



How to manage your rental residencies



Access your rental property

Sign in to your account as normal

Access SAGE via your preferred web browser at sagesystems.io



Login

Email Address

Password



Keep me signed in

[Forgot Password?](#)

Login

[Create account](#)

This site is protected by our [Privacy Policy](#)

[Terms and Conditions](#) [CA Privacy Notice](#)

Macbook Air



Track and manage your reservations

When you have at least one rental property, a dedicated “Reservations” section will appear in the sidebar navigation, giving you quick access to all your booking activity.

This page displays all reservations in one place, making it easy to view, track, and manage upcoming and active bookings.

1

Reservations page

Select the Reservations tab from the left-hand menu to access your rentals dashboard.

3

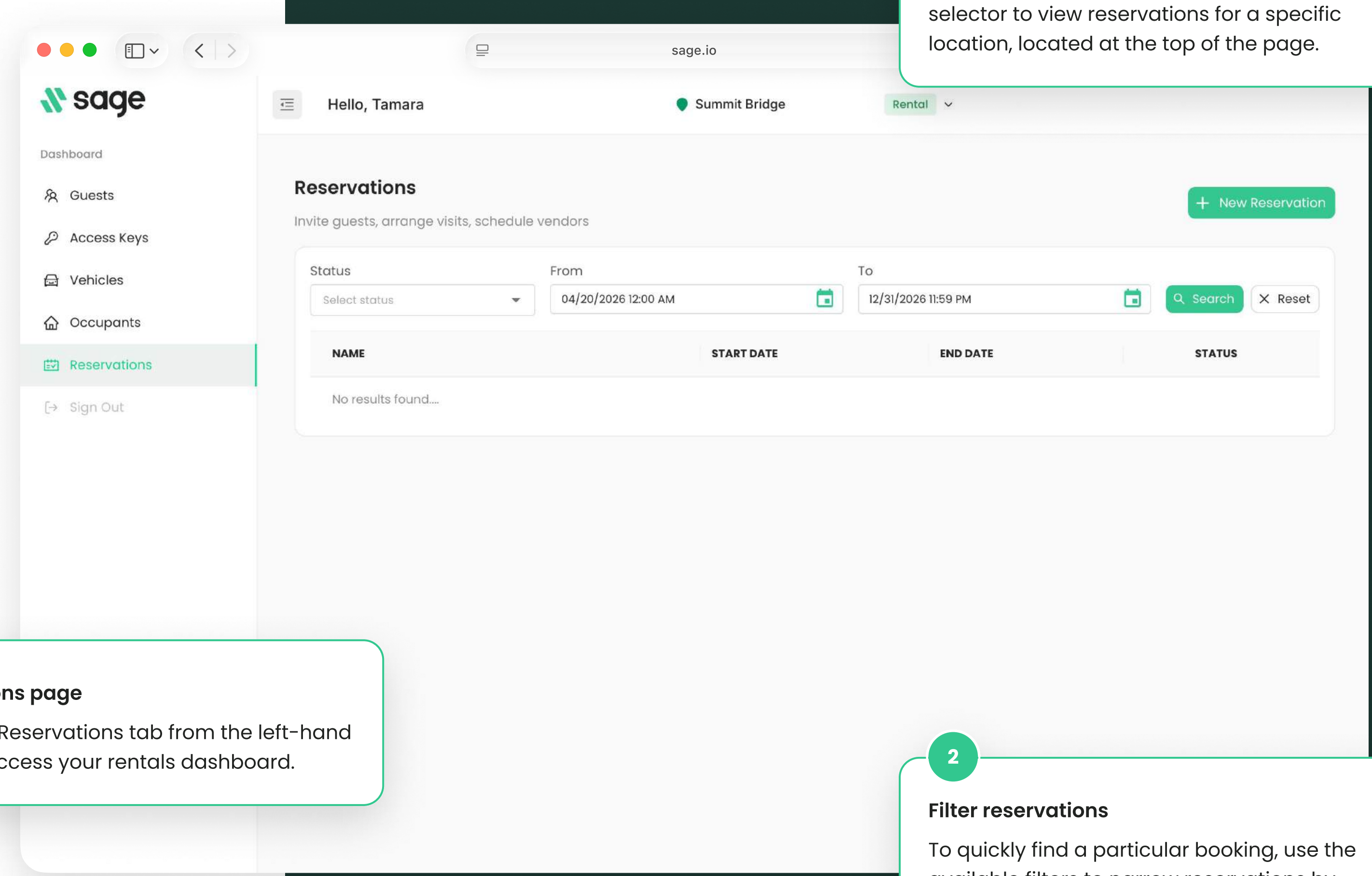
Navigate between properties

If you manage multiple rental properties, you can switch between them using the property selector to view reservations for a specific location, located at the top of the page.

2

Filter reservations

To quickly find a particular booking, use the available filters to narrow reservations by status, or date range.

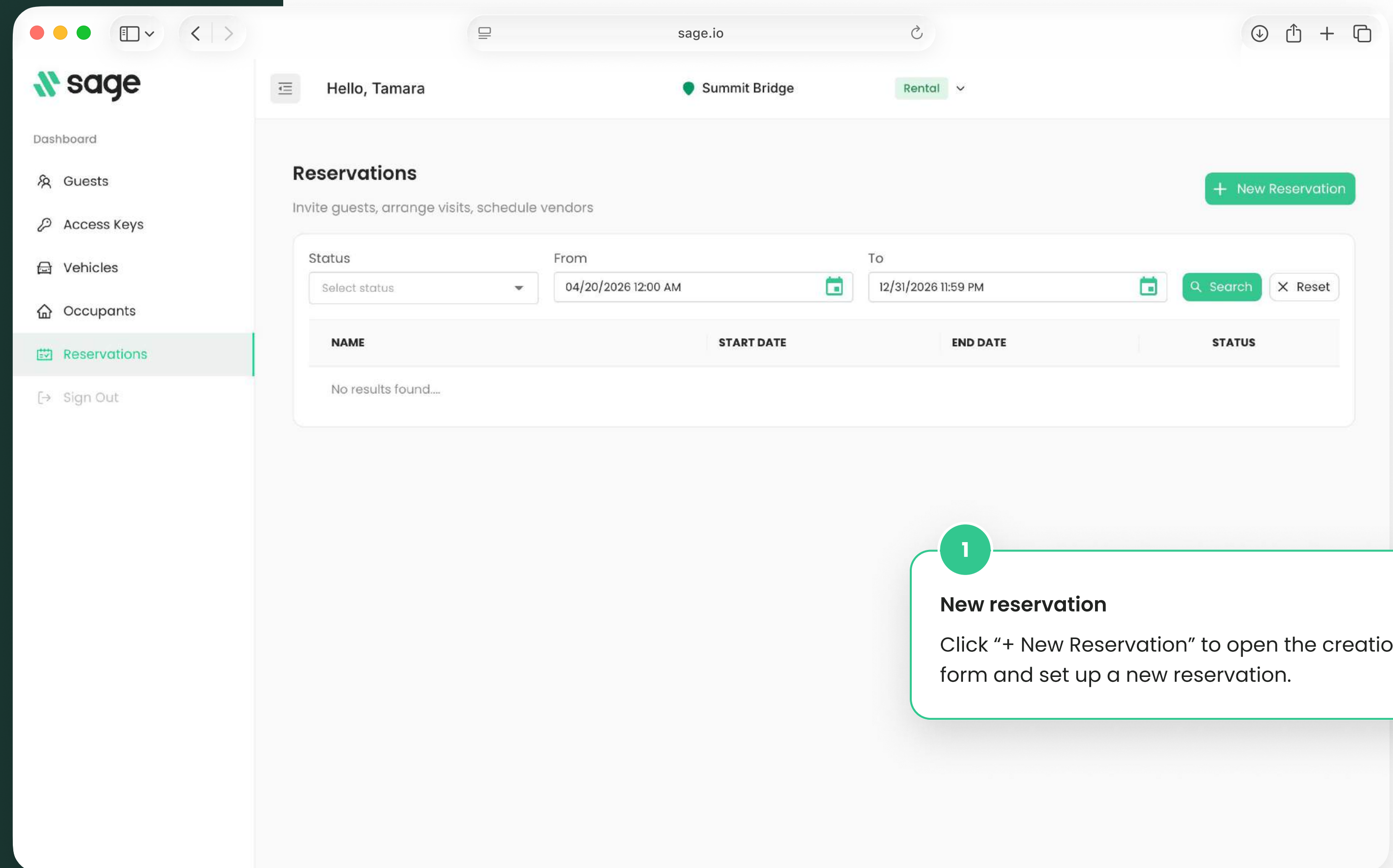




Add new reservation

From here, you can set up the reservation by adding renter details, selecting the property, and defining the check-in and check-out dates and times. You can also optionally add guests who should have access at the start of the stay.

This ensures each reservation is set up with the correct people, property, and access period before it becomes active.

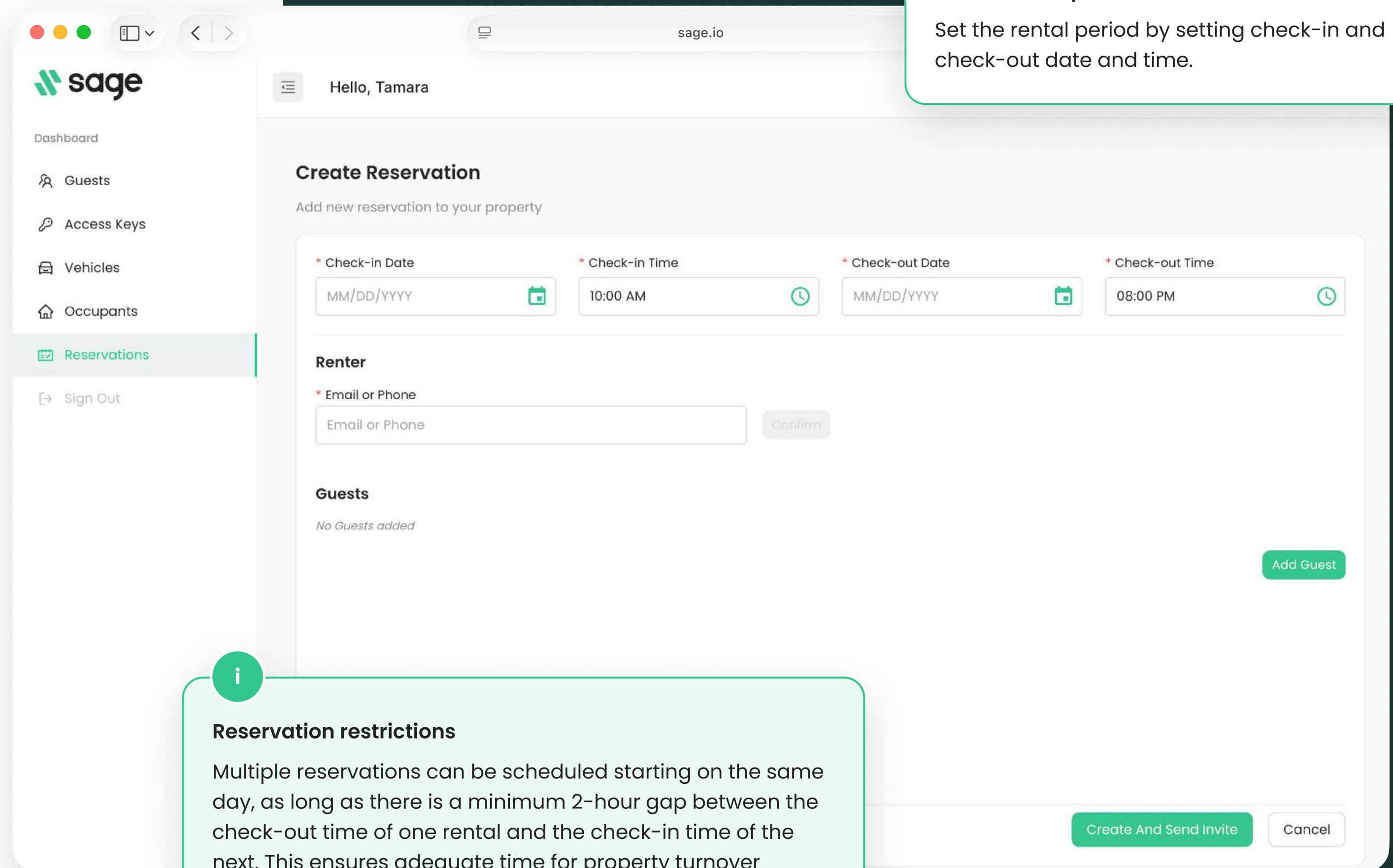


1
New reservation
Click "+ New Reservation" to open the creation form and set up a new reservation.



Define renter access

Define the rental period by setting check-in and check-out date and time. This determines when the renter can access the property and when the reservation ends.



2

Define rental period
Set the rental period by setting check-in and check-out date and time.

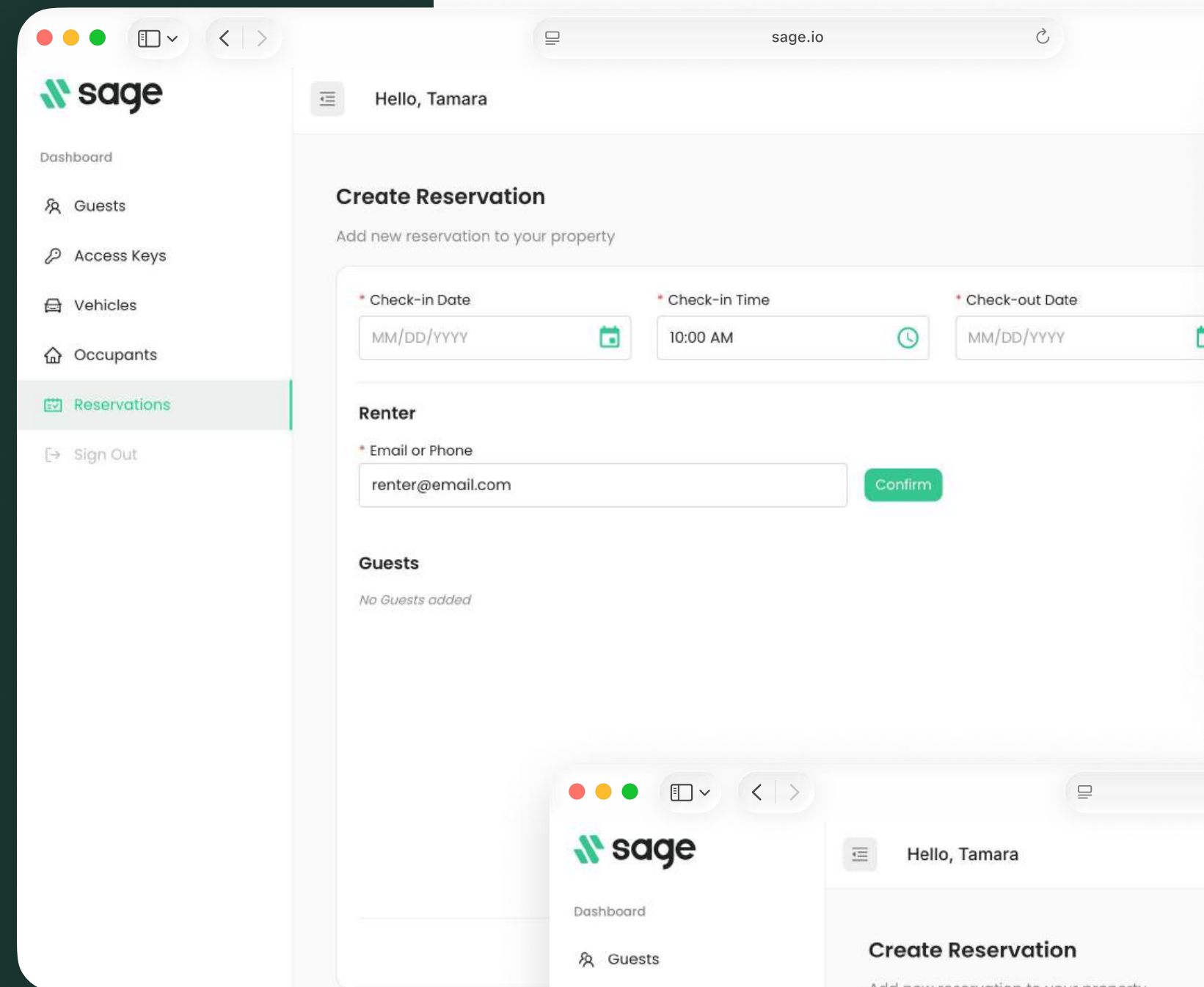
i

Reservation restrictions
Multiple reservations can be scheduled starting on the same day, as long as there is a minimum 2-hour gap between the check-out time of one rental and the check-in time of the next. This ensures adequate time for property turnover between guests.



Search for or add a new renter

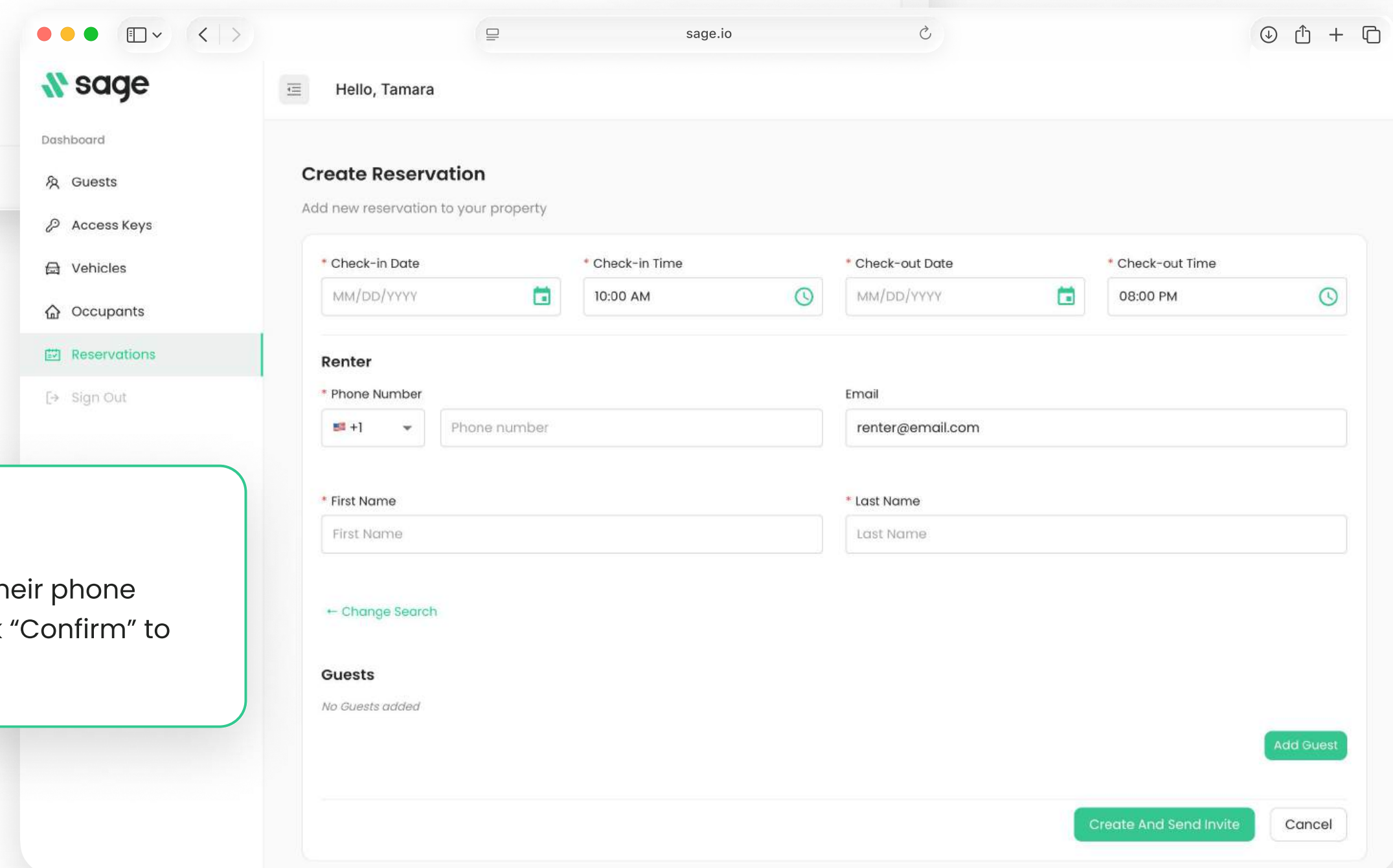
To add a renter, search using their phone number or email address – whichever you have available. This allows you to either find a returning renter or create a new one.



Returning renter
If this is a returning renter, their details – including phone number, email, first name, and last name – will automatically populate from their existing profile.

New renter
If no match is found, you can manually enter their phone number, first name, and last name to add a new one.

3 Renter details
To add a renter, search using their phone number or email address. Click “Confirm” to apply search.





Add Guests

If needed, add any guests who should have access from the start. Adding guests at this stage is optional, as renters can invite their own guests later.

4

Add guests

Click "+ Add guest". Add guests following the same search flow as the renter. You can add multiple guests to a single reservation.

The screenshot shows the Sage.io web interface for creating a reservation. The browser address bar shows 'sage.io'. The user is logged in as 'Hello, Tamara'. The left sidebar contains navigation options: Dashboard, Guests, Access Keys, Vehicles, Occupants, Reservations (highlighted), and Sign Out. The main content area is titled 'Create Reservation' and includes the instruction 'Add new reservation to your property'. The form fields are as follows:

- Check-in Date:** MM/DD/YYYY
- Check-in Time:** 10:00 AM
- Check-out Date:** MM/DD/YYYY
- Check-out Time:** 08:00 PM
- Phone number:** Includes a country code dropdown (+1) and a text input field.
- renter@email.com:** Email address input field.
- * First Name:** Text input field with placeholder 'First Name'.
- * Last Name:** Text input field with placeholder 'Last Name'.
- Change Search:** A link to modify the search criteria.
- Guests:** A section for adding guests, currently showing 'Guest 1'.
- * Email or Phone:** Text input field for 'Guest 1' containing 'guest@email.com', with a 'Confirm' button next to it.
- Remove:** A button to remove the current guest.
- Add Guest:** A button to add another guest.
- Create And Send Invite:** A large green button to finalize the reservation.
- Cancel:** A button to cancel the reservation process.



Complete and send

Once the reservation is completed, an SMS invitation will be sent to your renter, along with any guests you added, giving them access to their rental details and entry instructions.

Dashboard

- Guests
- Access Keys
- Occupants
- Reservations**
- Sign Out

Hello, Tamara

Create Reservation

Add new reservation to your property

* Check-in Date: 04/21/2026
* Check-in Time: 10:00 AM
* Check-out Date: 04/23/2026
* Check-out Time: 11:00 AM

Renter

* Phone Number: +1 2347651352
Email: renter@email.com

* First Name: John
* Last Name: Smith

[← Change Search](#)

Guests
No Guests added

5
Complete and send reservation
Click "Create and Send Invite" to complete reservation.

[Add Guest](#)

[Create And Send Invite](#) [Cancel](#)



Update or cancel reservation

To edit an existing reservation, click on any reservation in the table to open the Edit Reservation form. This form displays all reservation details and allows you to make updates as needed.

The screenshot shows the Sage.io 'Edit Reservation' interface. On the left is a navigation sidebar with options: Dashboard, Guests, Access Keys, Occupants, Reservations (highlighted), and Sign Out. The main content area is titled 'Edit Reservation' with a status of 'Upcoming'. Below the title is the instruction 'Add and manage people staying at your rental property'. The form contains several fields: 'Check-in Date' (04/21/2026), 'Check-in Time' (10:00 AM), 'Check-out Date' (04/23/2026), and 'Check-out Time' (11:00 AM). Under the 'Renter' section, there are fields for 'Phone Number' (+1 2347651352), 'Email' (renter@email.com), 'First Name', and 'Last Name' (Smith). At the bottom right, there is an 'Add Guest' button. At the bottom of the form, there are three buttons: 'Cancel Reservation' (highlighted with a red box), 'Update Reservation' (highlighted with a green box), and 'Cancel'.

6 Edit reservation
Click on any reservation in the list to edit or update details.

Updating a reservation
Depending on the reservation current status, some fields may be locked and unavailable for editing. For example, certain details cannot be changed once a rental is already active.

Cancel reservation
Click "Cancel Reservation" in the bottom-left corner of the edit view. Once confirmed, the rental status will immediately update to Canceled in the Reservations list, and access for the occupant and any added guests will be revoked.

7 Save changes
Click on "Update Reservation" to save your changes.

