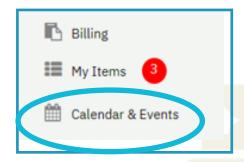


## HPMSI Vantaca Guides: The Modern Portal

## 10: Calendar & Amenities

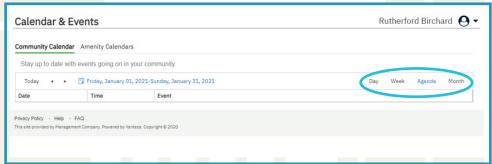
The Vantaca portal provides an online calendar to make keeping up with community events even easier!



Your community may also choose to offer online amenity reservation through the Vantaca portal. These reservations can be reviewed on the Calendar & Events page under a separate tab, "Amenity Calendar."

Click on the Calendar & Events tab in the lefthand menu to jump directly to the Calendar page.

The default view of the calendar page displays the Agenda for a particular date. To change the display, choose one of the options on the righthand side of the calendar. We'll select "Month."



With "Month" selected,
we can now see any events
for the entire month
occurring within the
community. Items marked
with a circular arrow
are reoccuring items or
events.

Only the Board of the community can set events on the main calendar. We will explore the Amenity Reservation calendar in a separate guide!

Today ∢	January, 2021			Day	Week Ager	nda Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	O,
10	11	12	13	14	15	1
17	18	19	20	21	22	2
24	25	26	27	28	29	3
31	01	02	03	04	05	Ö