HOW TO MAKE, CHANGE AND CANCEL A BOOKING AT EVERWELL

The following instructions detail how to make, change and cancel a booking (or reservation) for all Everwell workspots, phone booths, private rooms and private offices. Bookings may be made online on our website or on your Everwell Member App.

HOW TO ACCESS YOUR EVERWELL MEMBER APP

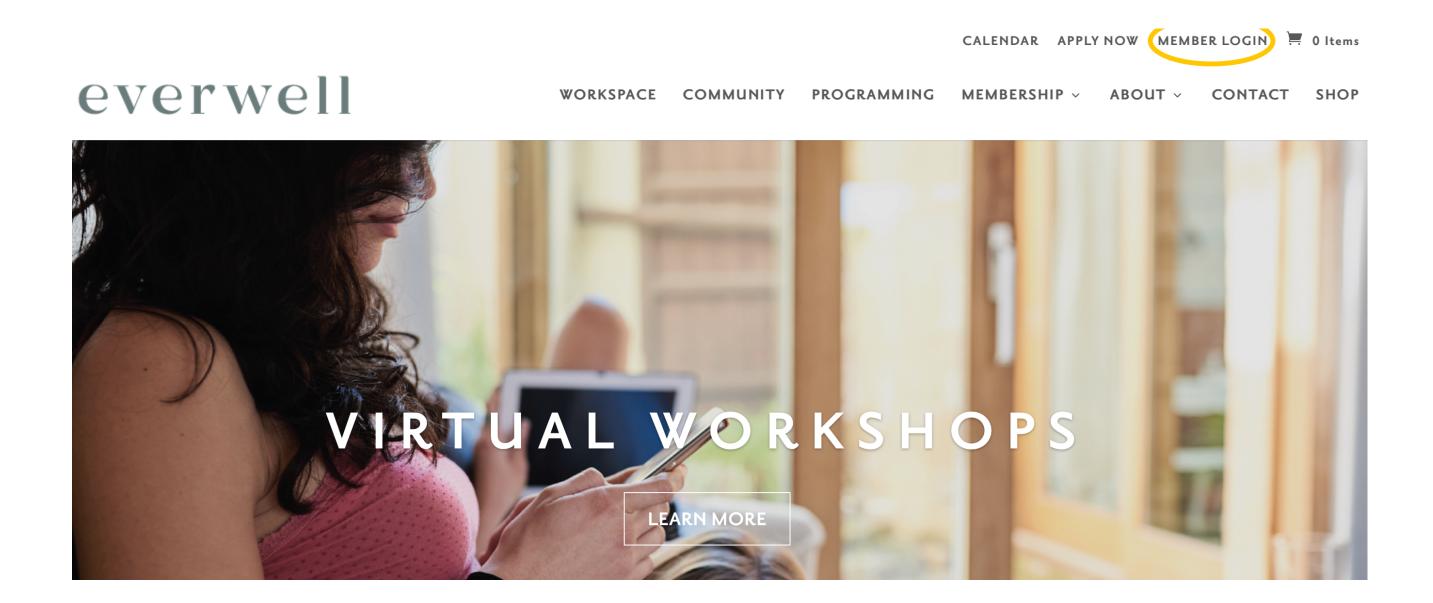
Go to your phone's app store and download **Passport by Nexudus**. Click <u>here</u> to download to your Apple device, or click <u>here</u> to download to your Android device.

Once downloaded, enter your Everwell username and password to log in. If unsure of your Everwell username and/or password, contact us at <u>connect@theeverwell.com</u>.

HOW TO MAKE A BOOKING

ON OUR WEBSITE

To make a booking from a laptop or desktop, click <u>here</u> to log into your Everwell account. Then click **Member Login** to log into your account.

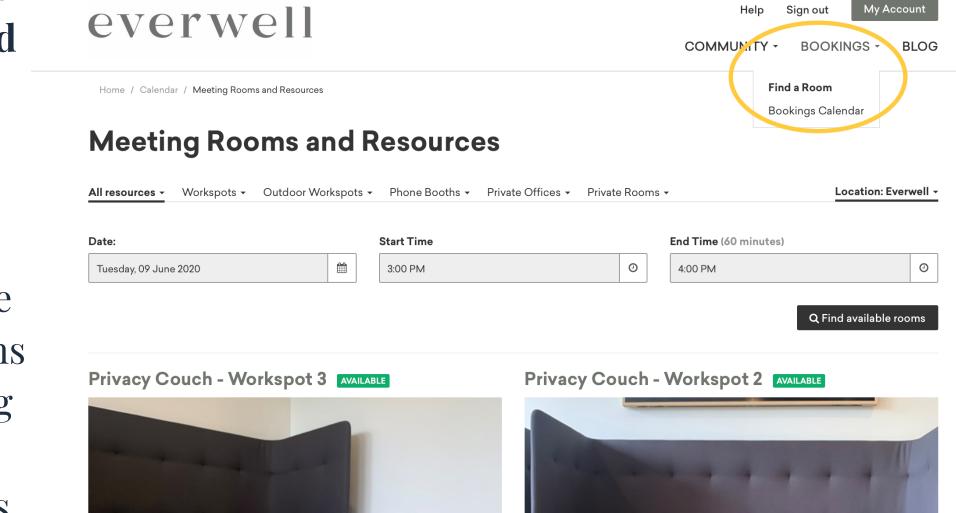


everwell

Enter your email address and password. If you aren't sure of your password, you can either click **Lost password?** to have an email sent to you with instructions on how to reset your password, or you can email <u>connect@theeverwell.com</u> for assistance in resetting your password.

janesmith@gmail.com	
•••••	t~
Log ir	ı
Keep me logged in	Lost password?
N Sign up with Nexuo	lus Passport
New user? Click he	ere to sign up.
By logging in you	agree to our Privacy Policy.

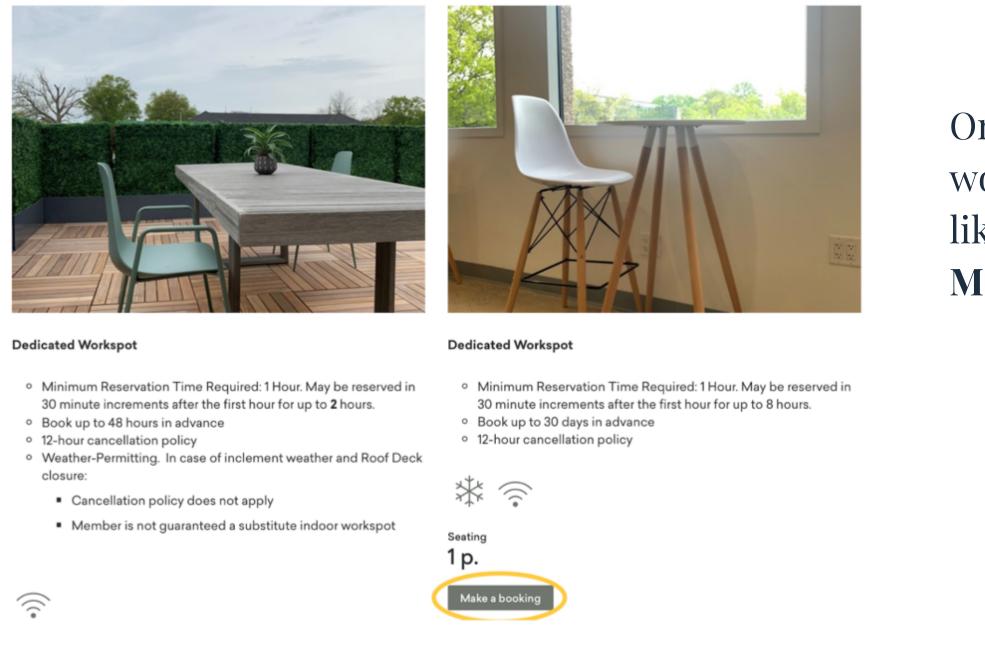
Once logged in, click the **Bookings** tab. Click **Find a Room** to view workspots and rooms available for booking. Enter a date and start time and end time to see which workspots / rooms are available for booking during your desired timeframe. Reservations may be made up to 30 days in advance.





Outdoor Community Table - Workspot 1 AVAILABLE

Living Room High Top - Workspot 2 AVAILABLE

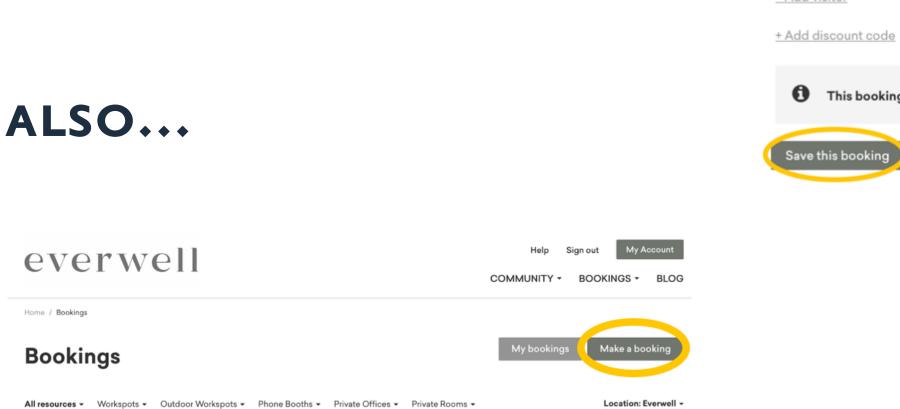


Once you've found the workspot / room you'd like to book, click **Make a booking**.

*Note if it's non-operating hours at the moment when you're booking space, you may see a red **NOT AVAILABLE** icon next to your desired space. That's because the space is technically closed in real time. Simply enter your desired start and end times to determine availability.

 $\frac{e}{W}$

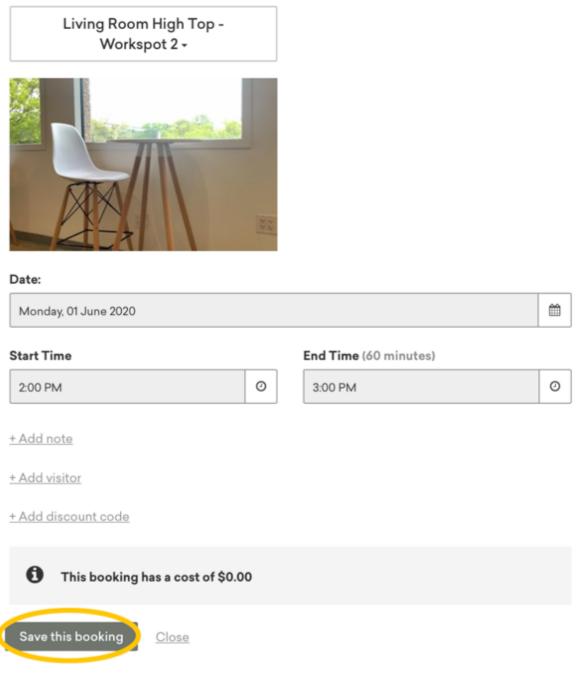
A popup will appear with the booking details - workspot / room name, requested booking date, and requested start and end times. Click **Save this booking** to confirm the booking.



today < >

Make a booking

Resource



Click **Bookings Calendar** to view

Everwell	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5р
Workspots												
📕 Privacy Couch - Workspot 3												
Privacy Couch - Workspot 2												
📕 Privacy Couch - Workspot 1												
🔚 Living Room High Top - Workspot 2												
📓 Living Room High Top - Workspot 1												
📑 Living Room - Workspot 2												
Eiving Room - Workspot 1												
Kitchen Table - Workspot 1												
📓 Kitchen High Top - Workspot 1												
🕎 Front Lounge - Workspot 2												
齸 Front Lounge - Workspot 1												
🔤 Community Table - Workspot 8					Co	ommunity	Table - Wo	rkspot 8				

month week day list

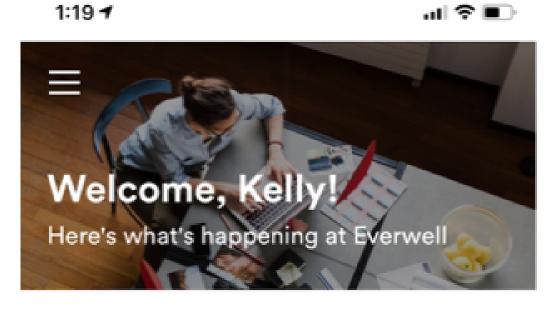
Bookings at a glance by month, week or day. You can also make a booking from within this tab by clicking **Make a booking**.

everwel	l		Help Sign COMMUNITY - BO	DOKINGS - BLOG
Home / My Account / My Bookings				
Your account Plans and benefits Billing Your bookings Your events	Your bookings	Hour	Resource	
Deliveries	Monday, June 1, 2020	3:00 PM - 5:00 PM	Community Table - Workspot 2	🛗 <u>view in calendar</u>
Visitors	This list shows bookings in the	e coming 90 days, use the o	calendar to see all your bookings	
	Make a booking My b	oookings calendar		

Within the **Bookings Calendar** tab, click **My Bookings** to review your upcoming bookings.

Mon, Jun 1st 2020

ON THE EVERWELL MEMBER APP



Your upcoming bookings

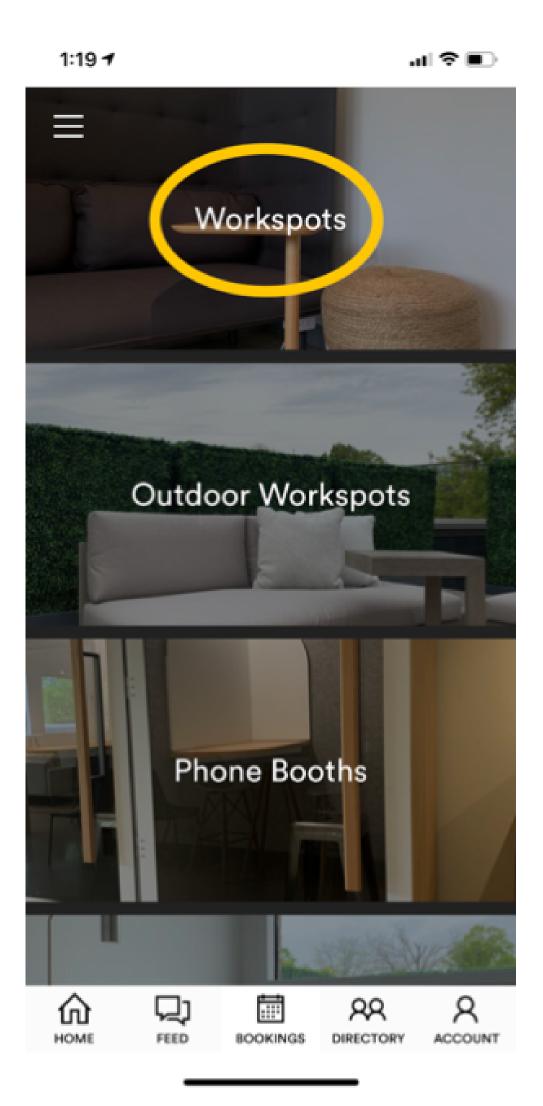


Living Room High Top - Workspot 2 06/01/2020

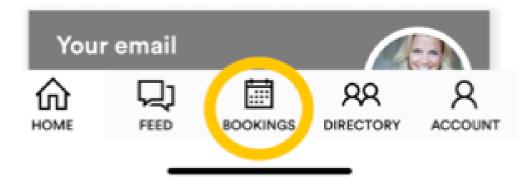
Community Table - Workspot 2 06/01/2020

To make a booking from your **Passport by Nexudus** app, log into your app.

Once logged into the app, click the **Bookings** tab at the bottom of the screen.



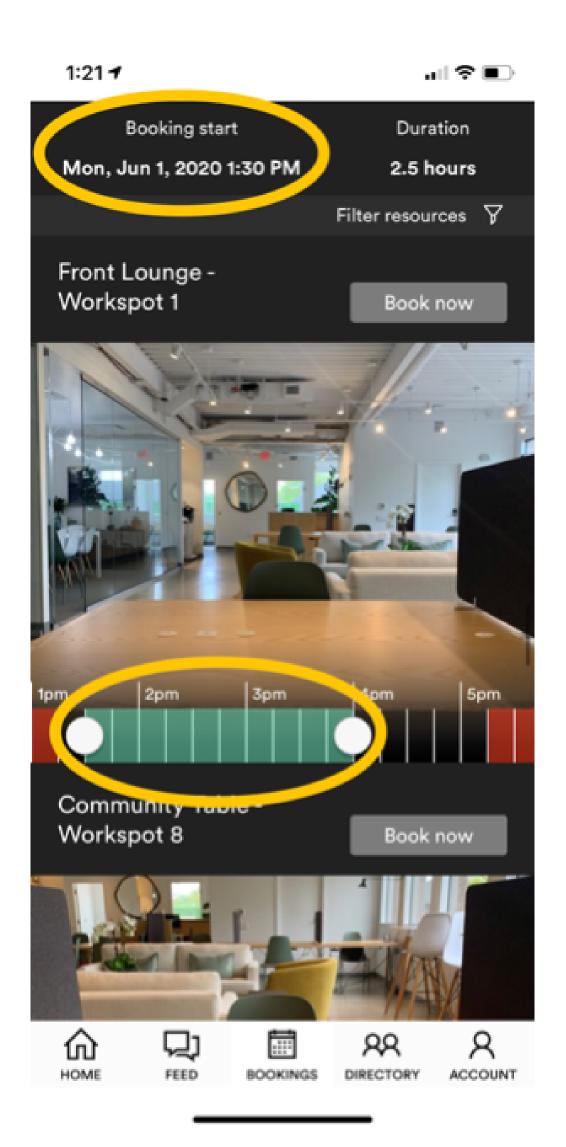
Community feed



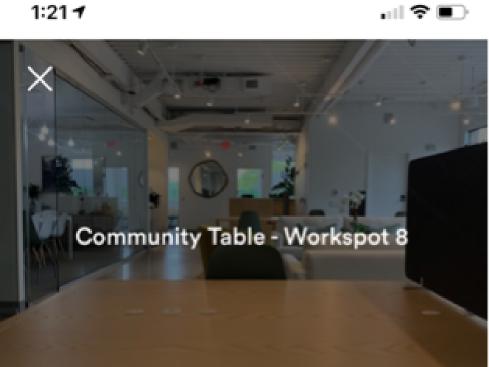
Select which category of workspot you'd like to book.

 $\frac{e}{W}$

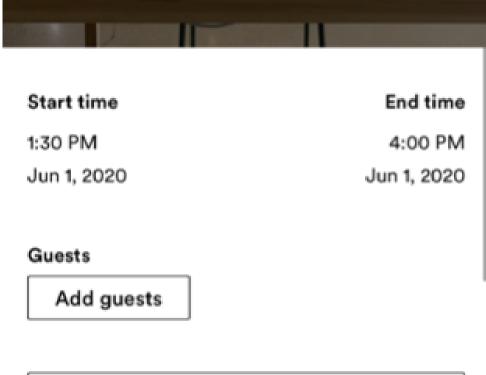
5



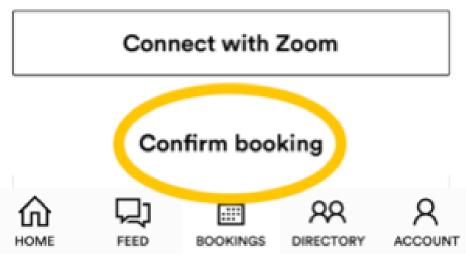
Find which workspot / room you'd like to book and pick the date you'd like to book. Toggle the time to set the duration of time you'd like to book the workspot / room for. Then click **Book now.**



. III 🗢 🗩



Then click **Confirm booking** to complete reservation.



Ŵ

HOW TO CHANGE OR CANCEL A BOOKING

ON OUR WEBSITE

To change or cancel a booking on a laptop or desktop, click **Bookings Calendar** to view Bookings at a glance by month, week or day.

everwell								He	elp Sig	n out	Му Асс	ount
							со	MMUNI	TY - I	BOOKING	is -	BLOG
Home / Bookings												
Bookings								My bo	okings	Make	a book	ing
All resources - Workspots - Outdoor Work	spots 🕶	Phone Bo	oths - P	rivate Offi	ces - Pri	ivate Room	is •			Loca	tion: Eve	rwell -
Mon, Jun 1st 2020			mont	h weel	k day	list				today	<	>
Everwell	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5p
Workspots												
Privacy Couch - Workspot 3												
📰 Privacy Couch - Workspot 2												
📓 Privacy Couch - Workspot 1												
🔚 Living Room High Top - Workspot 2									Living P	Ro		
📓 Living Room High Top - Workspot 1												
E Living Room - Workspot 2					Liv	ing Room ·	- Workspo	t 2				
🔤 Living Room - Workspot 1												
🚮 Kitchen Table - Workspot 1												
📓 Kitchen High Top - Workspot 1												
Front Lounge - Workspot 2												
Front Lounge - Workspot 1												
Community Table - Workspot 8												

Update a booking

Resource

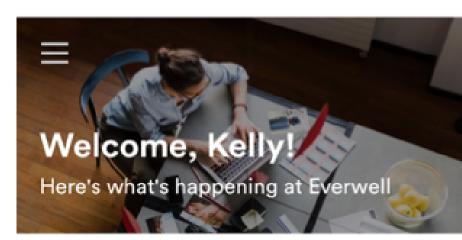


Thursday, 04 June 2020					
Start Time		End Time (60 minutes)		
3:45 PM	0	4:45 PM		0	
+ Add note					
Add visitor					
Add discount code					
1 This booking has a cost of \$0.0	0				
Save this booking <u>Close</u>			Delete this bookin	ng	

×

Click into your booking on the calendar that you'd like to change or cancel. A popup will appear with your booking details. To change the booking, adjust the date and/or time you'd like to reschedule the booking to, and then click **Save this booking.** To cancel the booking, click **Delete this booking**.

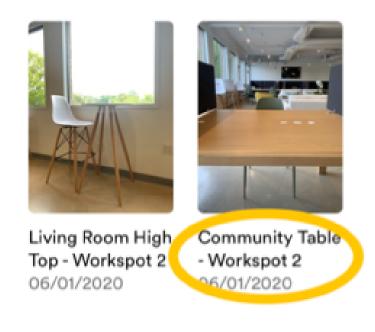
ON THE EVERWELL MEMBER APP



.... 🗢 💷

1:19 -

Your upcoming bookings



To change or cancel a booking through the Passport by Nexudus app, click the Home button to view **Your upcoming bookings**. Click the booking you'd like to change or cancel.

Community feed



To change your booking, click **Change booking**. Adjust the date and/or start and end times of your booking and then click **Confirm changes** to reschedule your booking. To cancel your booking, click **Cancel booking**. A popup will then appear asking you to confirm the cancellation. Click **Confirm**.

1:37 -		1:37 1	.11 🗢 🗖
	24		
Living Room Hig Workspot 2	gh Top -	Living Room Workspot 2	
Price	\$0.00		el booking booking cancellation).00
Start time	End time	Cancel Star	Confirm (ime
06/04/2020	06/04/2020	06/04/2020	06/04/2020
2:45 PM	3:45 PM	2:45 PM	3:45 PM
Change booking	>	Change booking	>
Cancel booking	>	Cancel booking	>
	AR ACCOUNT		DOKINGS DIRECTORY ACCOUNT