



Agent User Guide

Parties · Groups · Events · Selling what you do — by text or in-app

lucilla.app · Get started: text +1 (314) 237-4046

1 · Throw a party (private, invite-vetted, free)

You: "Hosting a house party at my place Saturday 9pm, max 30 people, 19+, want to approve who comes"

The agent creates it and understands: *private venue* → your address is **never shown publicly** (people see only the neighbourhood, and the map pin is deliberately approximate). Because it's private, joining is **request-only**: each person who asks shows up as a request; you get a notification (in your Agent tab + push, or by text) and reply **YES** or **NO**. Only an approved guest receives the address — exactly once, in their acceptance message. Say "invite only, don't list it" and it won't even appear in discovery — share the join code yourself ("text JOIN a7x9 to the number") on your story.

Your controls, one word each: FULL <id> closes it · CANCEL <id> cancels and tells everyone who joined · guests can LEAVE <id> — and if you were full, the first person on the waitlist automatically gets a "spot opened" message.

2 · Start a walking group / run club (recurring, open, free)

You: "Start a walking group, we meet at Gage Park Saturdays 8am, everyone welcome"

Two shapes, pick either or both: - **A group** — people join your crew by code, and you can message all members at once ("TELL everyone: moved to 9am this week"). Listed groups are discoverable by people nearby searching for exactly this. - **A recurring event** — say "every Saturday" and it repeats weekly; public venue means the real meeting spot shows, joiners get counted, and event-day works like any event.

3 · Free vs paid events — the honest difference

- **Free peer events** (the party, the run club): fully handled — join, approve, capacity, waitlist, cancel-tells-everyone.
- **Peer event with a price** ("ladies night, \$10, capacity 40, 21+"): the price is **displayed** to everyone and shown on the card — but for a peer event, **you collect at the door**. Lucilla doesn't touch the money on this tier.
- **Real ticketed events** (in the app): create an **event reward** — tickets are paid in-app, the money sits in escrow, and **you're paid when the ticket-holder checks in at the door**. Cancellations refund the buyer automatically; no-shows forfeit to you. Use this tier when the money matters.

4 · Sell what you make or do — bakery, haircuts, makeup, popup shop

You don't need to be a "registered business" — a side hustle is a business here.

You: "Hi, I'm Ana — I do makeup from home near Locke St, lashes and full glam, weekends.
Insta is [instagram.com/anaglam](https://www.instagram.com/anaglam)"

That one message lists you. Send **photos of your work** — the agent reads them into your profile, and when someone nearby asks for "makeup artist", your answer can arrive *with your photos*. Then:

- **Popup shop / bake sale:** "Hosting a popup this Sunday at 22 King St, 11–4" — that's a *sale event*; people nearby discover it and say they're coming.
- **A promo to get first customers:** "Make a promo: text ANA for 20% off a first session, first 10" — new customers text ANA, get a code + QR, you check the code when they arrive. First-timers-only targeting means regulars can't farm your discount.
- **Track it:** text MY REWARDS (what's running, claims) and STATS (your week).

Getting paid on this tier is yours — cash, e-transfer, whatever you use today. Upgrade to the app when you want cashback rewards with real escrowed money.

5 · How people find you — the map and the mentions

Two discovery paths, and you can have both:

- **Mentioned by the agent.** When someone nearby texts a need ("anyone do lashes around here?"), the agent matches their words against what you told it you offer — and recommends you, with your photos. **The more specifically you describe what you do, the more asks you match.** New listings enter the deep search index overnight; keyword and category matching is immediate.
- **On the map (the digital business card).** Get the app and your listing becomes a real card on the map: logo, photo gallery, your offerings, and **reviews only from verified customers** (people who actually claimed and showed up — not anonymous internet reviews). This is also where funded rewards, your consented customer list, and analytics live.

6 · Connector-only vs the full card — which do you need?

	Just texting (free)	+ The app (free)
Listed & recommended to nearby askers	✓	✓
Text-to-claim promos with targeting	✓	✓
Photos shown to searchers	✓	✓
Host events & groups	✓	✓ + create/manage in-app
Map card with gallery & verified reviews	—	✓
Cashback rewards (escrowed, pay-per-visit)	—	✓
Ticketed events (real payments, escrow)	—	✓
Consented customer list & analytics	—	✓

The honest advice: start by texting — you'll be live in two minutes. Get the app the week you want the map card, real reviews, or real money flows.

Quick reference — words the agent always understands

JOIN <id> · LEAVE <id> · YES/NO <id> (host approving) · FULL <id> · CANCEL <id> · REDEEM <code> · MY REWARDS · STATS · STOP / START (all messages) · STOP DEALS (just the promos) — and everything else in plain words, in your language.

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