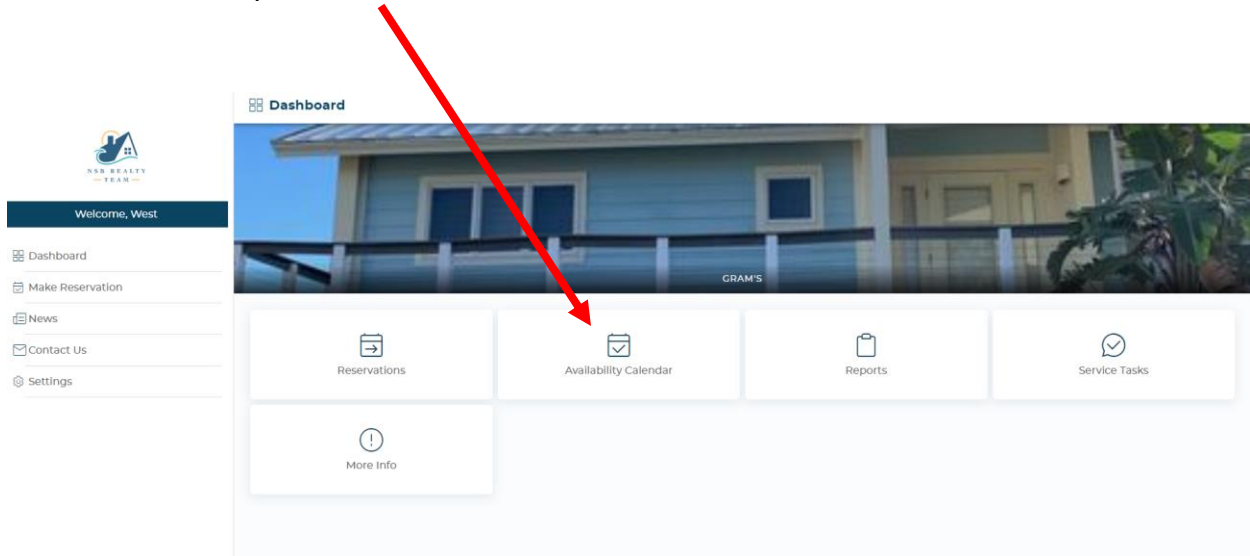


How to Create an Owner Reservation

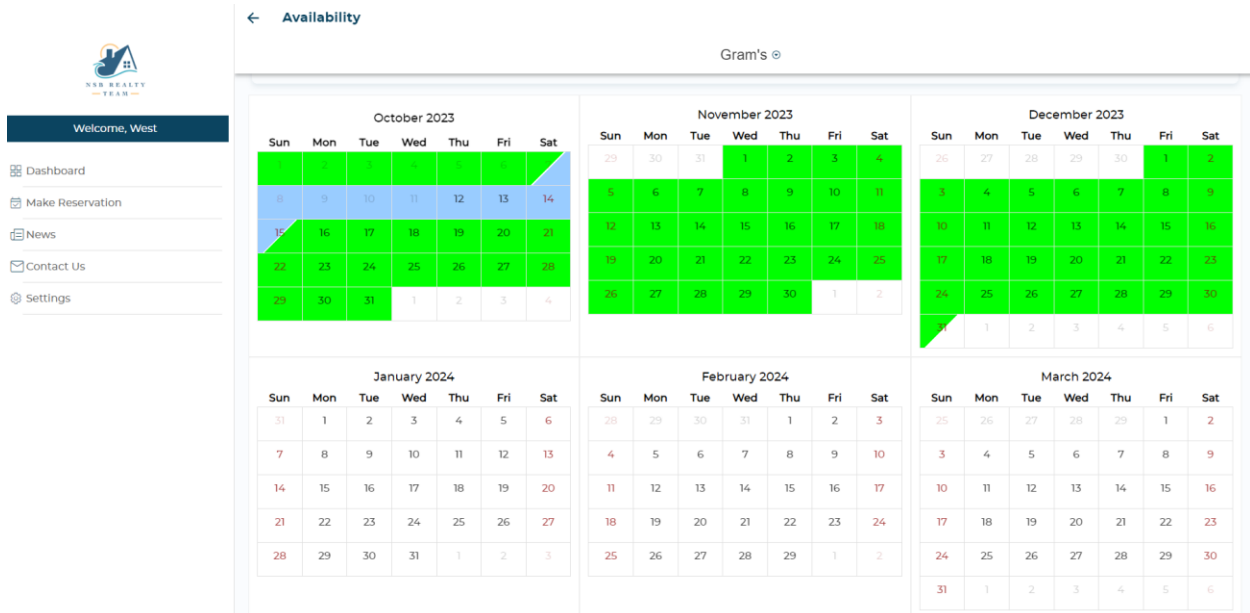
Log into your Owner X Portal: <https://owner.streamlinevrs.com/login>

Click on: Availability Calendar



See an example of the availability calendar below:

Blue = Owner Reserved **White = Available/Open dates** **Green = Maintenance Block**
Purple (not pictured) = Standard Booking **Pink (not pictured) = Non-Paying Guest of Owner**



Ready to book dates? Follow these steps:

1. Say you want to make a reservation for February 3 to February 10: Click on your arrival date (2/3) then click your departure date (2/10). The boxes will change from white to blue as shown below –

The screenshot displays the 'Availability' page for 'Gram's'. On the left is a sidebar with the following menu items: 'Welcome, West', 'Dashboard', 'Make Reservation', 'News', 'Contact Us', and 'Settings'. The main area shows a calendar grid for the months of October 2023, November 2023, December 2023, January 2024, February 2024, and March 2024. In the February 2024 calendar, the dates from the 3rd to the 10th are highlighted in blue. Below the calendar grid is a dark blue button labeled 'BOOK DATES'. A red arrow points from the text below to this button.

2. Next click: BOOK DATES down below

*****Keep in mind when you put in an owner's block a clean will automatically turn on for the checkout date***** If you do NOT want it cleaned for some reason please send us a quick text or email letting us know.