Group 1

CI 103

5/25/17

Party Up User Manuel

Initial start up

Step 1 – Launch the app.

Step 2 – Create an account using a valid Drexel email.

Step 3 – Input your first name and last name.

Step 4 – Read the terms and conditions and press the button if you agree.

Step 3 – Login to the account you have created.

Hosting a party

Step 1 – Press on the party hat icon.

Step 2 – Input the details of the party.

ex: price (optional), theme (optional), location, duration, Name of the party, etc.

Step 3 – Confirm details and wait for the party date.

Step 4 – If any details have to be changed, find your party under the 'My Parties' tab and edit the

details. * Changes cannot be made if the party is less than 24 hours away. *

Step 5 – Confirm the changes

Joining a party

Step 1 – Log in to your account.

Step 2 – If you are not already on the party list screen then press on the magnifying glass icon.

Step 3 – Scroll through the list until you find a party you are interested in.

Step 4 – Press on said party.

Step 5 – Read through the party details to make sure you meet the requirements to join if there are any.

Step 6 – Press the join button. (your name should pop up on the attendees list)

Step 7 – Wait for the party date. You will be notified of any changes to the party via email.

Reporting a problem

Step 1 – Press on the settings cog.

Step 2 – Press on reporting a problem.

Step 3 – Describe the problem you are having in as much detail as possible.

Step 4 – Press submit.

Step 5 – Wait patiently for the problem to be solved, we will try to address the problem as quickly as possible.

Forgotten Password

Step 1 – If you have forgotten your password press on forgot password from the login screen.

Step 2 – Input the email you used to create the account.

Step 3 – You will receive a reset password email, click on the link included in the email.

Step 4 – Change your password. (Make sure it is something you can remember easily)

Step 5 – Login to your account on the app.