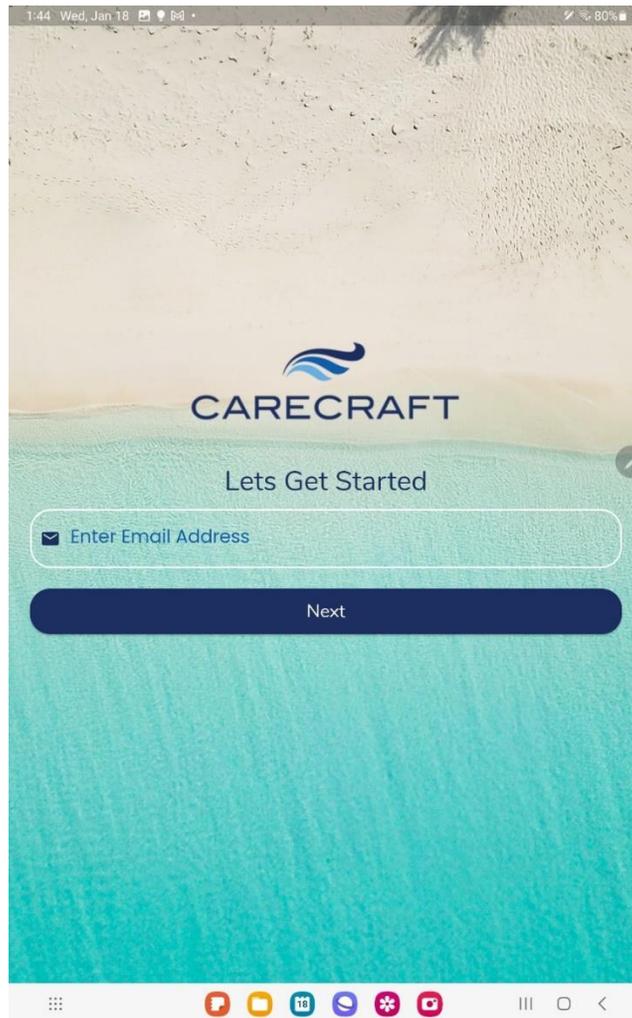




1. Contact Gigi Iavarone : gigi@carecraft.com in order to be added to the APP registration
 - a. Give her your company name
 - b. List of your attendees with email addresses (allows them to download the APP with given email address)
 - c. Give her some time to confirm you have been added
2. Download the **Carecraft Meeting App** from:
 - a. Google Playstore: [Click Here](#)
 - b. Apple Store: [Click Here](#)
3. If prompted, respond **YES**, to Receive Notifications



Enter your Registered email address.

Check your email used for the registration, for a PIN (could be on your PC if your phone doesn't have access to the e-mail address that you gave Carecraft).

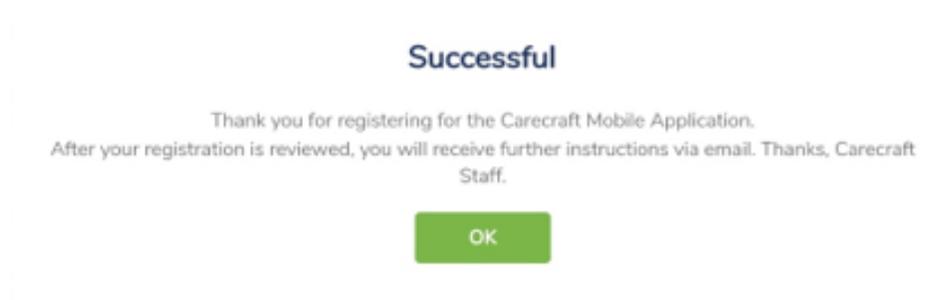
If you are not recognized as a Registered User a registration page is displayed.



Once filled in: Carecraft will approve a new Registered User (within 24 hours).

The phone number format is (xx) (xxx) xxx-xxxx, in order to support international numbers. The USA international number is 01, so enter your number 01-123-456-7890

Upon successful installation, this is displayed:



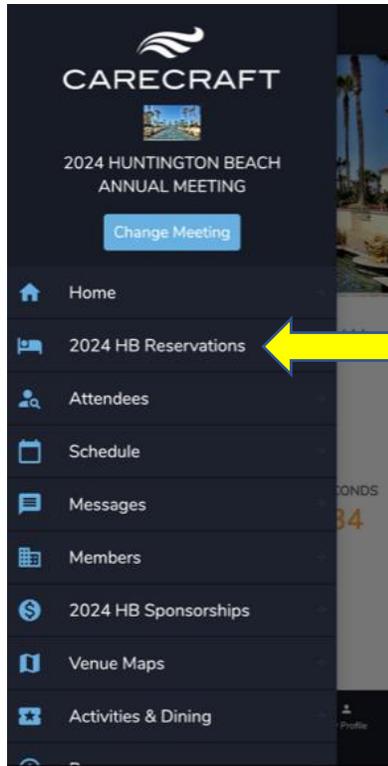
To Book your rooms:

Open the APP and on the Home page, go to the 3 lines up in the left-hand corner

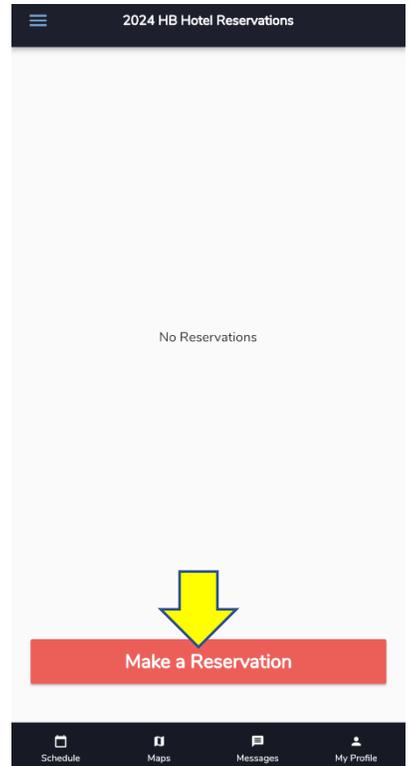
Open Menu



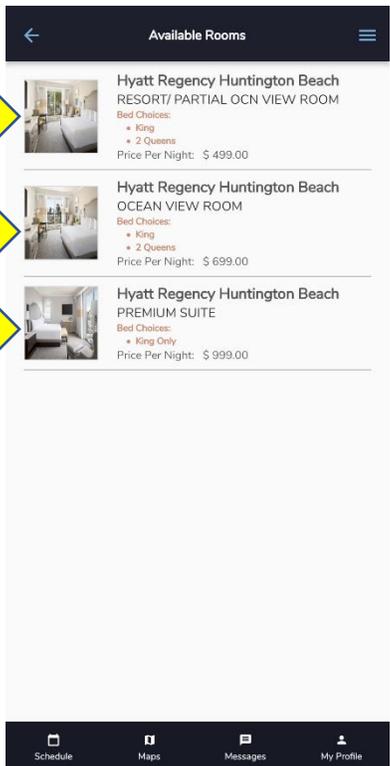
Click on Reservations



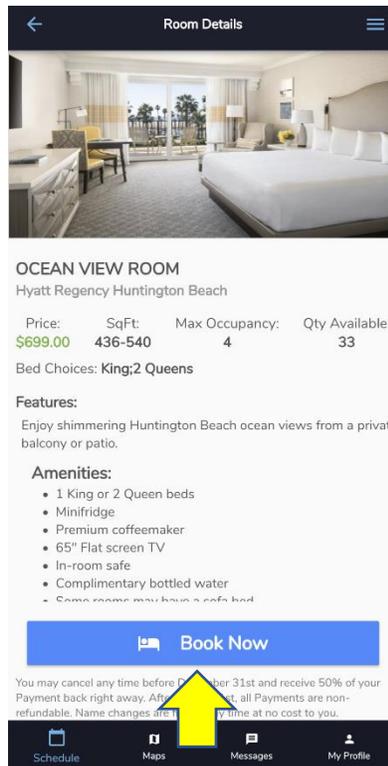
Make a Reservation



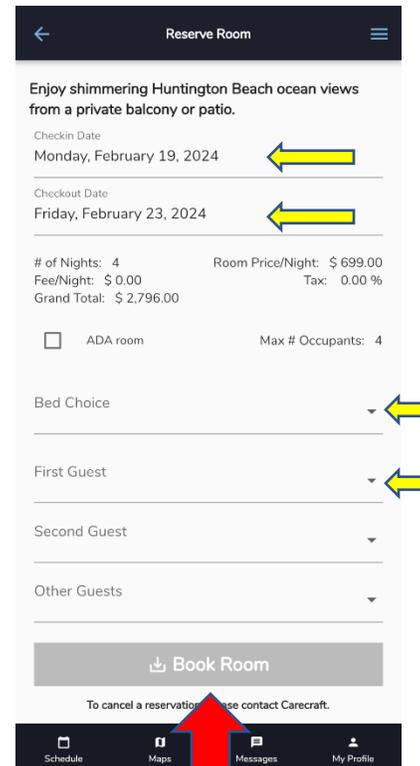
Click on Room Type Choice



Book Now



Fill out the pertinent info
Dates, bed choice, first guest



Reservations will show up on the 2024 HB Reservations Menu Tab and look like this:

