Sign-Up Genius Instructions

The sign-up process can be completed by the resident or the guest coming to stay at Dunwoody Village. The sign-up genius will ask what resident the guest is visiting. If you are filling out the reservation FOR your guest, you should put your own name (See IMAGE C).

Step 1: Go to www.dunwoody.org

Step 2: On the home page, look for Guest Apartment Accommodations.

Step 3: Under Guest Apartment Accommodations, there will be a blue link that will take you to the Sign-Up Genius Page (See Image A).

> Along the left hand side you will see dates listed for every day of the month for a 6-month span.

> **Step 4:** On the right you will see what rooms are currently available for reservation.

DV Guest Apartments

Guest Apartment Reservations 2021

During Covid-19 pandemic restrictions, you must follow all check-in protocols required while on campus at Dunwoody Village and understand that you must wear a mask at all times while on campus (except when in Guest Apartment). See the attached policy below for the guidelines and expectations for all Guest Apartments.

Charges per night $125.00 for C-208 (1 bedroom)

Charges per night $100.00 for C-210 and C-204 (Studio)

Late Check-out fee $25.00

Charge for lost or unreturned key: $35.00

Please review the available slots below and click on the button to sign-up. If you need assistance, please read the sign-up instructions below.

Related files:

⊕ Guest Apartment Instruction Sheet.pdf (374KB pdf)

Created by: KM Kayla McFadden ✉

Already signed up? You can change your sign up.

Date (mm/dd/yyyy EDT)	Available		📅 Calendar View
08/04/2021 (Wed.)	C-204 (Studio $100)	Sign Up ☐	
	C-210 (Studio -$100)	Sign Up ☐	
08/05/2021 (Thu.)	C-204 (Studio $100)	Sign Up ☐	
	C-210 (Studio -$100)	Sign Up ☐	

IMAGE A

Created by: KM Kayla McFadden ✉

Already signed up? You can **change your sign up**.

Date (mm/dd/yyyy EDT)	Available	
08/04/2021 (Wed.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/05/2021 (Thu.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/07/2021 (Sat.)	C-204 (Studio $100)	Already filled
	C-210 (Studio -$100)	Sign Up ☐
08/08/2021 (Sun.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/09/2021 (Mon.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/10/2021 (Tue.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/11/2021 (Wed.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/12/2021 (Thu.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/13/2021 (Fri.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/14/2021 (Sat.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/15/2021 (Sun.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐
08/16/2021 (Mon.)	C-204 (Studio $100)	Sign Up ☐
	C-210 (Studio -$100)	Sign Up ☐

Submit and Sign Up

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Image B

If you see "already filled" someone has reserved the room for your chosen date already.

Step 5: To select an apartment, check the "Sign Up" box. If the guest is staying longer than one night – you will need to check the box next to each date for the same apartment. **Ex:** If the guest is staying 2 nights in C-210, you would select "sign up" next to C-210 on the two dates of the stay.

Once you have selected an apartment for the appropriate dates, click "Submit and Sign Up" to move onto the last step of your reservation.

Step 6: The dates you signed up for will be listed at the top of the screen. Fill out the required fields to confirm your reservation (SEE IMAGE C).

Step 7: <u>Please note</u> You may have the guest apartment charged to the Resident's monthly bill OR use a credit card payment. If you are paying with a credit card, please provide the payment information in advance to Resident Billing at 610-723-4626 between the hours of 9:00-3:00, Monday-Friday. **You will be charged <u>following</u> your stay.**

Step 8: Click "Sign up Now". You will receive a confirmation email to the email address that was provided. You will also receive a reminder email 2 days before your reservation.

Sign me up for:

Available	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
C-204 (Studio $100)	Thu., 08/12/2021		1

Name   First   Last

Email

Already have a SignUpGenius account? Login

Phone   Mobile ▾

Resident Name

Number of Guests attending

Names of Guests Attending

Type of Payment (Your payment information should be provided to Residential Billing in advance, Monday - Friday between the hours of 9:00 - 3:00, 610-359-4626)

○ Resident's monthly bill

○ Credit Card

I acknowledge that the payment provided will be charged following my stay at Dunwoody Village.

○ I understand

○ I do not understand

By signing up, you agree to the SignUpGenius Terms of Service and Privacy Policy.

Sign Up Now   Cancel

IMAGE C