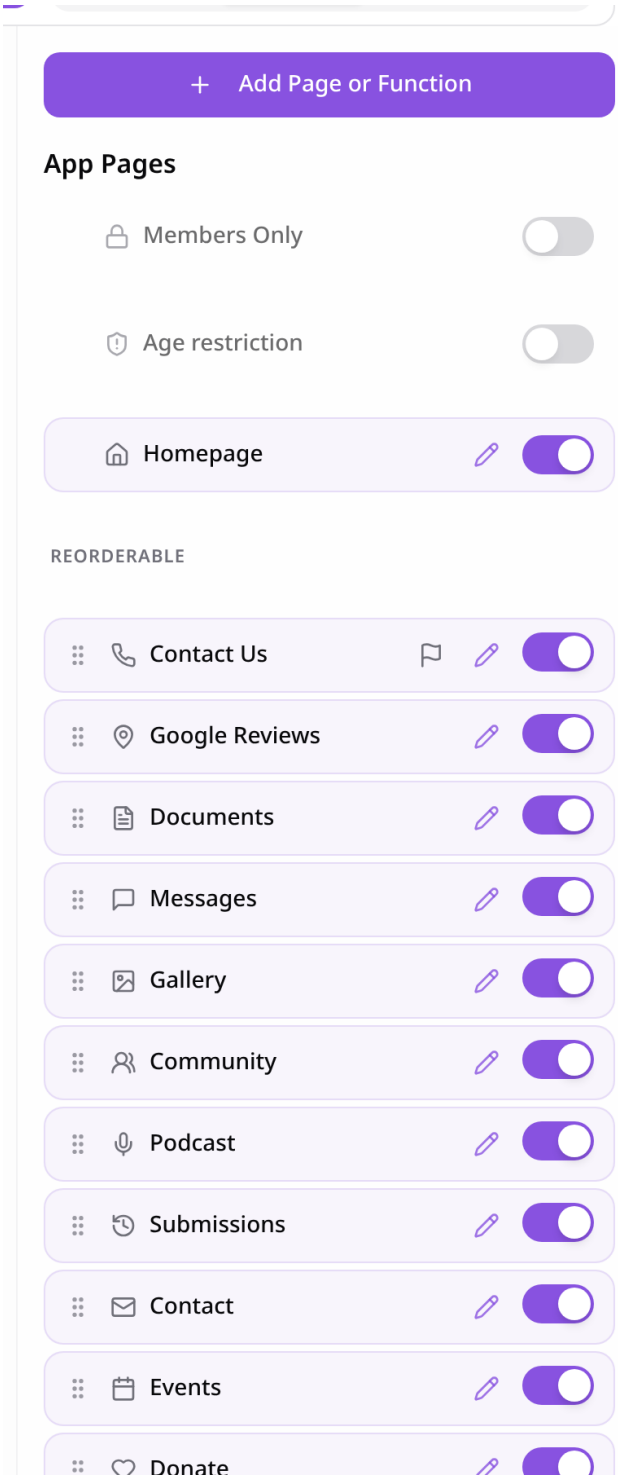
Share a guest stay guide

1. Open Pages

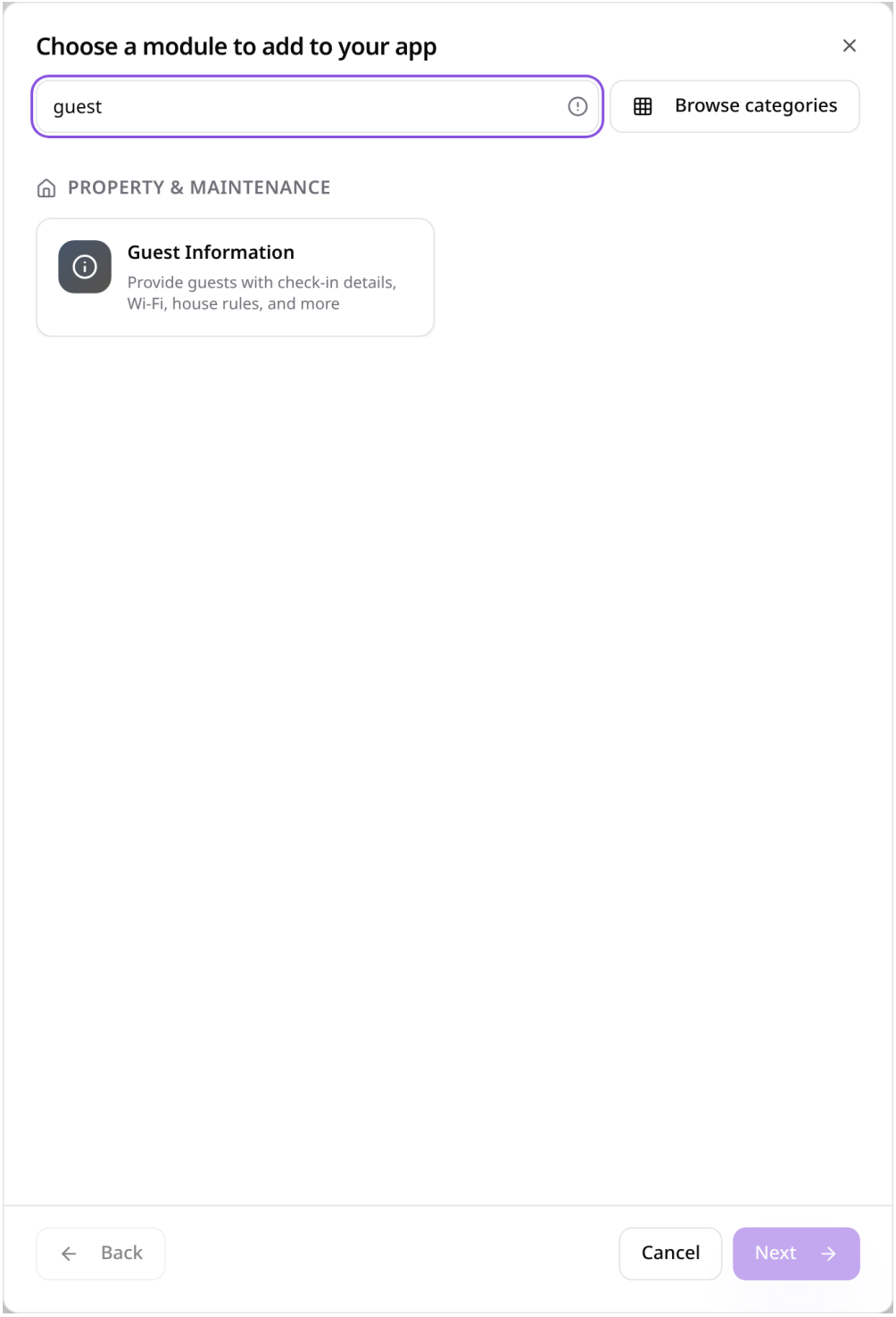
In your app editor, open Pages and tap Add Page or Function.



Share a guest stay guide

2. Choose Guest Information

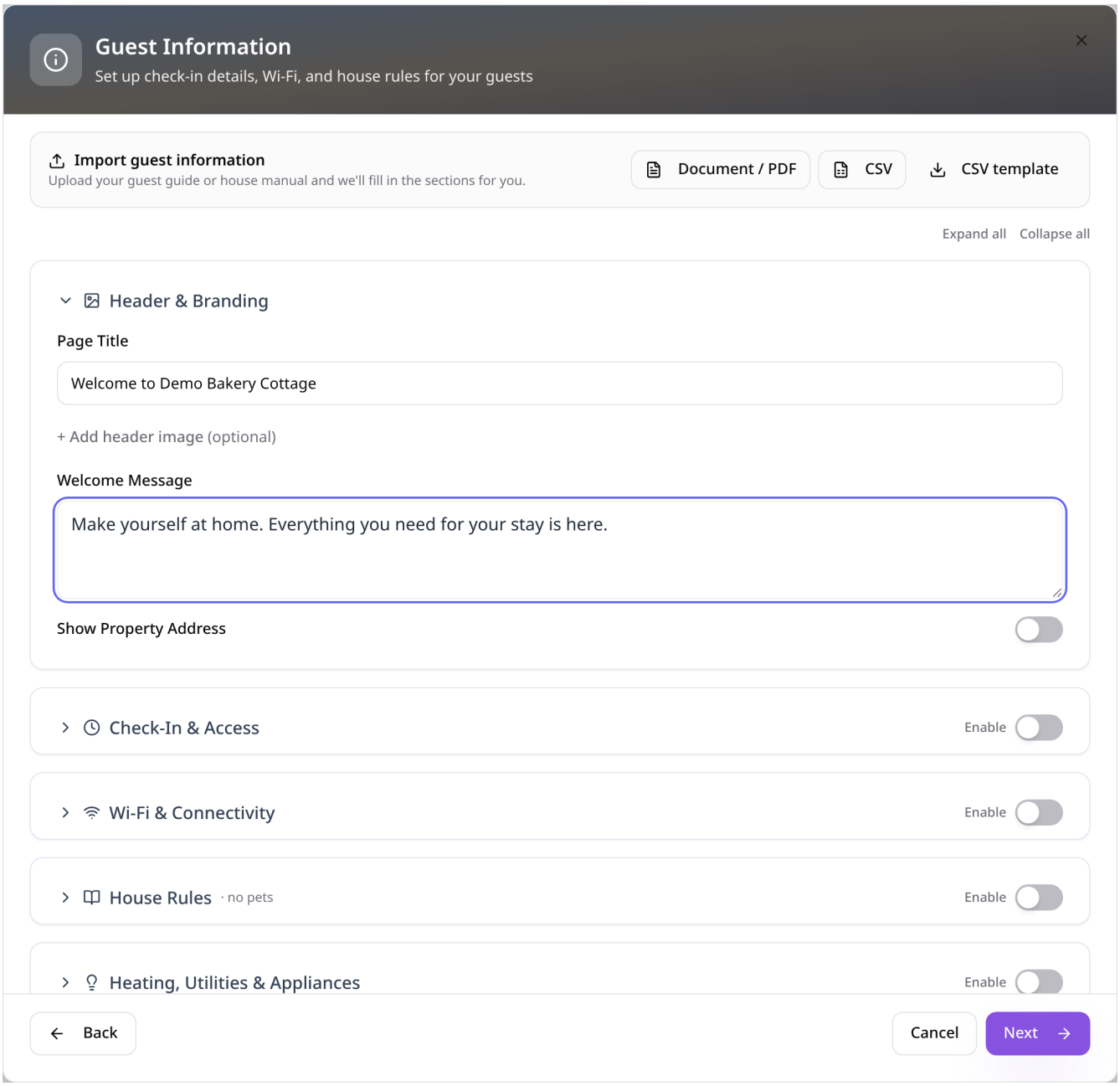
Search “guest” and tap Guest Information.



Share a guest stay guide

3. Add a welcome

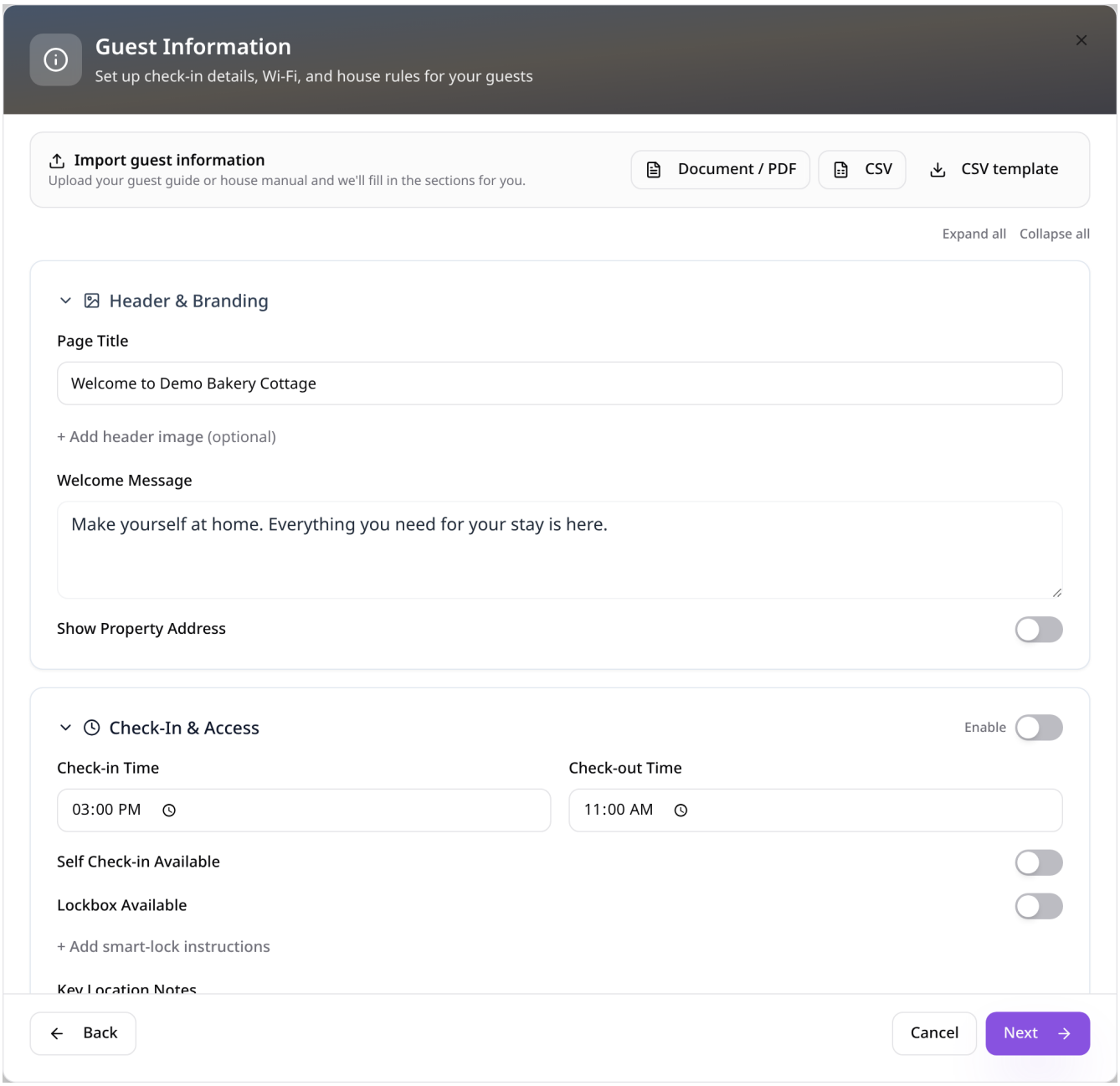
Add a title and welcome message, or import an existing house manual as a PDF, document or CSV.



Share a guest stay guide

4. Add check-in details

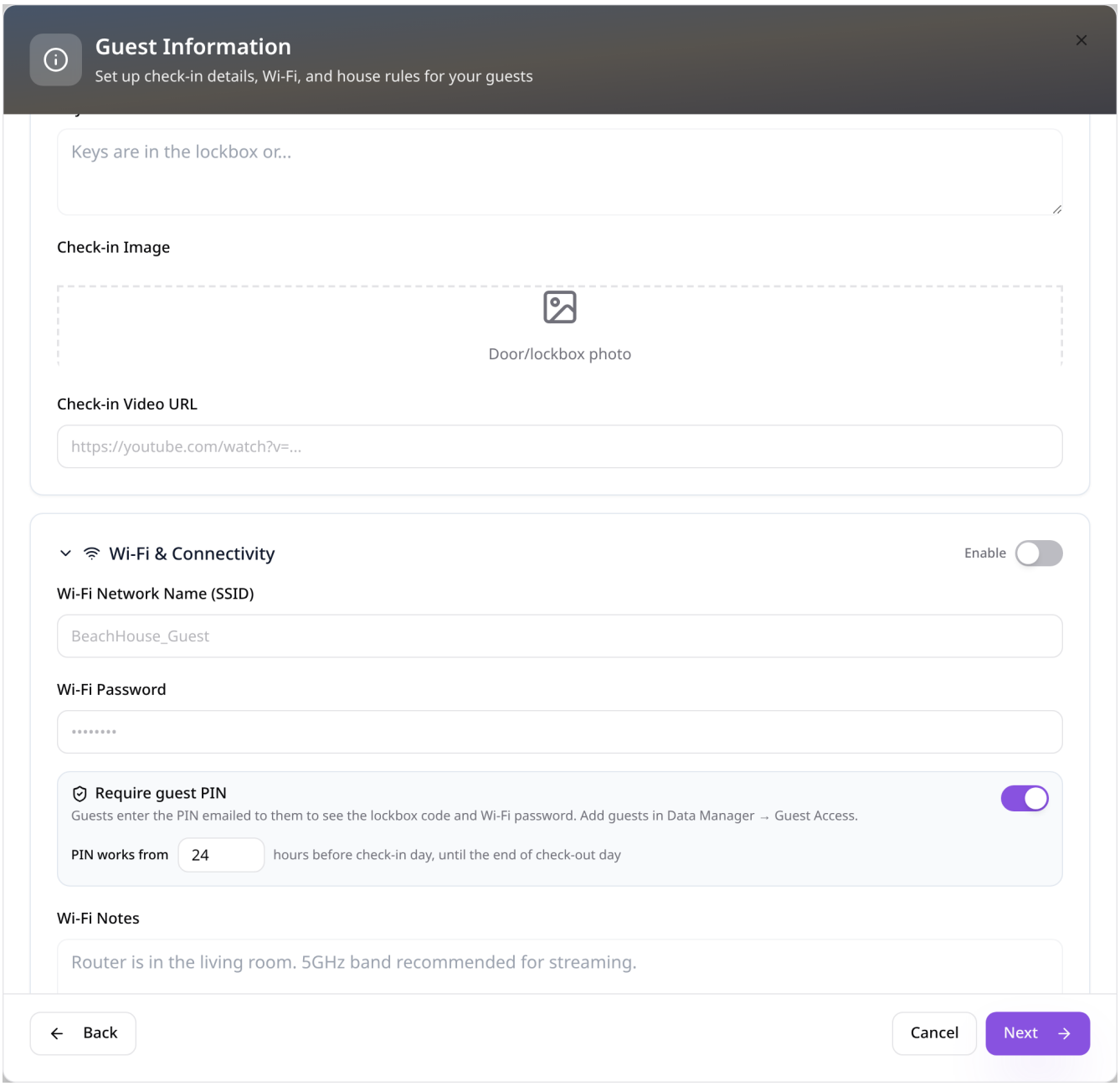
Turn on Check-In & Access and add times, key location and lockbox code.



Share a guest stay guide

5. Add Wi-Fi and a PIN

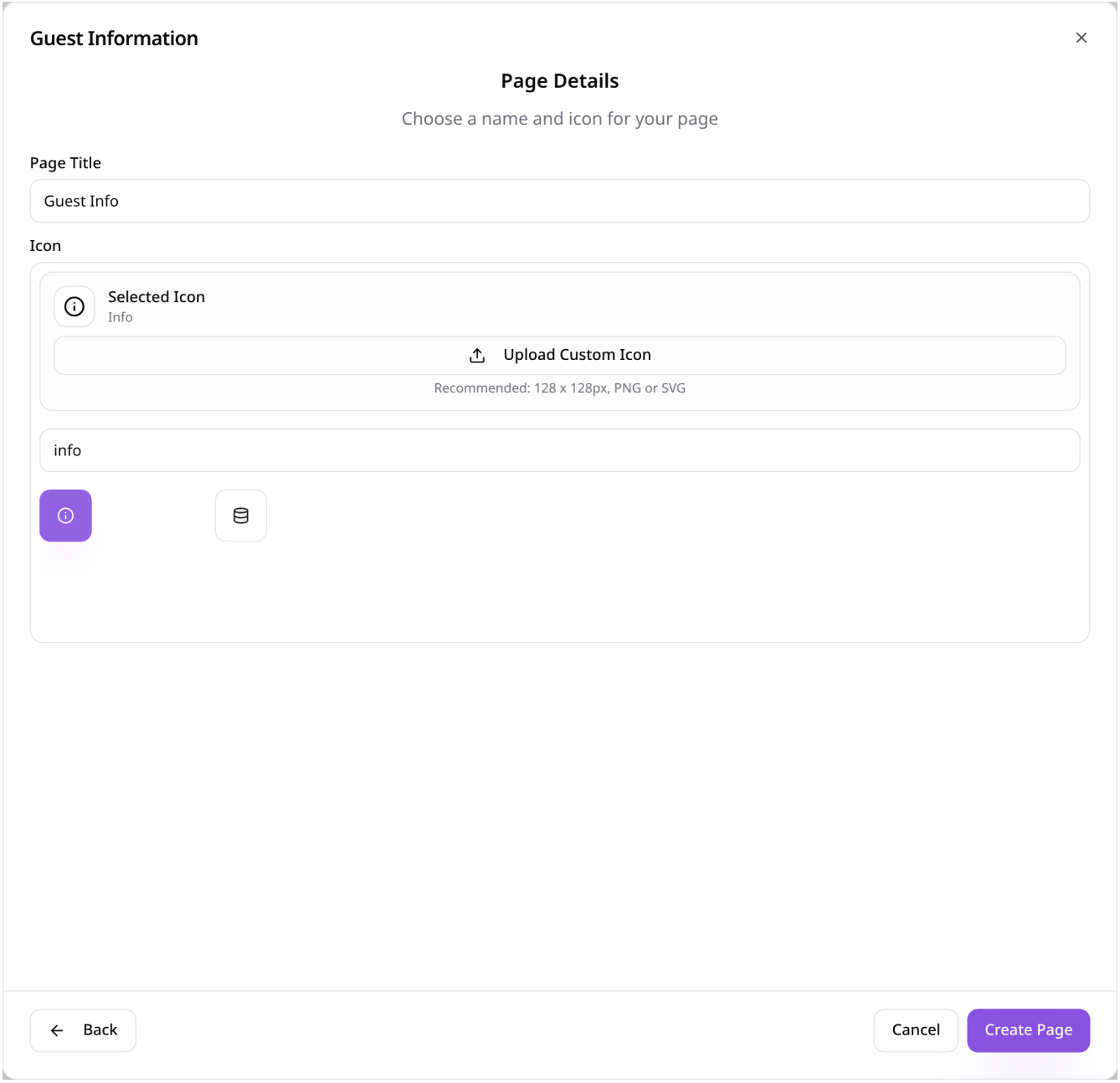
Add your Wi-Fi details and keep Require guest PIN on so codes stay private. Tap Next.



Share a guest stay guide

6. Name the page

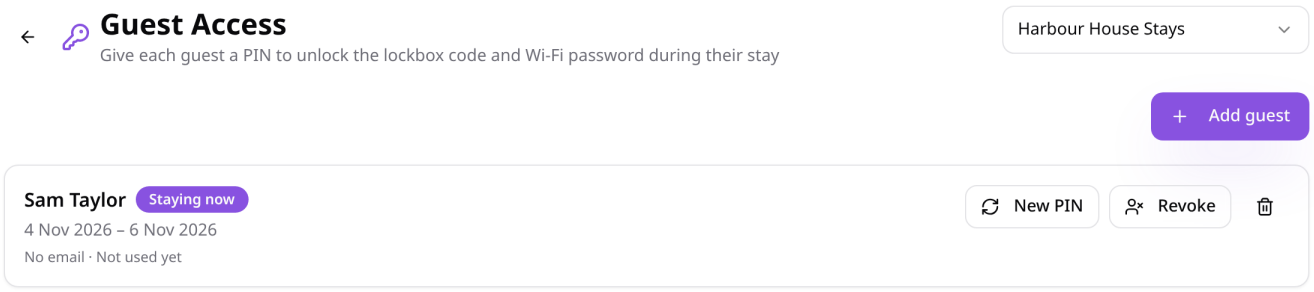
Give the page a name, choose an icon and tap Create Page.



Share a guest stay guide

7. Add your guests

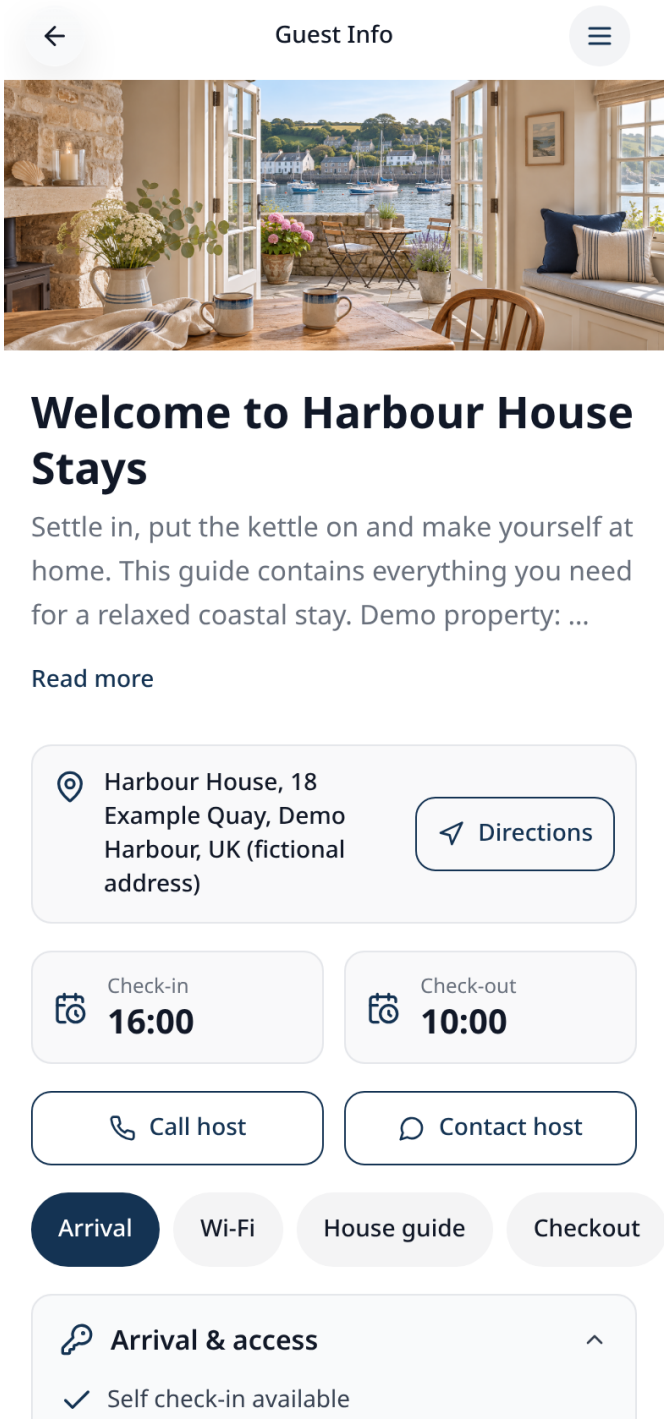
In Data Manager, open Guest Access and add each guest with their dates. They're emailed a 6-digit PIN.



Share a guest stay guide

8. Guests open the guide

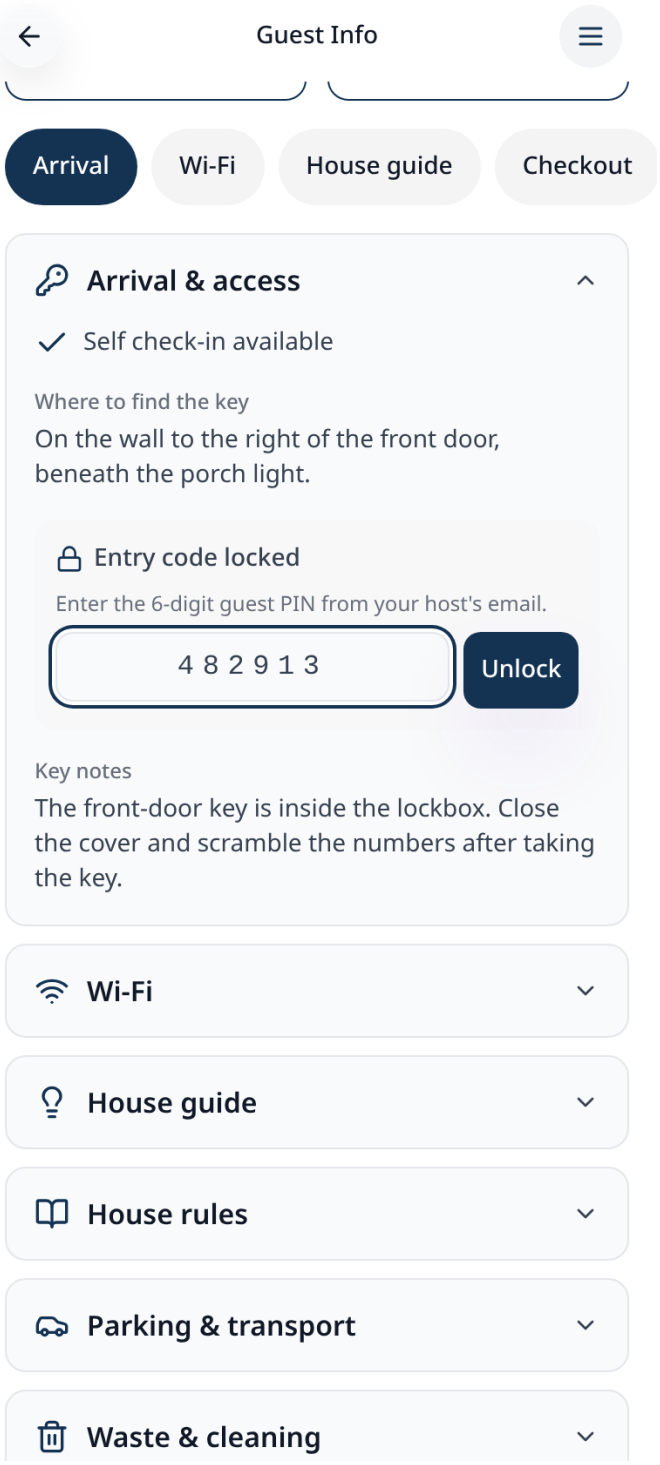
Guests see check-in times, directions and contact buttons, with sections they can jump between.



Share a guest stay guide

9. They enter their PIN

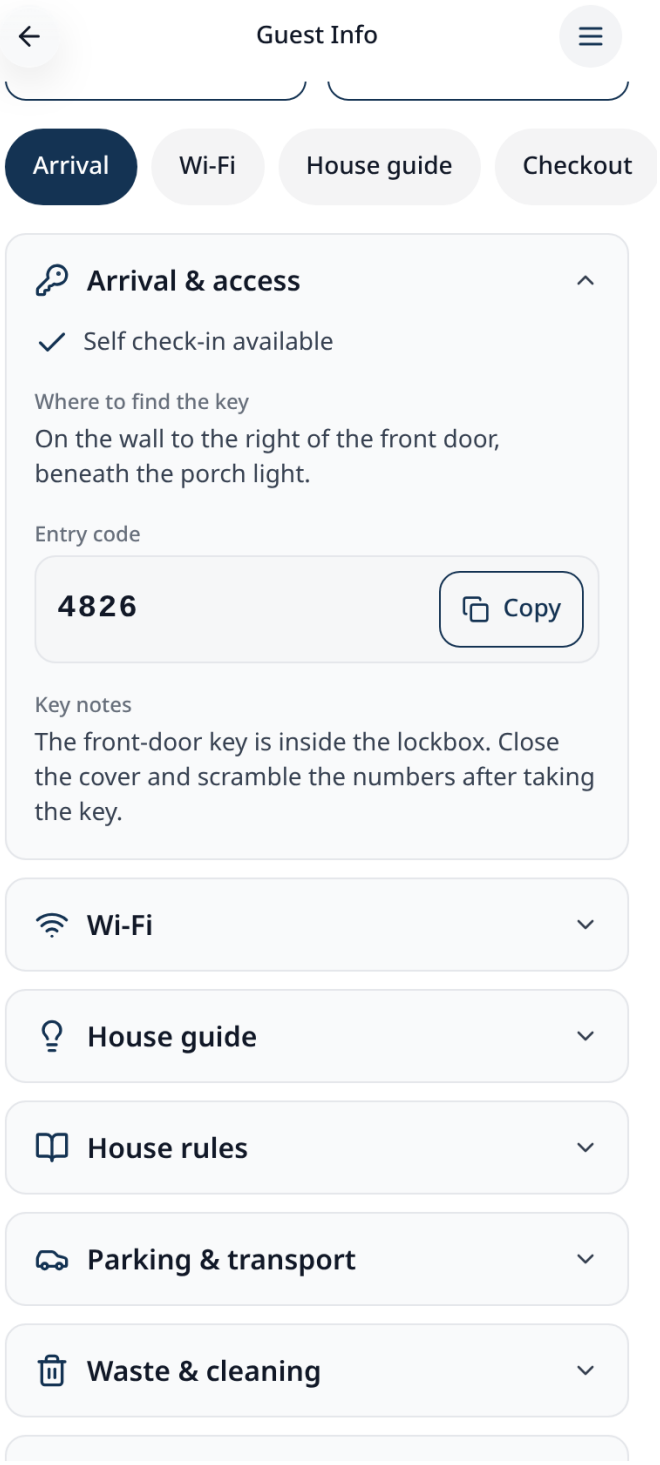
Door and Wi-Fi codes stay hidden until the guest enters the PIN from their email.



Share a guest stay guide

10. Codes unlock

The correct PIN reveals the codes during their stay, ready to copy.



Share a guest stay guide

11. Checkout checklist

Before leaving, guests tick off your checkout list.



PINs only work from shortly before check-in until checkout day. Open Guest Access to resend a PIN or remove a guest.