

# Conveo — User Guide

Run a conference, retreat, or camp: describe it, upload your people, and let Conveo handle rooming, groups, teams, car-pools, and scheduling. New here? Try the demo at [confsuite.vercel.app/events/demo](https://confsuite.vercel.app/events/demo) — click **Auto-assign the whole camp** to see it work in one click.

## 1. Sign in

- Go to the app and choose **Sign in**.
- Enter your email, tick the Privacy Notice box, and press **Send magic link**.
- Open the email and click the link — no password, the link signs you in.

## 2. Create an organisation and event

On the **Dashboard**, first create an **organisation** (your church or society) — events belong to it. Then create your event one of two ways.

**Describe it (recommended).** Type what you are running in plain words — e.g. “A 3-day church camp for 120 people at Port Dickson, families and youth, with accommodation, small groups and car-pools.” Press **Draft with AI** and Conveo proposes a name, a preset, and the exact features to switch on. Nothing is created until you review the draft and press **Create event**.

**Set up manually.** Pick a preset yourself:

| Preset       | Enables                                                         |
|--------------|-----------------------------------------------------------------|
| Conference   | Agenda, speakers, registration                                  |
| Retreat      | Rooming, small groups, teams, transport                         |
| Church Camp  | Everything — talks + accommodation + groups + teams + transport |
| Teambuilding | Everything (corporate camp)                                     |
| Workshop     | Agenda, speakers, registration                                  |
| Custom       | Pick exactly the features you want                              |

The preset decides which **sections** appear in the sidebar — you only see the features you enabled.

## 3. Your event Home

Home is your control panel. At the top a **readiness ring** shows how ready the event is (0–100%), then a feed of **next best actions** — the most pressing thing first:

- “5 people still need a bed” — press **Auto-room** and it runs there and then.
- “Place your sessions” — **Auto-allocate**.
- “Add your people” — jumps you to the right section.

Work through the feed and the ring climbs. When everything is done it says so — no checklist to hunt through.

## 4. Add your people — one import fans out

On Home, open **Quick start** — **import your registration form**. Drop in your Google-Form export (.xlsx or .csv), review the auto-guessed column mapping, tick consent, and **Import**.

That single upload fans people out across **rooming, small groups, volunteer teams and transport** at once — you do not re-enter anyone. You can still add people one at a time in any section.

## 5. The sections

|                  |                                                                                                                                                        |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Home</b>      | Readiness score + the next-best-actions feed. Solver steps run right from the card.                                                                    |
| <b>People</b>    | Everyone in one searchable directory, merged across every section. Also where you register attendees or import a CSV.                                  |
| <b>Programme</b> | Rooms, sessions and speakers together; suggest a programme; Auto-allocate places every session in a room + time. Public schedule is the attendee view. |
| <b>Stay</b>      | Rooms/dorms + people; Auto-room assigns beds (gender & families are hard rules; snorers kept from light sleepers where beds allow).                    |
| <b>Groups</b>    | Balanced small groups, each with a leader; families spread sensibly.                                                                                   |
| <b>Teams</b>     | Volunteer teams (Worship, AV, Kitchen) + volunteers; auto-staff by skill.                                                                              |
| <b>Travel</b>    | Log who is driving/flying; match car-pools by origin and seats.                                                                                        |
| <b>Live</b>      | Day-of: check-in progress, the volunteer desk PINs, speech timer, and teleprompter.                                                                    |

On a phone these become a bottom bar; the ones that do not fit live under **More**.

## 6. Find anyone — the People directory

**People** lists everyone once, even though they live in several sections. Search by name or email, then tap someone to open their card and see, in one place:

- their **room, small group, volunteer teams**, and **travel** (driver / needs a ride),
- their **registration** status and whether they have checked in,
- an **Edit** link that takes you straight to the right section to change any of it.

## 7. AI suggestions — you review before anything changes

Where Conveo suggests something, it **drafts, it does not do**. Press **Suggest sessions with AI** in Programme and you get a card listing every session it proposes — nothing is added yet. Then either **Add all** or **Discard**.

The same goes for the event draft at creation. Other one-click helpers: **Suggest day skeleton** and **Suggest meeting rooms** (Programme), **Suggest rooms from people** (Stay). If the AI is briefly unavailable you will be told, and the template-based suggestions still work.

## 8. Editing on the fly

Nothing is locked in. On any card:

- **Click a name** to rename it.
- **Edit (pencil)** opens a small editor — change a person's gender / snorer flag / leader status, a session's title or duration, a driver's seats, and **move a person to a different room, group, or team** (overrides the auto-assignment and stays put on the next run).
- **Delete (x)** removes anything — session, room, person, team, volunteer, speaker, or traveller. Deletes cascade cleanly (deleting a room un-schedules its sessions).

## 9. On the day

Open **Live**. At the top, **check-in progress** shows how many of your registered people have arrived, updating by itself as the desk works.

**Set it up** (organiser): **Live** > **Day-of check-in desk** > **Create PIN** (shown once — copy it). Share the desk link + PIN with volunteers; revoke a PIN anytime. They do not need your account.

**At the desk** (volunteer): open the desk link, enter the PIN, then:

- **Scan a QR code** from a confirmation email (needs a phone camera), or
- **Search** by name/email and tap Check in,
- **Walk-in** for someone who did not register — adds and checks them in,
- a live **counter** shows registered vs checked-in; Undo fixes a mistake.

Running the room? **Live** also holds the **speech timer** and **teleprompter**.

## 10. Your data & privacy

- **Delete an event** anytime from the Dashboard (removes all its data).
- **Delete your account** from the Dashboard's danger zone (removes your account, the organisations you own, and their event data).
- Consent is collected on sign-in and every import; the Privacy Notice (English + Bahasa Malaysia) is in the footer. Do not upload regulated personal data (medical, financial, IDs, minors) without the data subjects' consent.

## 11. Tips

- **Light/dark**: the sun/moon toggle (bottom-right) switches themes.
- **Deep links**: every section has its own URL (e.g. /stay) — shareable, and the back button works.
- **Stuck?** Home's action feed always shows the next thing to do.
- Questions or a deletion request: support@digistories.cc.