



How To Add/Edit Plus 1's

Step-by-Step Instructions:

1. Go to **My Events** .
2. Tap **View Details** .
3. Click on **Guests** .
4. You'll have **two ways to manage plus ones** :
 - Directly when you invite via phone's contact list
 - After the guest has RSVP'd

Option 1: Add Plus Ones When Inviting Them - Through Contacts

1. Click **Invite Guests** .
2. Select **Invite Through Contact List** .
3. Choose the contacts you want to invite.
4. On the next page, you can **edit contact names** (for example, change *"Aunt Susie"* to *"Susie Brown"* for a cleaner guest list).
5. Next you will see a checkbox to **include a plus one** for that person's invitation.
6. Once the guest RSVPs to the wedding, they'll receive a **notification** in their RSVP tab letting them know they've been **granted a plus one** .
7. From there, they can **invite their plus one directly** via their own phone contacts, and that plus one will receive a separate invitation.

Option 2, Scenario 1:

A guest RSVP'd but forgot to have their plus one RSVP as well.

1. Go to **Guests** .
2. Open the **Guest Management Tool** .
3. Click **+1 Management** .
4. Select the guest who already RSVP'd and add a **plus one** to their invitation.
 - The guest will be **notified automatically** that they can now invite their plus one.

Option 2, Scenario 2:

Two individuals RSVP'd separately, but they are attending together.

1. Go to **Guests** .
2. Open the **Guest Management Tool** .
3. Click **Match Guests** .
4. Select both names to **link them together** .
 - This link will only appear in the **admin view** , but it's extremely helpful later when planning your **seating chart** or organizing **plus ones** .



Tips & Tricks

- The Wedding App is designed so that **every guest** has their **own profile** with full access to wedding details, notifications, and communication tools.
- Because of this, it's important that **each person RSVPs individually** — including **plus ones** .
- This ensures that every attendee gets access to all event updates, push alerts, and messages — no more relying on someone else to pass along the details!



Other Helpful Tools Under the "Guest Management" Tab

- **+1 Management:** Add or edit plus ones for any invited guest.
- **Match Guests:** Link separate RSVPs together — perfect for connecting plus ones and keeping your seating chart organized.