GatherSync User Manual

Version 1.0

Table of Contents

Welcome to GatherSync

GatherSync is a collaborative event scheduling app designed to help groups find the best date to meet. Whether you're organizing a monthly breakfast club, planning a board meeting, or coordinating a family reunion, GatherSync makes it easy to:

- **Track individual availability** across multiple dates
- **Visualize attendance** with calendar heatmaps
- **Identify the best meeting day** automatically
- **Manage RSVPs** for fixed-date events
- **Keep detailed meeting records** with attendance history

Getting Started

Installation

For Android Users:

1. Download the APK file from the link provided
2. Open the APK file on your phone
3. Tap "Install" (you may need to allow installation from unknown sources)
4. Open GatherSync from your app drawer

For iOS Users:

1. Install "Expo Go" from the App Store
2. Open the GatherSync link or scan the QR code provided
3. The app will open in Expo Go

First Launch

When you first open GatherSync:

1. You'll see the Events screen (currently empty)
2. Tap the "+" button to create your first event
3. Grant permissions when prompted:
   - **Contacts** - To quickly add participants from your phone
   - **Notifications** - To receive reminders about events

Understanding Event Types

GatherSync supports two types of events:

Flexible Events

Use when: You need to find the best date among multiple options

How it works:

- Set a month and year (e.g., January 2025)
- Participants mark which days they're available
- The app shows a heatmap highlighting days with the most availability
- Perfect for: Monthly meetups, social gatherings, team events

Example: "AI Guys January Meetup" - participants mark all days in January they could meet, and the app highlights January 15th as having the most people available.

Fixed Events

Use when: The date and time are already decided

How it works:

- Set a specific date and time (e.g., February 21, 2025 at 9:00 AM)
- Participants simply RSVP: Attending, Not Attending, or No Response
- No calendar marking needed
- Perfect for: Board meetings, recurring breakfasts, scheduled conferences

Example: "Guru Breakfast - February" - set for the 3rd Friday at 9 AM, participants just click "Attending" or "Not Attending"

Creating Events

Step 1: Start Creating

1. Tap the **"+"** button on the Events screen

2. Choose your event type:
   - **Flexible** - Find the best date
   - **Fixed** - Date already decided

Step 2: Basic Information

Event Name:

- Give your event a clear, descriptive name
- Examples: "AI Guys January Meetup", "Board Meeting Q1", "Family Reunion Planning"

Event Type Selection:

- Tap "Flexible" or "Fixed" based on your needs

For Flexible Events:

- Select the month and year to search for availability

For Fixed Events:

- Tap the date button to select the specific date
- Tap the time button to select the specific time
- Use the visual date/time pickers (no typing needed)

Step 3: Add Participants

You have three ways to add participants:

Method 1: Manual Entry

1. Stay on the "Manual" tab

2. Type a participant's name

3. Tap "Add Participant"

4. Repeat for each person

Best for: Quick entry of 1-3 people

Method 2: From Contacts

1. Tap the "Contacts" tab

2. Tap "Load Contacts" (grant permission if prompted)

3. Use the search box to find people

4. Tap checkboxes next to names to select

5. Tap "Add Selected" when done

Best for: Adding groups you already have in your phone (like "AI Guys" or "Board Members")

Features:

- Search by name (e.g., type "John" to find all Johns)
- Multi-select with checkboxes
- Automatically includes phone numbers for quick communication
- Shows a contact book icon badge next to imported participants

Method 3: AI Import

1. Tap the "AI Import" tab

2. Paste or type a list of names (any format works)

3. Tap "Import with AI"

4. Review the extracted names

5. Tap "Add Participants"

Best for: Copying names from emails, documents, or spreadsheets

Supported formats:

```
John Smith, Jane Doe, Bob Johnson
- Alice Williams
- Charlie Brown
1. David Lee
2. Emma Wilson
```

Step 4: Meeting Details (Optional)

Add important meeting information:

Team Leader:

- Tap "Select from Contacts" to choose the organizer
- Includes phone number for quick calling/texting

Meeting Type:

- In-Person or Virtual

Venue Details (for in-person):

- Venue name (e.g., "Corner Cafe")
- Venue contact person
- Phone number for venue
- Quick call/message buttons

Virtual Meeting (for online):

- Zoom/Teams/Meet link
- Quick "Copy Link" button

RSVP Deadline:

- Set a date for participants to respond by

Notes:

- Add any additional context or instructions

Step 5: Create Event

1. Review all information

2. Tap "Create Event" at the bottom

3. Your event appears on the Events screen

Managing Participants

Viewing Participants

On the event detail screen, you'll see all participants listed with:

- Name

- Phone number (if available)

- Availability status (for flexible events) or RSVP status (for fixed events)

- Source badge (contact book icon for contact imports)

Adding More Participants

1. Open the event

2. Tap "Add Participants" button

3. Use any of the three methods (Manual, Contacts, AI Import)

4. New participants are added to the event

Editing Participant Information

1. Find the participant card

2. Tap the **pencil icon** (edit button)

3. Update name or phone number

4. For contacts imported from your phone:
    - Toggle "Sync to Phone Contacts" ON to update both places
    - Toggle OFF to only update in GatherSync

5. Tap "Save Changes"

Why this is useful: If you discover someone's phone number changed, you can update it in GatherSync and your phone contacts simultaneously.

Removing Participants

1. Find the participant card

2. Tap the **trash icon** (delete button)

3. Confirm removal

4. They're removed from the event (but not from your phone contacts)

Quick Communication

For participants with phone numbers:

Call Button:

- Tap the phone icon to call them directly

Message Button:

- Tap the message icon to send them a text

Text All Participants:

- Tap "Text All Participants" button at the top
- Opens SMS with all phone numbers pre-filled
- Includes event details in the message
- Perfect for sending reminders or updates

Marking Availability (Flexible Events)

For Event Organizers

After creating a flexible event:

1. Open the event from the Events screen

2. You'll see a calendar grid for the selected month

3. The calendar shows all participants' availability combined

4. Days with more people available are darker (heatmap)

5. A star icon marks the "best day" with the most availability

For Participants

When you receive an event invitation:

1. Open GatherSync

2. Find the event on the Events screen

3. Tap to open the event

4. Tap "Mark Your Availability"

5. You'll see a calendar for the event's month

6. Tap any day to mark yourself as available (turns green)

7. Tap the same day again to remove availability (turns gray)

8. Tap as many days as you're available

9. Tap "Save Availability" when done

Tips:

- Mark ALL days you could potentially attend
- The more days you mark, the easier it is to find a common date
- You can update your availability anytime before the event is finalized

Quick Weekend Selection

For events where weekends are preferred:

1. In the availability editor, look for the buttons at the top:
   - **"Mark All Weekends Available"** - Marks all Saturdays and Sundays green
   - **"Mark All Weekends Unavailable"** - Clears all Saturdays and Sundays

2. Then manually adjust specific days as needed

Understanding the Heatmap

On the event detail screen:

- **Light gray** - Few people available
- **Medium gray** - Some people available
- **Dark gray** - Many people available
- **Star icon** - The best day (most people available)
- **Number badges** - Show exact count of available people per day

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RSVP Process (Fixed Events)

For Event Organizers

After creating a fixed event:

1. Open the event from the Events screen

2. You'll see the date and time prominently displayed

3. Below that, an RSVP summary shows:
   - **Attending** - Count of confirmed attendees
   - **Not Attending** - Count of declines
   - **No Response** - Count of people who haven't responded yet

4. Share the event details with participants

For Participants

When you receive a fixed event invitation:

1. Open GatherSync

2. Find the event on the Events screen

3. Tap to open the event

4. You'll see the date and time clearly displayed

5. Tap one of three buttons:

- ○ **"Attending"** - You'll be there
- ○ **"Not Attending"** - You can't make it
- ○ **"No Response"** - You're not sure yet (default)

6. Your response is saved immediately

7. You can change your response anytime before the event

Note: For fixed events, you don't mark calendar days - just a simple yes/no response.

Meeting Details

Viewing Meeting Details

On any event detail screen, scroll down to see the "Meeting Details" section showing:

- Team Leader (with call/message buttons if phone number available)
- Meeting Type (In-Person or Virtual)
- Venue information (for in-person meetings)
- Virtual meeting link (for online meetings)
- RSVP Deadline
- Notes

Editing Meeting Details

1. Open the event

2. Scroll to "Meeting Details"

3. Tap the **pencil icon** (edit button)

4. Update any information:
    - ○ Change team leader (with contact picker)
    - ○ Switch between in-person and virtual
    - ○ Update venue details
    - ○ Change virtual meeting link
    - ○ Adjust RSVP deadline

- Edit notes

5. Tap "Save Changes"

For Fixed Events: Editing Date/Time

Fixed events also allow editing the date and time:

1. In the edit meeting details screen

2. Tap the date button to change the date

3. Tap the time button to change the time

4. Use the visual pickers to select new values

5. Tap "Save Changes"

Event Templates

Templates let you save event configurations for reuse.

Creating a Template

1. Open an existing event

2. Tap the **three-dot menu** (…) in the top-right

3. Select "Save as Template"

4. Give the template a name (e.g., "AI Guys Meetup Template")

5. Tap "Save Template"

What's saved:

- Event name

- Event type (flexible or fixed)

- All participants (with phone numbers)

- Meeting details (venue, team leader, etc.)

What's NOT saved:

- Specific dates/times
- Participant availability/RSVPs
- Attendance records

Using a Template

1. From the Events screen, tap the **template icon** in the header
2. You'll see all your saved templates
3. Tap a template to view details
4. Tap "Create Event from Template"
5. The create event screen opens with all information pre-filled
6. Update the month/year (for flexible) or date/time (for fixed)
7. Tap "Create Event"

Perfect for: Monthly recurring events like "Guru Breakfast" or "Board Meeting"

Managing Templates

In the Templates screen:

- **View** - Tap a template to see what's saved
- **Delete** - Tap the trash icon to remove a template

Sharing Events

Text All Participants

The easiest way to notify everyone:

1. Open the event
2. Tap "Text All Participants (X)" button
3. Your SMS app opens with:
    - All participant phone numbers pre-filled

- Event details message ready to send

4. Tap Send

Message includes:

- Event name
- Date/time (for fixed) or month (for flexible)
- Venue or virtual link
- Instructions to open GatherSync

Individual Communication

For one-on-one communication:

1. Find the participant in the list
2. Tap the **phone icon** to call
3. Or tap the **message icon** to text

Attendance Tracking

Recording Attendance (After the Event)

1. Open the event
2. Tap the **three-dot menu** (…)
3. Select "Mark Attendance"
4. You'll see all participants listed
5. Tap checkboxes next to people who actually attended
6. Tap "Save Attendance"

Viewing Attendance History

1. From the Events screen, tap the **three-dot menu** in the header
2. Select "Attendance History"

3. You'll see:

- List of all participants across all events

- Attendance percentage for each person

- Total meetings attended vs. total invited

4. Tap a participant to see detailed meeting records

Perfect for:

- AGM reports

- Board meeting documentation

- Tracking engagement in recurring events

Tips & Best Practices

For Event Organizers

Creating Events:

- Use descriptive names that include the month/purpose

- Add meeting details early so participants have context

- Set RSVP deadlines to encourage timely responses

Managing Participants:

- Import from contacts when possible (saves time and includes phone numbers)

- Use templates for recurring events (saves setup time)

- Text all participants when you finalize a date

Finding the Best Date:

- For flexible events, give participants a wide date range

- Check the heatmap regularly as people mark availability

- Look for the star icon to identify the best day

- Consider days with at least 70-80% attendance

Communication:

- Send reminders a week before the RSVP deadline
- Use "Text All Participants" for quick updates
- Follow up individually with people who haven't responded

For Participants

Marking Availability:

- Mark ALL days you could attend, not just your preferred days
- Update your availability if plans change
- Respond as soon as possible (don't wait until the deadline)

RSVP for Fixed Events:

- Respond promptly when you receive the invitation
- Update your RSVP if your situation changes
- Check meeting details for venue/link information

Communication:

- Reply to group texts from the organizer
- Let the organizer know if you have special requirements
- Suggest alternative dates if you can't make the proposed time

Troubleshooting

"I can't see the event I was invited to"

Problem: Events are stored locally on each device.

Solution: The organizer needs to share event details via text/email. You'll need to:

1. Open GatherSync
2. Create a new event with the same details

    3. Mark your availability or RSVP

Future: Cloud sync is planned for a future update.

"The keyboard is covering the Create Event button"

Problem: On some devices, the keyboard blocks the button.

Solution:

- Scroll down while the keyboard is open
- Or close the keyboard first, then tap the button

"I can't load my contacts"

Problem: Permission not granted or contacts app issue.

Solution:

1. Go to your phone's Settings
2. Find GatherSync (or Expo Go for iOS users)
3. Enable Contacts permission
4. Restart the app and try again

"The date picker isn't responding"

Problem: Sometimes the picker doesn't register taps.

Solution:

- Make sure you're tapping the date/time button, not the label
- Try scrolling the picker wheels
- If stuck, close and reopen the event

"My availability didn't save"

Problem: You may have forgotten to tap "Save Availability"

Solution:

- Always tap the "Save Availability" button after marking days
- Check the event detail screen to confirm your days are marked

"I accidentally deleted a participant"

Problem: Participant removed by mistake.

Solution:

- Tap "Add Participants" and re-add them
- Their previous availability/RSVP will be lost
- They'll need to mark availability again

FAQ

Q: Is my data stored in the cloud?
A: Currently, events are stored locally on your device. Cloud sync is planned for a future update.

Q: Can I use GatherSync without an internet connection?
A: Yes! Once the app is installed, it works completely offline.

Q: How many participants can I add to an event?
A: There's no hard limit, but the app is optimized for groups of 5-50 people.

Q: Can I create recurring events?
A: Not automatically yet, but you can use templates to quickly create monthly events with the same participants.

Q: What happens if I delete the app?
A: All your events and data will be lost. Make sure to back up important information before uninstalling.

Q: Can participants see each other's availability?
A: On the event detail screen, everyone can see the combined heatmap showing overall availability, but individual participant availability is only visible to the organizer.

Q: How do I change an event from flexible to fixed (or vice versa)?
A: Open the event, tap the three-dot menu, select "Edit Event Type", choose the new type, and save.

Q: Can I export attendance records?
A: Not yet, but this feature is planned for a future update. For now, you can view attendance history in the app.

Q: What's the difference between "No Response" and "Not Attending"?
A: "No Response" means the person hasn't responded yet. "Not Attending" means they've actively declined.

Q: Can I add participants after the event is created?
A: Yes! Open the event and tap "Add Participants" anytime.

Q: How do I delete an event?
A: Open the event, tap the three-dot menu, select "Delete Event", and confirm.

Q: What if the best day doesn't work for key people?
A: Check the heatmap for the second-best day, or communicate with participants to find a compromise.

Q: Can I use GatherSync for business meetings?
A: Absolutely! It works great for board meetings, team meetings, client meetings, and any group scheduling needs.

Support

Need help?
Contact: Peter Scarfo
Email: [Your email here]

Found a bug?
Please report it with:

- What you were trying to do

- What happened instead

- Screenshots if possible

Feature requests?

We'd love to hear your ideas for improving GatherSync!

GatherSync - Making group scheduling simple.