

Aspirational Wedding Planner instruction Manual




The guide to setting up your Aspirational “Wedding Planner”.

Congratulations on taking an important step in planning your big day. With your **Aspirational Wedding Planner** you can create an online guest list, add events and publish your own on-line **Wedding Book** to share the happy moments with your guests. A budget planner is also on its way which will allow you to keep track of your finances; we have kept a space for it on the top menu and we will notify you when it is ready.

The first Step.

Enter www.aspirationalweddingplanner.com into your favorite browser and click the **Register** link at the top right of the web page, you should now see the data entry form below

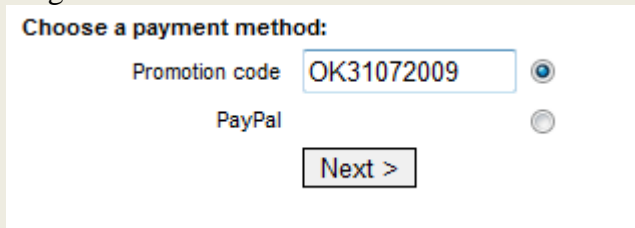
User name	<input type="text"/>
Primary account holder	<input type="radio"/> Bride <input type="radio"/> Groom
First name	<input type="text"/>
Last name	<input type="text"/>
Email	<input type="text"/>
Wedding Date	<input type="text"/> 
Admin password	<input type="password"/>
Retype Admin password	<input type="password"/>
Guest password	<input type="password"/>
Guest Enabled	<input type="checkbox"/>
	<input type="button" value="Next >"/>

Your user name may contain spaces i.e. **Tom and Mary** but remember to tell your guests the exact login details and that it contains spaces. The primary account holder will receive notifications from the Wedding Planner i.e. password change or improvements to your subscription.

Enter your names and your email addresses, the date of your wedding and a password; this can be changed at any time.

Finally enter a password for your guests. This will allow your guests read only access to your Wedding Plans, i.e. they can view your on-line Wedding Book and any events you wish to share with your guests, but they will not be able to make changes or view your guest list. You can amend your details at anytime by clicking on the [User details](#) link. If you have forgotten your password go to the Login screen and click on the [Click here if you have forgotten your password](#), an email will be sent to the primary account holder.

Once you have entered the information click Next and enter the promotion code you received from our Preferred Supplier or from one of our Wedding Events.



Choose a payment method:

Promotion code

PayPal

Click the Next button and your Wedding Planner is now ready for use.

Setting up the Guest Roles

We have built a means of emailing your guests as a group by sending an email to the guest's role rather than the guest; here we have tried to combine **Ease of Use** with **Usefulness**, each guest can only be assigned one role.

Think of roles as a way of targeting your guests when you send e-mails i.e. **Best Man**, **Bridesmaids** or **Toastmaster** and also as a way of identifying the role your guest will play on your wedding day.

Setting up the **Guest Roles** must to be first done when configuring your **Wedding Planner**. Once this stage is completed, you can create your **Guest List**. If you are not sure of a role name at this stage we suggest

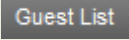
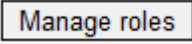
creating a role called **Guest** and allocate this role to your guests. You can always change this at a later stage.

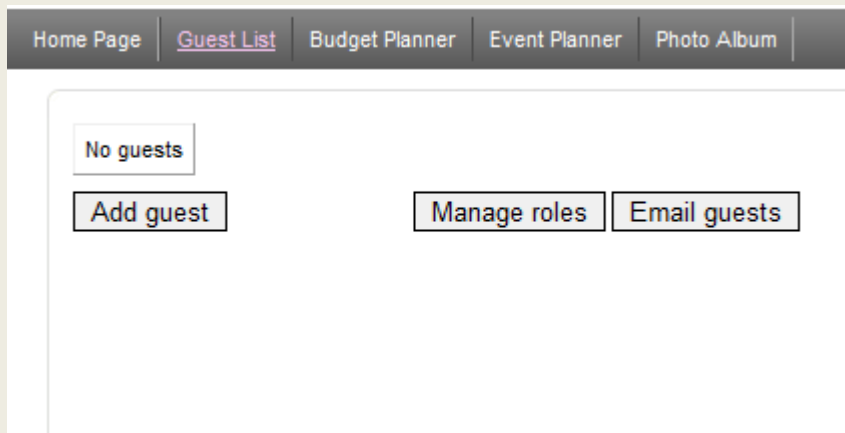
Suggestions.

One suggested role is **Stag Night**. You can create an event **Stag Night in Prague** and e-mail the event to everyone who is assigned the **Stag Night** role. However, your Best Man may not have the **Stag Night** role because he has the **Best Man** role, therefore he will not receive the invitation (or event). In this instance you can select **Stag Night** and **Best Man** as the target roles when sending the Email.

Some suggested role names are **Bridesmaids**, **Stag Night** or **Hen Night**. Browse to www.aspirationalweddings.com for more ideas. You could even include your **Photographer**, **Evening Band** or **Catering** as target roles when sending email notifications, directions or general information.

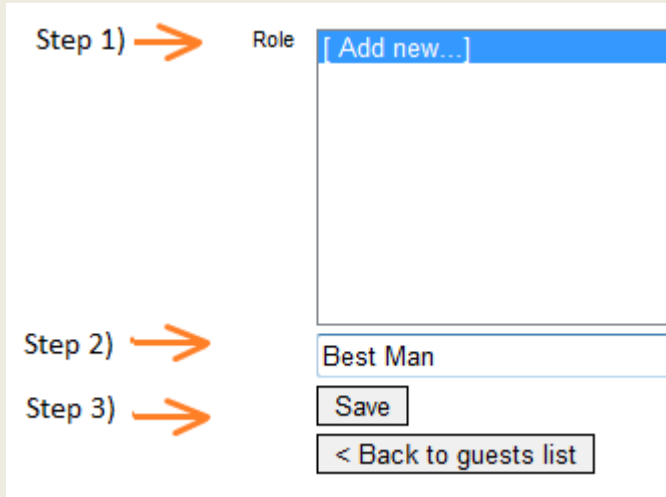
Setting up a Role.

First click the menu item  and wait for the webpage to refresh, then click the  button.



On the following screen

- Step 1) Click on to highlight.
- Step 2) Enter the role of the guest
- Step 3) Click on the Button.



If you would like to change the Role, click on the role name you would like to change (**highlight**), enter the new name for the role, **Step 2** and click on the button **Step 3**

Now create as many roles as required, please note you cannot delete roles but you can rename them.

Setting up a Guest.

Click the

Once the screen has refreshed click the Button.

Guest name
 Guest email
 Guest role ▾
 Attending:
 Ceremony
 Reception
 Evening

Once you have entered the Guest details you can now assign the guest a **Guest Role** and check the corresponding boxes to indicate whether your guest is attending the Ceremony, Reception or Evening.

When you have completed this step click the button

You have now entered your first guest.

Total: 1

Guest name	Guest email	Role	Ceremony	Reception	Evening	Enabled	Save
<input type="text" value="Robin McManus"/>	<input type="text" value="robin.mcmanus@aspiratio"/>	<input type="text" value="Best Man"/> ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Save"/>

If you would like to make any changes to your guest simply amend the guest details and click the button.

Now add any additional roles and continue with your guest list.

Event Planner.

The event planner will allow you to send notifications to your guests. This can be used to send all your guests an electronic wedding invitation created with your favourite paint program. You may also want to notify your guests about an evening out to celebrate the

proposal, closer to the big day send details of the day's events or even send a message to the **Stag Night** role with details of the stag night and how to get there, you could send recommendations for local hotels or the telephone numbers of the local taxi services to guests who are attending the evening party.

You can also create events which are not made public to remind you of important days and view these in date order. If your guest's are not sure of the up and coming events they can login to your "Wedding Planner" and view the events you have made public.

Creating an event.

You have decided to inform your guests that you are throwing a party to celebrate the proposal and inform everyone of the up and coming date.

First click the menu item **Event Planner** and wait for the webpage to refresh, you should see the panel below.

The screenshot displays the 'Event Planner' interface. On the left, a sidebar titled 'Events' contains a blue button labeled '[Add new event]'. The main content area on the right is a form for creating an event. It includes the following fields and controls:

- Event name:** A text input field.
- Event description:** A large text area with a vertical scrollbar.
- Event image:** A text input field followed by a 'Browse...' button.
- Is notification:** A checkbox.
- Event date:** A date picker field with a purple 'E' icon.
- Enable for guests:** A checkbox.
- Save:** A button at the bottom of the form.

- 1) Highlight the section **Add new event**
- 2) Enter the Event name
- 3) Give the event name a description.
- 4) Click the Browse button and select an image.
- 5) If the event is informing guests of general information it does not require a date i.e. a great hotel in the area or favorite taxis then check the box **is notification** (For this example we will require a date)
- 6) Click the **E** button and enter the Event date.
- 7) If you wish to make this a public event i.e. your guests will be able to view the event details, check the **Enable for guests** box (For this example we must enable it for the guests as we need to email them the event)
- 8) Finally, if you are happy with the event you have created click the **Save** button.

Do not worry, if you are not satisfied with the event or you have made a couple of typo's you can change it, simply highlight the event in the events section, make the required changes then click the **Save** button. Please note you are unable to delete events but you may rename them.

Now you have created your first event you can email it to your guests. First click the menu item **Guest List** and wait for the webpage to refresh then click the **Email guests** button.

Subject

Message

Include event details

Guest groups Best Man

Enter a Subject and a Message, you checked the Enable for Guest box when you created the event which will allow the event to show in the **Include event details** list, click the checkbox i.e. **Best Man** then click the button, your guests will now receive the notification of the happy day.

Adding your photos to your Album

We have called this a wedding album but you can use this for just about anything, on our example **Tom and Mary** (With Spaces) and the view password; **pass123**, we have created a front cover with information announcing the Wedding, we have also created a picture of the wedding invitation and given details of **up and coming** events.

Please note text doesn't render very well as pictures when saved as a JPG which causes text to become pixilated, this can be overcome to some extent by using a recommended commercial paint program.



Please check out www.youtube.com for videos on how to create great pages using Microsoft Paint, the links can be found on www.aspirationalweddingplanner.com, we are adding videos on a regular basis. Once you have created your pages here is how to add them to your "Wedding Book".

Select the menu item and wait for the webpage to refresh.

*Please note the page editor is fairly straightforward; firstly you can only upload JPG's so make sure your page is saved as a JPG. When creating a page in Microsoft Paint make sure the Page Attributes (Properties in Vista or Windows 7) are set to **550 Pixels Width** and **650 pixels Height**, the DPI should normally be set to 96 which should allow the pages to save as a relatively small file yet keep a high resolution which is fine for the Wedding Book which uses turn page technology to give the page flip effect.*


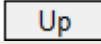


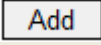

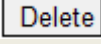
Once you have created a page using your favorite paint program, i.e. Holiday.jpg, click the button and select the page you have just created, in text box at the top of the page enter a page name, if this is left blank the page will be displayed as the name of the file. To add the page to the "Wedding Book" simple click the button. If you click on the button you can view the page on the left had side of the editor.

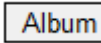
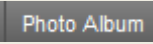
Page

Action
Page Navigation

	Page No.	Page title	Enabled	
<input type="button" value="Up"/>	1	tom and mary	<input checked="" type="checkbox"/>	<input type="button" value="..."/>
	2	P2.JPG	<input checked="" type="checkbox"/>	<input type="button" value="..."/>
	3	P6.JPG	<input checked="" type="checkbox"/>	<input type="button" value="..."/>
<input type="button" value="Down"/>	4	Holiday	<input checked="" type="checkbox"/>	<input type="button" value="..."/>

To move a page forward or backwards in the magazine, select a page by clicking on the  button and click the  or  buttons in the Page navigation Area. If you do not want your guests to see the page simply select the page and click the  button. When you click the  button your page will be the last page in the book, if you would like the page to go elsewhere, select a page where you would like it to appear, click the browse button to select the page and click the  button, It will appear below the page you selected, finally if a page is no longer required you can remove the page by clicking the  button.

To view your **Wedding Album**, click the  Button, you can return to the editor by clicking the  menu item.

Have fun creating your Event Planner.

Your Aspirational Wedding Team.

Promo Code

Please visit www.AspirationalWeddings.com for ideas for the big day and a list of our preferred suppliers.

Please visit www.AspirationalWeddingPlanner.com to login to your Wedding Planner.

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