

How to Book Rooms with Merge by Merritt

Book

1. Select “Rooms” at the bottom of the app
2. Read descriptions & select the room appropriate for your needs.
3. Select your date and time
 - Slots are in half hour sections
 - Link together for longer bookings
 - Dark grey slots are available to you
4. To confirm your booking, click “Book” at the bottom

Pay

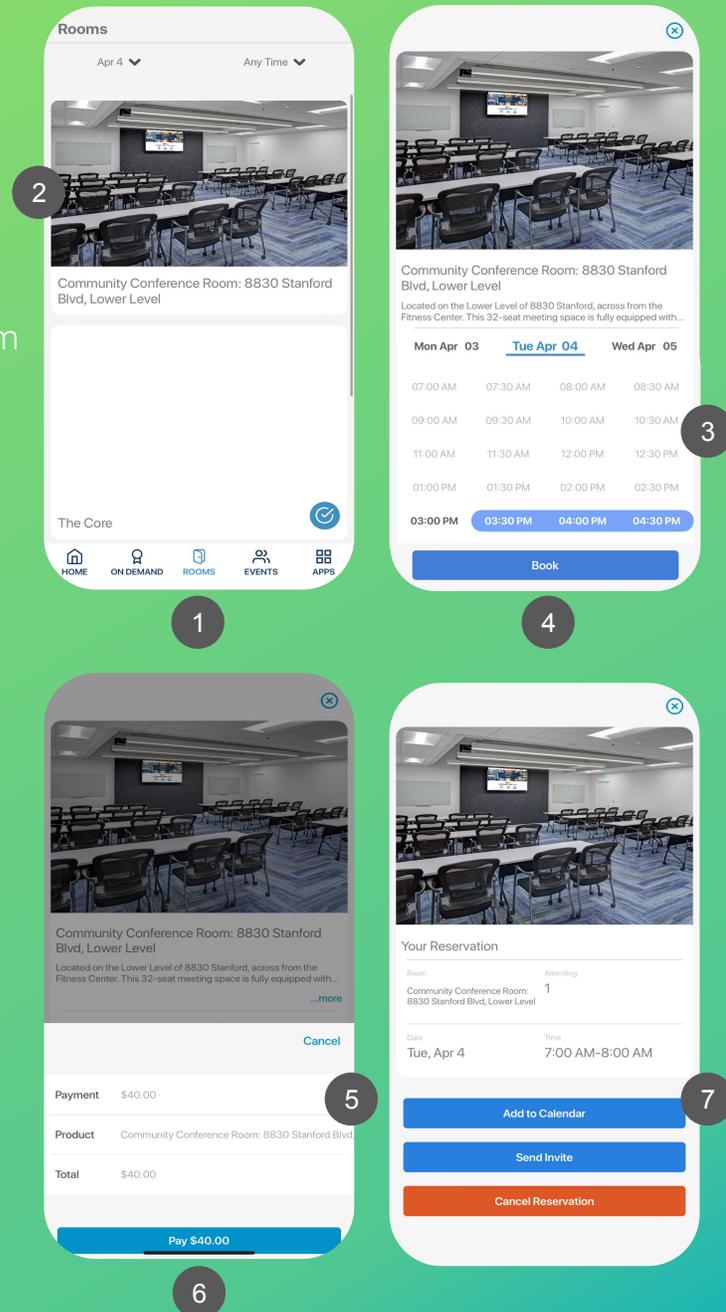
5. Fill out your payment information
 - Bookings are \$40/half hour
 - Full-day bookings receive a discounted rate of \$32.50/ half hour. You will be reimbursed after purchasing.
6. Click “Pay”

Invite

7. After payment, you will have the option to invite others to your meeting. Those invited will receive a code to unlock the room, via email.

Unlock

8. You will receive a pop up screen at the time of your booking to unlock the room
 - Please note you will only be able to access the room at the time of booking, we recommend reserving an extra half hour slot preceding your meeting start time for ample preparation.



Have any questions? Reach out to merge@merrittproperties.com.