



User Guide

For hosts (organizers) and guests · development snapshot, 29 July 2026

The app is under active development; names and flows reflect today's state and may still change. **Important: the app's interface is currently German.** This guide therefore quotes the German button labels with an English translation, e.g. „Event beitreten“ (join event).

1. Overview: two roles

EventFoto knows two roles. The **organizer** creates an event, invites guests, reviews uploads and publishes the gallery — signing in with their Apple account („Mit Apple anmelden“ / Sign in with Apple). **Guests** need no account: they join anonymously with the invitation code, upload their photos and later view the gallery. Both paths start on the home screen: „Meine Events“ (my events) leads to the organizer side, „Event beitreten“ (join event) to the guest side.

2. For organizers

2.1 Create an event

Under „Meine Events“ tap „Neues Event“ (new event) and fill in:

Name — up to 80 characters.

Time window — start and end of the event; at most 14 days. The time window is the most important filter: it decides which shots the app suggests to guests.

Location (optional) — search an address with live suggestions, use your current location, or pan the map; plus the radius around the meeting point. Without a location, all shots within the time window are suggested.

Visibility — „Alle“ (all): approved photos appear for every guest in the gallery. „Nur Organizer“ (organizer only): review mode — only you see the uploads and mark your selection.

Limits — guest count and other limits if you want them tighter than the defaults (see section 4).

2.2 Invite guests

Every event has a short **invitation code**. You find it in the event view under „Einladung“ (invitation) and share it via „Einladungslink teilen“ (share invitation link) — as a message or QR code. Good to know: „Code rotieren“ (rotate code) creates a new code at any time; the old one becomes invalid immediately, guests who already joined stay in the event. You can also disable the code entirely, for example if it is being passed around uncontrolled.

2.3 The phases of an event

An event moves through fixed phases, controlled in the event view:



Draft — the event exists but is not open yet. „Sammeln starten“ (start collecting) opens it for joins and uploads.

Collecting — guests join and upload. You can already curate while this is running.

Curating — „Sammeln beenden — Kuratieren“ stops new uploads so you can review in peace. Latecomers? One tap goes back to collecting.

Published — „Galerie veröffentlichen“ (publish gallery) lets you pick the gallery duration (1–14 days, default 5) and opens it to all guests.

Expired — after the gallery ends, the server automatically deletes all photos, videos and data of the event.

2.4 Curating

Under „Kuratieren“ you see all pending uploads. Select one or more shots and decide with „Freigeben“ (approve) or „Ablehnen“ (reject). Only approved shots appear in the gallery. If someone misbehaves you can block the uploader — their uploads disappear and they cannot upload anymore. In review mode you mark favourites with the star and save them in one go to your photo library.

2.5 Managing guests, deleting the event

The guest list shows everyone who joined, with their upload count; there you can block or unblock individual guests. „Event löschen“ (delete event) removes the event with all media for good — the app asks for confirmation first.

3. For guests

3.1 Joining

Open the invitation link or tap „Event beitreten“ in the app and enter the code. Before joining, the app shows what you are agreeing to: your selected photos are shared with the other guests; other people may be visible in pictures; your location stays private (GPS data is removed before upload); after the event everything is deleted automatically; and you stay in control — you choose yourself and can delete your own uploads. „Zustimmen und beitreten“ (agree and join) and you are in — no account, no real name.

3.2 Selecting and uploading photos

Tap „Fotos auswählen & hochladen“ (select & upload photos). The app searches your photo library — the pictures themselves do not leave your iPhone during this step — and sorts the matches into categories: within the time window / within the radius, “time matches, location unknown” (shots without location data, e.g. from WhatsApp), and outside the radius. Nothing is pre-selected — only what you actively pick gets uploaded. Your own uploads can be deleted again at any time — permanently.

3.3 Gallery

Once the organizer approves and publishes, you see the gallery with all approved shots („Galerie bis ...“ shows the remaining time). Save single shots or everything at once to your own photo library. Inappropriate content can be reported to the operator via „Inhalt melden“ (report content). If the event runs in review mode, you see a note that only the organizer reviews the uploads. After expiry: the



event is gone, all data deleted.

4. Limits

Limit	Default	Notes
Guests per event	150	organizer can raise it up to 300
Media per guest	50	photos and videos combined
Photo file size	25 MB	enforced right at the upload link
Video file size	60 MB	enforced right at the upload link
Video length	10 seconds	verified server-side after upload
Storage per event	40 GB	hard overall quota
Event time window	max. 14 days	start to end
Gallery duration	5 days	organizer can choose 1–14 days

The app shows your personal upload limit and the event's remaining storage. All limits are enforced by the server — they protect the guests and keep the service affordable.

5. If something doesn't work

Code is rejected or disabled — the organizer rotated or disabled it. Ask them for the current code.

“The event has not started yet” — the organizer has not opened collecting. Try again later.

Upload rejected — usually a limit was reached (your quota, the file size, or the event's storage). The app states the reason.

No photos suggested — check that your shots really fall within the event's time window, and that the app may access your photo library (iPhone Settings → Privacy → Photos).

“The event has expired” — the gallery period is over; all data has been deleted and cannot be restored, not even by the operator.