



How To Invite Admins



Invite Your Guests

1. Go to your **Event Page**.
2. Tap **Guests**.
3. Select **Invite Guest**.
4. Choose how you want to invite them:
 - From your **Contacts**
 - By **Shared Mobile Link**
 - Or with a **QR Code**



Grant Admin Access

1. Once your guest **accepts** and shows as **Attending**, you can now make them an **Admin**.
2. Go to **My Events**.
3. Tap **View Details**.
4. Select **Add Admin** below the cover photo.
5. Check the box beside the name(s) of the guest(s) you want to grant **Admin** or **Collaborator** access to.



Tips & Tricks

- **For Wedding Planners:**

Build out the **main event page first**, then **invite the couple** (yes — invite them to their own wedding!). This links their profile directly to the event so they can access everything and be added as admins. Once added, they'll have full control to view, edit, and collaborate on their event.

- **For Couples:**

You can easily **add your wedding planner** or any trusted person as an admin. This allows them to help manage the event, send communications, and make updates on your behalf.