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.

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.
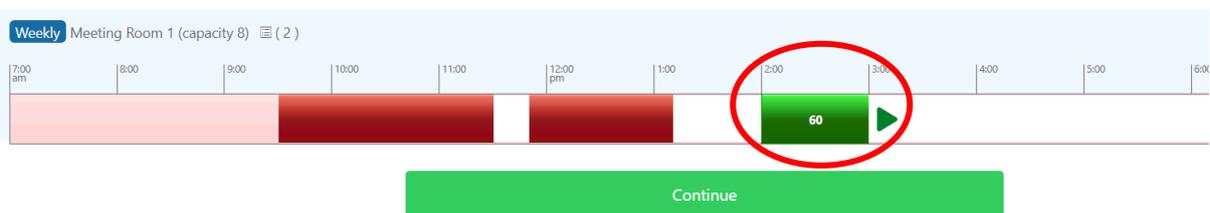5. Now you are logged in. Select 'facility reservation'

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

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.

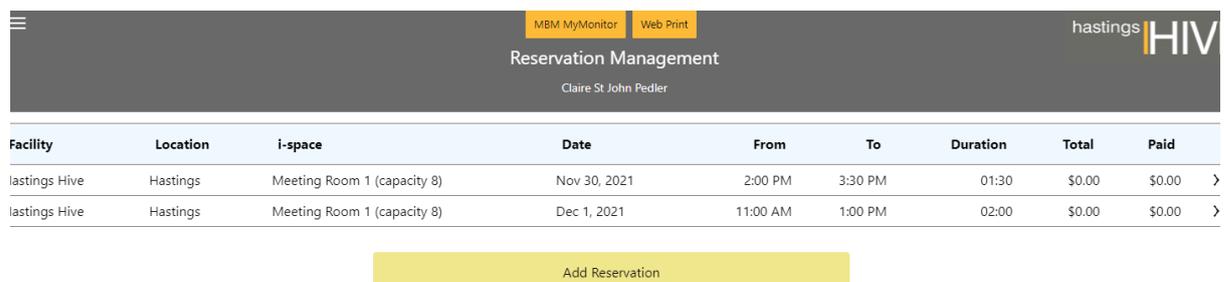   Note: RED indicates there is an existing booking.

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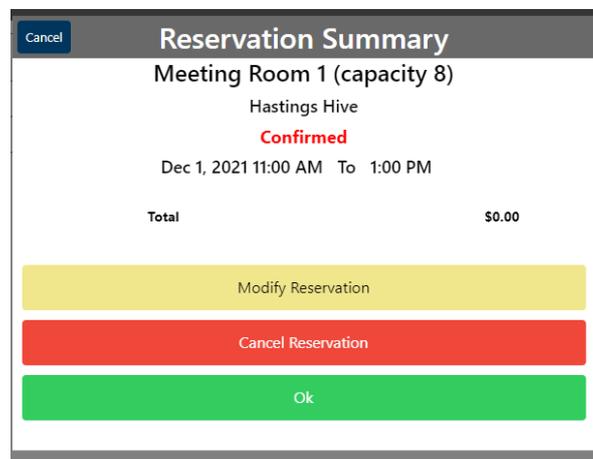
10. All your future bookings should appear in a summary screen.

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