

GO Reserve: Calendar Guide Overview

Learn how to navigate the GO Reserve Calendar, apply filters, and manage reservation details efficiently.

1 Navigate to your GO URL and go to the GO Reserve page.

2 Click the "Calendar" tab to open the calendar view.

Calendar Columns Overview:

- **Event:** Name of the experience or activity.
- **Time:** Scheduled time(s) for the event.
- **Rental / Host:** Number of rentals or assigned host
- **Reservations:** Number of bookings for that event/time.
- **Revenue:** Total revenue generated.
- **Stats:** Tickets, packages, and add-ons.
- **Capacity:** Total spots vs. available for the event.

THU, MAY 28							
EVENT	TIME	RENTAL / HOST	RESERVATIONS	REVENUE	STATS	CAPACITY	
Amenities test - For testing the required add-ons configuration	07:00am - 11:30pm	--	--	\$0.00	0 0 0	0 / 99	
Cabana Rental - For testing price overrides	4 times	5 rentals	2	\$0.00	2 0 0	4 / 15	
Orange Lake Resort Golf Cart Rental 6-Seater	Full Day - 8 Hour 09:00am - 05:00pm	--	--	\$0.00	0 0 0	0 / 16	
Pool Bar Happy Hour - For testing cart expiration - QUICK EXPIRE	09:00am	--	--	\$0.00	0 0 0	0 / 30	
Rehearsal Production Show - For testing a schedule that ends on 06/10	09:00am	--	--	\$0.00	0 0 0	0 / 900	
Guided Sunset Run - For testing General - Tangible Goods tax code (7%)	Guided Sunset Run 10:00am - 10:20am	--	1	\$312.35	3 1 0	3 / 30	
Tennis Club - For testing multiple schedules with different rentals	4 times	5 rentals	--	\$0.00	0 0 0	0 / 11	
Fishing Excursion - For testing hosts and host split	10:30am	Admin User	--	\$0.00	0 0 0	0 / 9	
Before deploy test - For testing limits on the ticket level	11:00am - 11:30am	--	--	\$0.00	0 0 0	0 / 15	

3 On the left-side panel you can:

- Click the **calendar icon** to open the calendar and select the desired date.
- Click the arrows under **Load Days** to move forward/backward one day.
- Click **"Grid"** to switch to Calendar Grid view.
- Click **"List"** to switch to Calendar List view.
- Click **"Refresh Data"** to reload the latest data.

The screenshot displays a user interface for managing reservations. On the left is a dark green sidebar with a logo at the top, the text 'The Avenir', and several interactive buttons: '+ Add Reservation', a date selector '04/06/2026' with a calendar icon circled in orange, 'Load Days' with left and right arrows, 'List' and 'Grid' view toggles, and a 'Refresh Data' button. Below these are filter sections for 'EXPERIENCES' and 'Filter experiences shown...'. The main area has tabs for 'Reserve', 'Analyze', and 'Settings', with 'Calendar' selected. It features a table with columns 'EVENT', 'TIME', and 'RENTAL / HOST'.

EVENT	TIME	RENTAL / HOST
Amenities test - For testing the required add-ons configuration	07:00am - 11:30pm	--
Cabana Rental - For testing price overrides	4 times	5 rentals
Orange Lake Resort Golf Cart Rental 6-Seater	Full Day - 8 Hour 09:00am - 05:00pm	--
Pool Bar Happy Hour - For testing cart expiration - QUICK EXPIRE	09:00am	--
Rehearsal Production Show - For testing a	09:00am	--

4 Under the Filters on the left-panel you can:

- Click the **"Filter experiences shown..."** field to filter reservations by experience.
- Select **"Group rows by event"** to change the calendar view and group rows by event.
- Click the **"Filter hosts shown..."** field to filter reservations by Host.
- Check **"Selected day only"** to show only the selected date.
- Check **"Hide empty slots"** to hide empty slots.
- Check **"Hide empty days"** to hide empty days.
- Check **"Include cancelled reservations"** to include cancelled reservations in the Calendar view.
- Check **"Include indirect reservations"** to include indirect reservations in the Calendar view.

The screenshot displays a reservation management interface. On the left, there is a dark green filters panel with the following sections:

- EXPERIENCES**:
 - (highlighted with an orange circle)
 - Group rows by event
- HOST**:
 -
- VIEW OPTIONS**:
 - Selected day only
 - Hide empty slots
 - Hide empty days
 - Include cancelled reservations
 - Include indirect reservations

On the right, a table lists reservations with columns for event name, duration, and a status column (indicated by "--").

Orange Lake Resort Golf Cart Rental 6-Seater	Full Day - 8 Hour 09:00am - 05:00pm	--
Orange Lake Resort Golf Cart Rental 6-Seater	09:00am - 05:00pm	--
Orange Lake Resort Golf Cart Rental 6-Seater	09:00am - 12:00pm	--
Pool Bar Happy Hour - For testing cart expiration - QUICK EXPIRE	09:00am	--
Rehearsal Production Show - For testing a schedule that ends on 06/10	09:00am	--
Guided Sunset Run - For testing General - Tangible Goods tax code (7%)	Guided Sunset Run 10:00am - 10:20am	--
Tennis Club - For testing multiple schedules with different rentals	4 times	5 rentals
Before deploy test - For testing limits on the ticket level	11:00am - 11:30am	--
Orange Lake Resort Golf Cart Rental 4-Seater	Half Day - 4 hour 11:00am - 03:00pm	--

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Click this icon to **cancel** the reservation. Click again to undo the action.

The screenshot shows a web application interface with a top navigation bar containing icons for home, settings, and user profile (Admin User). Below the navigation is a 'Settings' section with tabs for 'Calendar', 'Flagged', and 'Reservations'. The main content area displays a table for 'THU, MAY 28' with columns: TIME, RENTAL / HOST, RESERVATIONS, REVENUE, STATS, and CAPACITY. The table lists several reservations, including 'Full Day - 8 Hour' and 'Guided Sunset Run'. An orange circle highlights the cancel icon (a circle with a diagonal slash) for the 'Guided Sunset Run' reservation.

TIME	RENTAL / HOST	RESERVATIONS	REVENUE	STATS	CAPACITY
4 times	5 rentals	2	\$0.00	0 0 0	0 / 15
Full Day - 8 Hour 09:00am - 05:00pm	--	--	\$0.00	0 0 0	0 / 16
09:00am	--	--	\$0.00	0 0 0	0 / 30
09:00am	--	--	\$0.00	0 0 0	0 / 900
Guided Sunset Run 10:00am - 10:20am	--	1	\$312.35	3 1 0	3 / 30
4 times	5 rentals	--	\$0.00	0 0 0	0 / 11
10:30am	Admin User	--	\$0.00	0 0 0	0 / 9
11:00am - 11:30am	--	--	\$0.00	0 0 0	0 / 15

6

Click this icon to **add** a new reservation.

This screenshot is similar to the one above, showing the same table of reservations. An orange circle highlights the 'add' icon (a plus sign) for the 'Guided Sunset Run' reservation.

RESERVATIONS	REVENUE	STATS	CAPACITY
--	\$0.00	0 0 0	0 / 16
--	\$0.00	0 0 0	0 / 30
--	\$0.00	0 0 0	0 / 900
1	\$312.35	3 1 0	3 / 30
--	\$0.00	0 0 0	0 / 11
--	\$0.00	0 0 0	0 / 9

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Click this icon to **expand** and view details about tickets, packages, and add-ons for the reservation.

RESERVATIONS	REVENUE	STATS	CAPACITY
--	\$0.00	0 0 0	0 / 16
--	\$0.00	0 0 0	0 / 30
--	\$0.00	0 0 0	0 / 900
1	\$312.35	3 1 0	3 / 30
--	\$0.00	0 0 0	0 / 11
--	\$0.00	0 0 0	0 / 9
--	\$0.00	0 0 0	0 / 15
--	\$0.00	0 0 0	0 / 16

8

Click **"Show Reservations List"** to view full reservation details.

RESERVATIONS	REVENUE	STATS	CAPACITY
Full Day - 8 Hour 09:00am - 05:00pm	\$0.00	0 0 0	0 / 16
09:00am	\$0.00	0 0 0	0 / 30
09:00am	\$0.00	0 0 0	0 / 900
Guided Sunset Run 10:00am - 10:20am	\$312.35	3 1 0	3 / 30

TICKET SUMMARY 3 / 3

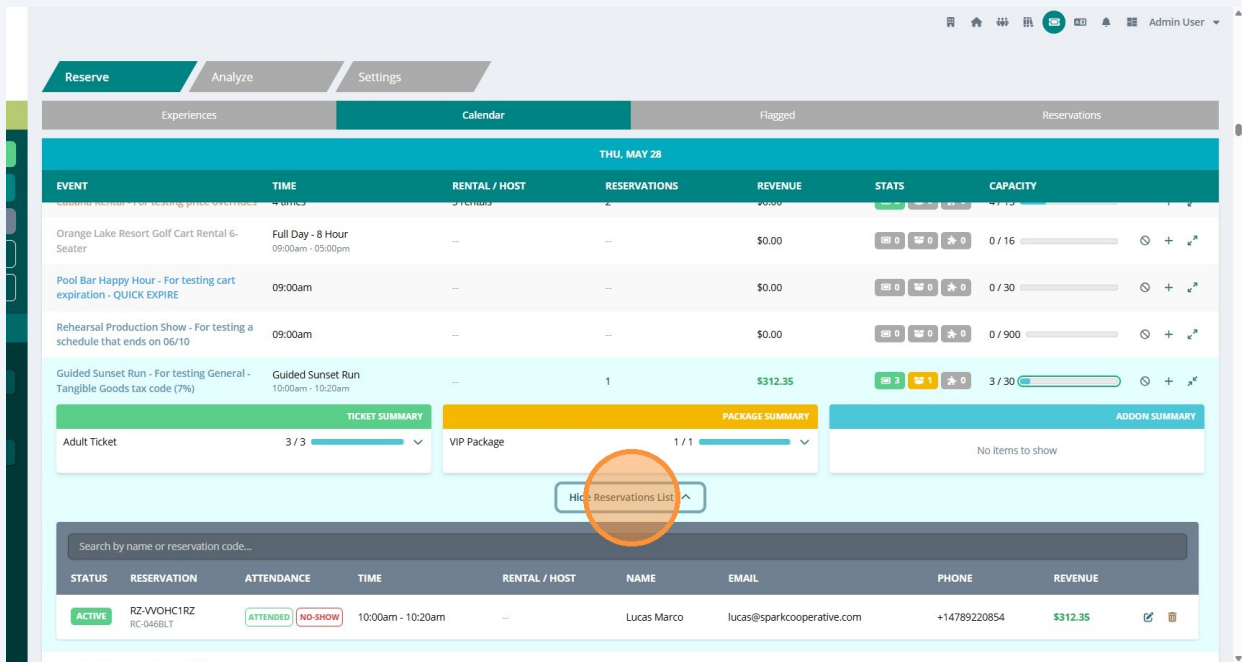
PACKAGE SUMMARY VIP Package 1 / 1

No items to show

Show Reservations List

4 times	5 rentals	--	\$0.00	0 0 0	0 / 11
10:30am	Admin User	--	\$0.00	0 0 0	0 / 9
11:00am - 11:30am	--	--	\$0.00	0 0 0	0 / 15

9 Click "Hide Reservations List" to hide the reservation details.



10 Click here to **collapse** the reservation.

