

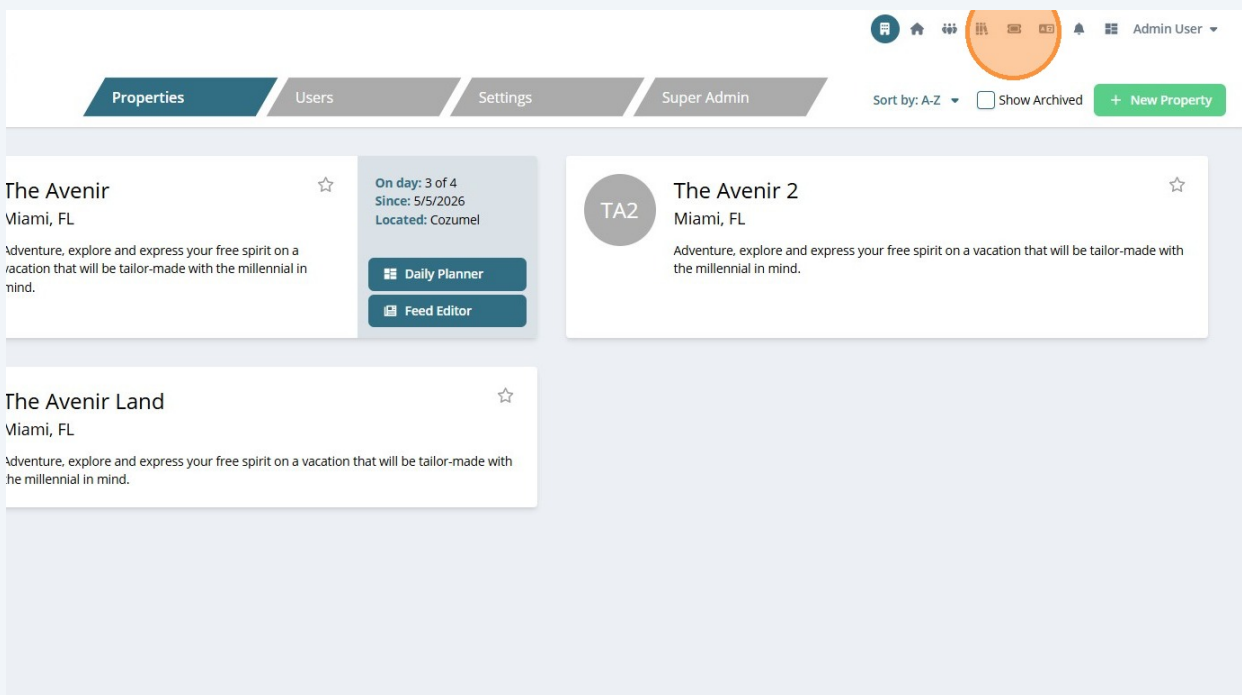
GO Reserve - How to Assign a Host to an Experience

On this guide, we will show you how to assign a host to an Experience.

This is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to Assign a Hos...](https://scribehow.com/embed-preview/How%20to%20Assign%20a%20Hos...)

1 From your GO URL, click on the ticket icon to access **GO Reserve**.



2

Search for the Experience you want to assign a host to.

Reserve Analyze Settings

Experiences Calendar Reservations

Search by experience...

EXPERIENCES WITH SCHEDULES
Use the trash icon to delete all schedules from the experience.

SUMMARY

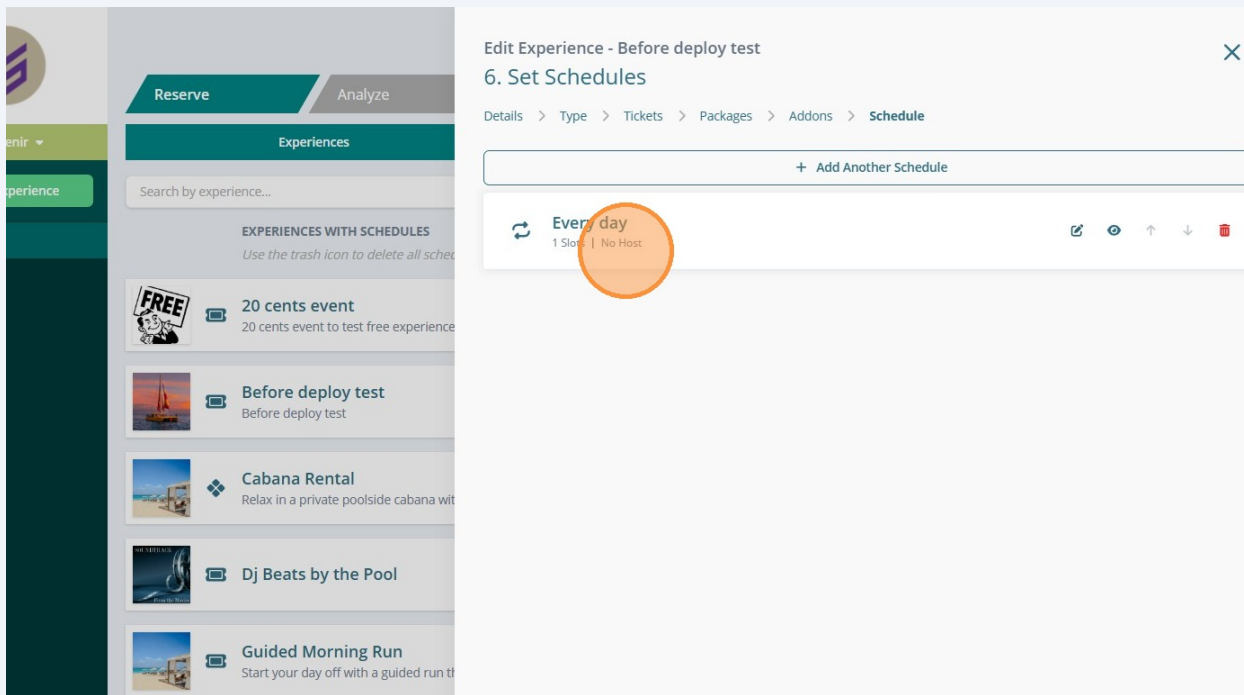
Experience	Hosts	Reservations	Analytics	Star	Trash
20 cents event 20 cents event to test free experiences and under 50 cents.	0	1	2	2	2
Before deploy test Before deploy test	0	1	1	1	2
Cabana Rental Relax in a private poolside cabana with personalized service.	0	1	4	2	2
Dj Beats by the Pool	0	1	4	4	6
Guided Morning Run Start your day off with a guided run through the community and along the shore.	1	1	2	0	1
Guided Snorkeling Tour	1	1	2	2	1



NOTE: If you are creating a new Experience, the host is assigned in the exact same way as when assigning it to an existing Experience.

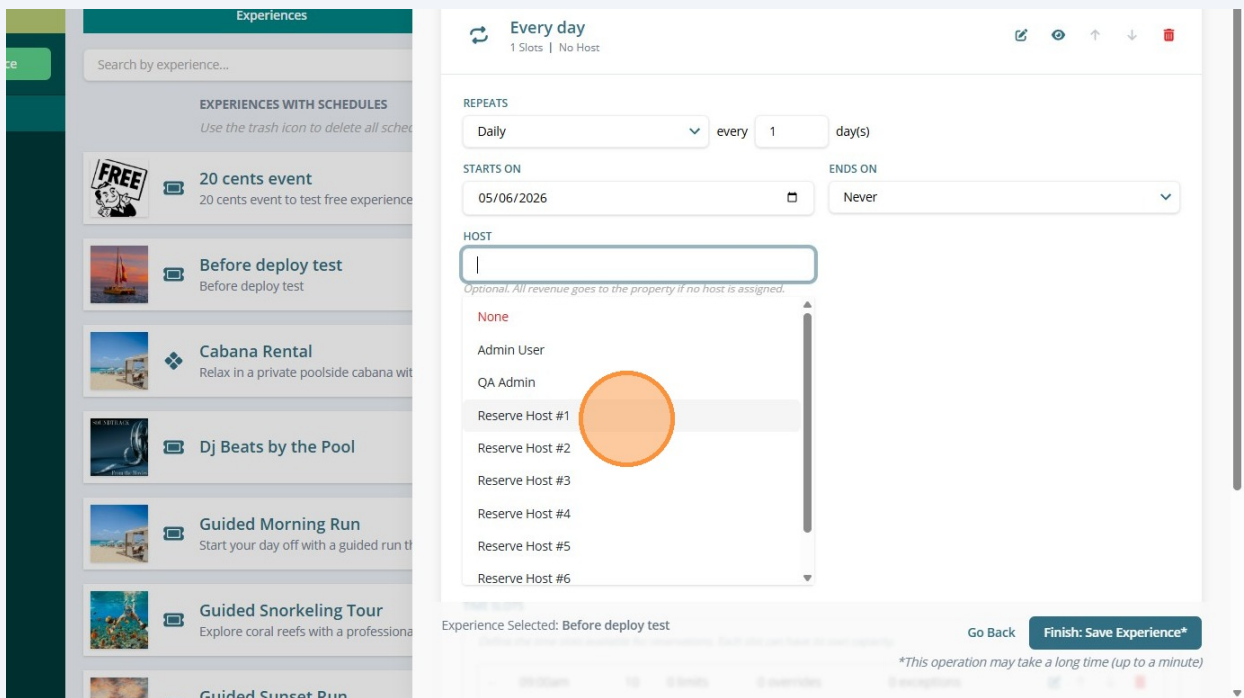
3

When you click on the Experience you want to assign a host to, it will automatically open on the Schedule tab. Click on the **schedule** or the **pencil icon** to edit it.



4

Search for the host you want to assign to this Experience, then click on **“Finish: Save Experience.”**





Alert! The host must have a GO account before you can assign them to an Experience.

5

On the Experience, you will now see that the “person” icon shows that a host has been assigned to that Experience.

The screenshot displays the 'Experiences' management interface. At the top, there are tabs for 'Reserve', 'Analyze', and 'Settings'. Below these are sub-tabs for 'Experiences', 'Calendar', and 'Reservations'. A search bar is present with the placeholder text 'Search by experience...'. The main content area is titled 'EXPERIENCES WITH SCHEDULES' and includes a note: 'Use the trash icon to delete all schedules from the experience.' A 'SUMMARY' section is also visible. The list of experiences includes:

- 20 cents event**: 20 cents event to test free experiences and under 50 cents. Summary: 0 people, 1 calendar icon, 2 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons.
- Before deploy test**: Before deploy test. Summary: 1 person icon, 1 calendar icon, 1 calendar icon, 1 calendar icon, 2 calendar icons, 1 calendar icon, 2 calendar icons, 2 calendar icons.
- Cabana Rental**: Relax in a private poolside cabana with personalized service. Summary: 0 people, 1 calendar icon, 4 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons, 2 calendar icons.
- Dj Beats by the Pool**: Summary: 0 people, 1 calendar icon, 4 calendar icons, 4 calendar icons, 6 calendar icons, 6 calendar icons, 6 calendar icons, 6 calendar icons.
- Guided Morning Run**: Start your day off with a guided run through the community and along the shore. Summary: 1 person icon, 1 calendar icon, 2 calendar icons, 0 calendar icons, 1 calendar icon, 1 calendar icon, 1 calendar icon, 1 calendar icon.
- Guided Snorkeling Tour**: Explore coral reefs with a professional guide. Summary: 1 person icon, 1 calendar icon, 2 calendar icons, 1 calendar icon, 1 calendar icon, 1 calendar icon, 1 calendar icon, 1 calendar icon.