

TreffPunkt – User Manual

Plan together. Experience together.

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This manual walks you through everything TreffPunkt can do – from creating your account to splitting costs after the event.

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1. Getting Started

Before you dive in, you'll need an account. It takes less than a minute.

Registration

Click "Sign Up" in the top-right corner. Enter your name, email and a password – done. You can sign in right away, no confirmation email required.

Sign In

Enter your email and password. You'll stay signed in until you explicitly log out.

Set Up Your Profile

Head to your profile to change your display name, upload a profile picture, and choose your preferred language (German or English). Your name and avatar are shown to other participants in every event you join.

2. Create an Event

Setting up a new event takes less than a minute. Fill in only what you need.

Basic Information

Give your event a title (e.g. "Class Reunion 2026"), pick a type (class reunion, birthday, outing, bachelor party, family celebration, or club trip) and add a short description.

Set a Date

Either set a fixed date and time, or let the group decide via a poll. The voting option works great when you need to coordinate many schedules.

Choose a Location

Enter the venue directly, or turn on location voting so everyone can have a say.

Additional Settings

You can set a participant limit if your venue has limited capacity. You can also upload a header image to give your event page a personal touch. Images can be swapped or removed at any time.

3. Edit Your Event

Plans change – no problem. You can update everything even after creation.

Change Details

Click “Edit” on the event page to update the title, description, type, date, time, location or participant limit. Only organizers and co-organizers have access. You can also delete the event from this page.

Finalize and Reopen

Once the event is over, mark it as “Completed” to signal the group that planning is done. If something comes up, you can reopen a finalized event at any time.

Manage the Event Image

A good photo builds excitement. Upload a picture that fits the occasion – all common formats are supported. The image appears as a header on the event page and can be replaced or removed whenever you like.

4. Invite Participants

Share a link and everyone's in. No app download, no account required for guests.

Share the Invitation Link

Every event has its own invitation link. Copy it and send it via WhatsApp, email, or whatever your group uses. You can also invite people directly by email – TreffPunkt will send a personalized invitation in the recipient's language.

Roles and Permissions

There are four roles. The organizer has full control. Co-organizers can do almost everything – change roles, remove participants, override RSVP status – they just can't delete the event. Helpers manage tasks. Participants vote and RSVP.

Join Without an Account

Invited guests don't need a TreffPunkt account. They open the link, enter their name, and they're in.

5. Schedule Voting

Finding a date that works for 15 people? The voting feature makes it painless.

Propose Dates

Add as many date options as you like, each with a date and time. Set a voting deadline to keep things moving.

Vote

Each participant votes “Yes”, “No”, or “If I must” for every proposed date. Results update in real time, so you can instantly see which date is winning.

Confirm the Date

Once a clear winner emerges, confirm the date. All participants are notified automatically.

6. Task Assignment

So that not everything falls on one person: distribute tasks and track progress.

Create Tasks

Add tasks with a title and an optional deadline. Think along the lines of “Bring the grill”, “Buy drinks”, or “Make a playlist”.

Assign or Volunteer

Assign a task directly to someone, or leave it open for volunteers. Open tasks can be claimed by anyone with a single click.

Track Status

Every task shows its status: Open, In Progress, or Done. The whole group can see at a glance what still needs to happen.

7. Budget Planning

Split costs transparently – so nobody feels short-changed at the end.

Add Costs

Add individual items, e.g. “Venue €200” or “Food €150”. Note who paid for each item.

Per-Person Calculation

TreffPunkt calculates each person’s share automatically. The amount updates live as the participant count changes.

Settlement

The settlement view shows who owes whom how much. Partial payments can be recorded, and recalculating preserves existing payment history. Important: TreffPunkt doesn’t process payments – transfers happen directly between participants (e.g. via PayPal or bank transfer).

8. Location Voting

Where should it be? Let the group decide democratically.

Make Suggestions

Any participant can suggest places – restaurants, parks, bowling alleys, you name it. A short description helps everyone decide.

Vote

Thumbs up or thumbs down. The most popular suggestions rise to the top.

Confirm the Location

When the picture is clear, the organizer confirms the final venue. Everyone gets notified.

9. Participant Management

Who's coming, who's not, who hasn't replied yet? Everything at a glance.

RSVP Status

Participants respond with “Accepted”, “Declined”, or “Maybe”. They can add comments and plus-ones. Organizers and co-organizers can override a participant's RSVP status if needed.

Manage Participants

Use the context menu (“i”) next to each participant to change roles, override their RSVP, or remove them from the event. Removal requires confirmation to prevent accidents.

Change Roles

Promote reliable people to co-organizer or helper, so the workload is shared. Co-organizers can manage participants, assign roles, and change RSVP status.

10. Notifications

You don't have to keep checking – TreffPunkt lets you know.

What You Get Notified About

New invitations, RSVP reminders, event changes, assigned and overdue tasks, voting reminders, and upcoming events. Everything that matters, nothing that doesn't.

The Bell Icon

Unread notifications show up on the bell in the top-right corner. You can read them one by one or mark all as read at once.

11. Tips and FAQ

A few things we've learned that make organizing even smoother.

Best Practices

Create the event early and share the link right away. Use the date poll instead of picking a date yourself – it gets more people on board. Distribute tasks early so nobody is scrambling last minute. Appoint at least one co-organizer as a backup. And: a good event image builds excitement.

Frequently Asked Questions

Do participants need an account? – No, only event creators do.

Can I change the event later? – Yes, any time via the edit page.

Can I close an event? – Yes, and you can reopen it too.

Can I invite by email? – Yes, TreffPunkt sends personalized invitations.

Is TreffPunkt free? – Yes, the basic version is completely free.

Is my data safe? – Yes. All data is stored GDPR-compliant on EU servers.

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