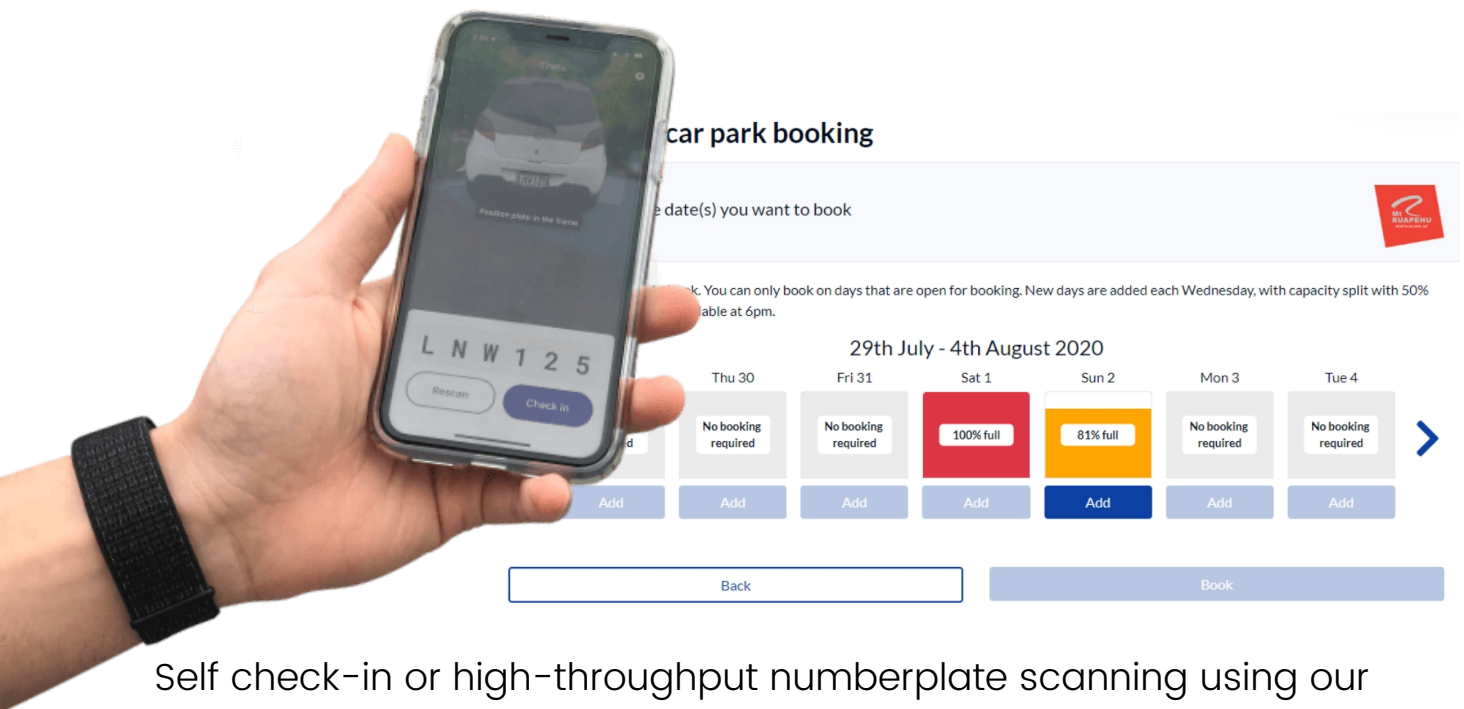# EVA Parking Management

Manage capacity, minimise queues, recognise plates - a fully-featured car park booking system.

Self check-in or high-throughput numberplate scanning using our dedicated mobile app - you choose.

Manage shared and allocated car parking and even EV charging stations - across all your locations from one easy to use dashboard.

Fast and secure booking portal.

Greenlight staff or contractor numberplates, and add banned registrations to a block list.

A flexible, affordable system that supports unlimited bookable car parks and users.

Optionally, connect car park booking to EVA Check-in to enable running late reminders and automatically release no-show capacity.

Contact hello@evacheckin.com or follow the steps overleaf to get started

EVA Parking is an extension of EVA Check-in, a comprehensive visitor management platform trusted with more than 9 million check-ins

How to set up EVA Parking for car park bookings

1 In the EVA Bookings portal, set up your car parks as "Bookable resources"

- Go to Bookings > Resources > Create Bookable Resource
- Create an appropriately named Bookable Resource for each allocated carpark or parking area – eg north field, 5th floor, EV charging station
- For each Bookable Resource you have created:

  - Specify the number of spaces available by entering capacity (for an allocated space, capacity will always be 1)
  - Select the time that space can be booked

Optional settings
- Use "Capacity by date" to override the default capacity specified above. This means you can create additional or reduced parking availability on specific days.
- If you are using EVA Parking in conjunction with check-ins, send a reminder at a specified time if the person who's booked is late (Arrival prompting), or release the space back to the pool.
- Add blocked emails or number plates for known cases of booking system abuse
- Green-light vehicles (eg staff or regular contractors)

2 Check and modify settings

- Go to Bookings > Configuration
- Make sure "Allocate resources based on availability" is ticked if you want the system to allocate parking spaces across available areas.
- Optionally enforce a time limit using "reservations". If you have a high demand scenario bookers must complete their booking in 3 minutes or their spot is released – similar to an online ticketing system.
- Disable same-day booking reservations if you want to prevent people from booking more than one parking spot per day
- Set the "Arrival time interval" to a sensible increment for your parking scenario.
- Optionally, add a booking pin if you'd like to secure and limit access to your booking page.
- Use the provided link to preview your booking page

3 Customize

- Go to Bookings > Configuration >Templates tab to modify any of the default texts and emails.
- Check everything is working as you expect by visiting the Booking page via the Booking URL provided at Bookings > Configuration
- Make a test booking
- View your test booking – go to Bookings > Resources and click the list icon:

Bookable resources

+ Create bookable resource

Name	Default capacity	Booking enabled	Short code			
Event parking	0	True				
Office parking	10	True				

4 Invite and manage bookings

- Promote online bookings using the booking link provided at Bookings > Configuration on your website, email communications or as a printed QR code poster
- View and manage bookings – go to Bookings > Resources and click the list icon to see details.

Security & validation

- Booking email addresses are checked using an advanced validation system. This checks for throwaway emails like test@test.com and common spelling mistakes like @gmial.com, improving email delivery of booking confirmation and reducing support
- Booking page is protected from bot bookings with Google's latest reCAPTCHA service (this does not require any additional input such clicking 'i'm not robot' or finding all 'images that contain trucks')
- Booking page is protected with the CloudFlare Web Application firewall which prevents common attacks including DDOS
- EVA Check-in is ISO27001 certified

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