

How to create Guest Events on MyQBusiness.com

Step 1: Type **myqbusiness.com** into the URL of the web browser you are using and go to that address.

Step 2: Click **Log In** under residential community

Step 3: Enter Email Address and Password, then click **log in**

Step 3a: You may need to complete a 2-factor authentication here, it will send a 4-digit code to your email to verify your account. I strongly suggest **checking the box to remember you for 90 days**, so you do not have to do this step again for 3 months.

Step 4: On Dashboard, Click **Create Your Own Event Request**

Step 5: Here, you will enter the following items

1: Event Name

2: Reoccurring Event – **Leave this on none**

3: Start Date/Start Time – **Has to be in the future**

4: End Date/End Time

5: Select Doors – **I would select all doors so the guests can get in through any gate**

6: Guest First and Last Name

7: Guest Email

***Note:** You can enter your own name and email here to have the code sent to yourself, this is in the case the guest does not have an email address, or if it would be easier for you to manage who gets the code yourself.

Step 6: You will need to click **add guest** for each guest you are adding to the event

Step 7: Once you are done entering in the information, click **Submit Request** at the bottom.

Once completing you will receive an email that tells you the event was created, this sends the guests the codes via email as well.