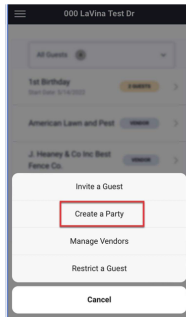
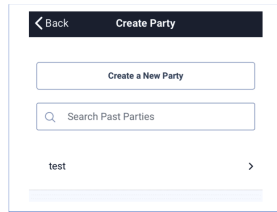


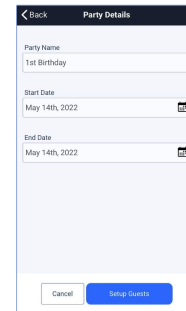
How To Create A Party in the dwellingLIVE App



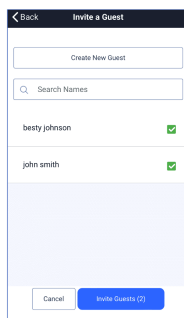
To Create a Party, start by clicking the 'Manage Guests' button and selecting Create a Party



From here you can view past Parties or Create a New one. Click the 'Create a New Party' button.



Enter in the Party Name and select the Start and End Dates. Once complete click 'Setup Guests'

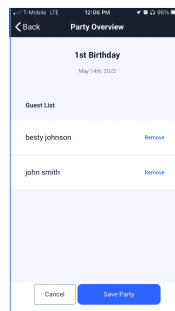


Click the 'Create New Guest' button and enter in the First and Last name of the guest and click Save.

Their name will now show in the list of Party Guests.

Repeat this step until all the Party Guests have been added.

When complete click 'Invite Guests'



You will now see an overview of the Party details that were entered. Verify that everything is correct and click 'Save Party'

PRO TIP

If you are planning a larger gathering, you can use an Excel list and upload directly into dwellingLIVE. Quick and easy!

Importing Party Guests into dwellingLIVE from a Spreadsheet

Log in to your account at community.dwellinglive.com

Click "Add Party", a blue link near the top right of the page

Enter a name for your party (ex: Doug's Birthday Bash) and enter the start date of your event.

Under the heading "Party Guests", click "Import List from File"

Click the blue link that appears under "Step One" to download the import template.

Open the template file and input the names > save

Back in dwellingLIVE, click "Choose File" and browse your computer to find this previously saved file.

Click "Import"

Once you can see the file is attached, click the blue "save" button in the bottom right corner of the screen.