

# Welcome to QueMe.io

Thank you for choosing QueMe.io to help manage your event!

We built this app with one simple goal in mind: to make events run smoother, safer, and more enjoyable for both participants and hosts. Whether you're an attendee following your dog's progress or a host organizing runs and keeping things on schedule, QueMe.io is here to keep everyone connected and informed in real time.

We know that running and attending events takes time, energy, and passion. That's why we've worked hard to design an app that's simple to use, powerful in features, and flexible enough to match the way you already run your events. From live run orders and custom dog statuses to instant push notifications and host tools, everything in QueMe.io was built with your needs in mind.

Our team is committed to making your experience as seamless as possible. If you ever run into questions, issues, or just need a little guidance, we are always here to help. Please don't hesitate to reach out to us at [support@queme.io](mailto:support@queme.io) — we'll be happy to assist you.

We're excited to have you as part of the QueMe community and can't wait to see how you use the app to enhance your events.

## Quick Feature Overview

### For Participants

- Easy Sign-In with Google or Apple.
- Find & Follow Events to receive real-time updates.
- View Runs and follow specific ones you're participating in.
- Track Your Dog with the bell icon for instant notifications.
- Custom Dog Statuses show progress (e.g., Checked In, In Line, Running).
- Live Scoreboard when hosts choose to add scores.

### For Hosts

- Upgrade to Host with 2 free event credits.
- Create & Manage Events (up to 7 days long).
- Build Unlimited Runs (time slots, whiteboard style, etc.).
- Add Dogs Manually or upload via Excel import.
- Manage Dog Statuses with simple check-ins and updates.
- Send Bark Messages (direct alerts to participants who follow their dog).
- Move Dogs to Completed Tab and optionally add scores.
- Send Custom Notifications to event followers or run followers.
- Switch Between Host & Participant View to see both perspectives.

Thank you again for trusting us with your event management. Let's make your next event the best one yet!

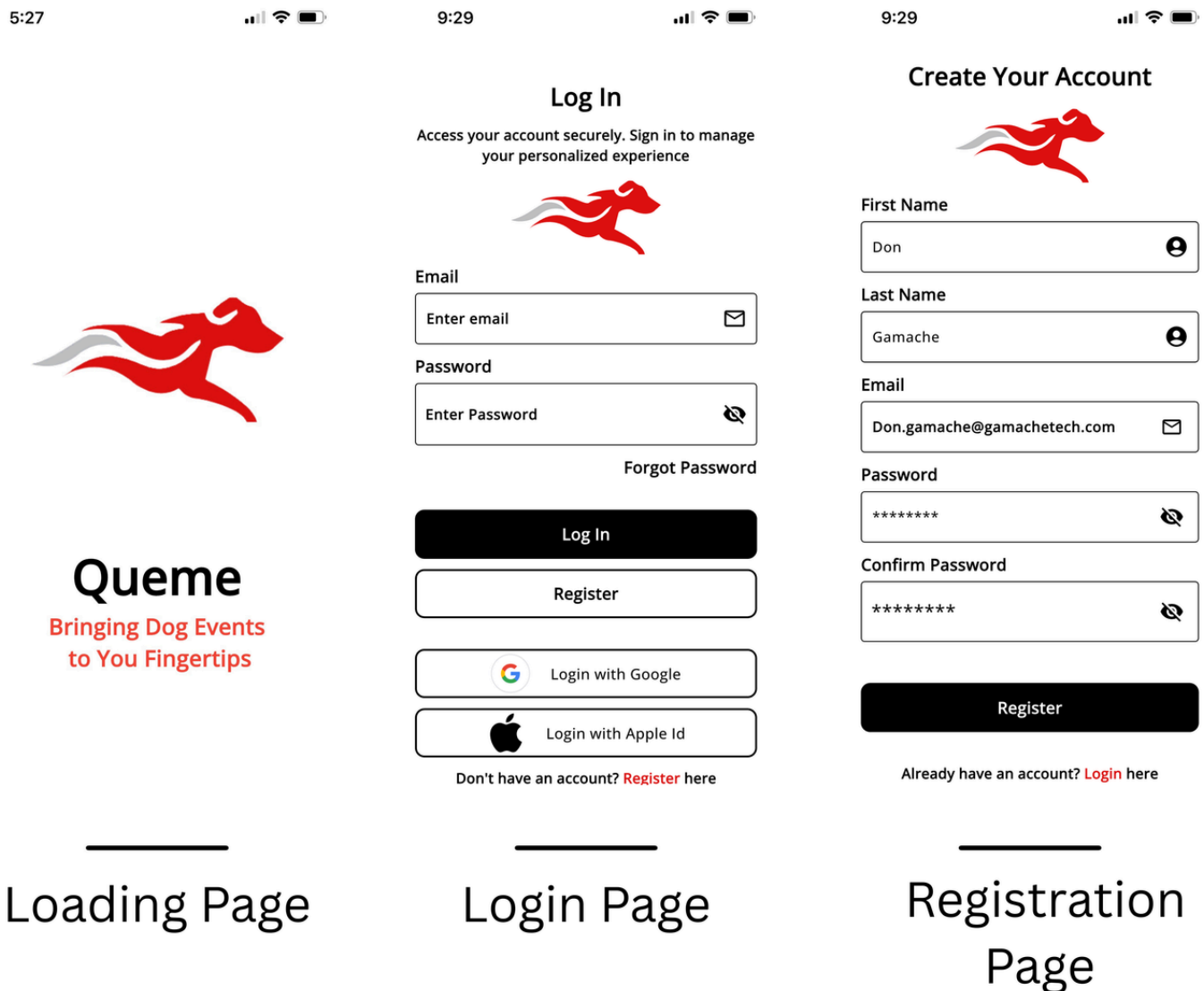


# Getting Started with QueMe.io

## 1. Download & Access

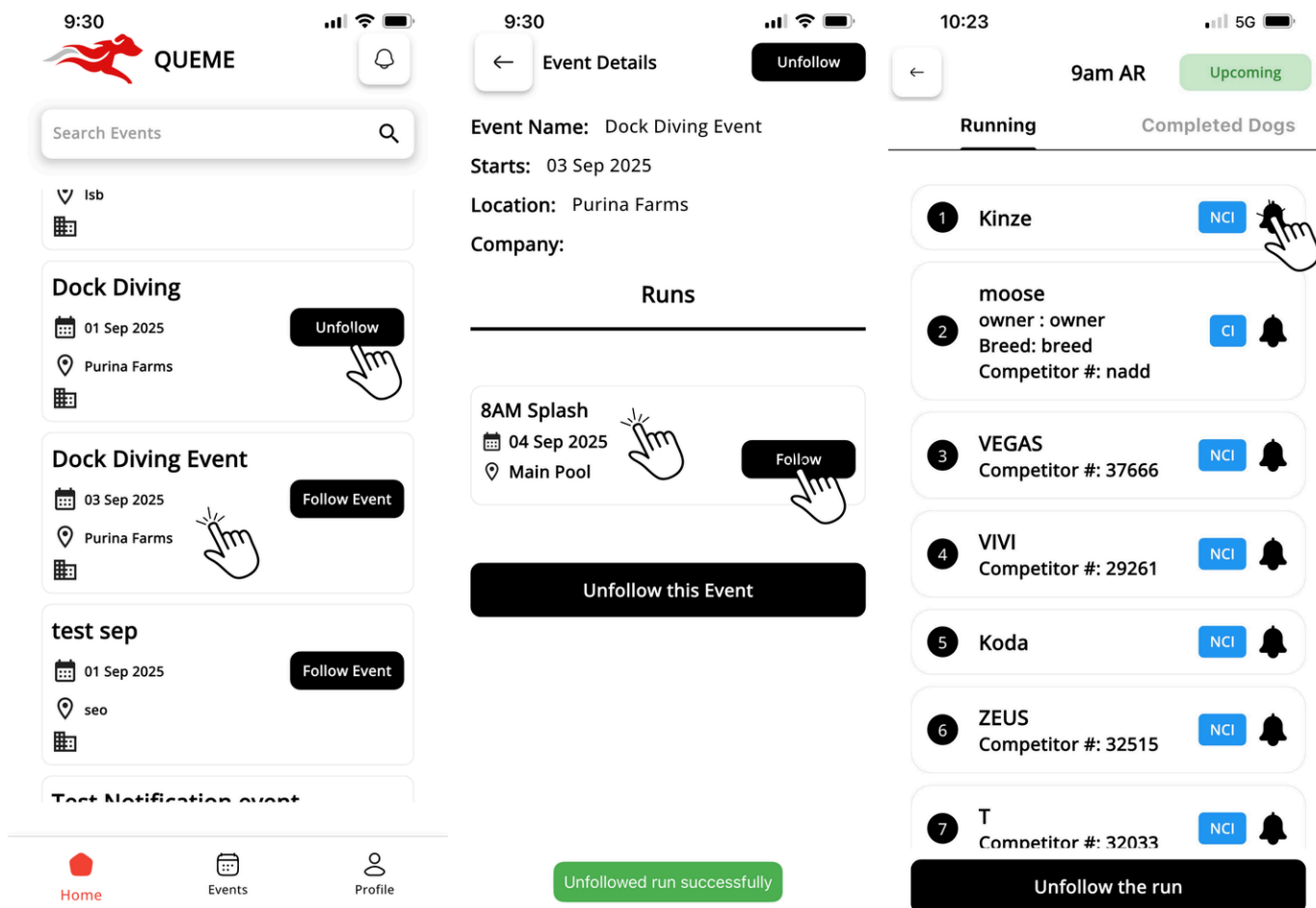
- Go to [QueMe.io](https://QueMe.io) in your browser.
- Or download the app from the **App Store** or **Google Play**.
- Log in with your email, Facebook, or Google account.

## Participants side



To create an account or sign in, click the Google or Apple button on the login screen

# Following your event



From the events list, search for your event name. Once found, select Follow to start receiving push notifications about updates

From here, you can open the event to view all runs. Participants should tap Follow on any run they are entered in to receive notifications for that specific run.

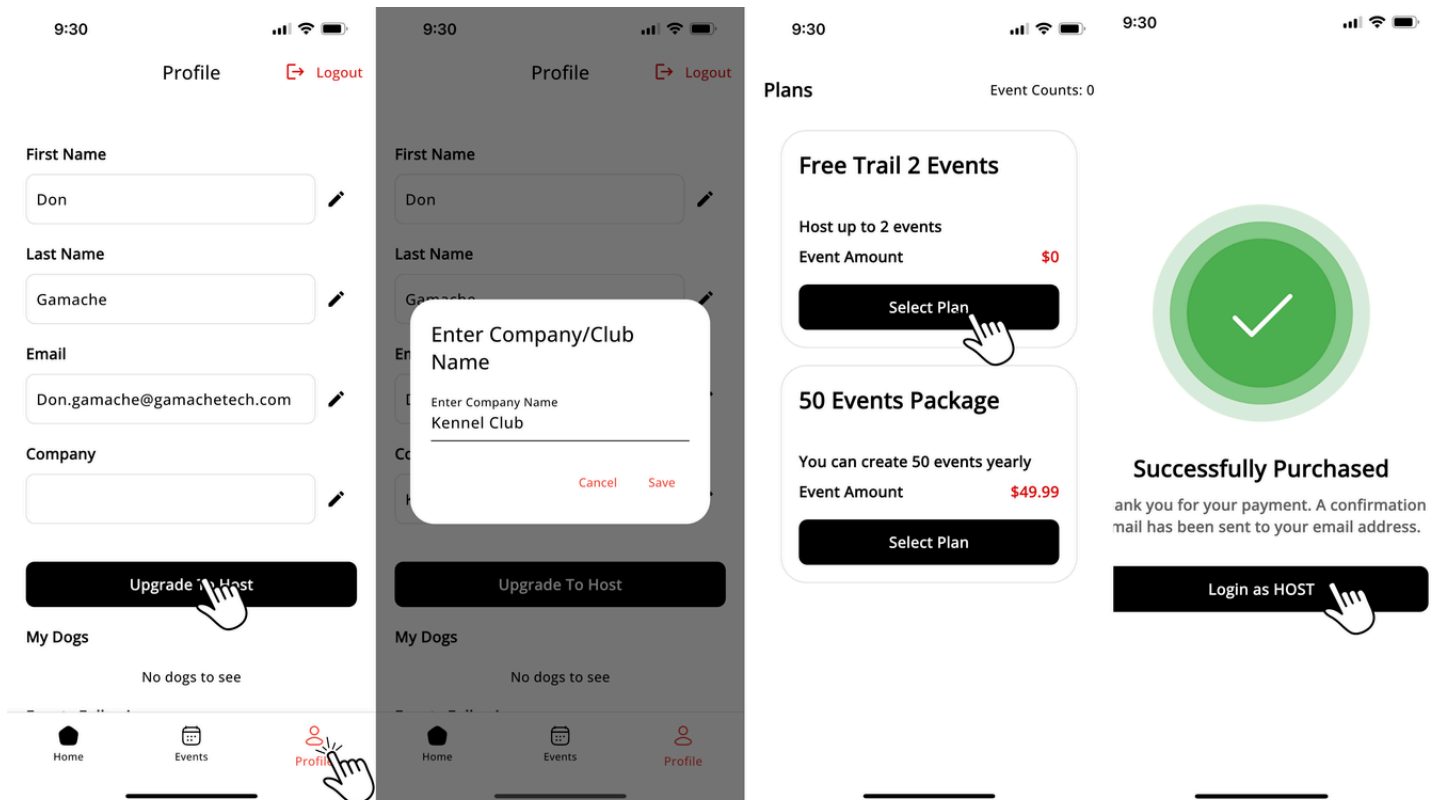
After opening the run, you'll see the list of dogs. Find your dog and tap the bell icon to receive notifications for their run.

## Cliff Note:

Once you open the run, you'll see the list of dogs. Find your dog and tap the **bell icon** to get notifications. Each dog may also show a **custom status** (such as *Checked In*, *In Line*, *Running*) so you always know where they are in the order. After a dog completes their run, the host will move them to the **Completed tab**. Event hosts also have the option to add scores, which can be displayed and viewed live.



# Host Side Getting Started.



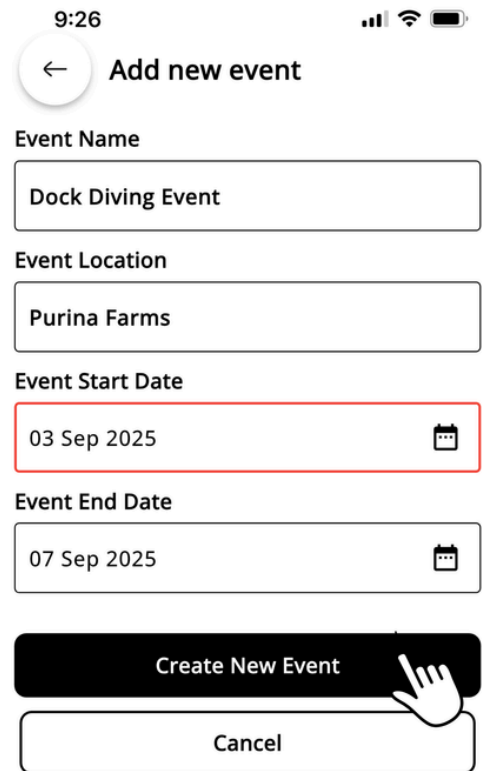
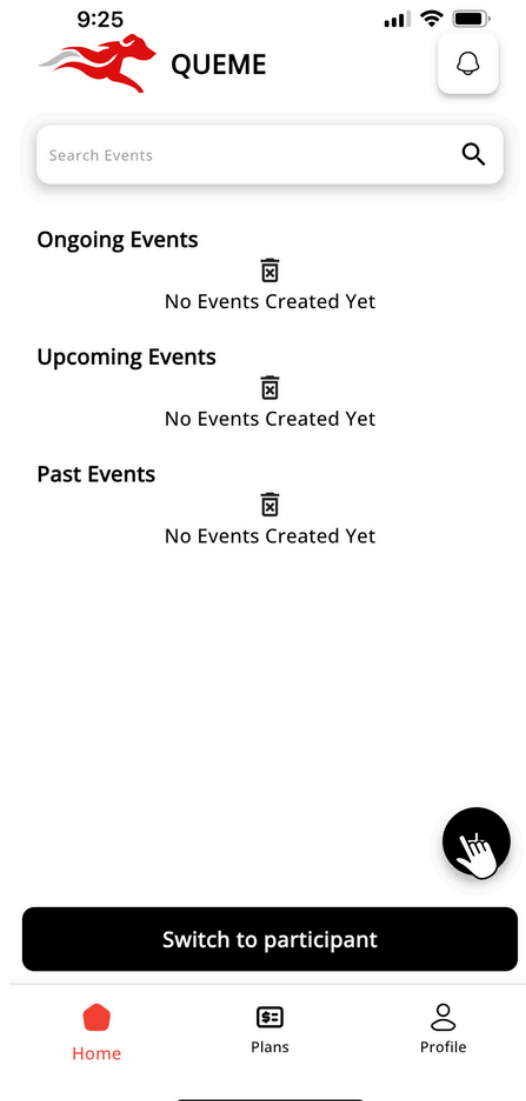
## Cliff Note: Upgrading to Host

To upgrade, go to your User Profile and click Upgrade to Host. You'll receive 2 free event credits the first time you upgrade.

During setup, you'll be asked to enter your club or business name. Once complete, click the button to be redirected to the Host side of the app.

After upgrading, the app will always default to the Host side when opened. You can switch back anytime by tapping Switch to Participant View to see the event from your competitors' perspective.

# Creating Events



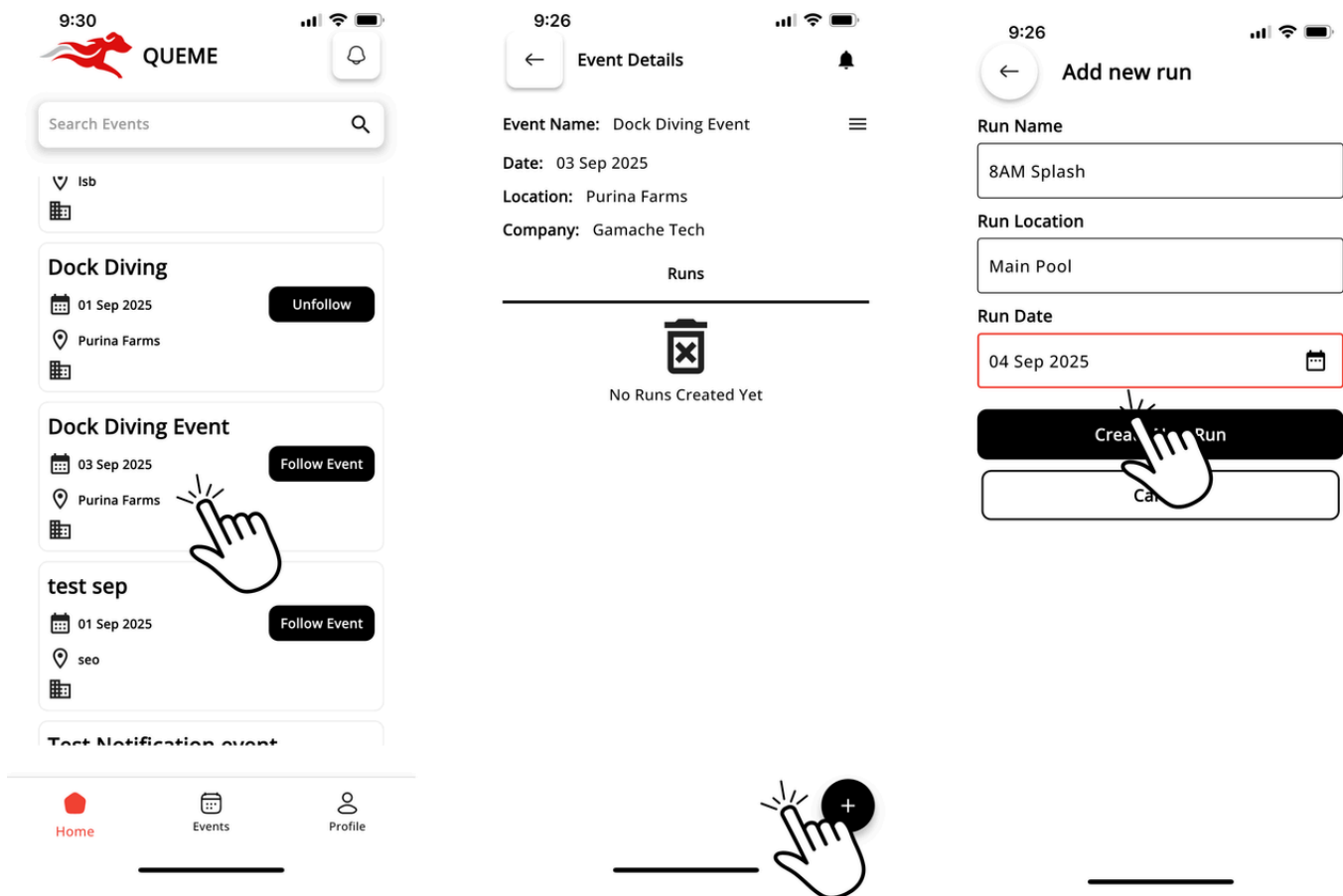
## Cliff Note: Adding Events

Once you've upgraded your account, tap the **+** button in the bottom-right corner of your screen to add a new event. A popup form will appear—make sure to fill out all fields.

### ⚠ Important Notes:

- Push notifications will only work within the event dates you set—they will not send outside of those dates.
- Events can run for a maximum of 7 days.

# Host add runs to event

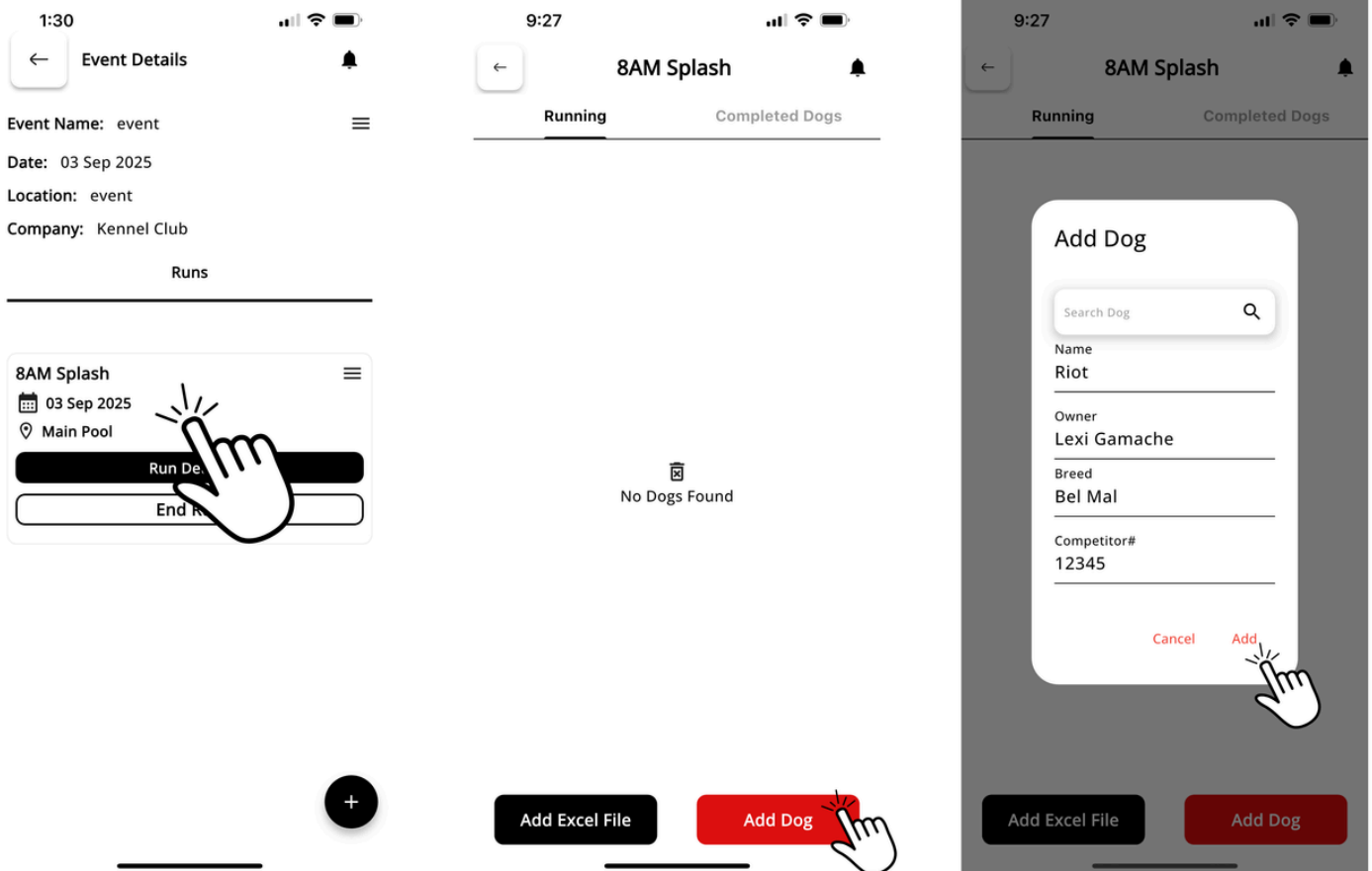


## Cliff Note: Creating Runs

After creating your event, click into it. Then, tap the **+** button at the bottom-right to create your first run.

- Runs should follow the way you've traditionally managed events.
- You can create unlimited runs for your event, such as time slots (e.g., 8 AM–9 AM Run).
- Or, you can create a single run and name it something like Whiteboard—just like a physical board—where you continuously add dogs as needed.

# Adding dogs to runs

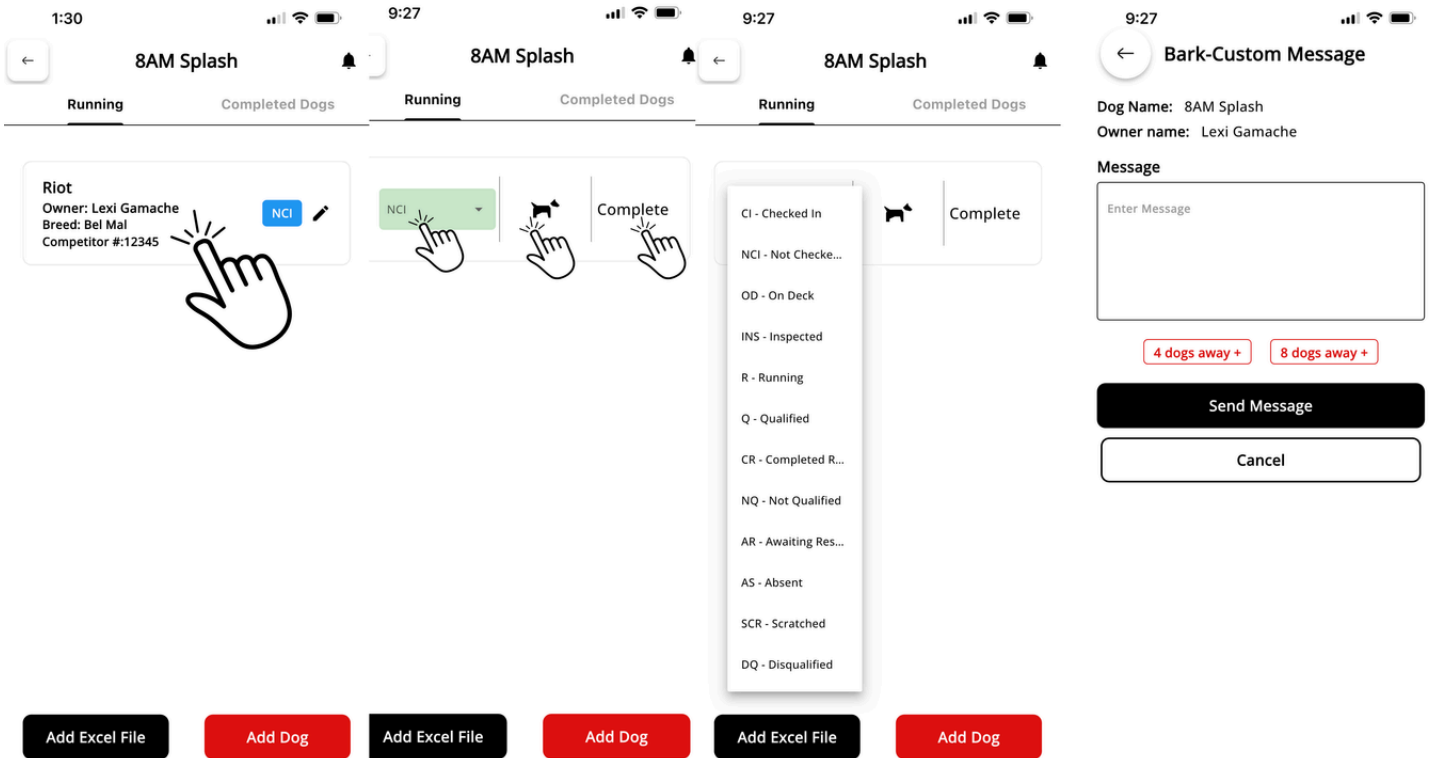


## Cliff Note: Adding Dogs to Runs

Once your runs are created, you can begin adding dogs:

- Manual Add – Quickly add dogs on the go directly inside the run.
- Excel Import – If you have a set run order, use our Excel sheet template to import all competitors' names and their running order at once.
  - 📁 The sample import sheet can be downloaded anytime from the Resources tab on our website.

# Dog Status and Notifications

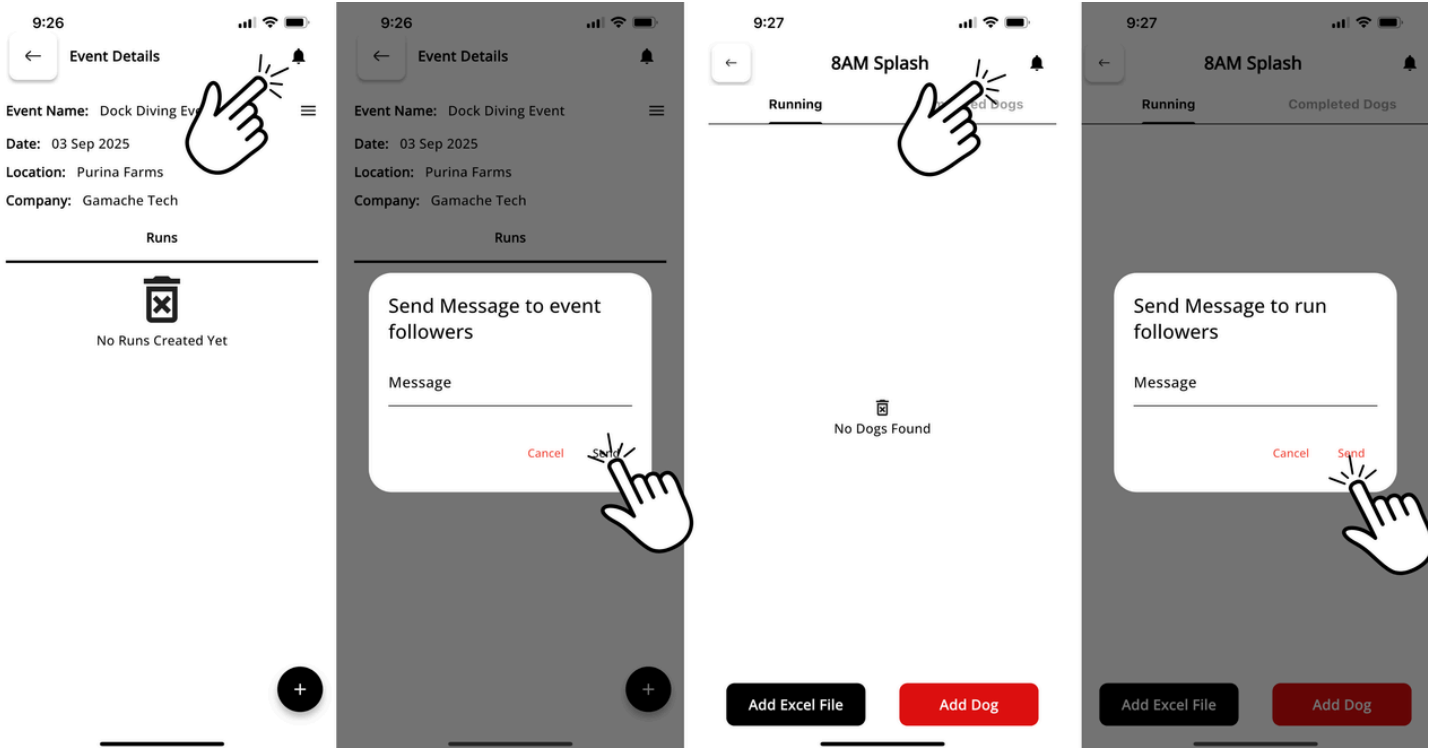


## Cliff Note: Managing Dogs & Notifications

After dogs are added to a run, you can manage their status and send push notifications:

- Tap the dog's tile to reveal a hidden menu.
- Update their status (e.g., Not Checked In → Checked In, or choose from the available custom statuses to keep your event organized).
- Tap the black dog icon to send a Bark Message.
  - If a participant has followed their dog and tapped the bell notification, they will receive your custom Bark Message alerting them that their turn is almost ready.
- Use the Complete button on the far right to move a dog out of the run order and into the Completed tab. From there, you can enter scores or simply remove them from the active run order.

# Event and Run Notification



## Cliff Note: Sending Event & Run Notifications

As a host, you can send custom notifications to attendees:

- Tap the bell icon in the top-right corner of the Host side.
- A popup will appear allowing you to send a message to either:
  - All Event Followers
  - All Run (Splash) Followers

⚠ Important: Following a dog does not automatically enroll a participant in Event or Run notifications. They must follow each one separately. Be sure to remind your participants to follow both the event and their dog's run if they want all updates.