HeyPeepz

Your people. Your way.

THE HEYPEEPZ GUIDE

Your people. Always current.

Everything you can do with HeyPeepz — keeping your own details current, sharing them your way, and building a community for your team, church, business, building or family, complete with its own brand, sponsors and supporters.

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PART 1

Why HeyPeepz

Try it as you read

Buttons that look like this ↗ open that page of HeyPeepz in a new tab, so you can follow along. You'll be asked to sign in first if you aren't already.

Every address book, team roster, church directory and customer list has the same problem: the moment it's made, it starts going out of date.

Someone moves. A mom changes her cell number. A family's kids get older. A customer changes email. The coach's spreadsheet, the church directory, the building's tenant list and your own phone all quietly fill with old information — and nobody knows which copy is right.

> HeyPeepz is a living address book: you keep your information once, decide who sees it, and everyone you've allowed always has the current version.

Instead of handing out copies of your details, you share a **card** — a live version of yourself. Change your number once and everyone who has your card sees the new one. No texts to forty people. No "is this still your address?"

And because people keep their own details, **communities** — a team, a congregation, a shop's customers, a building's tenants, a family — get a directory that keeps itself current. The organizer never retypes anything, and each person decides what the community can see.

✍️

Enter it once

Your details live in one place — My info — and every card and community uses them.

🔄

Always current

Change something and everyone with your card sees it. You're told exactly how many people it reached.



You decide

Each card shows only what you put on it. Unshare any time. Nobody is ever added without saying yes.



Communities that stay current

Teams, churches, businesses, buildings and families get a directory built from members' own cards.

A CRM says, "Here is what I know about you." HeyPeepz says, **"Here is what you have allowed me to know about you."**

PART 2

Getting started: your info and your cards

Sign up and find your way around

Your first minute: if someone gave you their card, it's already in your contacts. Check your own card (it's mostly filled in), then **change something and watch** the copy they hold update in front of you — that's HeyPeepz. Tell us what brought you here (family, work, a team or group, or keeping contacts current) and Contacts opens with a three-step **Your network is live** list.

Sign up with your email and a password — every account signs in with an email, wherever you join (a link, a QR code, a card someone sent you). Your mobile number is optional and goes on your cards like any other detail. Already have a card? Tap Log in ↗. Your sign-in email is your username — change it, or your password, in Settings → Privacy & security ↗ → Sign-in & password, which also lists your recent sign-ins. On a phone, the bar along the bottom has Contacts ↗ Communities ↗ My Cards ↗ Inbox ↗ and More ↗ (settings, help, privacy, billing). On a computer the same things are across the top, and your picture in the corner opens settings and help.

Anything that needs you — an invitation, someone asking for your card, a join request if you run a community — shows at the top of the page and in your Inbox under **Needs your attention**.

My info: everything, entered once

Open My Cards ↗ → My info ↗. It's one page of boxes: name, phones, emails, addresses, jobs, web and social, dates (birthday, anniversary) and personal details. Type into any box — each change turns yellow with what it was underneath — then tap **Save**. Add a second job or address with "+ Add another". After you save, a line tells you exactly where the change went, like "your new mobile now reaches 12 people on 2 of your cards and 1 community directory."

One way to save, everywhere

Anywhere you can change something in HeyPeepz works the same: change what you like, then tap Save. Until you do, your changes are highlighted, and if you try to leave you're asked first. One-tap actions — ★ a favorite, Approve, Join — happen when you tap them.

Cards: versions of you

A card is what someone sees of you. You start with a **Work** card and a **Home** card, and you can make more — a card for church, one for your side business, a family card with your kids on it. **The card is the privacy decision:** whatever you tick onto a card, the people who have it can see, exactly as the preview shows. Want to share less with some people? Give them a card with fewer details.

1. Open My Cards ↗ and tap a card (or + New card ↗).
2. Tap **What's on it** and tick the details it should show. The preview updates as you go.
3. Tap **Save this card**. Anyone who has it sees the change right away.

Paid plans add special cards: **custom** cards (Plus), and on Premium **anonymous** cards (people reach you through a private email address and a private phone number, never your real ones) and **expiring** cards (for a conference or a sale). See Part 10.

Photos

Your default photo sits at the top of My Cards, next to My info — tap Change photo ↗ under it (or add one in My info); it becomes your default everywhere. If a card uses a different photo, a line under your name says which. You can pick a different photo for one card, or for one team or community (tap your picture at the top of the community → My settings here), or show no photo at all on an anonymous card.

Stay current without thinking about it

- **Review your info** shows all your details on one screen to confirm in a tap.
- **Info reminders** nudge you every 90 days (or 180, yearly, or never).
- **Notifications on your phone or computer:** Settings → Reminders & notifications → Turn on notifications ↗. Pick what you hear about — messages, card requests, birthdays, community news, contacts' changes — and quiet hours. On an iPhone, add HeyPeepz to your Home Screen first and open it from the icon.
- **Details people flagged**: if someone thinks your number looks wrong, they can tell you — privately.
- **My changes** keeps a private history of every edit — handy for finding an old address.

PART 3

Sharing, contacts and family

Hand someone your card

- **In person:** on Contacts, tap 📤 Share my card ↗. Your card fills the screen with a big QR code — they point their camera at it. No app needed. Tap another card name (Work, Home…) to switch, then **Done** takes you straight back.
- **By text or email:** on a card, tap Share and copy the link, or “Send with a note” for a personal line above your card.
- **Invite friends and family:** Contacts ↗ → 📤 Share my card → Send to people in my contacts ↗. Tick people, pick a card, and send each one a personal text from your own phone. That screen shows who opened it, who kept your card and who shared theirs back — and offers a gentle nudge after 3 days.

Someone without HeyPeepz can open your card and save it with no account. If they want their own card, the sign-up is already filled in with what you know about them. Turning on **Exchange contact info** asks new people to share their card back.

Your contacts

Contacts holds everyone whose card you have, always current. At the top: one search box — type a name to filter your contacts, or tap Find people ↗ to look for someone you share a community with. Small chips show who **updated** their info (“Updated” shows next to their name for 5 days) and whose birthdays are **coming up**. The first row is you — tap your name for My info, or 📍 **Status** beside it to set your status; your family sits just under it. Group them by company, location, tag or community; add private notes and tags only you see; record how you know someone and when you last talked; get birthday and anniversary reminders; and save anyone to your phone’s contacts. Tap **+ Add contacts** to add someone from their link or QR code (📷 **I have a link / scan a QR code** — scan it with your camera or paste the link, and their card opens ready to add; community invites and business codes work here too), to type someone in, or to import them — from a spreadsheet, Gmail or Outlook (free once; keeping that address book updated is Premium). Open a contact and the buttons across the top are **Text**, **Call**, **Message** and **Email**. Text, Call and Email open your phone’s own apps; Message writes to their HeyPeepz Inbox.

Changed your mind? Recently removed

Anything you remove — a contact, a card you had, one of your own cards, a phone number or address, a photo, someone in your family tree, a child's profile, and (if you run one) a community, list, event, document or post — goes to Settings → 🗑️ Recently removed for 30 days. A note offers **Undo** the moment you remove it; later, tap **Restore**, or **Delete now** to erase it for good. Lists and communities you left are there too, to rejoin. Removing still takes effect for other people at once — someone you took off your card loses it right away — and nobody but you sees what's in Recently removed.

See and change who sees what

Contacts → People who have my cards lists everyone who holds a card of yours: which card, exactly what they see, who shared it and whether they've opened it. Tap a person to switch their card, give them another, pick exact details just for them, or **Unshare** — right away, with Undo for a moment in case you tapped by mistake. They won't see your card or get your updates any more.

When someone passes your card along, you choose what happens: "Ask me first" (the default), "Let them keep it" or "Don't allow passing along."

Family and kids

Add your spouse or partner and your children in More → Family. Children don't need their own account. **Parents are in charge:** nobody sees a child until a parent chooses exactly who — a person, a team or class list, or everyone who has a certain card. Before adding a child, you confirm that you're their parent or legal guardian (or have a parent's permission) and that they're shown only where you choose; a second parent or step-parent confirms the same when they join. The first time you show a child to a team or group, you're told how many people that is and asked first. No email or phone for kids under 13. Grandparents can suggest a grandchild for a parent to approve, and see birthdays of the grandkids they're allowed to see. Step-parents and a co-parenting ex each get the access that fits. When a child is 16, a parent can hand the profile over and it becomes theirs. How HeyPeepz protects children.

Your **immediate family** — your spouse or partner, your minor children and your **grown children** — shows as a card right under your name on Contacts. Add your **spouse or partner** under Manage › — they confirm. **Edit** next to them switches spouse ↔ partner, or **ends the relationship**: that's yours alone, it's explained before anything happens, and the family tree keeps them as your former spouse or partner. **Tap a face** to open that person (their Text, Call,

Message and Email buttons), or **Manage ›** to change who's in it. Add a grown child from your contacts (they confirm) or by name with a mobile or email to invite them.

Status and In town

Tap 📍 **Status** beside your name on Contacts to set it in place, or open 📍 Status ↗ from the account menu for everything. Tell people who hold your card where you are in words, not on a map: 🏠 **At home,** 💼 **At work,** ✈️ **Travelling,** 🌙 **Do not disturb** or your own words, for as long as you choose. Visiting a city? Set 🧳 **In town** and contacts there see you as **nearby** — and you see them, while you're both set. Each card chooses whether it shows them (off until you tick it), everything ends on its own, and "Who saw my status" shows who looked. Do not disturb asks people before they call or text. HeyPeepz never uses or stores your actual location.

Your family tree

Tap 🌳 Tree ↗ — the last tile after the faces in the My immediate family card (it says **Build tree** until you start one). **Your whole family shares one tree.** Everyone adds just their own closest family — parents, spouse, children — and whatever a relative adds shows in your tree too. Each person sees everyone labelled relative to *them*: grandmother, great-aunt, first cousin once removed, sister-in-law.

- **Who?** Pick someone **already in your family or from your contacts** — someone on HeyPeepz confirms first. Or add **someone new** with a mobile or email for a ready-made text or email invitation; when they tap it and say "That's me", they take their place, with their side of the family. Relatives who have passed away are added **in memory**.
- **Nobody asks twice.** If your brother already added your mom, you'll see *"Is Mary your mother too?"* — one tap. Type a name that's already there and HeyPeepz asks whether you mean them. If someone was added twice anyway (your mother showing as a stepmother too), **Same person?** merges them with one tap.
- **Grandparents** are your parents' parents; **brothers and sisters** are added once your parents are in.
- **Nobody is linked without saying yes**, and relatives see only your name, photo and how you're related. Prefer fewer? Choose to show only to relatives linked to you directly. Relationship words (brother or sister, uncle or aunt) follow the optional **Gender** in My info — or stay neutral. Kids appear only where their parents show them.
- **Tap a relative** in the Relatives list. If you have their card, their contact page opens. Not on HeyPeepz yet? Tap **Invite** to send the family invitation from your own phone or email, then tap

I sent it and they show as Invited. On HeyPeepz but you don't have their card? Tap **Ask for card**, and they choose what to share.

- Switch between **Relatives** (a list grouped by parents, cousins, in-laws…) and **Tree**. The Tree is an hourglass: you in the middle with your spouse beside you, your parents and grandparents above, your children and grandchildren below, and lines joining everyone to their parents. Tap anyone to put them in the middle and see their family: tap your grandmother to see her children and grandchildren, your aunts, uncles and cousins. **Back to me** returns you to the middle. A missing parent shows as a dotted **+ Add parent** box; tap it to add them. Print the tree around whoever is in the middle.
- Your relationship shows across the app too: "🌳 Your first cousin" on their contact page and next to their birthday.

PART 4

Privacy: our promises to you

- **You are the source of truth.** A community only ever sees what you allowed it to see — and always the current version.
- **Nobody is added without saying yes.** Adults are invited, never enrolled.
- **Private by default.** Nothing about you — or your children — is visible until you choose.
- **Children are the parents' decision.** Only a parent or guardian adds a child, after confirming they may. Always free, never public, never in search; no email or phone under 13; deleting a child hides them from everyone at once and erases their details after 30 days — or right away with Delete now.
- **You can stop at any time.** Unshare a card, leave a list or community, block someone (silently, both ways).
- **Sponsors and brands never see members.** Sponsors see totals; brands get a pass with forwarding addresses, never your real email, phone or street.
- **Staff access is recorded.** Support can look at accounts to fix problems; "View as" is read-only, needs a reason and is logged permanently.
- **Improving the app never records what you type.** When the HeyPeepz team turns it on, we record which pages and buttons people use — never names, numbers, messages or answers. Turn it off for yourself in Settings → Help improve HeyPeepz.

PART 5

Communities: how they work

A community is a directory built from its members' own cards — so it keeps itself current, and each member decides what it can see.

A group or a community?

	GROUP	COMMUNITY
Good for	A carpool, a dinner club, the parents on one team	A team, church, small business, building, neighborhood, school, club — or a family
Size	Up to 50 people, one list	Free up to 50 members; larger on paid plans
Includes	Join by link or QR, text or email everyone	Its own brand, organizers, approvals, events, a bulletin board, sign-up forms, sponsors and chip-ins, and more
Cost	Always free	Free, Club or Organization — see Part 10

Not sure? Start a group. When it outgrows itself, open it and tap **Turn this group into a community** — everyone comes along.

One group until you need more

A new community is simply its people. There are no lists to set up. If you later want smaller groups inside it — teams, floors, committees, branches of the family — add them from Manage, and they appear across the top of the People page. A sports team can be one roster forever; an office building has a group for each company, and lists its floors separately (see below).

Starting points and your own words

When you make a community, you pick what it is. That chooses the words everyone sees — and you can always use your own.

STARTING POINT	PEOPLE ARE CALLED	GROUPS ARE CALLED
⚾ **Sports team**	Players & families	Teams
🔧 **Small business**	Customers	Groups
👨‍👩‍👧 **Family**	Family	Branches
🏙️ **Building or office**	Tenants	Companies
🏆 **Club or league**	Members	Groups
🏘️ **Something else**	A school (Families · Classes), company (Employees · Departments), neighborhood (Neighbors · Streets), event and more	

Make it yours

A church might call its people “Congregation” and its groups “Ministries.” A dance studio might say “Dancers” and “Classes.” Change the words in Manage → Brand & words.

Members visit; organizers manage

Got a community’s QR code or link? On Communities, tap 📷 Scan or paste a link ↗ — scan it with your camera or paste the link, and the community opens ready to join. Any HeyPeepz QR code works here — a person’s card or a business’s code opens just the same.

Members see the community the way you’d hope. The tabs are **People** **Bulletin board** **Events** and, once you add some, **Documents**. At the top of People is your **leadership** — whoever holds a title, like “Jordan Taylor · Head Coach” — so everyone knows who to contact. Tap the community’s name or logo for its description, hours, phone, website and photos; the ⋯ menu has the rest (print the directory, support, all groups). If you’re allowed to share a list, 📤 **Share link** sits beside its name: a join link and QR code for that list. **Your picture** next to ⋯ opens *My settings here* — only you see it: what people there see of you, your photo there, who can see you, which of your kids show, notifications, and Leave. Organizers get ⚙️ **Manage** for their tools. Every organizer-only page has a dark bar — “You’re managing Riverside Rockets 10U

Baseball" — with **‹ View as a member** just below it, and a line showing where you are ("Riverside Rockets › Manage › Brand & words").

PART 6

Building your community, step by step

1. **Start it.** Communities ↗ → + Start one ↗ → **A community**. Name it, pick your starting point, choose private or public and how people join (open, approval, or invite only). Two minutes.

2. **Brand it.** Manage → **Brand & words**: add your logo and a cover photo (the team, the shop, the building), pick a color, write a tagline, and add phone, hours and website. A live preview shows exactly how it will look. Add photos to a gallery that only members see. Your brand shows on every community page, the join page and invitations, the Communities list and the printed directory.

3. **Decide who sees whom.** Manage → **Who sees whom & sign-up form**: choose whether members see the directory, whether they can print it, and whether they can text, email or message each other. Where members can't see one another, they can only contact the organizers.

4. **Ask for what you need** (Club plan). Set up a **sign-up form**: pick standard details — name, email, phone, address, birthday, job — and your own questions (jersey size, lot number, a code of conduct to agree to), each Required or Optional, shown in the directory or seen only by organizers. Members choose *which* of their own details to give — their mobile, not their work number — and it stays current.

5. **Add groups if you need them.** Manage → **Add a team** (or floor, branch, ministry…). Put groups inside groups on paid plans.

6. **Invite people.** See the next section.

7. **Name your helpers.** Manage → **Titles & roles** is the one place to say who does what. Add a title (Head Coach, Assistant Coach, Treasurer, Deacon), choose its role — title only, *Moderator* (approves people, manages groups) or *Admin* (almost everything the owner can; only the owner can offer it) — and a usual term, then assign a member. Titles are shown at the top of your directory and printout, and hand off in one step when someone new takes over. A helper who doesn't need a title can be given a role under "Roles without a title." Name a **backup owner** so the community never gets stuck.

Inviting people

- **One link or QR code for everyone** (Manage → Invite people → Share one link). Put it in a group chat, a bulletin, a flyer or on the shop counter. New people sign up right on the page.

- **From a spreadsheet.** Paste rows from Excel or Google Sheets — or choose a CSV file — with First, Last, Email, Phone and a Lists column to place people in teams. Review, then add. People who aren't on HeyPeepz yet appear as "not joined yet" until they accept.
- **Send the invitations.** Tap **Email everyone waiting** or **Text everyone waiting**: your own email app (everyone in Bcc) or Messages opens with the people, subject and message filled in — just press Send. Tap **I sent it** so they show as invited. When someone joins with the same email or phone you invited, they're matched to their invitation and land in the right team automatically.

Invitations come from you

HeyPeepz opens your own email or Messages with everything filled in, so invitations arrive from someone people know — not from an app they've never heard of.

PART 7

Running it: messages, events, the board and more

📣

Announcements

To everyone or one group. Everyone gets it in their Inbox; tick Email or Text to get a ready-to-copy version for your own email or phone. (Club)

💬

Text · Email · Message

Members can text, email or message everyone on the People page — as the organizers allow.

📌

Bulletin board

A running conversation for each group: post, reply, add up to 3 photos, pin the important things.



Events and RSVPs

Practices, services, meetings: date, place, reminders, spots, weekly repeats. Going / Maybe / Can't go. Subscribe in your phone's calendar.

📄

Documents

Bylaws, minutes, forms and schedules — for everyone, admins only, or one group. Add them in Manage; members get a Documents tab. (Club)

🖨️

Printed directory

A tidy PDF of any group, with only what each person shows, grouped by team or A–Z, with photos and sponsors.

🔁

Season renewal

Name the season, set a deadline; members confirm their info and renew. (Club)

🚑

Emergency info

Emergency contacts, guardians and medical notes, seen only by the people you choose — every view logged. (Organization)

Keeping groups apart

In an office building, tenants shouldn't see every other company. Turn on **Keep lists separate** (Organization): members see only their own group, organizers see everyone, and everyone can reach the organizers. Place people automatically by **verified work email** (everyone @acme.com → Acme Corp) or by an answer on the sign-up form.

Each company decides whether **its own people see each other**. A new company starts private: its people see only the company's contacts and the building staff. On the company's page (Manage → Floors & companies → the company), the building — or the company's own contact, such as its office manager — can turn on "People at Acme Corp can see each other." Each person still chooses who sees them.

Floors in an office building

Company and floor are two different things: one company can take several floors, and one floor can hold several companies. So floors aren't groups. List the building's floors once under **Manage → Floors & companies**, and each tenant picks the floor (or floors) they work on — they're asked when they open the building, and can change it any time under their picture → My settings. Building organizers can correct it on a tenant's page.

Floors never let anyone see anyone. Two people on the same floor at different companies stay invisible to each other. Floors are only for the building to reach people:

- **One or more floors** — "Water off on Floor 14" reaches everyone on 14, whatever company they're with.
- **One or more companies** — reaches everyone at those companies, on every floor.
- **A company on a floor** — pick both: only Acme Corp's people on Floor 14, for a leak in its suite.

Open **Send an announcement**, tap **Choose companies and floors**, and tick what you want; it tells you how many people it will reach before you send. On the People page, organizers can also show just one floor.

PART 8

Getting the word out

Your community grows when joining is easy and the reason is clear. Lead with what people get: never chasing phone numbers again, never an out-of-date roster.

Where to share your link and QR code

- **Teams:** the parents' group chat, the first practice, registration forms, the team banner.
- **Churches:** the weekly bulletin, a slide before the service, the welcome desk, the newsletter.
- **Small businesses:** a QR sign on the counter, receipts and invoices, your email signature, your website.
- **Buildings:** the lobby, move-in packets, elevator notices, the tenant newsletter.
- **Families:** the family group chat, the holiday card, the reunion.

Ready-to-use messages

An invitation (email)

```
Subject: Join Riverside Rockets 10U Baseball on HeyPeepz

Hi everyone,

This season we're keeping our team directory on HeyPeepz. You keep your
own contact details up to date and choose what the team can see — so
coaches and parents always have your current info, and nobody chases
phone numbers.

Join here (it's free): [your link]

Thanks!
Coach Taylor
```

A post for social media or a newsletter

```
📣 Maple Grove Church has a new member directory — one that keeps itself
up to date. Join with our link, choose what you share, and you'll always
have the current number for your small group, the choir and the office.
[your link]
```

A counter sign for a business

```
Scan to join Main Street Auto Care
✓ Service reminders and specials   ✓ Our hours and phone, always current
You choose what we see — and you can leave any time.
```

Tip

In the app, “Email it” and “Text it” open your own email or Messages with these already filled in — your community’s name and link included.

PART 9

Sponsors and chip-ins

Little Leagues, churches, clubs and schools raise money. HeyPeepz gives every community its own support page — and sends almost all of it to the community.

How it works

Every community has a **support link**. Anyone can open it — members, grandparents, the local tire shop — with no HeyPeepz account. It shows your logo and colors, your goal ("$1,200 of $3,000 raised for new uniforms") and a thank-you list, and offers two ways to help:

🏆

Sponsor

At one of your levels, as a business or a person. A named sponsor's "Supported by" line shows on your community's pages and printed directory once you approve it.

❤️

Chip in

Any amount, with an optional note. Named supporters are thanked by name on the support page. A business name, line, link and logo come only with sponsoring.

Either way, people can give **named or anonymously**. Anonymous means members, other organizers and the public never see the name; only your **treasurer** (your billing admin, or the owner) does — for receipts, refunds and thank-yous. An anonymous sponsor never gets a line on your pages.

Cost-plus: most of every dollar goes to you

Card processing (2.9% + $0.30) is passed through at cost. HeyPeepz adds **5% on every gift** — sponsorships and chip-ins alike, so splitting a sponsorship into chip-ins never saves anything. Everything else goes to your community, and every giver sees the split before paying. Givers can tick **Cover the fees** to add the processing and fee on top, so your community gets the whole gift.

GIFT	GIVER PAYS	CARD PROCESSING	HEYPEEPZ	TO YOUR COMMUNITY
A $500 sponsorship	$500	$14.80	$25	**$460.20**
A $500 sponsorship, fees covered	$543.22	$16.05	$27.16	**$500.01**
A $100 chip-in	$100	$3.20	$5	**$91.80**
A $100 chip-in, fees covered	$108.91	$3.46	$5.45	**$100**
A $25 chip-in	$25	$1.03	$1.25	**$22.72**

Set it up

1. Manage → **Sponsors & support**. Switch on **Take sponsorships**, **Take chip-ins**, or both.
2. Set a **goal** and what it's for, and your **levels** — a sports team starts with Grand Slam $1,000, Home Run $500 and Base Hit $250; change them to fit.
3. If you're a registered nonprofit, tick the box so receipts say gifts may be tax-deductible.
4. Share your support link: **Copy**, **Email it** or **Text it**. Everyone in the community — organizers included — sees a one-line Support link with Sponsor and Chip in on your community's pages.
5. Approve named sponsors as they come in. Invite a business directly too: they get a private page to pick a level, pay and add their logo.

Pitching a sponsor

```
Hi Sam,

Riverside Rockets 10U Baseball is raising $3,000 for new uniforms this
season. Would Corner Tire Co. sponsor us? Home Run sponsors ($500) get a
"Supported by Corner Tire Co." line — with your logo and a link — on our
team pages and printed directory, seen by every family on the team.

It takes two minutes: [your support link]

Thank you for supporting our kids!
Coach Taylor
```

What sponsors see

How many members, how often their line was seen and how many visited their website — never who your members are.

PART 10

The versions: plans and prices

Joining is always free, and members never see prices. Two kinds of plan exist — one for you personally, one for a community you run — and a community is paid for by the community.

Community plans

PLAN	PRICE	FOR	WHAT YOU GET
Free	**Free**	A small club getting started	Up to 50 members · Main list + 2 lists · Approvals, invites & join link · Events & list bulletin boards · Printable directory, group text & email
Club	**$9/mo**	Leagues, HOAs, parent groups, congregations	Up to 300 members · Unlimited lists, lists within lists · Announcements & documents · Leadership positions, roles & organizer view · Join questions, renewal seasons, list asks
Organization	**$29/mo**	Companies, buildings, districts, federations	Unlimited members · Everything in Club · Keep lists separate & automatic placement · Join by verified work email · Link communities under a parent · Emergency info, exports & activity log

Yearly is 10× monthly (2 months free). A **group** is always free (up to 50 people). Brand kit, starting points, sponsors and chip-ins come with every community plan. When a community fills up, nobody is refused or removed: new people wait until you upgrade or make room, and moving to a cheaper plan never deletes anything.

Personal plans

PLAN	PRICE	WHAT YOU GET
Free	**Free**	2 cards · Unlimited live contacts & card holders · Up to 100 typed-in or imported contacts · One-time import from your phone, Gmail or Outlook · Status, family & family tree, QR codes
Plus	**$3.99/mo** or $29/yr	Up to 6 cards · Custom cards & fields · Unlimited typed-in & imported contacts · Full history of who opened your card · Everything in Free
Premium	**$7.99/mo** or $59/yr	Unlimited cards · Anonymous & expiring cards · 1 private phone number included · Keep your phone, Gmail & Outlook contacts in sync · Everything in Plus

Never limited, on any plan: the live cards you hold and the people who hold yours. Free holds up to 100 *typed-in or imported* contacts (plain entries for people not on HeyPeepz yet); invite them and they become live cards that don't count. Bringing contacts in from your phone, Gmail or Outlook is free once; keeping that address book updated as people change their info is Premium.

Coming soon? When something on HeyPeepz.com is marked "coming soon", you can join its early-access list with just your email. We send one note when it's ready, and nothing else.

Private phone numbers (Premium)

A private number rings and texts through to your own phone, so people who have your anonymous card never see your real number. Premium includes **one**; each extra number is **$2 a month**, with up to 300 texts and 200 call minutes a month on each. Get one in Plan & billing › Private phone numbers ↗: pick an area code, name it ("Marketplace selling"), choose which card shows it, and see the price before you confirm. Release it any time — it stops working at once and rests 90 days before anyone else can have it, so nobody gets texts meant for you.

Private from people, not from the law

A private number hides your real number from the people you share it with. It doesn't hide you from HeyPeepz: getting one needs Premium and your own mobile number on your account, and HeyPeepz keeps a permanent record of which account held each number and when — never what was said. Under a valid subpoena, court order or warrant, HeyPeepz can say who held a number at a given time.

Business pages: your live business card

For makers, Etsy shops, salons, food trucks and market stalls. Tap Business page ↗ (Communities › + Start one, or More › Find a business). You get a branded page at **heypeepz.app/b/your-shop** that anyone can open — no app or account needed.

1. **Your page:** your logo, cover photo and color; a tagline and About; phone, email, website, where to find you and hours; big buttons for your Etsy shop, Instagram or booking link; your own sections (custom orders, care instructions, where you sell); and photos of your work.
2. **Leave-behinds:** under **Cards & QR codes**, print a sheet of 10 business cards (it lines up with Avery 8371 / 5371 card sheets) or a counter sign, each with your QR code.
3. **One QR code per place:** add a location for each shop, market or booth where you leave cards. The page shows how many people scanned, saved your card to their phone and followed — for each place.
4. **Getting back to it:** once you run a business, **My Business** appears in the top menu (and a 🏪 **Business** tab on phones) and goes straight to your dashboard. It's also in the account menu and at the top of More.
5. **Being found:** anyone can find your page by searching its name under Find a business, even before HeyPeepz verifies you (you're marked "Not verified yet" until then). The browse list without a search shows verified businesses only. To be verified, HeyPeepz confirms the page really belongs to your business (your website, email domain or a quick call); you then get a ✓ Verified mark.
6. **Closing:** My Business › Settings › **Close this business** (type its name to confirm). Your page leaves search at once, a paid plan stops, your QR codes say you've closed, and followers get a short note. Restore it from More › Recently removed within 30 days; after that it's gone for good, along with everything about your followers.

7 **Customers:** scan, tap **Save to my phone** (a contact card) or **Follow** for news and offers. Followers get a private pass — you never see their real email or number, and they never see each other.

PLAN	PRICE	WHAT YOU GET
Free	**Free**	Your branded page: logo, colors, links, photos, hours · Printable cards & counter sign with QR · 1 location · Followers
Shop	**$7/mo**	Everything in Free · Unlimited locations · Send offers & news to followers · Scans, saves & followers by location · Up to 24 photos
Company	**$49/mo**	Everything in Shop · Dashboard API & webhooks · Point-of-sale lookups

Following businesses, and company pages

Scan a business's QR code or open its link and tap ❤️ **Follow for news & offers**: you choose what it may see right there on its page (no account yet? you sign up and come straight back). The businesses you follow — and any you run — are listed at the bottom of **Communities** under **Businesses I follow** and **Businesses I run**; every offer they send is under **Inbox › 🎟️ Offers**; search for any business under **More › Find a business** (or Inbox › 🎟️ Offers › Find a business). Got a business's QR code? Scan it with your phone's camera, or with 📷 **I have a link / scan a QR code** on Contacts or Communities — any HeyPeepz QR code works in either place. Larger companies that want a following and their own systems use a company page. People follow for offers and news, and the company never gets their real details: each follower gets a private **pass** with forwarding email and phone and only the generalized details they agree to (a ZIP, never a street). The Company plan is **$49/month**: unlimited members, offers, dashboard and api.

Which one is right for a small business?

Most small businesses want a *business page*: a live card with your logo that customers scan and keep, plus followers you can send news and offers to (Shop plan). A shop whose regulars should see each other — a gym, a studio class — can start a *community* instead. A larger company with its own systems uses the Company plan, which adds the API.

PART 11

Playbooks

How real communities set up HeyPeepz. Borrow what fits.

⚾ A youth sports team

Riverside Rockets 10U Baseball — coaches, players and their families

Starting point	Sports team: “Players & families” and “Teams.”
Brand	Team logo, a cover photo of the team, the team color, “Play hard. Play together.” Team photos in the members-only gallery.
Groups	Coaches and Players — or none at all for a single roster.
Sign-up form	A parent’s mobile and email, jersey size, and “I agree to the code of conduct” (required).
Kids	Parents add their child to the team list; only the team and its organizers see them.
Titles	Head Coach (Admin) and Assistant Coach (Moderator) in Titles & roles — shown at the top of the roster.
Running it	Practices and games as events with RSVPs and reminders; the bulletin board for rides and snacks; emergency info for the head coach.
Raising money	Grand Slam, Home Run and Base Hit sponsors from local businesses; chip-ins from grandparents toward a $3,000 uniform goal.
Get the word out	The link in the parents’ group chat before the first practice; the support link to every family and sponsor.

⛪ A church

Maple Grove Church — members, ministries and volunteers

Starting point	Club or league, then renamed in Brand & words: “Congregation” and “Ministries.”
Brand	The church logo, a photo of the building, service times in Hours, the office phone.
Groups	Small groups, Choir, Youth, Greeters, Prayer team — each with its own bulletin board.
Privacy	Members choose who sees them; the prayer team can be organizers-only. Children appear only where parents put them.
Running it	Titles (Pastor, Deacons, Treasurer) with terms, shown at the top of the directory; weekly events; documents for bylaws and minutes; a printed directory each year.
Raising money	Chip-ins for a mission trip or building fund, named or anonymous; tick “registered nonprofit” for tax receipts.
Get the word out	The QR code in the bulletin and on a slide before the service.

🔧 A small business

Main Street Auto Care — a repair shop and its customers

Starting point	Small business: “Customers.” No groups needed.
Brand	Logo, a photo of the shop, “Honest repairs, fair prices,” hours, phone and website — always current for every customer.
Privacy	Customers don’t see each other: turn off the directory for members, so they can only contact the shop.
Sign-up form	Mobile for “your car is ready” texts, and year, make and model as your own questions, seen only by the shop.
Running it	Announcements for seasonal specials, sent from your own email with the ready-made copy; the printed list for the service desk.
Get the word out	A QR sign on the counter, a line on every invoice, your email signature.

👨‍👩‍👧 A family

The Morales family — grandparents, children, grandchildren, cousins

Starting point	Family: “Family” and “Branches.”
Groups	A branch for each household or side of the family, if it’s a big one.
Kids	Parents choose which grandchildren the family sees; grandparents get every birthday reminder.
Running it	Anyone can add an event — a recital, a ball game, the reunion; the bulletin board for photos and plans; everyone’s current address for holiday cards, printed or saved as a PDF.
Get the word out	One link in the family group chat. Grandpa can join with a card in two minutes.

🏙️ An office building

A multi-tenant building — companies on several floors

Starting point	Building or office: “Tenants” and “Companies,” plus the building’s floors.
Groups	A group per company. Floors are listed once under Manage → Floors & companies, and each tenant picks theirs — a company can take several floors, and a floor can hold several companies.
Privacy	Keep lists separate (Organization): tenants see only their own company, and only if that company lets its people see each other; building management sees everyone. Sharing a floor never shows anyone to anyone.
Placement	Everyone with a verified @acme.com email lands in Acme Corp automatically.
Running it	Announcements to the whole building, to one or more floors (“Water off on Floor 14”), to a company, or to one company’s people on one floor; emergency contacts for building security; documents for the tenant handbook.

🏡 A neighborhood or HOA

Neighbors, the board, committees

Starting point	Something else → Neighborhood: “Neighbors” and “Streets.”
Sign-up form	Lot number and street (organizers only).
Running it	Board positions with terms; bylaws and minutes in documents; announcements for meetings; events for the block party.
Raising money	Chip-ins for the pool fund or holiday lights; local businesses as sponsors.

🏫 A school class or PTA

Families, classes, volunteers

Starting point	Something else → School: “Families” and “Classes.”
Kids	Parents add their child to the class list; families show as one block with the kids underneath.
Running it	Room-parent announcements, volunteer sign-ups as events with spots, a printed class directory.
Raising money	Chip-ins toward a field trip; sponsors for the fun run.

🏆 A club or league

A golf league, garden club, running group, book club

Starting point	Club or league: “Members” and “Groups” (Divisions, Committees).
Sign-up form	Handicap as a number, shown in the directory.
Running it	Season renewal with a deadline; weekly events; the bulletin board for pairings and results.
Raising money	Hole sponsors for the tournament; chip-ins for the end-of-season party.

PART 12

Questions people ask

Does it cost anything to join?

Never. Joining a community is always free, and members never see prices.

Can the organizer see everything about me?

No — only what you gave that community, and only the current version. You can change what you give, or leave, any time.

I don’t want everyone on the team to have my cell number.

Give the team a card without it, or choose who can see you on that list — everyone, just that list, or nobody but the organizers.

What if someone never joins HeyPeepz?

They stay on your list as “not joined yet” with what you imported, and can join any time. Their live card takes over the moment they do.

Can I undo things?

Most things. Unsharing and leaving show an Undo button; you can rejoin a list or community for 30 days.

What happens to my data if I leave?

The community stops seeing your card and your updates right away. HeyPeepz can’t reach into someone’s phone to erase what they saved themselves.

Where do I get help?

In the app: More ↗ → Help ↗ has a searchable answer for nearly everything, and this guide is there to read or download.
