

Job Aid

Monday, April 27, 2026

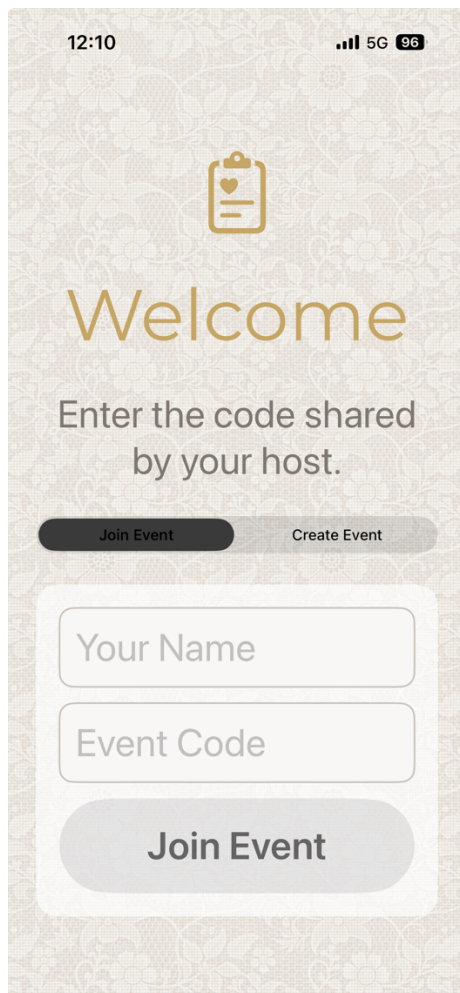
11:22 AM

Perfect Wedding Day User Guide

1. Welcome

Perfect Wedding Day is a shared event app for couples, guests, and event admins. Guests can join an event using a code, view wedding details, RSVP, browse the agenda, upload photos, and chat with other attendees. Hosts and admins can manage event content, appearance, and guest access.

- Use the opening screen to join an existing event or create a new one.



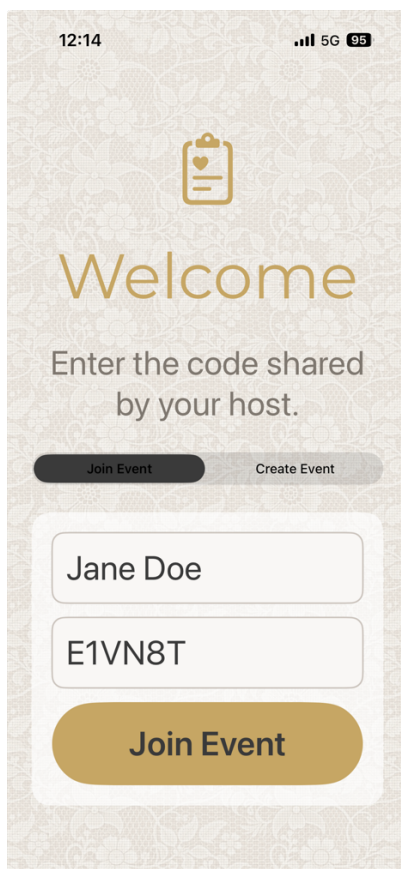
2. Joining an Event as a Guest

Follow these steps to enter an event:

1. Open the app.
2. Make sure Join Event is selected.
3. Enter your name.
4. Enter the event code provided by the host.
5. Tap Join Event.

Once you enter the event, the app will open to the main experience for that wedding or event.

- Guests join by entering their name and the event code shared by the host.

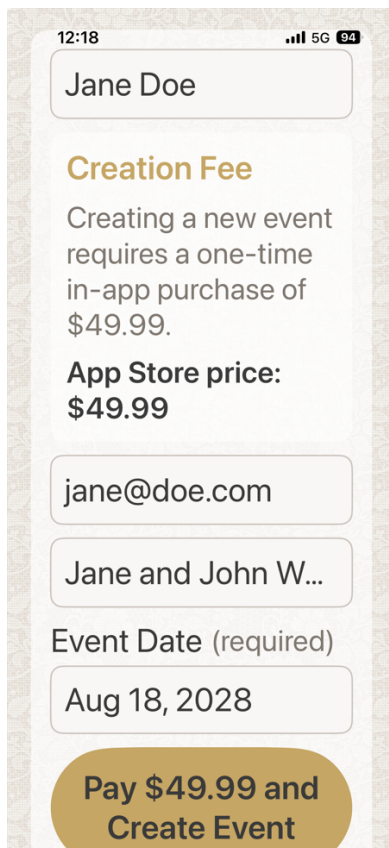


3. Creating an Event as a Host

If you are creating a new event:

1. Open the app.
2. Select Create Event.
3. Enter your name.
4. Enter your email address.
5. Enter the event name.
6. Select the event date.
7. Complete the payment step.
8. After the event is created, share the event code with your guests.
9. Tap Continue to Event.

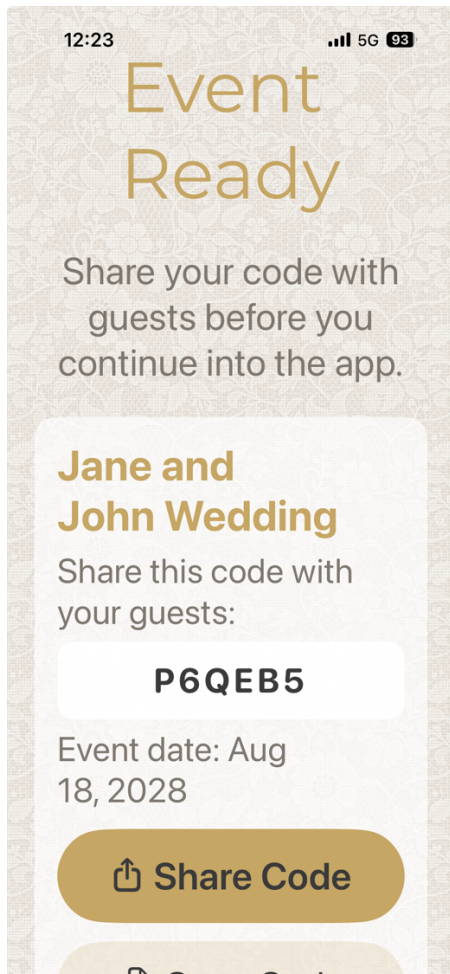
- Hosts create a new event by completing the event details and payment step.



The screenshot shows a mobile app interface for creating an event. At the top, the status bar displays the time 12:18, signal strength, 5G connectivity, and a 94% battery level. The form contains the following elements: a text input field with the name 'Jane Doe'; a section titled 'Creation Fee' in orange, which states 'Creating a new event requires a one-time in-app purchase of \$49.99.' and lists the 'App Store price: \$49.99'; an email input field containing 'jane@doe.com'; an event name input field with 'Jane and John W...'; an 'Event Date (required)' label above a date input field showing 'Aug 18, 2028'; and a large orange button at the bottom with the text 'Pay \$49.99 and Create Event'.

Add Screenshot 4 Here

- After creation, Set-up your features then share the event code so guests can join.



4. Main Navigation

After joining an event, you will use the tabs at the bottom of the screen. Depending on settings chosen by the host/Admin, some tabs or features may be hidden.

Common tabs include:

- Wedding
- Agenda

- Features
 - Photos
 - Chat
-
- Use the bottom tabs to move through the main sections of the event.



5. Wedding Tab

The Wedding tab is the main landing page for the event. It typically includes:

- Event image
- Welcome message
- Title or couple names
- RSVP button

To RSVP:

1. Open the Wedding tab.
2. Tap RSVP.
3. Once submitted, the app will show that your RSVP has been received.

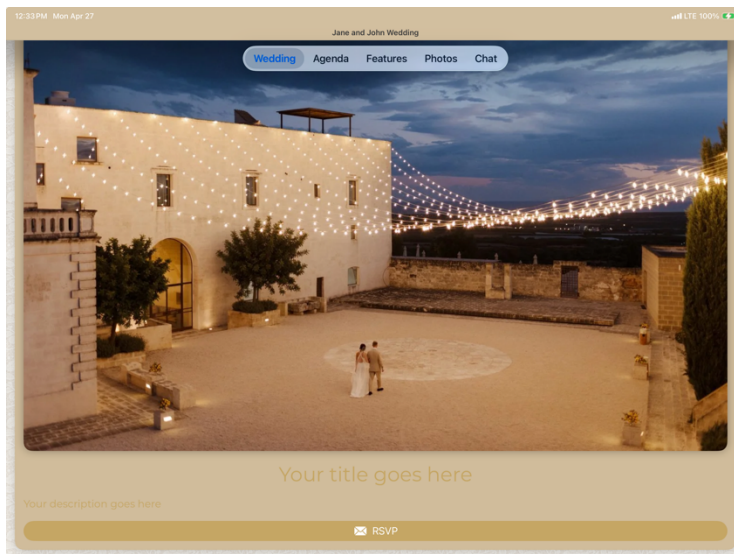
Add Screenshot 6 Here

What it should show:

- Wedding page with title, welcome message, image, and RSVP button

Caption:

- The Wedding tab gives guests the main event welcome page and RSVP access.



6. Agenda Tab

The Agenda tab shows the timeline of the event. This may include:

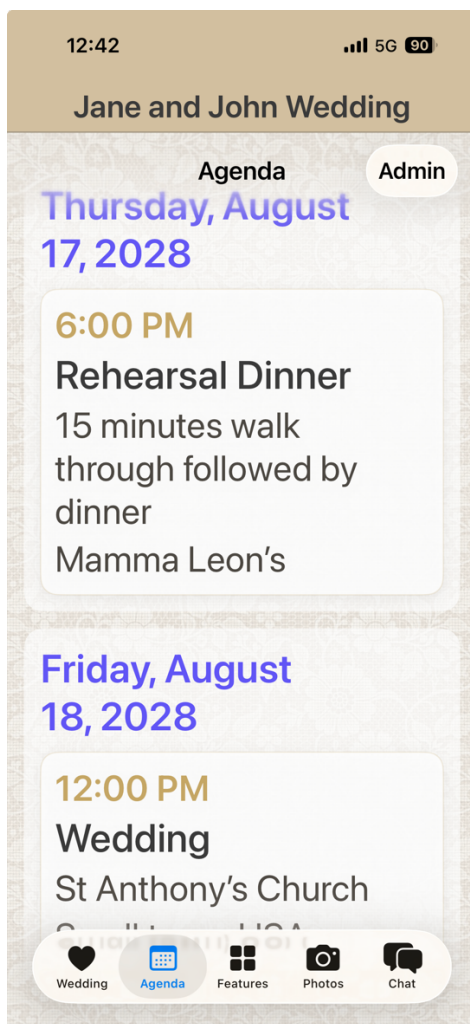
- Ceremony

- Reception
- Transportation timing
- Other scheduled activities

To use it:

1. Tap Agenda.
2. Scroll through the event schedule.
3. Review dates, times, and descriptions.

- The Agenda tab helps guests follow the event schedule.



7. Features Tab

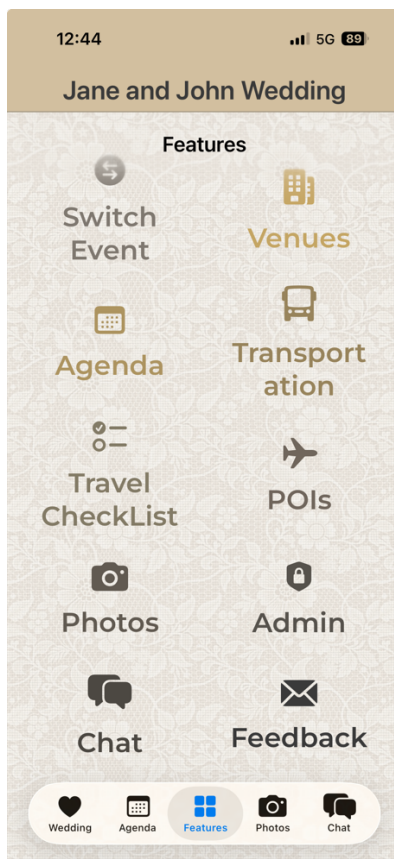
The Features tab acts as a navigation hub for additional event tools. Depending on what the host has enabled, this may include:

- Venues
- Transportation
- Travel Checklist
- POIs
- Photos
- Chat
- Feedback
- Admin

To use it:

1. Tap Features.
2. Tap any tile to open that section.

- The Features tab gives quick access to additional event tools and information.



8. Photos

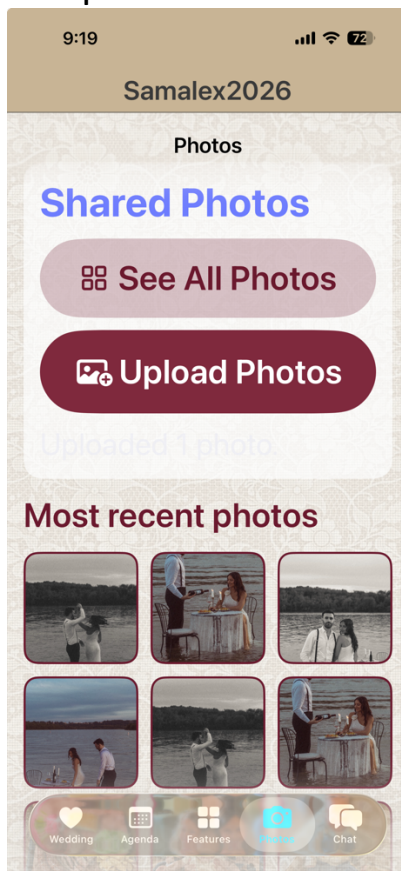
Guests can upload and view shared event photos.

To upload photos:

1. Tap Photos.
2. Tap Upload Photos.
3. Select images from your device.
4. Wait for the upload to complete.

To view photos:

1. Open the Photos tab.
2. Scroll through recent photos.
3. Tap any photo to open it larger.
4. Tap See All Photos to browse the full gallery.



- Guests can upload and browse event photos from the Photos section.
- Tap any photo to open it in a larger view.



- Use All Photos to browse the complete event gallery.



9. Chat

If the host has enabled chat, guests can send messages and images to the event group.

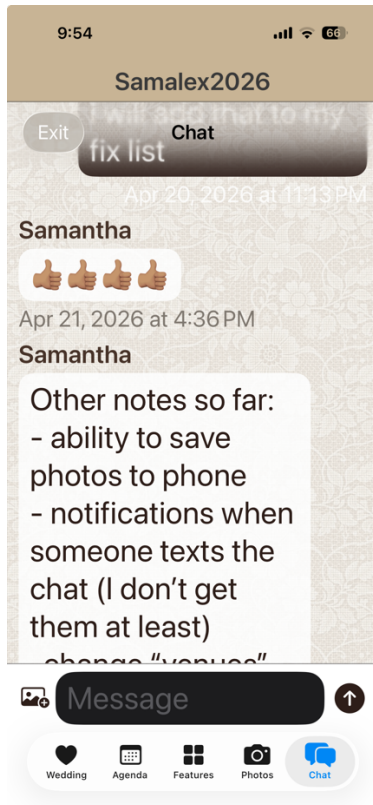
To send a message:

1. Open Chat.
2. Type in the message field.
3. Tap the send button.

To send a photo in chat:

1. Tap the photo icon.
2. Choose an image.
3. Tap send.

- Use Chat to send messages and images to the event group.



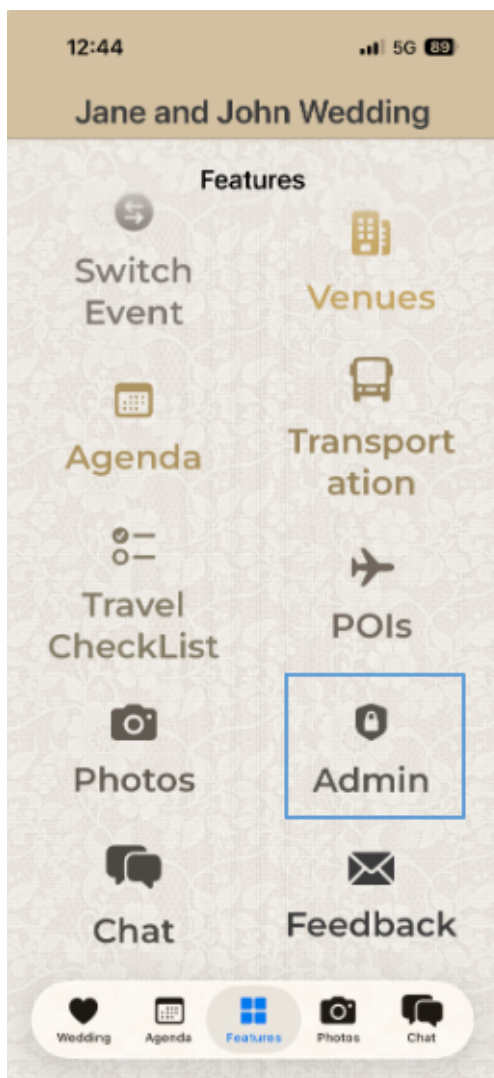
10. Admin Access

Admins can manage event content and settings. The event creator has the highest level of control and may have access to options other admins do not, such as role changes.

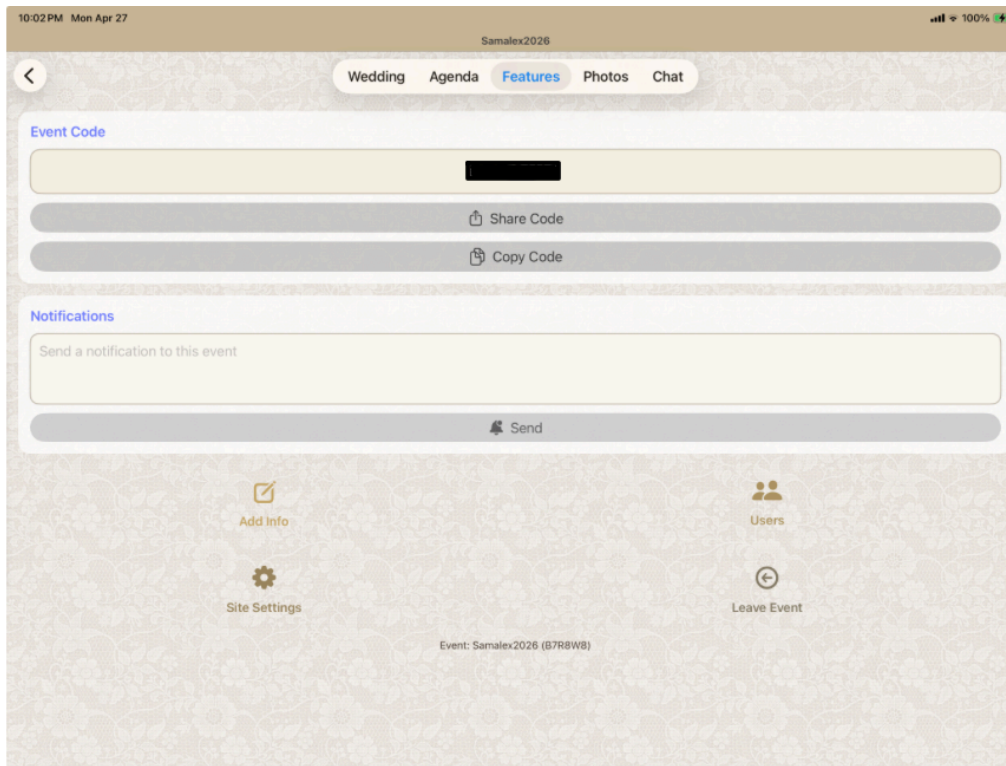
To open admin tools:

1. Tap Features.
2. Tap Admin.

- Admins open event management tools from the Admin tile.



- The Admin hub provides access to event management tools.



11. Managing Users

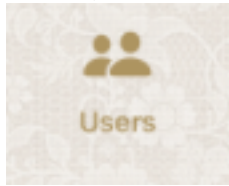
Admins can view users for the event. The event creator can also change roles.

Typical user management tasks:

- View joined users
- See RSVP status
- Promote a guest to admin
- Change an admin back to guest

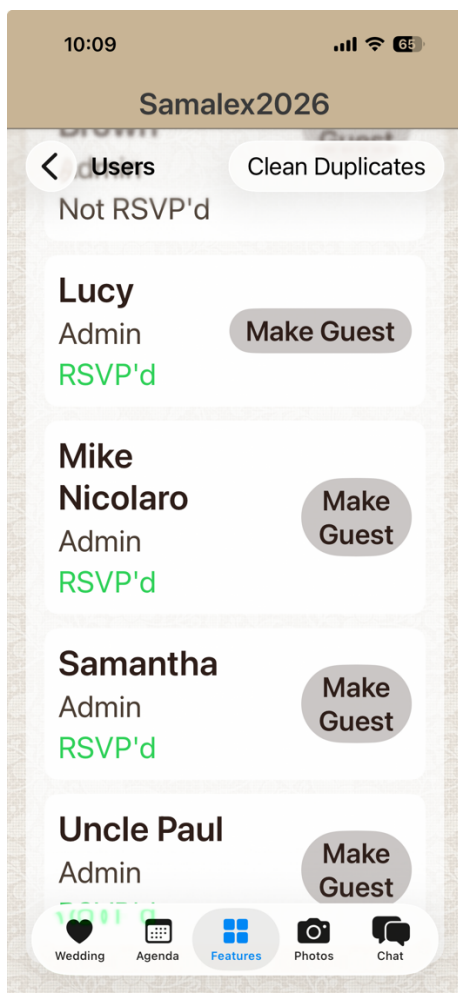
To manage users:

1. Open Admin.
2. Tap Users.



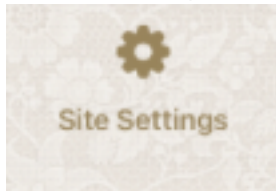
3. Review the list of joined participants.
4. If you are the event creator, use the role change button when needed.

- The Users section lets admins monitor attendees and, if permitted, manage roles.



12. Site Settings

Site Settings controls what guests see and how the event looks.



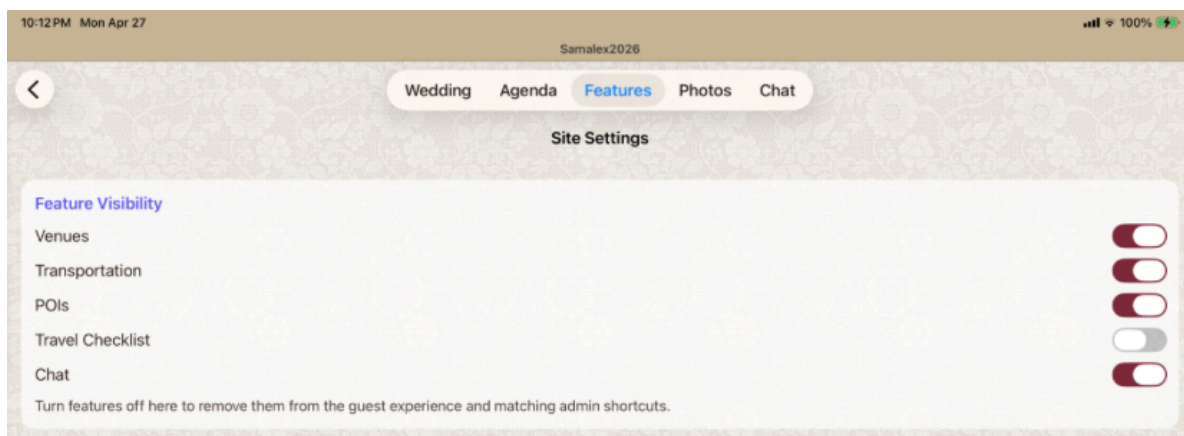
From this screen, admins can:

- Turn features on or off
- Update the front page title
- Update the front page welcome message
- Upload a front page image
- Choose a background style
- Choose an app theme
- Choose a font style

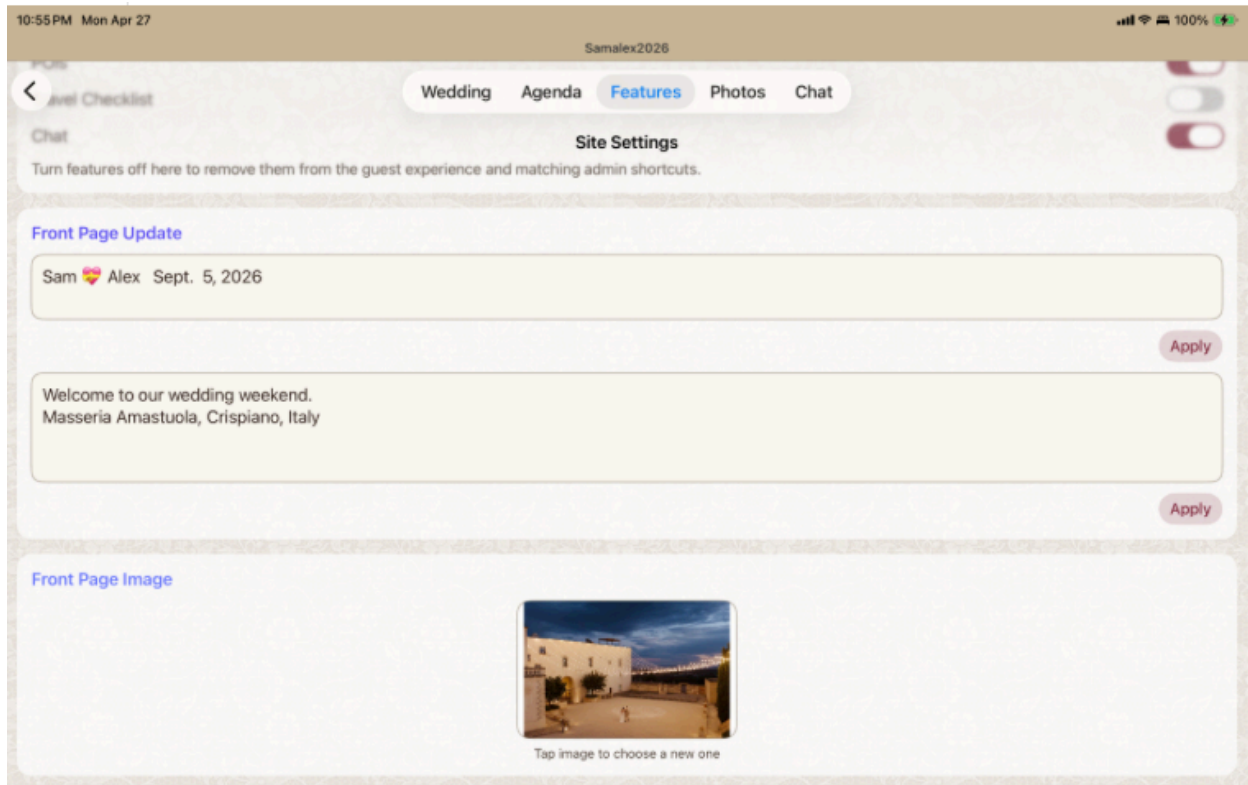
To use Site Settings:

1. Open Admin.
2. Tap Site Settings.
3. Make your changes.
4. Use the apply or selection controls provided.

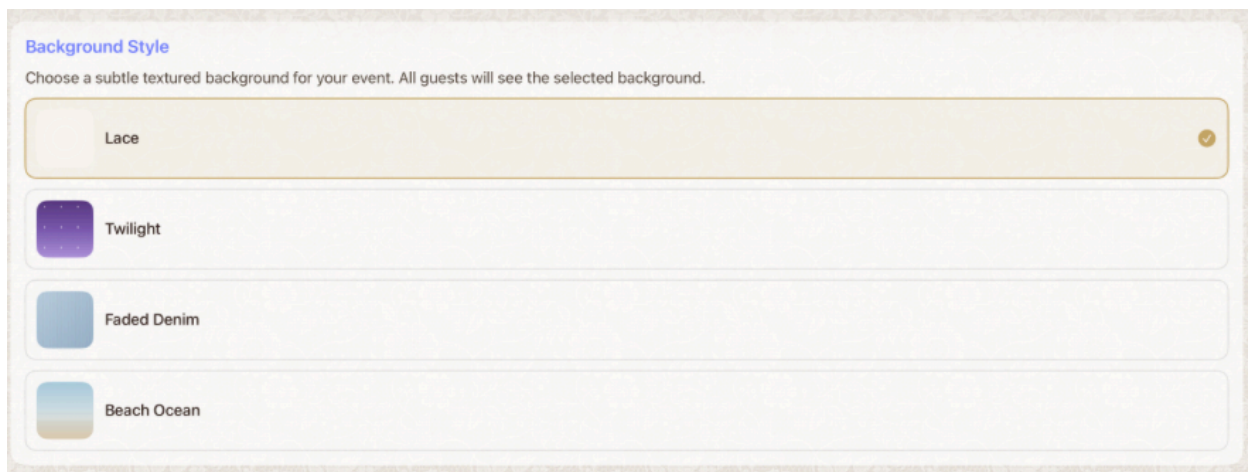
- Use feature toggles to control what guests can access.



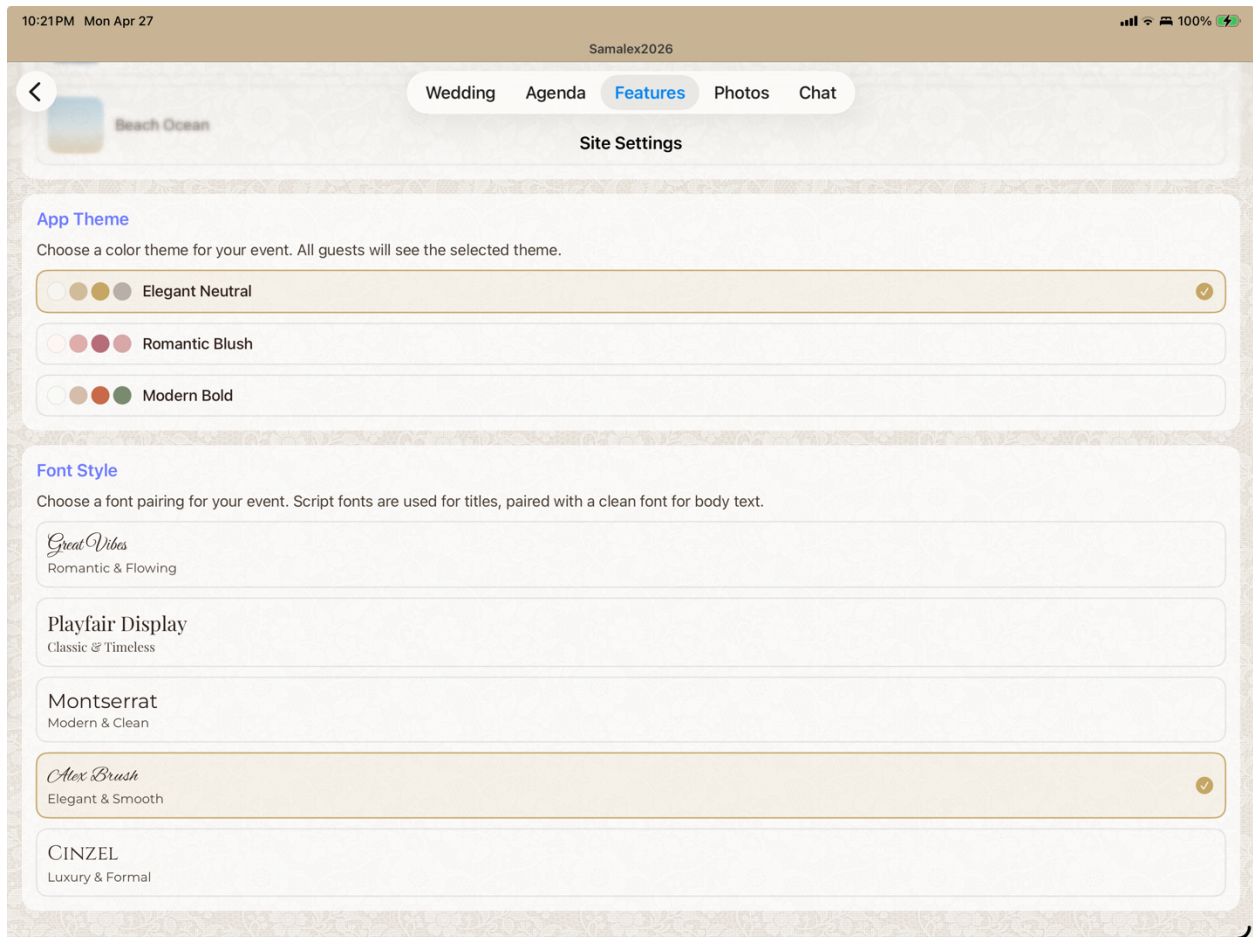
- Admins can update the text and image shown on the main wedding page.



- Background styles change the visual atmosphere of the event.



- Theme and font options let admins customize the event's appearance.



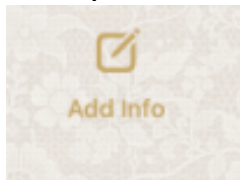
13. Updating Event Content

Admins may also update:

- Venue information
- Agenda items
- Transportation details
- Points of interest
- Other event-specific details

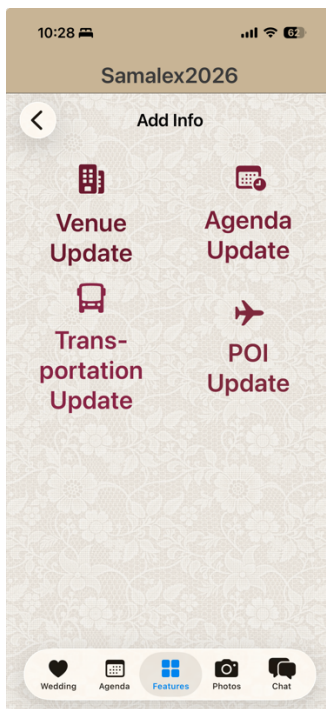
To do this:

1. Open Admin.
2. Tap Add Info.



3. Select the section you want to update.
4. Enter or edit the information.
5. Save changes.

- Use Add Info to update practical event details for guests.



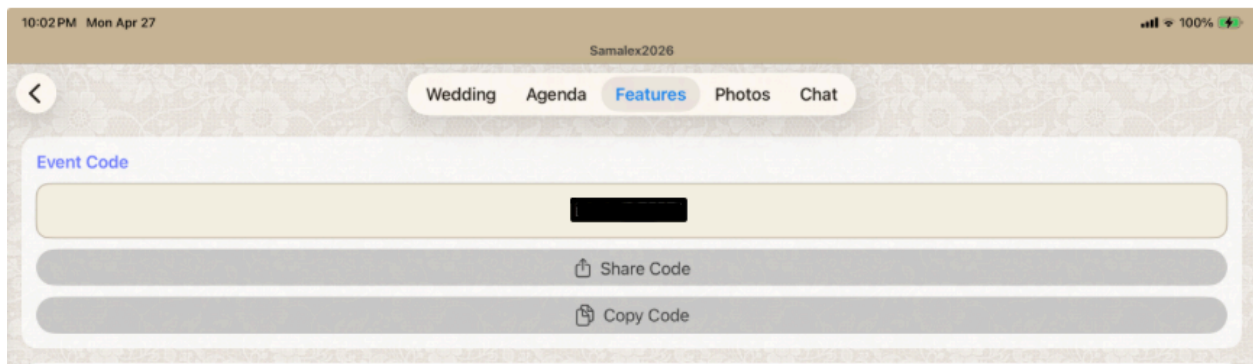
14. Sharing the Event Code

The event code is how guests join the event.

To share it:

1. Open Admin.
2. Locate the event code area.
3. Tap Share Code or Copy Code.
4. Send it to your guests.

A• Share the event code [redacted] so guests can join the correct event.



15. Troubleshooting

I can't join the event

- Check that the event code is entered correctly.
- Make sure you are using Join Event, not Create Event.
- Ask the host to confirm the code.

I don't see Chat

- The host may have disabled it in Site Settings.

I don't see Admin

- Only admins can access admin tools.

My photos are not uploading

- Check your internet connection.
- Make sure photo access is allowed on your device.
- Try uploading fewer images at once.

I don't see some features

- Some features can be turned off by the host or admin.