2: Click **+New Amenity**

Select the option to create a new amenity record.

Step 3: Enter the basic information

Provide the required details for the amenity. Common fields may include:

New Amenity

Title *			
<input type="text"/>			
Calendar Color (Hex)	Text Color	Available Start Time *	Available End Time *
<input type="color"/>	<input type="color"/>	<input type="text"/>	<input type="text"/>
Cleaning Buffer (Minutes)	Contact Booking Limit	Contact Limit Period *	Maximum Expected People *
<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="Week"/>	<input type="text" value="100"/>
Allow Multiple Bookings At The Same Time	WaitList		
<input type="checkbox"/> No	<input type="checkbox"/> No		
Max Hours Per Booking	Use Change Over Days	Maximum Days Ahead To Book	Date Range Display
<input type="text" value="0"/>	<input type="checkbox"/> No	<input type="text" value="0"/>	<input type="text" value="0"/> days

Step 4: Configure booking-related settings

Step 5: Assign templates and triggers

Step 6: Save the amenity

Review the configuration, then save the record.

Amenity Settings

Amenity settings control how the resource behaves in the reservation system. These settings may vary depending on your implementation, but commonly include the following.

1. Amenity Title

The amenity name

2. Calendar Color (Hex) + Text Color

The background color and text color displayed in the calendar view.

Calendar Color (Hex)	Text Color
<input type="color" value="#4a7ebb"/>	<input type="color" value="#ffffff"/>

8	9
15	16
Bella Red - Theater (conf...)	
22	23

3. Start and End Time

These define when the amenity is available to reserve.

Available Start Time *	Available End Time *
<input type="text" value="8:00 am"/>	<input type="text" value="10:00 pm"/>

4. Cleaning Buffer (Minutes)

Use for amenities that require buffers for cleaning.

Cleaning Buffer (Minutes)

5. Contact Booking Limit and Limit Period

Limits how many times a user can book within a set period. The settings below means that contacts can only book this amenity 3 times a week.

Contact Booking Limit

Contact Limit Period *

6. Maximum Expected People

Number of people the amenity can accommodate.

Maximum Expected People *

7. Allow Multiple Bookings At The Same Time

If an amenity allows multiple users to book together.

Allow Multiple Bookings At The Same Time

 No

8. WaitList

Enable this to allow overlapping requests to be saved as a waitlist instead of being blocked.

WaitList

 No

9. Max Hours Per Booking

Set to 0 for no limit. Example: 4 means a booking can be at most 4 hours long.

Max Hours Per Booking

10. Use Change Over Days

Enable overnight booking behavior. Requires check-in and check-out times.

Use Change Over Days

 No

11. Maximum Days Ahead To Book

For standard bookings, 0 means same-day only. For change over day bookings, 0 means next-day checkout only. Example: if the start date is 04/05/2026 and the **Maximum Days Ahead to Book** is 7, then the max allowed end date is 04/12/2026.

Maximum Days Ahead To Book



12. Date Range Display

Optional. Limit the booking date picker to the next X days from today. Example: 180 means users can only select dates within the next 180 days.

Date Range Display

 days

13. Next Booking Availability (Amentiy Specific)

Optional. Add a recovery gap in days after each booking before this amenity can be booked again. Example: 7 means the next booking can only start 7 days after the current booking ends.

Next Booking Availability

 days

14. Default Comments

Default Comments

Addons Y/N:

15. Activity Triggers

Create activities and triggers email notifications.

The screenshot shows a configuration interface with three tabs: "Activity Triggers" (highlighted with a red box), "Admin Email", and "Additional Fields". Under "Activity Triggers", there are three sections:

- Activity Trigger Confirmed** (with a help icon): A dropdown menu containing "Theater Booking Confirm" with a red arrow icon and a close button (x).
- Activity Trigger Cancelled** (with a help icon): A dropdown menu containing "Theater Booking Cancel" with a red arrow icon and a close button (x).
- Activity Trigger Waitlisted** (with a help icon): A dropdown menu containing "Theater Booking Waitlist" with a red arrow icon and a close button (x).

16. Admin Notification Email

Admin notification emails. Select from email templates.

The screenshot shows a configuration interface with three tabs: "Activity Triggers", "Admin Email" (highlighted with a red box), and "Additional Fields". Under "Admin Email", there are two sections:

- Admin Email Confirmation** (with a help icon): A dropdown menu containing "Reservation Confirmation - Admin" with a red arrow icon and a close button (x).
- Admin Email Confirmation CC** (with a help icon): A text input field containing "email1@example.com, email2@example.com" with a red arrow icon.

17. Additional Fields





Add custom fields for each amenity. Additional fields are populated on the booking form.

Activity Triggers

Admin Email

Additional Fields

Additional fields 

Name *		→	Phone Number
Type *		→	Text
Value		→	
Name *		→	Need transportation?
Type *		→	Select
Value		→	Yes, No

Add row

This little icon is your helper

