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STEP 1 REGISTRATION

Make your personal account via our registration page. Once registered you will be taken straight to your dashboard.

**PLEASE ENSURE YOU HAVE READ OUR WELCOME PACK BEFORE GOING
THROUGH OUR STEP BY STEP GUIDE**

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STEP 2 EVENTS

Click into your Events section to view all Events and Ceremonies. Let's start with an E-card.

Event Name	Action
We're Engaged	<button>Manage</button>
Save The Date	<button>Manage</button>
Wedding	<button>Manage</button>
Thank You	<button>Manage</button>

CLICK MANAGE ON THE EVENT YOU
WISH TO SEND TO YOUR GUESTS

NOTE: WE'RE ENGAGED, SAVE THE
DATE & THANK YOU ARE ALL E-CARDS

WEDDING ARE SENT AS E-INVITATIONS

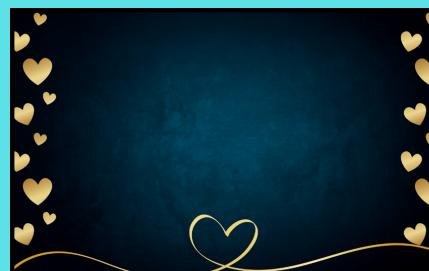
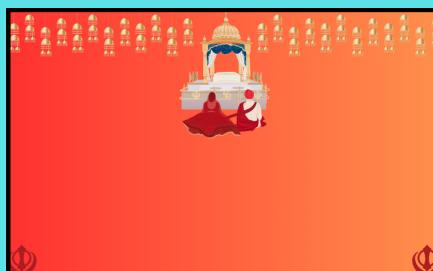
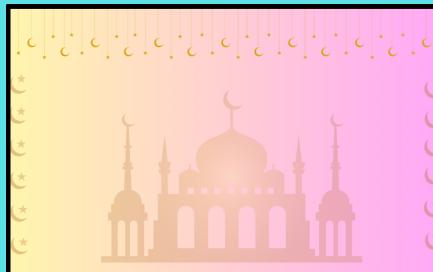
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STEP 3 DESIGN

SELECT ONE OF OUR DESIGNS OR
UP-LOAD YOUR OWN



WHEN UP-LOADING YOUR OWN
DESIGN ENSURE THE FILE SIZE IS
1920 X 1200.

PLEASE LEAVE PLENTY OF SPACE IN
THE MIDDLE TO WRITE YOUR
INVITATION COPY



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STEP 4 CONTACT SET UP

[Excel Upload](#)

[Add New Group](#)

[Add New Guest](#)

[Shiv Contact Template](#)

Contacts are a key component in your account, ensure you take time to group your guests in the right way to send the right invitations

A) Download our template and enter your guests Full name, email address and mobile number.

B) Decide on your Group names and add your Group name to your contact on our template

C) Up-load the template and have all guests added to the Contact section

Should you decide to enter guests directly to your account please ensure you create your groups first.

Please ensure you review our Welcome Pack to give you more details on how contact groups should be created.



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STEP 4 CONTACTS SET UP

This is an example of what your Contacts Group should look like once set up.

Contacts

Excel Upload

Add New Group

Add New Guest

Shiv Contact Template

Groups :

Back

Next

Total guest : 0/0

All

Unassigned

Immediate Family - You: All Ceremonies

Immediate Family - You + 1: All Ceremonies

Immediate Family - You + Family: All Ceremonies

Friends - You: Wedding + Reception

Friends - You+ 1: Wedding + Reception

Colleague - You: Wedding + Reception

Colleagues - You: Pre-Ceremonies ONLY

Aunt - You + 1: Ceremonies ONLY

Cousins - You + 1: Reception ONLY

ID

Name

Email

Number

Group

Action

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STEP 5 COUPLES NAMES

**ENTER YOUR NAME AND YOUR
PARTNERS NAME IN THE NEXT FIELD**

THIS WILL ENSURE THAT WHEN THE EMAILS ARE SENT OUT
TO YOUR GUESTS THEY SEE YOUR NAME AND YOUR
PARTNERS NAME IN THE EMAIL

Back

Your Name

SHIV

Next

Your Partner's Name

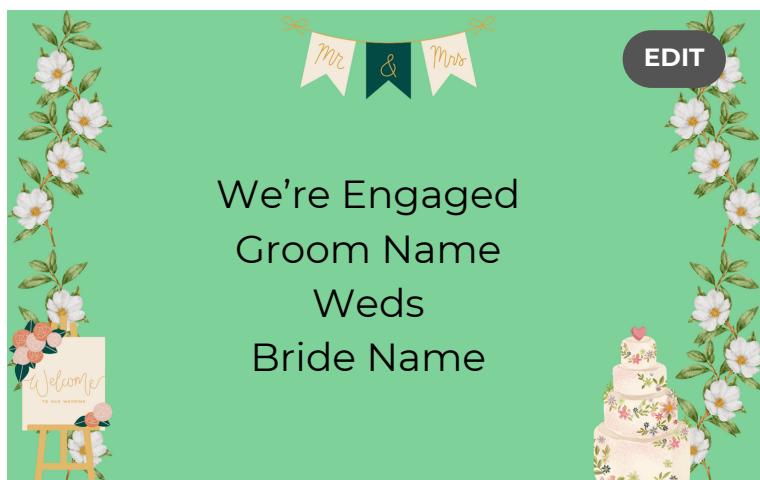
WORLDWIDE



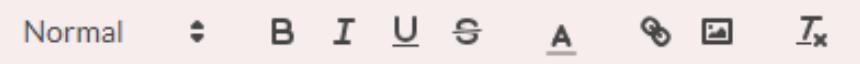
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STEP 6 TEMPLATE PREVIEW

A) Click on the EDIT button on the top right of the invitation design, which will take you to an edit screen.



B) Edit your text here. Add in your name and your partner's name. You can change the font size and colour here. You may also bold or italicise your text. You have the option of writing your own personal message on your E-cards (We're Engaged, Save the Date & Thank you).



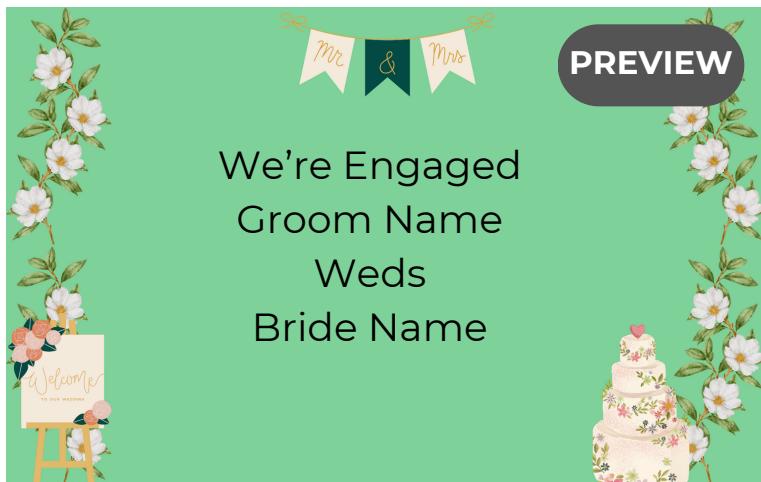
We're Engaged
Groom Name
weds
Bride Name



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STEP 6 TEMPLATE PREVIEW



- C)** Click the preview button to view your Edits. Select the text and you can move it around your design template should you need to.
- D)** Please send yourself a test email to ensure you are happy with the e-card before you send it out to your guests.
- E)** Please note once you click the send button ALL your guests will be sent your E-card.

Note: If you click on Edit Invitation you will be taken to select a new template and start your e-card again.

The steps for sending We're Engaged, Save The Date and Thank You E-cards are the same.

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STEP 7 EVENTS

Event Name	Action
We're Engaged	Manage
Save The Date	Manage
Wedding	Manage
Thank You	Manage

CLICK MANAGE ON THE
WEDDING EVENT

NOTE: THIS IS WHERE YOU WILL START
PUTTING ALL YOUR CEREMONY
DETAILS TOGETHER

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STEP 7 EVENTS

Select Ceremonies

 Pre Wedding Ceremony 1 Pre Wedding Ceremony 2 Pre Wedding Ceremony 3 Pre Wedding Ceremony 4 Civil Ceremony Wedding Ceremony Reception

Date & Time

Please Select the date and time

Venue

Enter your venue

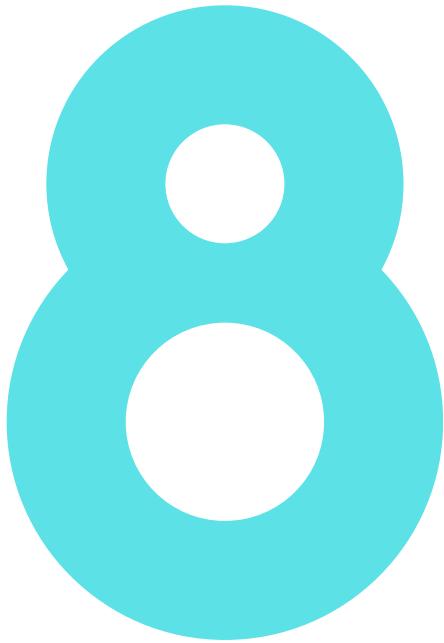
A) Click the Edit button and then tick the ceremonies you wish to use.

B) Edit your Ceremony names as you wish or keep them as they are. Note this is what your guests will see.

C) Enter your Ceremony date, time and venue.

D) Please note you can select 2 Pre-wedding Ceremonies for yourself and 2 for your partner

When you send out your invitation to your contact groups they will receive an invitation with ALL the Ceremonies detail you choose to invite them to.



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STEP 8 FOOD & DRINK FEATURE

Select the Food and Drink options you WANT your Guests to see.
These will be the options your guests can select when they RSVP.

[Back](#)[Next](#)

Food

- Children's Meal
- Coeliac Free
- Gluten Free
- Halal
- Jain
- Kosher
- No beef
- No Chicken
- No Dairy
- No Fish
- No onion no garlic
- No Pork
- Pescatarian
- Vegan (No dairy no eggs)
- Vegetarian (Inc. dairy and eggs)

Drinks

- No Alcohol
- Beer
- Brandy
- Champagne
- Gin
- Prosecco
- Rose Wine
- Rum
- Tequila
- Vodka
- Whisky
- White Wine
- Red Wine

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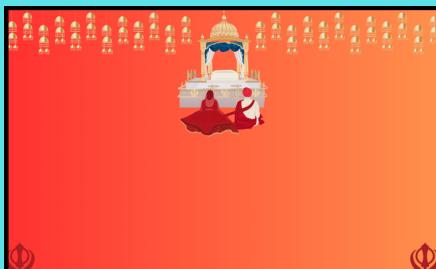
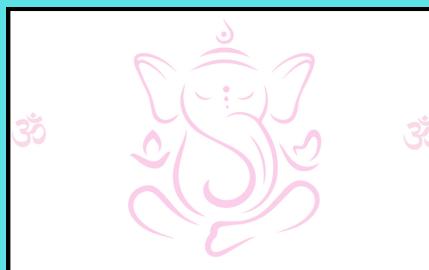


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STEP 9 DESIGN

SELECT ONE OF OUR DESIGNS OR
UP-LOAD YOUR OWN



WHEN UP-LOADING YOUR OWN
DESIGN ENSURE THE FILE SIZE IS
1920 X 1200.

PLEASE LEAVE PLENTY OF SPACE IN
THE MIDDLE TO WRITE YOUR
INVITATION COPY

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STEP 10 CONTACTS SET UP

As you have already added your Contacts Group from your E-cards, they will all be available here for your wedding Ceremony invites.

Contacts

[Excel Upload](#)[Add New Group](#)[Add New Guest](#)[Shiv Contact Template](#)

Groups :

[Back](#)[Next](#)

Total guest : 0/0

[All](#)[Unassigned](#)[Immediate Family - You: All Ceremonies](#)[Immediate Family - You + 1: All Ceremonies](#)[Immediate Family - You + Family: All Ceremonies](#)[Friends - You: Wedding + Reception](#)[Friends - You + 1: Wedding + Reception](#)[Colleague - You: Wedding + Reception](#)[Colleagues - You: Pre-Ceremonies ONLY](#)[Aunt - You + 1: Ceremonies ONLY](#)[Cousins - You + 1: Reception ONLY](#)

ID	Name	Email	Number	Group	Action
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STEP 11 INVITATIONS



Select your Contacts Group for your Ceremonies

Ensure you select the right Contacts Group for the Ceremonies they are invited to.

Back Next

Pre Wedding Ceremony 1	Pre Wedding Ceremony 2	Civil Ceremony	Wedding Ceremony
Select Groups	Select Groups	Select Groups	Select Groups
Reception			<ul style="list-style-type: none"><input type="checkbox"/> Immediate Family - You: All Ceremonies<input type="checkbox"/> Immediate Family - You + 1: All Ceremonies<input type="checkbox"/> Immediate Family - You + Family: All Ceremonies<input type="checkbox"/> Friends - You: Wedding + Reception
Select Groups			

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STEP 11 INVITATION TYPE



Select the Invitation type for the correct Contacts Group

[Back](#)[Next](#)

Immediate Family - You: All Ceremonies

Immediate Family - You + 1: All Ceremonies

Immediate Family - You + Family: All Ceremonies

Friends - You: Wedding + Reception

Friends - You + 1: Wedding + Reception

Colleague - You: Wedding + Reception

Colleagues - You: Pre-Ceremonies ONLY

Aunt - You + 1: Ceremonies ONLY

You

You and your Partner

You and your Family

You

You and your Partner

You

You

You and your Partner

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STEP 12 RSVP SET UP

ENTER YOUR NAME AND YOUR PARTNERS FOR YOUR RSVP

THIS WILL ENSURE THAT WHEN THE EMAILS ARE SENT OUT TO
YOUR GUESTS THEY SEE YOUR NAME AND YOUR PARTNERS NAME
IN THE EMAIL

Back Next

Your Name	Your Partner's Name
SHIV	WORLDWIDE

THIS SECTION WILL ALSO ENSURE YOUR GUESTS SEE YOUR
NAMES IN YOUR RSVP PAGE

NOTE: YOU WILL ONLY SEE THE RSVP QUESTIONS THAT ARE
AVAILABLE IN YOUR PACKAGE

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STEP 12 RSVP SET UP

You can remove any questions by clicking on the X. You may add the question back with the undo button, but note once saved you will not be able to add any deleted questions back.

First name (X)	Last name (X)	Email (X)
Mobile number (X)	Guest of (X)	What events will you be attending? (X)
Dietary requirements (X)	Allergies (X)	Will you require any special assistance? (X)
1st drinks preference (X)	2nd drinks preference (X)	Will you participate in mehndi application ? (X)
How many hands would you like mehndi on? (X)	Where would you like your mehndi? (X)	Will you require saree styling? (X)
Will you require turban styling? (X)	Will you require dhoti styling? (X)	Will you require hijab styling? (X)
Flight arrival (X)	Flight departure (X)	Will you require transfers? (X)
Will you be staying at the couples event venue/ hotel? (X)	If yes, how many rooms will you and your family require? (X)	How many extra beds will you require for any children staying? (X)
How old are your children? (X)	If no, what hotel will you be staying at? (X)	Would you like to extend your stay at the couples event venue / hotel? (X)
If yes, please enter dates of full stay here date range selector (X)	Would you like to take part in the any Excursions ? (X)	Request a song (Please state artist and song name) (X)
number of guests (X)	NOTE: YOU CANNOT EDIT ANY QUESTIONS	
Undo Save		

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STEP 13 TEMPLATE PREVIEW

Click on your Contacts Group to preview the invitation they will receive.

Click on the Edit button to amend your invitation as per step 6.

Back



Immediate Family - You: All Ceremonies

Immediate Family - You + 1: All Ceremonies

Immediate Family - You + Family: All Ceremonies

Friends - You: Wedding + Reception

Friends - You + 1: Wedding + Reception

Colleague - You: Wedding + Reception

Colleagues - You: Pre-Ceremonies ONLY

Aunt - You + 1: Ceremonies ONLY

The template features a light blue background with a repeating pattern of gold-colored geometric floral motifs. In the center is a stylized gold heart logo. The text is arranged in two columns:

You
are invited to our wedding
Groom Name
weds
Bride Name

The right side of the template includes a large text input area with a pink header bar containing text editing tools (Normal, Bold, Italic, Underline, etc.). Above this area is a small "EDIT" button. The text in the input area is:

You

are invited to our wedding
Groom Name
weds
Bride Name

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STEP 13 TEMPLATE PREVIEW

Please send yourself a test email to ensure you are happy with the invitation before you send it to your guests.

Please note once you click the send button ALL your guests will be sent your E-card. We strongly advise that you send out all your invitations at the same time.

Note: If you click on Edit Invitation you will be taken to select a new template and start your E-invitation again.

Send

TEST EMAILING

i

Edit Invitation

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S H I V



STEP 14 DSHBOARD

Click onto your dashboard to view all the RSVP data that is collected