2024

GatherApp User guide

Hello and welcome to GatherApp! This User Guide is crafted to aid you in navigating our site with ease. Please keep in mind that our application is designed to cater to two specific types of users, which we call Users and Admins. Both Users and Admins have the ability to create and interact with events, but User created events are subject to approval from the Admin's side. Additionally, Admins have the ability to mange the role type of other users.

1. My Profile

To access your profile on GatherApp, simply click on the profile icon located in the top right corner of the screen. This icon can be found in the main menu. Once clicked, select "My Profile" to view your personal information and manage your password and profile picture.
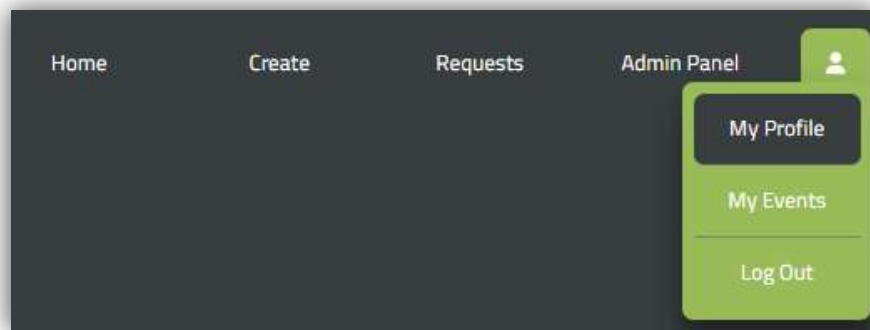

The "My Profile" screen displays your profile picture, personal information section, and a calendar view highlighting all your events.
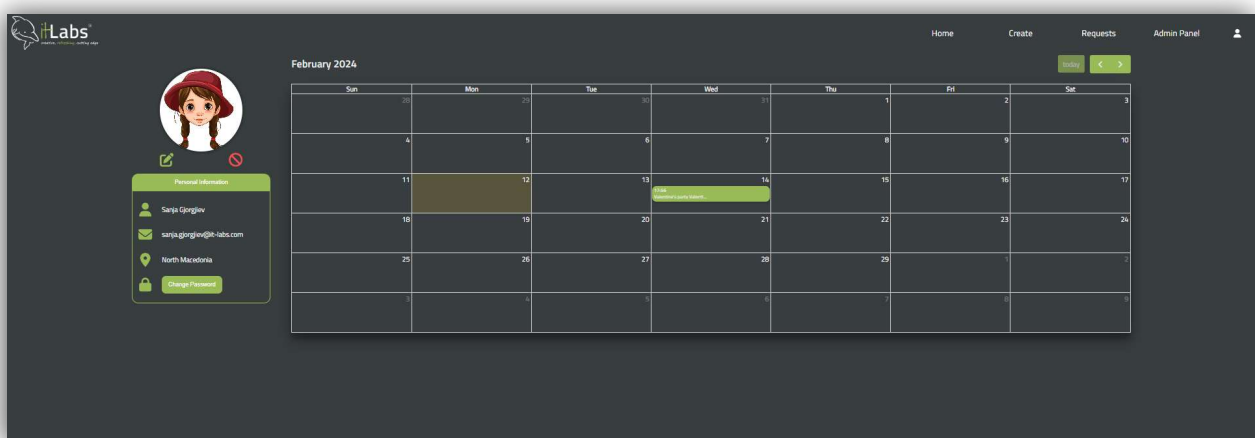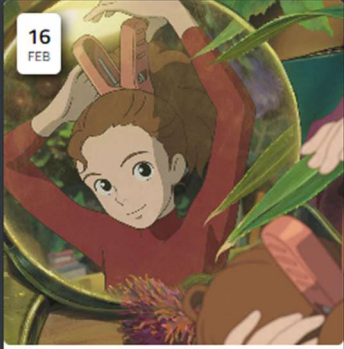
2. Upcoming Events

Discover and manage your upcoming events effortlessly with GatherApp. Easily navigate through your scheduled events by utilizing our intuitive features. Filter events based on categories, countries, organizers, types, and dates. Whether you prefer a structured grid view or a detailed list view, GatherApp caters to your preferences, ensuring you stay organized and informed about your upcoming engagements.
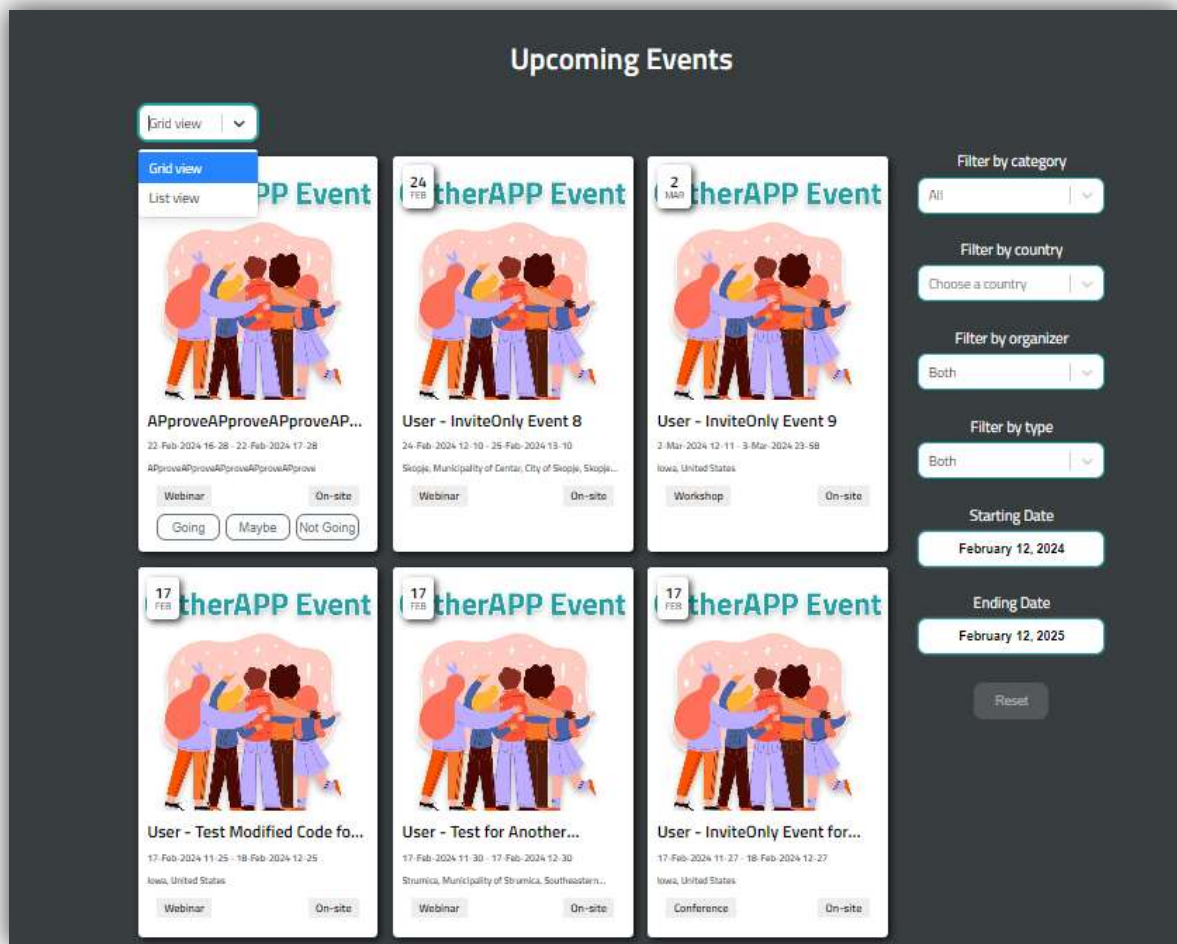
Users can easily manage their participation in upcoming events within GatherApp. Upon receiving an invitation to an event, users can respond by selecting one of three options: "Going," "Maybe," or "Not Going." By clicking on their preferred option, users inform the event organizer of their attendance status.

Once a user has selected their response, they will receive an email confirming their selection. This streamlined process ensures that event organizers have accurate attendance information, allowing for smoother event planning and coordination.

16 FEB

Ghibli Movie Marathon

16-Feb-2024 14-49 - 16-Feb-2024 15-49

Youth Cultural Center, Kej Dimitar Vlahov, Madzhir...

Hangout   On-site

[Going]   [Maybe]   [Not Going]

The invite status has been updated to 'Going'.   ×

The invite status has been updated to 'Maybe'.   ×

The invite status has been updated to 'Not Going'.   ×

3. Create an Event

Creating an event on GatherApp is a simple process. Start by providing the necessary details for your event. This includes the event title, starting date, ending date, category, and a brief description of the event. Next, specify the location where the event will take place. You can also upload a banner for your event to make it visually appealing. Once all the information is filled in, just click on the "Submit" button to finalize the creation of your event.

4. View requests

4.1 Pending events

In GatherApp, you can easily manage your event requests by accessing the "Requests" page. This section allows you to conveniently monitor both pending and approved events.

Under the "Pending" button, you can view all pending event requests. These are the events that have been submitted but are awaiting approval.
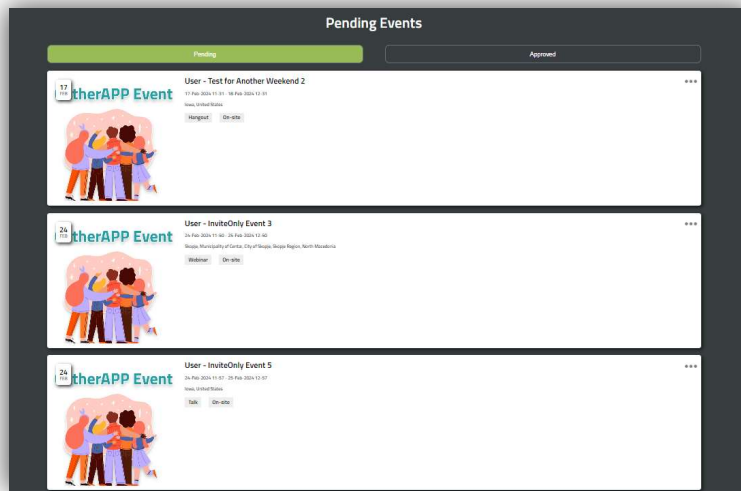
4.2 Approved events

Similarly, under the "Approved" button, you can access all the events that have been approved and are scheduled to take place.

Utilize these options to stay organized and keep track of the status of your events effectively within GatherApp.
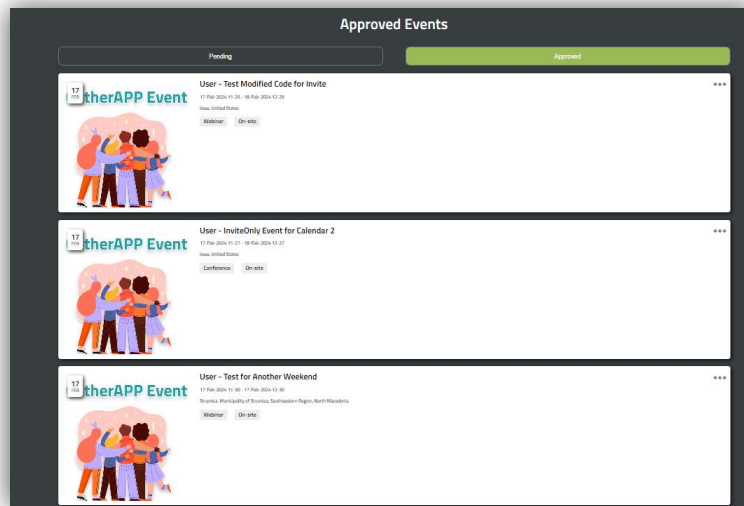
5. List of My Events

Within GatherApp, users have the ability to easily access and manage their events. For Admins these events are divided into two sections: Upcoming and Past events, additionally they can filter them into Company and Individual.

For Users these sections are: Pending, Approved, Declined and Past.

Upcoming, Pending and Approved Events: In this section, organizers can find all events that are scheduled to take place in the future. Whether it's a conference, a party, or a meeting, upcoming events are neatly displayed with pertinent details such as event name, date, time, and location. This allows organizers to stay prepared and ensure smooth execution of their upcoming gatherings. The difference between Pending and Approved is the review of the event from the Admin's side.
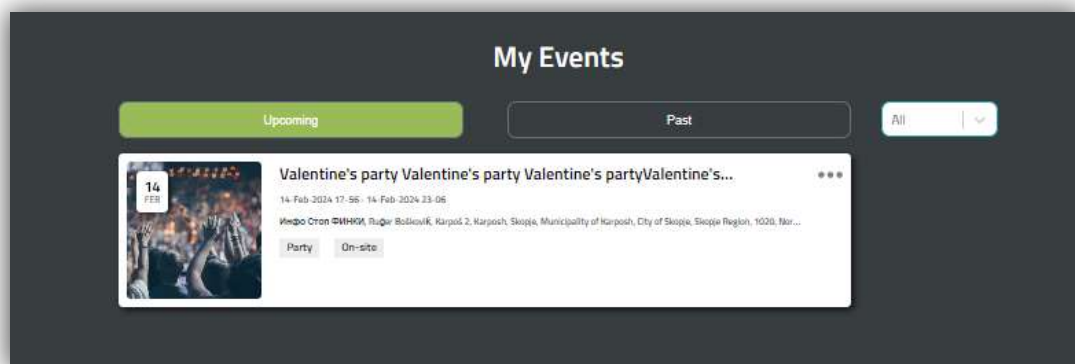
Past Events: For events that have already concluded, users can refer to the Past Events section. Here, organizers can reflect on past successes and review attendance.

Declined Events: These events have been declined by the Admin, usually due to scheduling or spacing conflicts.