

Party Code Generator User's Guide

Redeeming a Code

The Party Code Generator has two user experiences, those of the invitee and those of the admin(inviter). We will go over the functionality of the invitee first, then we will go through all the features an admin can take Advantage of.

On launching the website (www.partycodegenerator.com) the main page will contain a form for the necessary information to be filled out. Those two pieces of information are the valid email address that we need to send the party information to, and the 5 to 8-digit code that the user will have received as an invitation. If the user fills out correct information, the site will notify the user that an invite email on it's way. If incorrect information is filled in, the site will go to an error page. For the invited person using the site, this is the only functionality that they will have access to.



ENTER YOUR PARTY CODE

Admin Login

For an admin they must log into the portal by hitting the “Admin” icon on the navigation bar. This will lead the admin to the login page where they will simply enter their username and password. Screenshot below.

LOGIN

[Forgot Password?](#)

Creating Invites

Once logged into the website as an admin, the main function of the Admin Portal is to create invites for an event. There will be four details the admin will have to fill out.

- The name of the event
- The four digit code for the company
- Number of guests attending the event
- And a description of the event

The “Upload PDF” function of the site has not been implemented yet so it is advised for the admin user to ignore this until further notice. Screen shot below.

The screenshot shows a web form titled 'FILL OUT INVITE DETAILS' on the left and 'UPLOAD PDF' on the right. The form has four input fields: 'EVENT NAME', 'YOUR FOUR DIGIT CODE', 'NUMBER OF GUESTS', and 'ADD YOUR INVITE BODY'. Below these fields is a black 'REGISTER' button. To the right, under 'UPLOAD PDF', there is a text prompt 'Upload a stylish PDF to send out an exciting invite' and a 'Choose PDF' button.

FILL OUT INVITE DETAILS	UPLOAD PDF
<input type="text" value="EVENT NAME"/>	Upload a stylish PDF to send out an exciting invite
<input type="text" value="YOUR FOUR DIGIT CODE"/>	<input type="button" value="Choose PDF"/>
<input type="text" value="NUMBER OF GUESTS"/>	
<input type="text" value="ADD YOUR INVITE BODY"/>	
<input type="button" value="REGISTER"/>	

Adding a User.

In order to be registered as an admin, the user must create a profile using the user signup page. The potential user must fill out the following information.

- A user's name
- A valid email address (user@domain.com)
- A password
- A confirmation of desired password
- Four-digit company code

After filling out all the necessary information, the user must hit click on the register button. Once the user profile has been created the user will be sent to a confirmation page. Screen shot below.

CREATE A NEW USER

ADD USER

ADD USER EMAIL ADDRESS

CREATE USER PASSWORD

CONFIRM PASSWORD

USER COMPANY OR COMPANY CODE

REGISTER

Support Page

A support page is available to both standard users and administrators. The user seeking support will have to enter.

- Their name
- Contact Email
- And issue

Once all the necessary information is filled out, all you have to do is hit the submit button and you will be sent to a confirmation page. Screen shot below

TELL US HOW WE CAN HELP

PLEASE ENTER YOUR NAME

ENTER YOUR CONTACT EMAIL

DESCRIBE YOUR ISSUE

SUBMIT