

muse

PLANNER



the

How-to Guide.

A walkthrough of every key function.

01 • GETTING STARTED

Set up your wedding.

Museplanner runs in your browser — no app to install. Open it once, add it to your phone's home screen, and you're set.

- **Create your account**

On your phone or laptop.

start here

Create your account

you@yourwedding.com

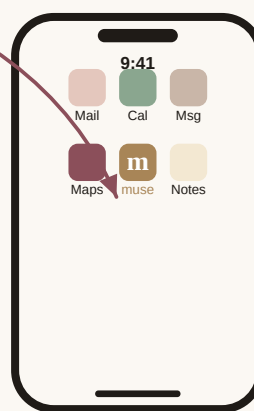
.....

Create account

- **Add to iPhone home screen**

So it opens like a real app.

looks like an app



1

Open museplanner.app

On your phone or laptop browser.

2

Sign up with email

Email + password (at least 8 chars). No credit card.

3

Add your wedding details

Partner names, date, total budget, currency.

1

Open in Safari

iPhone only, and only works in Safari.

2

Tap the Share button

Square icon with an arrow pointing up.

3

Add to Home Screen

Scroll, tap Add to Home Screen, name it 'muse'.

A LITTLE TIP

You'll get a one-time welcome tour the first time you sign in. Replay it any time from the help menu.

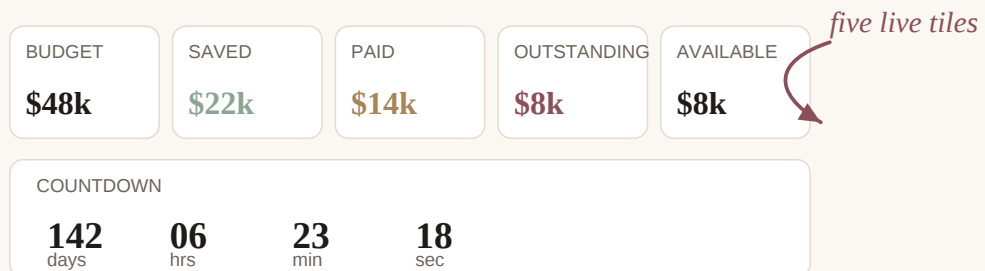
02 · DASHBOARD & BUDGET

Everything at a glance.

Your dashboard pulls together the most important numbers. The Budget tab is where you shape your category totals.

• Your dashboard

Your wedding at a glance — make it yours with Customise and Edit Layout.



1

Read the KPI row

Budget, Saved, Paid, Outstanding, Available. Available = Saved minus money already paid — your real spending power.

2

Countdown and calendar

Live timer to your wedding date. A mini month view shows coloured dots on every payment due-date — tap a day to see what's owed.

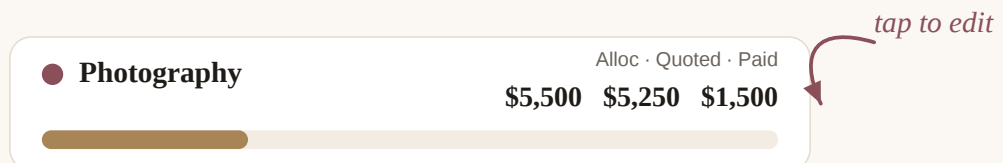
3

Make it yours

Use Customise to show or hide widgets. Click Edit Layout and drag and drop widgets to change the layout. Tap Done when you're happy.

• The budget

19 sensible wedding categories, pre-loaded.



1

Edit any allocation

Tap a category's Allocated number and type a new figure. Saves the moment you tap away.

2

Add or remove categories

+ Add category for anything extra (engagement, hens). × on a row removes it.

A LITTLE TIP

Tap the small (i) icon next to any page title for in-context help.

03 · QUOTES & COMPARISON

Three vendors, one decision.

Add quotes side-by-side, mark a winner. Drop in a PDF from a vendor and Museplanner auto-fills the details for you.

your pick

Bloom Co.	Petal & Pine	Wild Bouquet
\$2,400	\$2,950	\$3,200
Faux	Real	Real · Local
CHOOSE	CHOSEN	CHOOSE

quick tags for instant compare

QUICK TAGS · PHOTOGRAPHY

- ☒ Full day
- ☐ Half day
- ☒ Engagement shoot included
- ☐ Travel included
- ☒ Premium album upgrade

- 1 Drop a PDF (or add manually)**
Drag a vendor's PDF straight into the Add Quote modal — we'll auto-fill vendor, amount, date and contact. Or tap + Add quote and type it in.
- 2 Use the quick tags**
Each category has its own checkboxes — Full day / Half day, Faux / Real, All-inclusive / DIY — for fast side-by-side comparison.
- 3 Choose a winner**
Tap Choose on the quote you're going with. The vendor lands in your directory marked Booked, ready to log payments against.

A LITTLE TIP

Always glance over the auto-filled fields before saving — most quote PDFs read cleanly, but unusual layouts can mis-read the total.

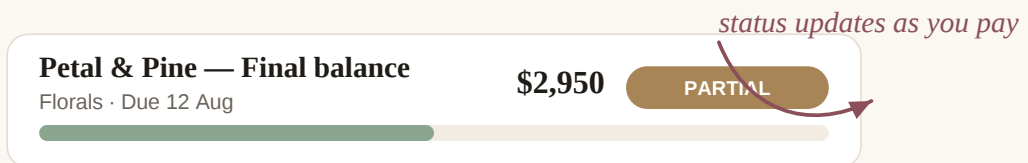
04 • PAYMENTS & VENDORS

Track every dollar going out.

Log deposits and instalments against each vendor. Your vendor directory is the address book everything connects to.

• Payments

Outstanding → Partial → Paid as instalments add up.



1 Create a payment

Tap + New payment. Pick the vendor, category, total amount, and due date.

2 Log a part-payment

Tap the expand arrow on the row, then Add part-payment. Enter the amount and which contributor it came from.

3 Non-wedding spending? Use 'Unrelated expenses'

Pick the Unrelated expenses category for things like an unplanned weekend away. It comes out of your savings projection but won't skew your wedding budget.

• Vendor directory

Every vendor — researching, shortlisted, booked, or paid in full.

future-you's notes

PP **Petal & Pine** **BOOKED**

Florals · Olivia · 0411 222 333

"Wants final payment by 1 Aug.
Vegan menu requested."

A curved arrow points from the text 'future-you's notes' to the note text.

1 Auto-added from quotes

When you choose a quote, the vendor lands here automatically as Booked.

2 Add notes generously

'Final payment by 1 Aug', 'vegan menu requested', 'ask about cake fee'. Future-you will thank you.

A LITTLE TIP

The 'Due in 30 days' and 'Overdue' tiles at the top of Payments are your weekly check-in. A glance is enough.

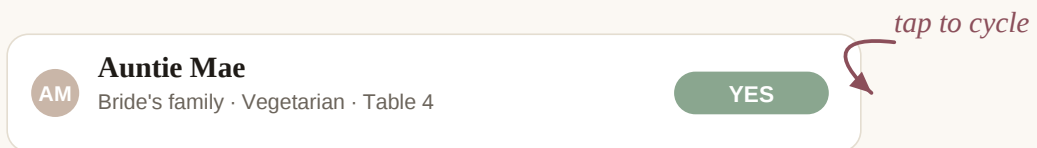
05 • GUESTS & SAVINGS

Who's coming. Who's chipping in.

Track RSVPs and dietary needs on the Guests tab. Track everyone saving toward your wedding — including yourselves — on the Savings tab.

- **Guest list**

Add one by one, or bulk-import via CSV.



- 1 **Add a guest or import a CSV**

Tap + Add guest, or Import from CSV — accepted columns include name, group, RSVP, plus-one, dietary, and table.

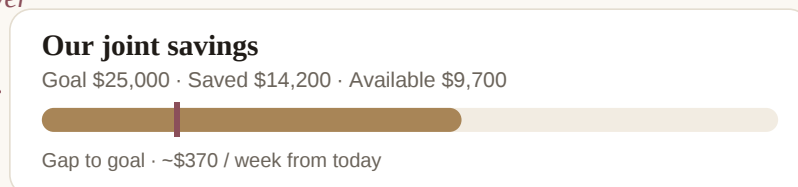
- 2 **Tap any RSVP badge to cycle**

Pending → Yes → Maybe → No → back to pending. The per-head cost updates live.

- **Savings & contributors**

Your real spending power, always accurate.

real spending power



- 1 **Add a contributor**

Yourselves, parents, gift money — each gets their own row with goal and saved.

- 2 **Watch the Gap to Budget card**

It tells you how much you still need to save, broken down per week, fortnight and month.

A LITTLE TIP

Duplicate guests are auto-skipped on CSV import — re-upload the same file safely whenever your list changes.

STILL NEED A HAND?

We're a real human on the other end.

If anything in Museplanner isn't doing what you expected, or you'd like to chat through how to use a feature, email us and we will aim to get back to you within 48 hours. We're always looking to improve, and if it helps you, it helps US.

hello@museplanner.app

muse
PLANNER

Plan your wedding budget, together.