

Owner Property Management Instructions

To begin the process of utilizing the new system, login to the new hrvrproperties owners rental website using the same ID and password as that used on the resort's website.

The screenshot shows the top navigation bar with links: Home, Our Resort, Amenities, City Events, Rentals, Sales, Directions/Contact, FAQs, Why Havasu?, and Owner Login. The main header reads "Havasu RV Resort Properties Rental and Sales" and "The Premier RV Resort in the Colorado River Valley". On the right, there are links for "Login" and "Forgot Pass". The login form includes a "Username or E-mail" field, a "Password" field, a "Keep me signed in" checkbox, and a blue "Login" button. Below the button is a link for "Forgot your password?". A red message states "Login is restricted to Resort Property Owners only!". The footer contains the text "Designed by: DiviWebDev | © Copyright 2022 - HRVR Resort Property Owners©".

On hrvrproperties you can simply enter your lot### (lot391 for example) instead of your email to simplify the login process.

If you cannot recall your password then simply select **“Forgot Password”** and an email with instructions will be sent to the email address you used when your account was created.

If you do not have a login then simply select **“Request Login”** under the menu item **“Owner Login”**. Once your lot ownership is verified you will receive an email with your new login information.

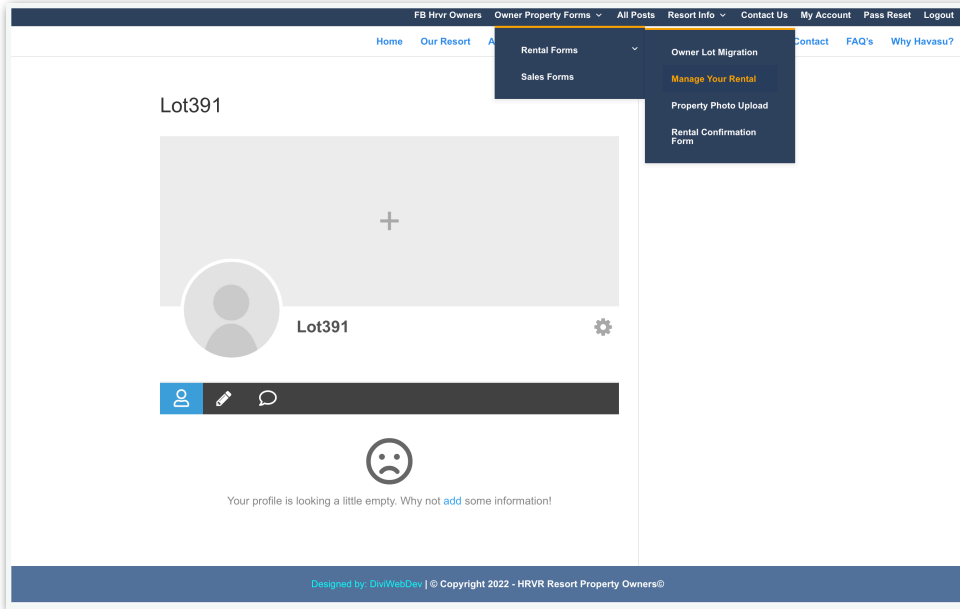
The screenshot shows the top navigation bar with links: Home, Our Resort, Amenities, City Events, Property Listings, Directions/Contact, FAQs, Why Havasu?, and Owner Login. The main header reads "Havasu RV Resort Properties Rental and Sales" and "The Premier RV Resort in the Colorado River Valley". On the right, there is a dropdown menu with options: "Login", "Forgot Pass", and "Request Login". The request login form includes a "Lot Number" field with a dropdown arrow, a "First Name" field, a "Last Name" field, a "Phone Number" field with a country code dropdown and a pre-filled number "(201) 555-0123", and an "Email Address" field. A blue "Request Login" button is located below the form. A red message states "Login is restricted to Resort Property Owners only!". The footer contains the text "Designed by: DiviWebDev | © Copyright 2022 © - HRVR Resort Property Owners".

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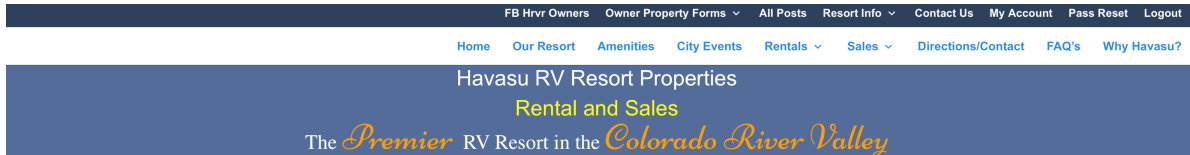
Managing Your Rental is for adding a new or editing an existing rental listing.

Once **logged in**, navigate to the “[**manage your rental**]” form which can be found under the menu:

- [owner property forms]
- [rental forms]
- [manage your rental]



Follow the instructions on the form to add your new listing or update your existing listing.



Owners' Rental Listing Update

To create a listing, simply click on the lot number of any property listing or anywhere on the line directly below the headings in the bottom table and select "new entry" from the popup. **To edit a listing**, simply click on the lot number and select edit from the popup. Note: New listings have to be reviewed by the admin before they show publicly. The form that comes up when creating or editing a property is fairly long, make sure you scroll the form to access the availability months located further down.

Click on the tabs below to see specific field entry instructions.

Availability Update	Phone Number Entry	Email Entry	Selection Fields	Mandatory Fields	Deleting an Entry
To flag a month as unavailable, enter any character beside that corresponding month. To make that month available, remove the character and leave it blank. Note: If only a partial month has been rented then leave that month shown as available.					

Search: _____

				Notes	Owner Name	Phone	Contact Email
+ New entry	Edit						
391	All Acceptable*	Concrete Pad, Backs onto Water Feature	\$300 \$1,000	Electric Included (max amount may apply), Water Included (max amount may apply), Deposit Required	Rick Potter	519-266-4766	rpotter391@gmail.com

Showing 1 to 1 of 1 entries

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Add/Update listing form

FB Hrvr Owners Owner Property Forms All Posts Resort Info Contact Us My Account Pass Reset Logout

Sales Directions/Contact FAQ's Why Havasu?

Edit entry x

Lot: * 391

Lot Type: * All Acceptable*

Features: * Concrete Pad, Backs onto Water Feature

Wk: 300

Mth: 1,000

Rate Notes: Electric Included (max amount may apply), Water Included (max amount may apply)

Owner Name: * Rick Potter

Phone: 519-266-4766

Contact Email: rpotter391@gmail.com

Login Email: * rpotter391@gmail.com

Description: This is a small, private, and beautiful property. There is a patio table at the rear of the lot ideal for relaxing near the small waterfalls. With a north-facing lot, the patio is shaded from the afternoon sun.

Jan 2022: x

Feb 2022: x

Mar 2022: x

Make sure you scroll this form as there are more fields below. To update your availability you simply enter an X beside any month you want shown as unavailable and remove the X (leave the field blank) beside any month you want shown as available. Don't forget to make good use of your personal description. It is the place for you to provide details on why your property is special. It will show on your personal page. Click on OK to save your entry once finished.

Lot	Lot Type	Features
391	All Acceptable*	Concrete Pad, Backs onto Water

Showing 1 to 1 of 1 entries

Availability Update Phone

To flag a month as unavailable, enter any number in the month field. If a month has been rented then leave that month blank.

Deleting an Entry

and leave it blank. Note: If only a partial

Contact Email

519-266-4766 rpotter391@gmail.com

This is a long form so make sure you scroll it. The OK button to save your changes is located on the bottom of the form (Not shown in this illustration)

Once your listings are ready you will be contacted regarding property photos for your included personal pages. Up to 16 photo's are permitted per listing. Click here [Personal Page](#) to see an example of a personal page.

If you have any further questions, once logged in, click on the menu item [contact us] and submit the completed the form. If you would like to speak with someone simply request a callback and include your phone number in the forms comment section.