

## How to create an Owner Reservation Using Hostify ☎

Customer Service - 2024-11-23 - Comentário (1) - Owner Information

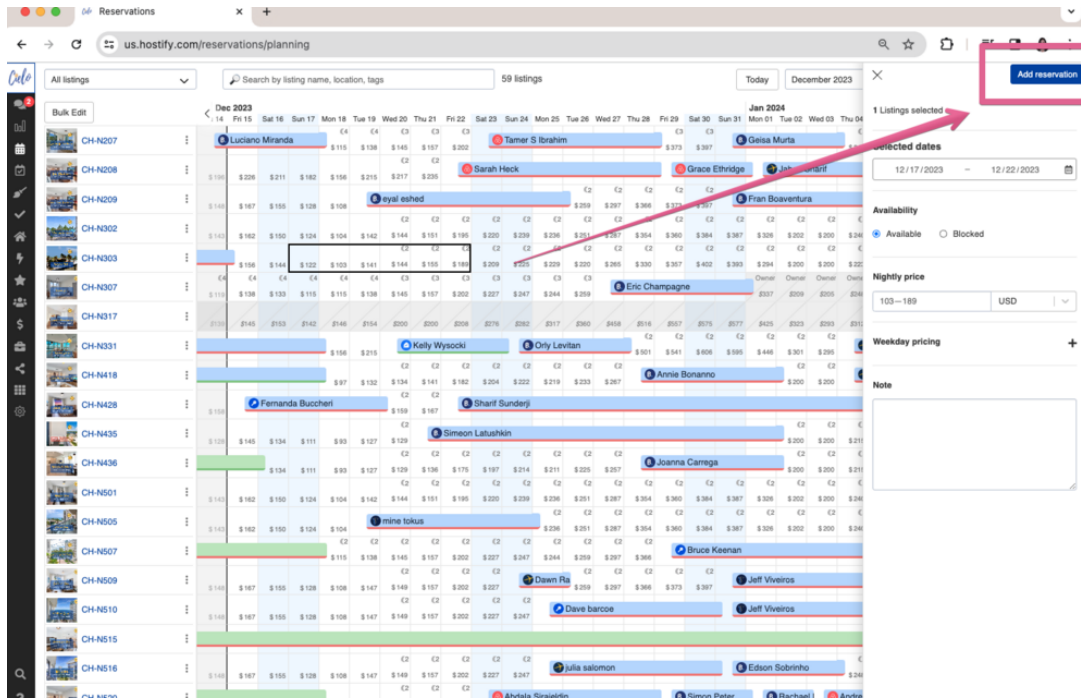
### 1. Go to Multicalendar.

The screenshot shows the Hostify Multicalendar interface. The main area displays a calendar grid for December 2023 and January 2024. The grid shows various reservations for different units, with names like Luciano Miranda, Tamer S Ibrahim, Geisa Murta, Sarah Heck, Grace Ethridge, Jahan Sharif, Eyal eshed, Fran Boaventura, Kelly Wysocki, Orly Levitan, Eric Champagne, Fernanda Buccheri, Sharif Sunderji, Simeon Latushkin, Joanna Carrega, mine tokus, Dawn Ra, Bruce Keenan, and Jeff Viveiros. A red arrow points to the 'Bulk Edit' button on the left sidebar.

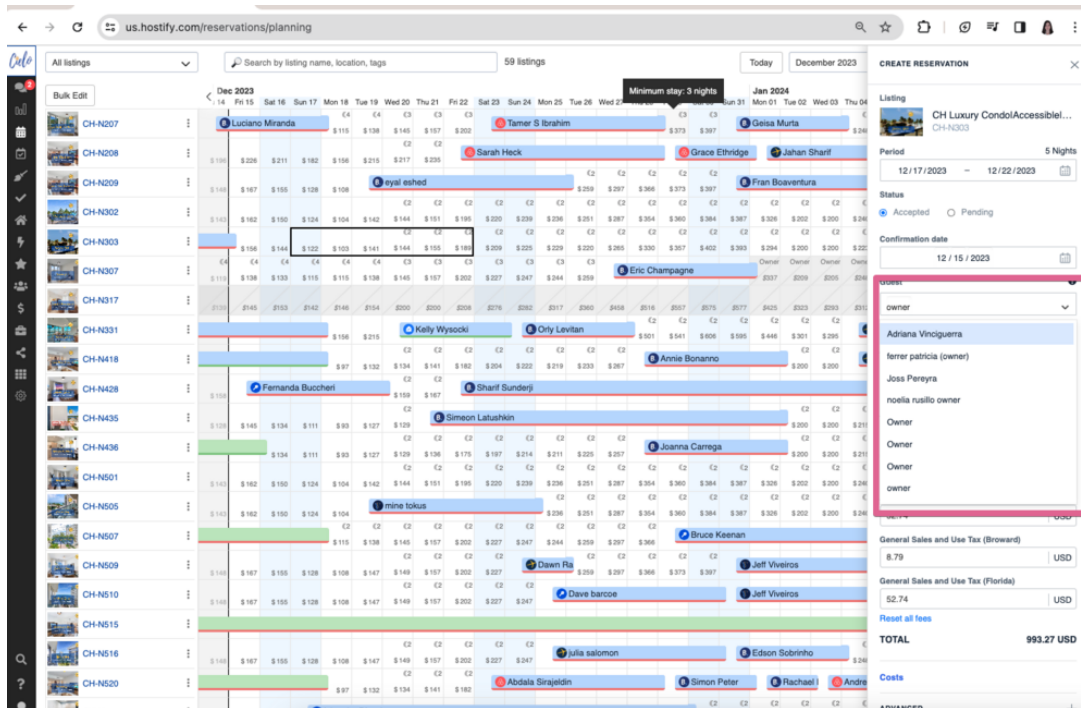
### 2. Select the unit and drag the mouse to choose the dates

The screenshot shows the Hostify Multicalendar interface. The main area displays a calendar grid for December 2023 and January 2024. A mouse cursor is shown hovering over a date in the grid, and a tooltip indicates "Minimum stay: 2 nights". The grid shows various reservations for different units, with names like Luciano Miranda, Tamer S Ibrahim, Geisa Murta, Sarah Heck, Grace Ethridge, Jahan Sharif, Eyal eshed, Fran Boaventura, Kelly Wysocki, Orly Levitan, Eric Champagne, Fernanda Buccheri, Sharif Sunderji, Simeon Latushkin, Joanna Carrega, mine tokus, Dawn Ra, Bruce Keenan, and Jeff Viveiros.

# 1. Click On "Add Reservation"



# 1. Select the Owner



# 1. Set The prices to zero

1. Click on "Add Reservation"

1. Click on Advanced

Change Source to Owner and add any notes you would like