

Share The Party — User Manual

Organise together, share the costs.

Welcome! Share The Party is the app for planning a get-together as a team. Whether it's a BBQ, brunch, drinks or a birthday — you create the event, invite your guests, and together you sort out who brings what. No more endless WhatsApp lists.

This manual explains **every button and option** calmly, step by step. You don't need to be a tech wizard. 🧙

1. Getting started — signing in

The first time you open the app, you choose how to sign in:

- **Continue with Google** — the fastest way. One tap and you're in with your Google account.
- **Continue with email** — prefer your email address? Then you can:
- **Create account** — enter your name, email address and a password (at least 6 characters).
- **Sign in** — already have an account? Enter your email and password.

Forgot password? No worries. Tap "*Forgot password?*", enter your email address and you'll get an email to set a new password.

On iPhone you can also **Sign in with Apple**.

2. The home screen — My Parties

After signing in you land on **My Parties**. All your events are neatly gathered here. At the top you'll see two tabs:

- **Upcoming** — all events still to come.
- **History** — past events, for the memories.

No party yet? Then you'll see "*Create your first party!*".

At the bottom there's a big **New Party** button to get started.

3. Creating a new party

Tap **New Party** and fill in the details. Only the name is required — you can leave the rest blank and add it later.

Option	What it means
Party name	The name of your event, e.g. "Garden party at Sara's". <i>(Required)</i>
Genre	What kind of party is it? Choose e.g. BBQ, Brunch, Dinner, Drinks, Cocktails, Garden, Bonfire or Holiday.
Description	No genre fits? Describe it yourself, e.g. "Halloween party".
Location	Where is the party?
Date	When is it?
Max guests	How many people can come at most? Handy so it doesn't get too crowded.
Own contribution (€)	Want guests to chip in? Enter an amount per person here. Leave blank if it's free.

Then tap **Create party**. Done — your event is live!

4. The party itself — everything in one place

Tap a party in your list to open all the details. This is where you arrange everything.

At the top: the basics

- **Cover photo** — give your event a face. Tap **Add photo** to choose a nice picture.
- **Date & time** — the start and end time of your event.
- **Location** and **capacity** (how many people fit).

The Potluck — who brings what?

This is the heart of the app. "Potluck" means everyone brings something, so the host doesn't have to arrange it all alone.

- **Add item** — add what's needed, e.g. "Salad", "Drinks", "Dessert".
- **I'll bring this** — see an item that's still available? Claim it, so everyone knows you're bringing it.
- **Release** — changed your mind? Release the item so someone else can pick it up.
- **Dual slot** — when adding an item you can switch this on. Then **2 people** can each bring the same item (handy for big groups, e.g. two people both bringing drinks).

At the bottom you see the status at a glance: - **All sorted!** — everything is claimed, great. -  **Nobody claimed anything yet** — there's still work to do. - **Still needed: ...** — a list of what's still missing.

Attendees

Here you see who's coming. Next to each name it shows whether someone is **attending** or **not attending**. As host you can also **remove** a guest if needed.

Party Chat

A group chat with **all** attendees. Handy for last-minute arrangements, "who's driving?" or just building the excitement. Tap **Party Chat**, type your message and send.

Add to calendar

Tap **Add to calendar** and the event goes straight into your phone's calendar app. That way nobody forgets the date.

5. Inviting people

In your party, tap **Invite**. First you choose *how* someone takes part:

- **Individual** — one person, with their **own contribution**.
- **As a couple** — two people together, who **share one contribution**.

Then: - **Copy link only** — the app creates an invitation link. Tap and the link is on your clipboard. Paste it into **WhatsApp, SMS** or wherever you like.

Your guest sees a nice invitation page with the event details and two buttons: **I'm coming!** or **I can't make it**.

Smart: your guest doesn't need to download the app first just to *view* the invitation. But to take part and sort out the potluck, the link opens the app neatly (or helps them install it).

6. Responding to an invitation (as a guest)

Got an invitation yourself? Then you'll see the event page with:

- **I'm coming!** — you're in. The host is notified automatically.

- **I can't make it** — you decline. The host hears about that too, right away.
- **Decide later** — still unsure? You can come back later.

After your choice you'll see a confirmation ("You're in!") and you can go straight to all the details with **View party**.

Is an event already full? Then you'll neatly see "**Party is full!**" or a warning if there's **only 1 spot left**.

7. Editing or deleting a party

Are you the host? Then you can always adjust your party:

- **Edit party** — change the name, date, location, photo or any detail.
- **Delete party** — remove it. Note: this is **permanent**, the app asks for confirmation first.

8. Profile & Settings

Tap your **Profile** to manage your account matters. Under **Settings** you'll find:

Display

- **System default** — the app follows your phone (automatically light or dark).
- **Light** — always the light theme.
- **Dark** — always the dark theme.

Accessibility

- **High contrast** — larger text and stronger colours, nice if your eyesight isn't great.

About

- **Version** — which version of the app you're using.
- **Made by** — the maker of the app.

Support the developer

- **Buy a coffee via Ko-fi** — enjoying the app? This lets you give the maker a small contribution. Completely voluntary.

Account

- **Sign out** — sign out of your account.
- **Delete account** — want to stop altogether? This **permanently** removes your account, your hosted parties and messages. It cannot be undone, so the app asks for confirmation first.

9. Your privacy

Share The Party is built with care: **no tracking, no selling your data to third parties**. Your data is yours. The app only asks for what's needed to organise a get-together together.

Frequently asked questions

Does everyone need the app? To view an invitation, no. To take part (RSVP, potluck, chat), yes — the link helps your guests install the app.

Does it work without internet? You need internet to sync. Responding while offline? The app remembers it and updates as

soon as you're back online.

Can I still change things later? Yes! As host you can always edit your party — date, photo, potluck items, everything.

Who sees the group chat? Only the attendees of that one party.

Have fun!

That's all. Create your party, invite your friends, divide the food and enjoy. That's what the app is made for.

Questions or feedback? Get in touch via info@dt2bapps.com