

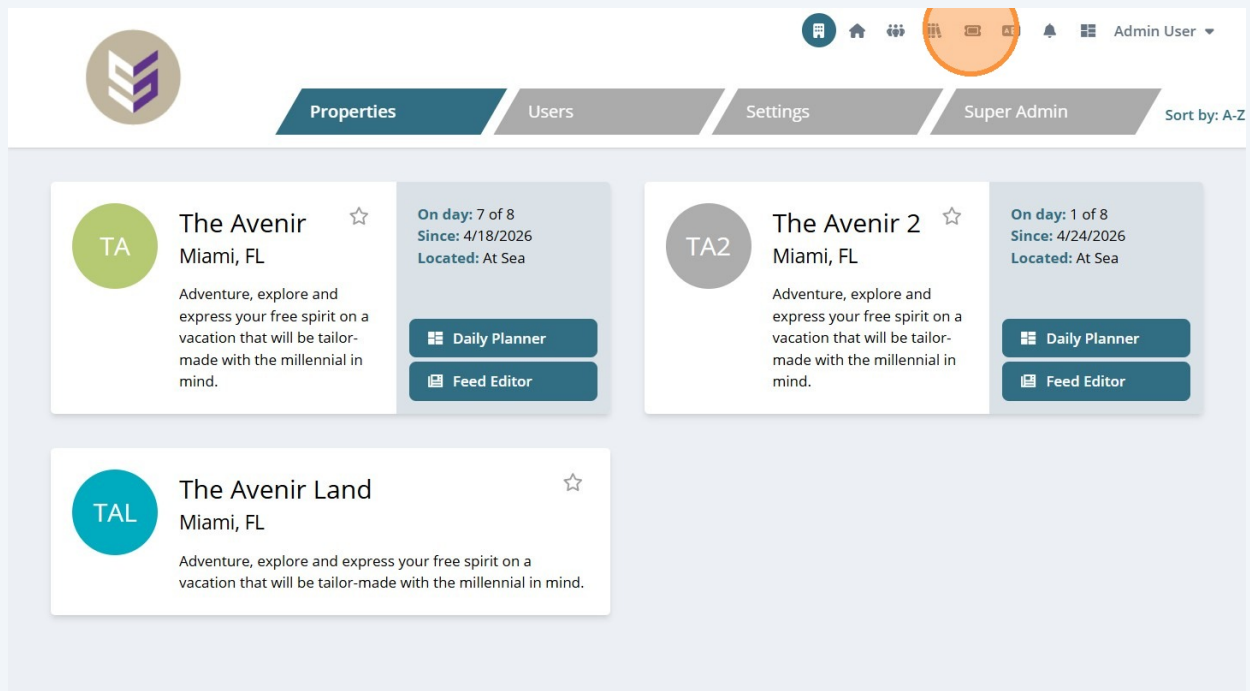
GO Reserve - How To Add / Create A New Reservation?

This guide walks you through how to create a new reservation. By following these steps, you'll be able to add a reservation to an existing experience.

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

scribehow.com/embed-preview/How To Add Create ...

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



2 Click on the **Reservations** tab, then select **"Add Reservation."**

The screenshot shows the 'Reservations' tab selected in the top navigation. The left sidebar contains the 'The Avenir' logo and a '+ Add Reservation' button, which is circled in orange. Below it is an 'Export to CSV' button and a 'Filters' section. The main content area has a search bar and a table of reservations.

STATUS	EVENT	RESERVATION	DATE	TIME	RENTAL / HOST	NAME	EMAIL
ACTIVE	New test experience	RZ-W3KP373S	2026-04-24	09:00am	QA Admin	Lucas Marco	lucas@sparkcooperative.cc
ACTIVE	Guided Sunset Run	RZ-6NOLOUVE RC-Q9GYBS	2027-04-19	08:00am	QA Admin	Lucas Marco	lucas@sparkcooperative.cc
ACTIVE	Cabana Rental	RZ-N0CLJ7QB	2027-04-22	09:00am - 09:00pm	East Cabana	Lucas Marco	lucas@sparkcooperative.cc
CANCELLED	20 cents event	RZ-Q6STCLZL	2026-04-22	05:00pm	-	Lucas Marco	lucas@sparkcooperative.cc
ACTIVE	Guided Snorkeling Tour	RZ-9F9OIXO7	2026-04-23	01:00pm - 02:30pm	Reserve Host #1	Lucas Marco	lucas@sparkcooperative.cc

3 Click on the **"Search..."** field to find the experience you'd like to add the reservation to.

The screenshot shows the 'Add Reservation' dialog box with the '1. Select Experience' step. The 'Search...' field is circled in orange. Below it is a table of experiences with columns for Title, Description, Ho./Sch., and Stats.

TITLE	DESCRIPTION	HO./SCH.	STATS
20 cents event	20 cents event to test free experiences and under 50 cents.	0 / 1	2 / 2 / 2
Baseball Game	-	0 / 0	1 / 1 / 0
Beachfront Morning Yoga	Start your day with a relaxing guided yoga session on the beach suitable for all experience levels.	0 / 0	2 / 2 / 2
Before deploy test	Before deploy test	0 / 0	1 / 1 / 2
Cabana Rental	Relax in a private poolside cabana with personalized	0 / 1	4 / 2 / 2

4 Select the experience, then click **"Next: Enter Reservation Details."**

The screenshot shows the 'Add Reservation' interface. On the left, there is a sidebar with a search bar, filters, and a list of experiences. The main area displays a table of experiences with columns for Title, Description, HO./SCH., and Stats. The 'Cabana Rental' experience is selected, and the 'Next: Enter Reservation Details' button is highlighted with an orange circle.

TITLE	DESCRIPTION	HO./SCH.	STATS
<input checked="" type="radio"/> Cabana Rental	Relax in a private poolside cabana with personalized service.	0 1	4 2 2
<input type="radio"/> Free Exp	Free exp, enjoy and level up!	0 0	1 1 1
<input type="radio"/> New Rental	New Rental	0 1	2 1 1
<input type="radio"/> Before deploy test	Before deploy test	0 0	1 1 2
<input type="radio"/> Guided Snorkeling Tour	Explore coral reefs with a professional guide.	1 1	2 1 1
<input type="radio"/> Rehearsal Production	Rehearsal for performance in the	0 0	5 2 3

Experience Selected: Cabana Rental

Next: Enter Reservation Details

5 Click on the calendar icon to view the available dates.

The screenshot shows the 'Add Reservation' interface. The 'Enter Reservation Details' section is active. The 'Date & Time' section is highlighted with an orange circle. Below it, there are sections for Tickets, Packages, and Addons, each with a price of \$0.00. At the bottom, there is a 'Questions' section and a 'Finish: Add Reservation' button.

Date & Time

DATE *	START TIME *	END TIME
None	None	None

HOST	RENTAL
None	None

Tickets \$0.00 Packages \$0.00 Addons \$0.00

Questions

Event Selected: Cabana Rental

Go Back Finish: Add Reservation

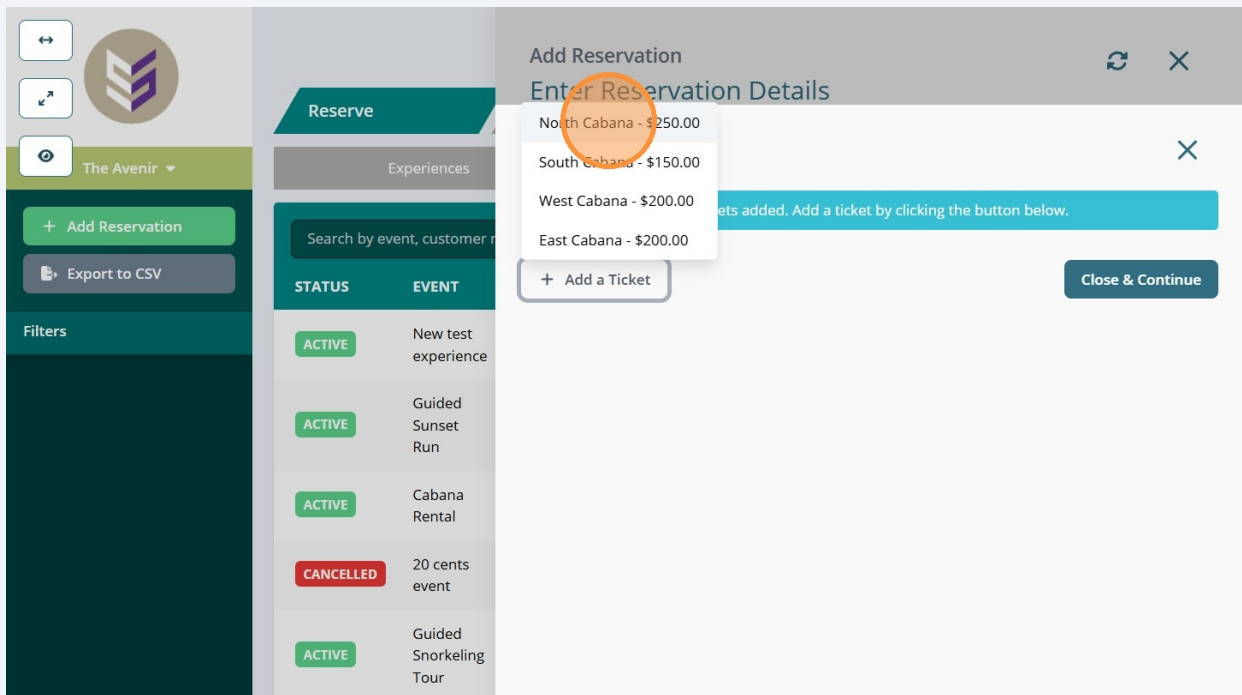
6 Select the date and time for the reservation, then click **"Close & Continue."**

The screenshot shows the 'Enter Reservation Details' dialog box. The 'Date & Time' section displays a calendar for April 2026 with the 24th selected. The 'RENTAL' section has 'North Cabana' selected. The 'TIMES' section has '09:00am - 09:00pm' selected. The 'Close & Continue' button is circled in orange.

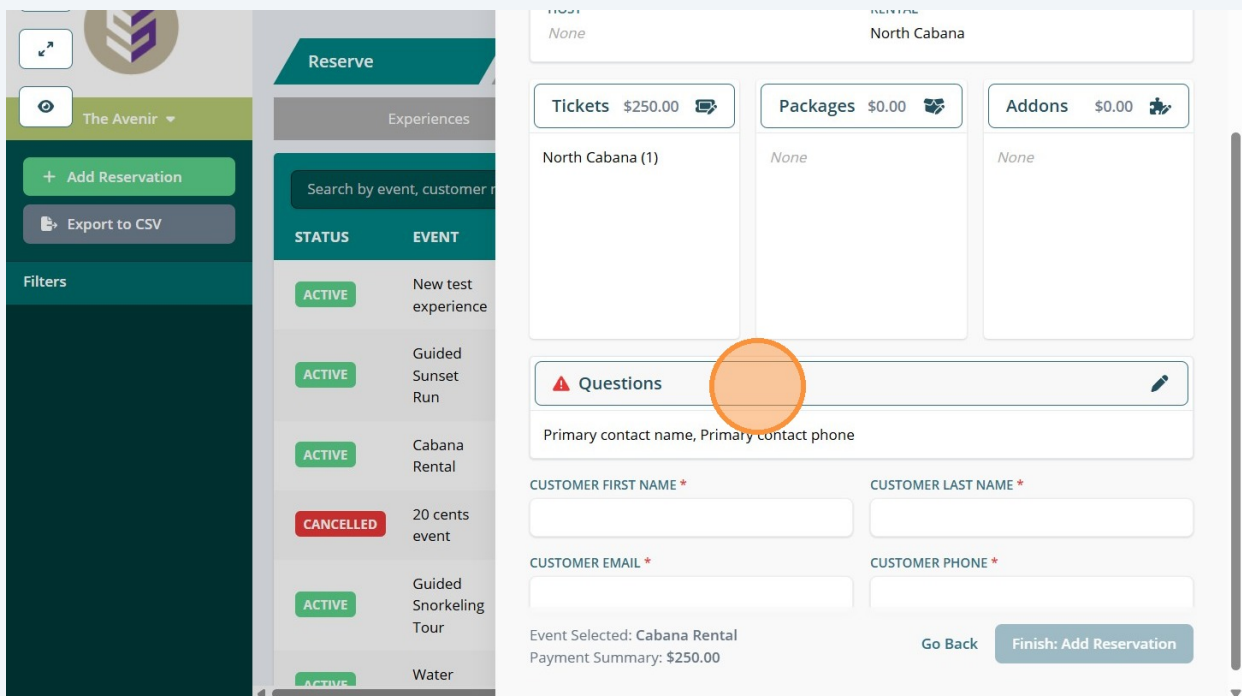
7 Click on **"Ticket"** to add a ticket to this reservation.

The screenshot shows the 'Add Reservation' dialog box. The 'Date & Time' section shows the date 4/24/2026, start time 09:00am, and end time 09:00pm. The 'RENTAL' section has 'North Cabana' selected. The 'Tickets' section is circled in orange.

8 Click on **“+ Add a Ticket”** to select the ticket type, then click **“Close & Continue.”**



9 Click on **“Questions”** to complete any required fields for the reservation.



10 Enter the required information, then click **“Finish: Add Reservation.”**

The screenshot shows the 'Reserve' tab interface. On the left, there's a sidebar with 'The Avenir' selected and buttons for '+ Add Reservation' and 'Export to CSV'. Below that are filter options. The main area shows a list of events with status indicators (ACTIVE, CANCELLED). The right side features a reservation form for 'North Cabana' with sections for 'Tickets' (\$250.00), 'Packages' (\$0.00), and 'Addons' (\$0.00). Below these are 'Questions' and a 'Primary contact name, Primary contact phone' field. Customer information fields include 'CUSTOMER FIRST NAME *' (Spark), 'CUSTOMER LAST NAME *' (Spark), 'CUSTOMER EMAIL *' (spark@spark, marked as INVALID EMAIL), and 'CUSTOMER PHONE *' (+13500000000). At the bottom, it shows 'Event Selected: Cabana Rental' and 'Payment Summary: \$250.00'. A 'Finish: Add Reservation' button is highlighted with an orange circle.

11 You can also add a reservation from the **Calendar** tab. Click on **“+ Add Reservation”**, then follow steps 3–10.

The screenshot shows the 'Calendar' tab in the 'Reserve' section. The '+ Add Reservation' button in the sidebar is highlighted with an orange circle. The main area displays a calendar for 'FRI, APR 24' with a table of reservations. The table has columns for 'TIME', 'RENTAL / HOST', 'RESERVATIONS', 'REVENUE', 'STATS', and 'CAPACITY'. Below the table are three summary boxes: 'TICKET SUMMARY' (North Cabana 1 / 1), 'PACKAGE SUMMARY' (No items to show), and 'ADDON SUMMARY' (No items to show). At the bottom, there's a detailed table with columns for 'TIME / HOST', 'NORTH CABANA', 'SOUTH CABANA', 'WEST CABANA', and 'EAS'.

TIME	RENTAL / HOST	RESERVATIONS	REVENUE	STATS	CAPACITY
3 times	4 rentals	3	\$0.00	1 0 0	3 / 12
TICKET SUMMARY			PACKAGE SUMMARY		ADDON SUMMARY
North Cabana 1 / 1			No items to show		No items to show
TIME / HOST	NORTH CABANA	SOUTH CABANA	WEST CABANA	EAS	
09:00am - 09:00pm	1 / 1	0 / 1	0 / 1		
09:00am - 01:00pm	1 / 1	0 / 1	0 / 1		
01:00pm - 09:00pm	1 / 1	0 / 1	0 / 1		