Less guessing.
More celebrating.

Learn what to enter, what each choice changes, and how to recover when something does not go as expected.

Your five-step journey

1. Invitation card
2. Functions & venues
3. Guests
4. Preview & share
5. Preparation & responses

Help is always close by

Tap the question mark beside a field or action. Each help card explains what to enter or choose, followed by what happens next. The Help Centre and this PDF are available from the page help bar and Account menu.

Read the chapter you need

Page 2 - Getting started and navigation
Page 3 - Invitation and Functions
Page 4 - Guests, counts and RSVP
Page 5 - Preparation, travel and team
Page 6 - Gallery and device copies
Page 7 - Plans, payments and discounts
Page 8 - Super Admin and troubleshooting

This guide contains examples and general instructions, not personal Event information. Current plan values and settings shown in your account take precedence.

Start with the invitation

The five steps

Create the invitation card, add Functions and venues, add Guests, preview and share, then prepare and follow responses. Numbered icons show the sequence. You can return to earlier steps.

Back versus Previous step

The arrow button returns to the previous safe page. Previous step follows the setup sequence. Save & continue saves the form before moving on; Continue on list pages simply opens the next stage.

Using question marks

Tap ? beside a field or action for what to enter and what changes. Help does not submit the form. Close with the Close button or Escape. Some drafts restore in the same browser tab, but always save before leaving important work.

Invitation and Functions

Master artwork

Upload a JPG, PNG or WebP invitation card. Add text fields in the designer and position them over the artwork. Use automatic Guest name and invitation-size sources to avoid duplicate entry. Other custom fields can vary per Guest.

Preview a real Guest

Sample designer text is only a layout aid. Select a real Guest in Preview & share to check their final card, Function access and message before sharing.

Functions and venues

Create each ceremony, meal or session with a date, optional start/end time, venue and Guest instructions. Reuse venues carefully: editing a shared venue updates its linked uses. Save & continue moves to Guests.

Guests, family counts and RSVP

One invitation per person or family

Enter the invitation name and optional WhatsApp number once. Choose a fixed invitation size or All family members. Fixed size caps the response; All asks the Guest to confirm the actual number (up to the input safety limit of 99).

Defaults and privacy

Account > Guest defaults sets the default for newly created Guests. An Event can override it. Existing invitations are never changed by a new default. Select exactly the Functions the family may attend. Private invitation links must go only to their intended family.

Responses and quantities

A Guest uses their private link, without creating an account, to confirm attendance and optional adults/children. Unknown family sizes stay separate from known people totals. Planning quantities become more accurate as replies arrive.

Import and share

CSV import provides a preview before confirmation. Blank count uses the default; all means All family members. Review custom card fields after import. Sharing opens the available WhatsApp/device action; check the recipient and complete the send yourself.

Preparation, travel and team

Plan what you need

Use people or household counts for food, return gifts and other items. Choose the audience, units and spare quantity; record what is purchased. Do not treat pending family sizes as known totals.

Coordinate responsibilities

Assign tasks or services to Event Team members and set deadlines. A team directory entry alone is not a login permission. Guests see service details only when the relevant visibility/access settings allow it.

Travel assistance

Enable only the travel questions and services you can offer. Guests can enter arrival details and request eligible help. The app records plans and requests; it does not book tickets, cars or rooms.

Gallery photos and device copies

Three different copies

The server holds a temporary distribution copy. Opening a photo can cache it in that browser for convenient offline access. Save to device / Download gives you a file to keep under your device's storage controls.

Retention and delivery

The Host/platform chooses timer-only or all-intended-Guests-received-or-expired policy. Default retention starts from the sharing/release point. Delivery means that individual photo was successfully fetched/opened, not merely that someone opened the app. Cleanup uses a grace period and scheduled job.

What stays and what can disappear

Browser/OS storage can be cleared; cached photos are not guaranteed permanent. On phones, a download may go to Files/Downloads first; use the device's Save Image action where available. Invitation masters, covers, templates, branding and vendor assets are excluded from temporary Gallery cleanup. Deleted server bytes cannot be recovered by refreshing.

Plans, payments and discounts

Manual UPI approval

Choose a plan and review the final amount. Pay using the displayed details, then submit the transaction reference/proof. The Super Admin checks receipt of money and approves hosting access. The app does not automatically verify a UPI transfer.

Limits and discounts

Guest limits count invitation records/households. Gallery retention is independent of plan validity. Welcome discount links are for the first eligible new registrant; coupons have their own plan, expiry and usage limits. Check the discounted amount before paying.

Receipts and refunds

Approved payments have printable receipts; these are not GST tax invoices. Refund requests are reviewed manually. Recording a completed refund does not transfer money. If a payment page fails, check its status before paying or submitting again.

Super Admin and troubleshooting

Help users safely

Use the control panel to manage accounts, plans, discounts, branding and photo policy. Act as user requires a reason; finish with Return to my admin account. Add/edit/delete icons are available for manageable lists. Linked entries may need to be reassigned before deletion; plans are archived to preserve history.

Failure notifications

Failure notifications go to the configured Super Admin email. The Operations page shows the last mail-server acceptance, pending incidents and retry status. Repeat failures are grouped. Emails exclude passwords, Guest data, private links and submitted values.

When an error appears

Read the page guidance and keep its support reference if shown. Use Back/Home/Help. A session-expired form must be reopened. Do not assume a failed response means a payment/upload was not processed, and do not repeat it blindly. The app never automatically replays a failed action.

Limits of monitoring

Scheduled cleanup and web requests can trigger checks and alert delivery. If PHP, hosting or SMTP is completely unavailable, the application cannot email about its own outage. Independent uptime monitoring and verified routine backups remain separate operational tasks.