

Facility Reservation System

Monitor

- 1. Open your web browser and type in https://monitor.hastingshive.co.nz/MyMonitor
- 2. Save this address as a favourite for quick access.
- 3. Enter '00' (two zeros) before your two-digit personal fob ID and proceed with log in.

	hastings HIVE						
	Sign in via Fob ID						
(Fob ID						
$\overline{\ }$	00						
Remember me on this device							
	Log in						
	Lost/Need to set a password' Click <u>Here</u>						

- 4. A new window will pop-up asking for your Password. If you don't remember your password, close the pop-up to view the previous screen where you can select to reset it.
- 5. Now you are logged in. Select 'facility reservation'

	Facility Reservation Web Print	
Claire St John Pedler	View Statements	
Account	Last Used	Quota Balance
Print	Mon 29th Nov 21 10:57:37	\$0.00
		Lock Options
Reservation	Mon 29th Nov 21 10:57:29	\$0.00
		Lock Options
Other	Wed 6th Oct 21 12:46:23	\$0.00
		Lock Options
		\$0.00

6. In your next screen, you should be able to select your date

	Hastings Hive - Hastings	
Cancel	Change Date	
	Monday, 29 November 2021	>
	Tuesday, 30 November 2021	>
	Wednesday, 1 December 2021	>

7. Select a meeting room which is available and suits the number of attendees. Click on the bar at the start time and drag to suit.

Note: **RED** indicates there is an existing booking.



- 8. Complete the booking information & hit continue
- 9. Review your reservation summary to make sure all details are correct. Either click OK to confirm or select to modify.



10. All your future bookings should appear in a summary screen.

MBM MyMonitor Web Print Reservation Management Claire St John Pedler								^{gs} HIV	HIV
Facility	Location	i-space	Date	From	То	Duration	Total	Paid	
lastings Hive	Hastings	Meeting Room 1 (capacity 8)	Nov 30, 2021	2:00 PM	3:30 PM	01:30	\$0.00	\$0.00	>
lastings Hive	Hastings	Meeting Room 1 (capacity 8)	Dec 1, 2021	11:00 AM	1:00 PM	02:00	\$0.00	\$0.00	>
			Add Reservation						

11. Any further questions, your Community Manager is here to help 😇