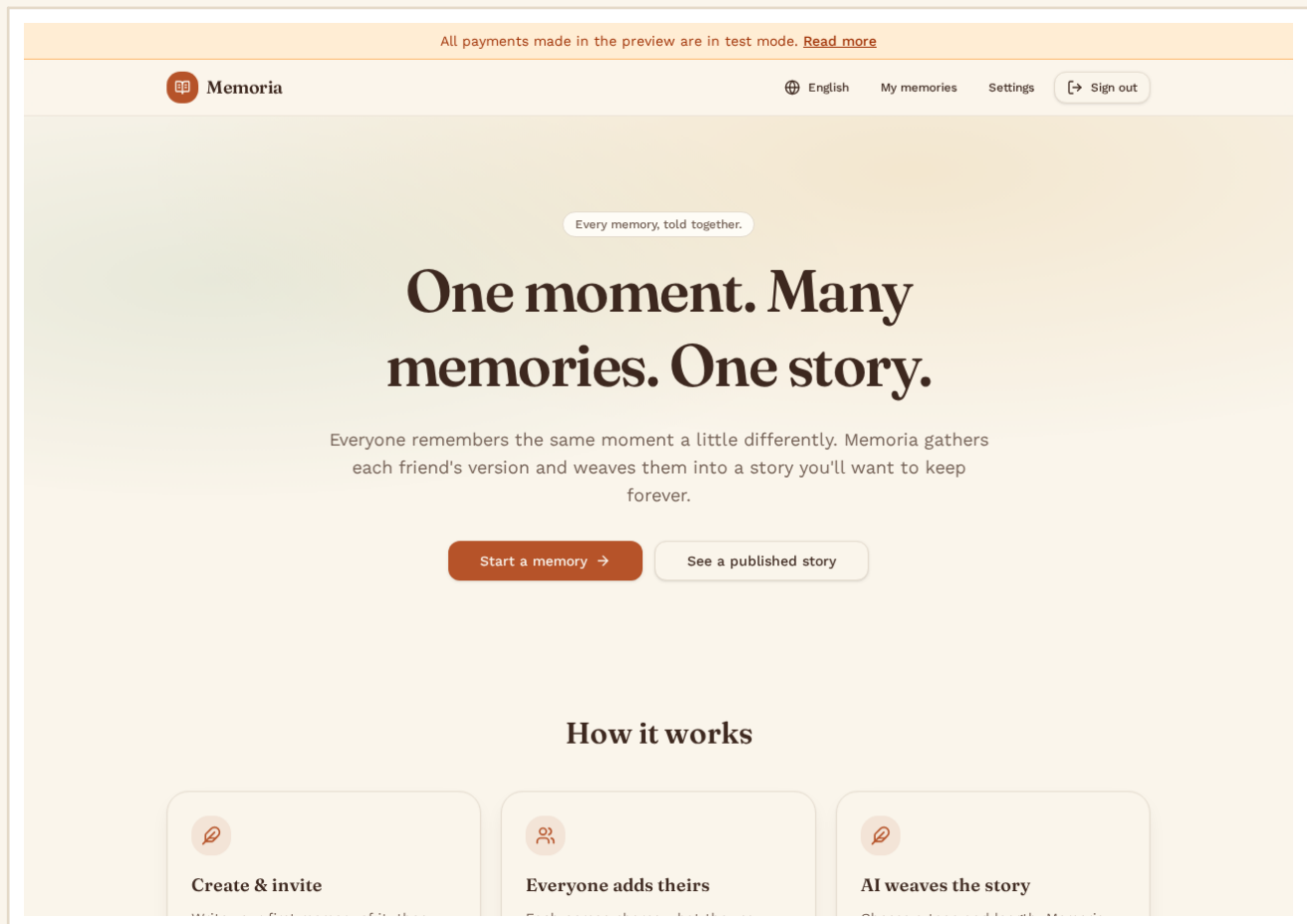


# Memoria

## User Manual

One moment. Many memories. One story.

A collaborative memory storytelling platform — English edition



# Welcome to Memoria

Memoria lets friends who shared a moment — a trip, a wedding, a whole era — each write their own version of what happened. An AI then weaves everyone's memories into a single story you'll want to keep forever.

- Create a memory and invite friends with a private link.
- Everyone adds their own memories, photos and voice notes.
- The AI weaves all contributions into one story, in the tone and length you choose.
- Publish and read the final story in English, Spanish or Portuguese.

## 1. Creating your account

Open Memoria and choose Start a memory or Sign in. You can register with your email address or sign in with Google.

- Enter your email and a password, then confirm your account via the verification email.
- Or use the Google button for one-click sign-in.
- Pick your preferred language (English, Español, Português) from the globe menu at any time — the whole app follows your choice.

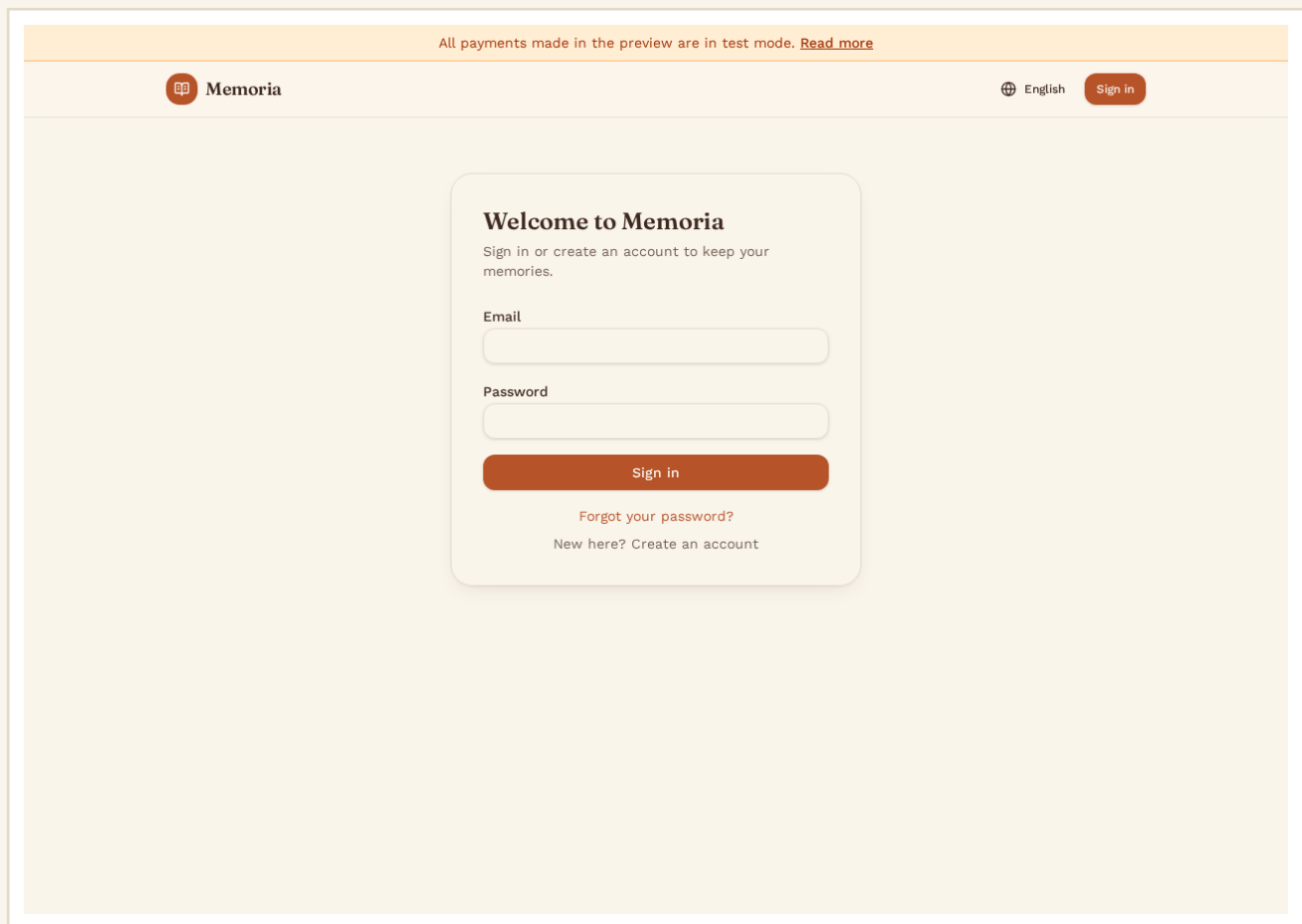


Figure 1 — Creating your account

## 2. Your dashboard

After signing in, My memories is your home. It lists every memory you created and every one you were invited to.

- Each card shows the title, type, place, contribution count and your role (Creator or Contributor).
- Status badges tell you where each memory stands: collecting, ready to publish, or published.
- Use + New memory to start a new one.

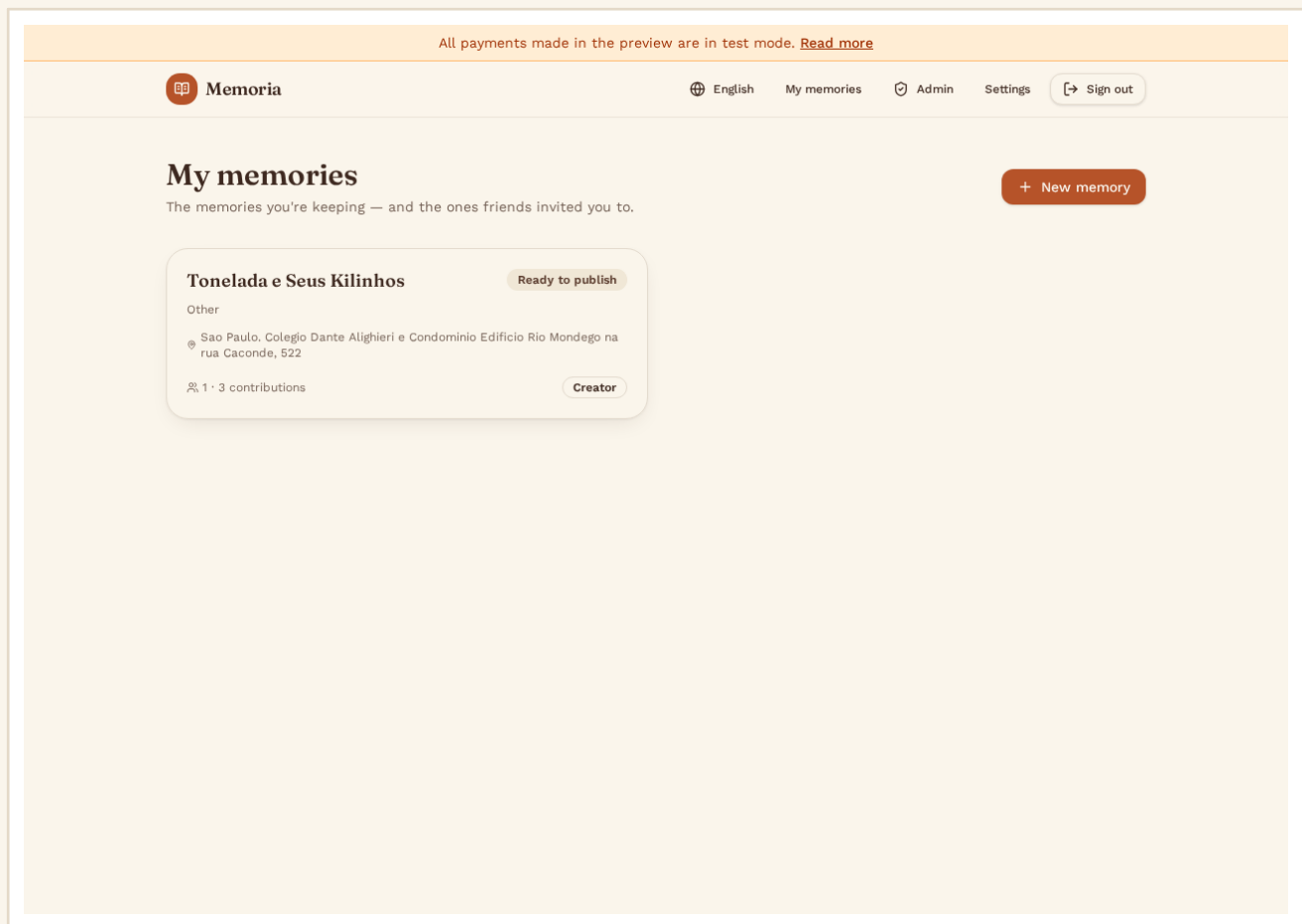


Figure 2 — Your dashboard

### 3. Starting a new memory

A memory can be a single day or a whole period — a weekend, a trip, an era. Fill in the essentials and write your own first version of what happened.

- Give it a title, choose the type, and set when it happened — a single day, or the start of that week, trip or era.
- Add a place and an optional description and cover photo.
- Write your first memory of it: what you remember most vividly.
- You can also record or upload a voice note — Memoria transcribes it automatically into text.

All payments made in the preview are in test mode. [Read more](#)

 Memoria

English

My memories

Admin

Settings

Sign out

## Start a new memory

Begin with your own version of what happened — friends will add theirs.

What should we call it?

E.g. Graduation weekend at the lake

Type of memory

Other

When did it happen?

mm/dd/yyyy

A single day, or the start of that week, trip, or era.

Where?

City, venue, or that one beach

Description (optional)

Cover photo (optional)

Upload image

Your first memory of it

What do you remember most vividly? Start the story...

Language

Figure 3 — Starting a new memory

## 4. Inviting friends and gathering memories

Open your memory to reach the workspace. Share the private invite link with everyone who was there — guests can contribute without creating an account.

- Friends open the link, write their own memories, add photos with captions and private notes only you can see.
- Everyone can add more than one memory — as many moments as they remember.
- As creator, you review every contribution: approve the ones that belong in the story, or archive the rest.
- Only approved memories are woven into the AI story.

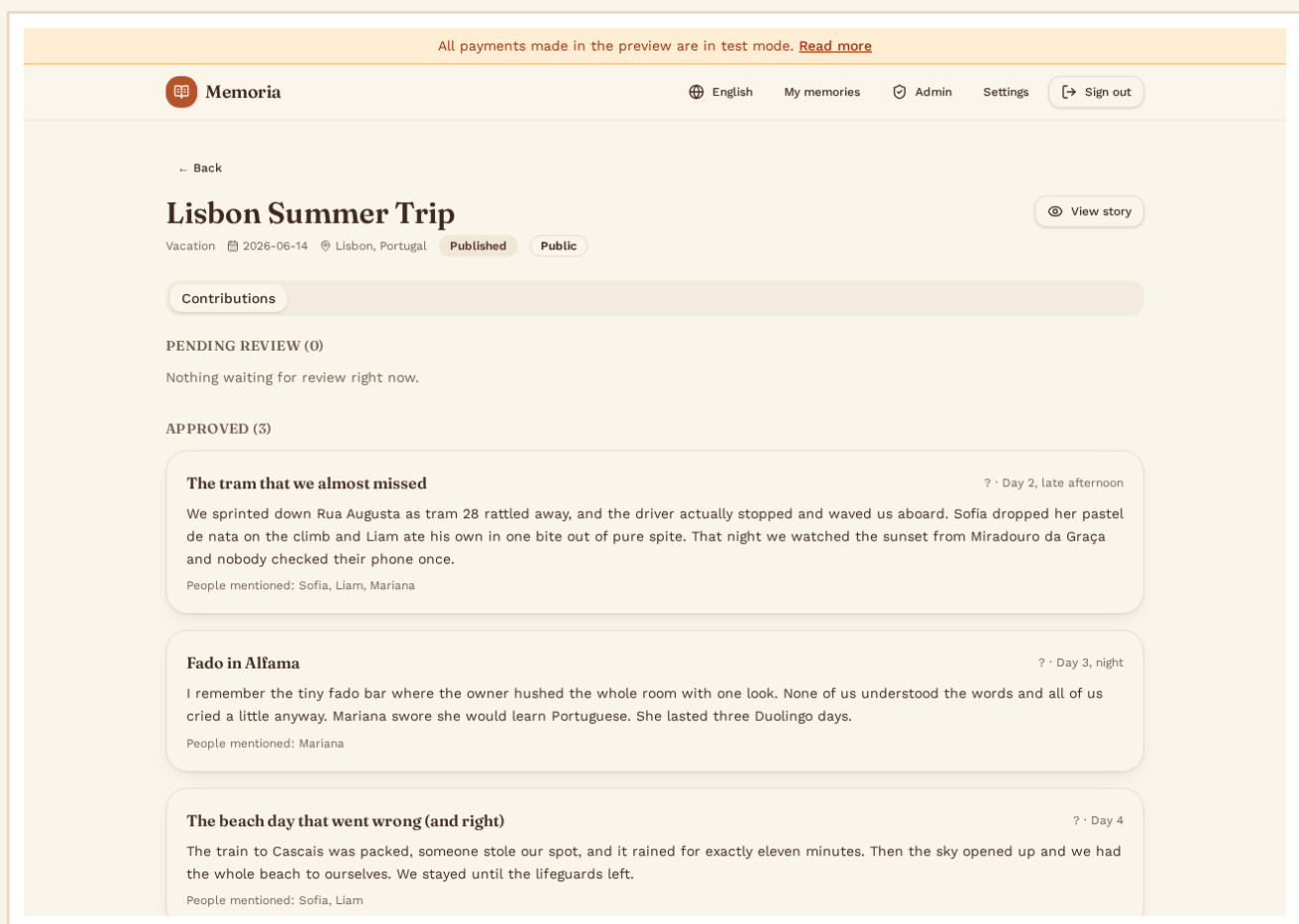


Figure 4 — Inviting friends and gathering memories

## 5. Weaving and publishing the story

In the Story tab, choose a tone (warm, funny, epic, poetic...) and a length, then generate. The AI uses every approved memory — titles, dates, people mentioned and photo captions

— and can enrich the narrative with real historical context about the place and era.

- Not happy with the mood? Pick another tone and regenerate.
- Edit the story text directly before publishing.
- Publish to get a public page — the story is automatically available in all three languages, with a language switcher for readers.

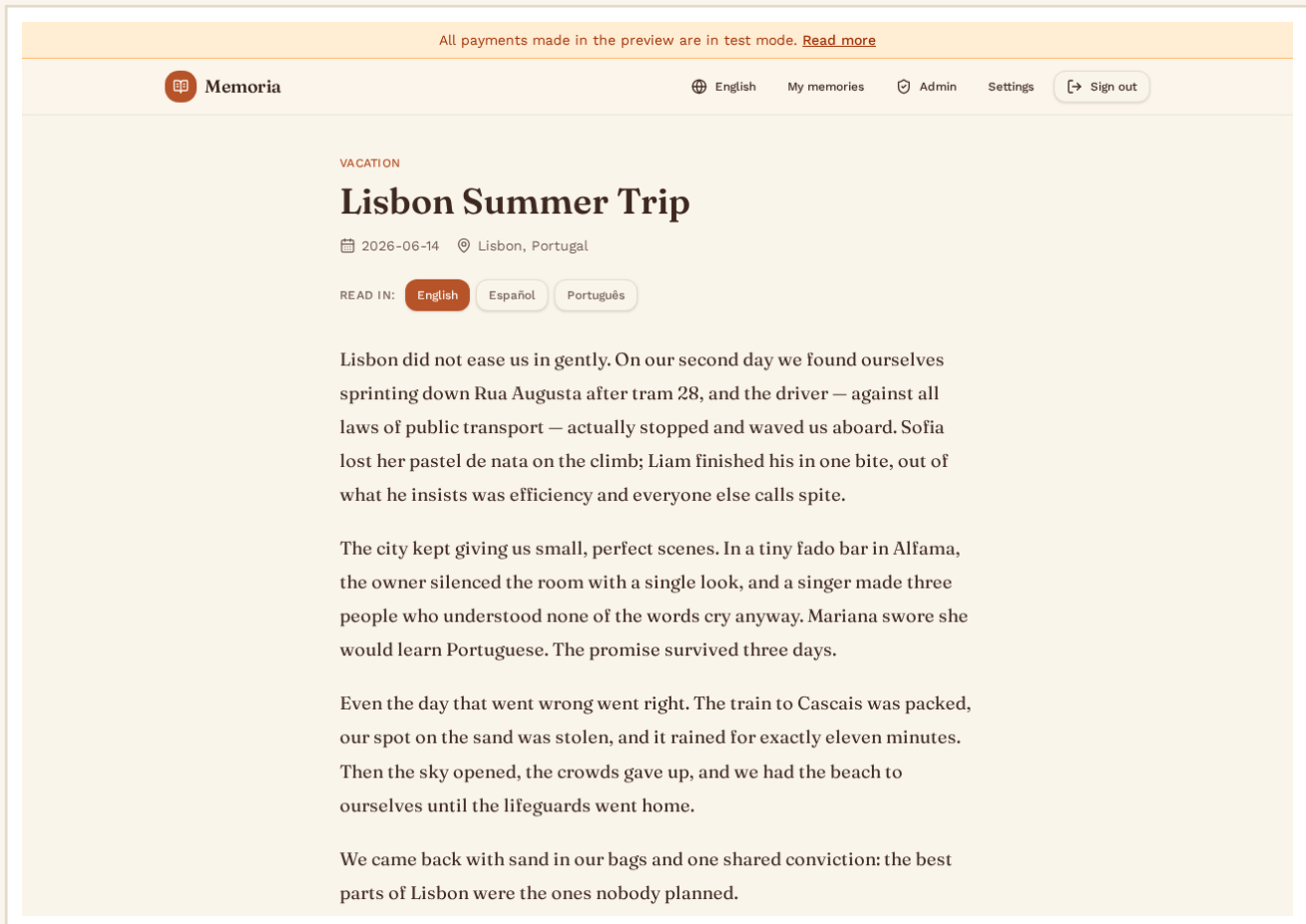


Figure 5 — Weaving and publishing the story

## 6. Plans and billing

Memoria offers a free tier plus three paid plans, billed securely by Stripe.

- Free: 1 memory. Memoirist: 3 memories. Family Circle: 10 memories. Legacy: unlimited memories.
- Paid plans add more contributors, longer stories and audio transcription.
- Upgrade, downgrade (prorated, effective immediately) or cancel anytime from Settings → Subscription; cancelled plans stay active until the end of the paid period.

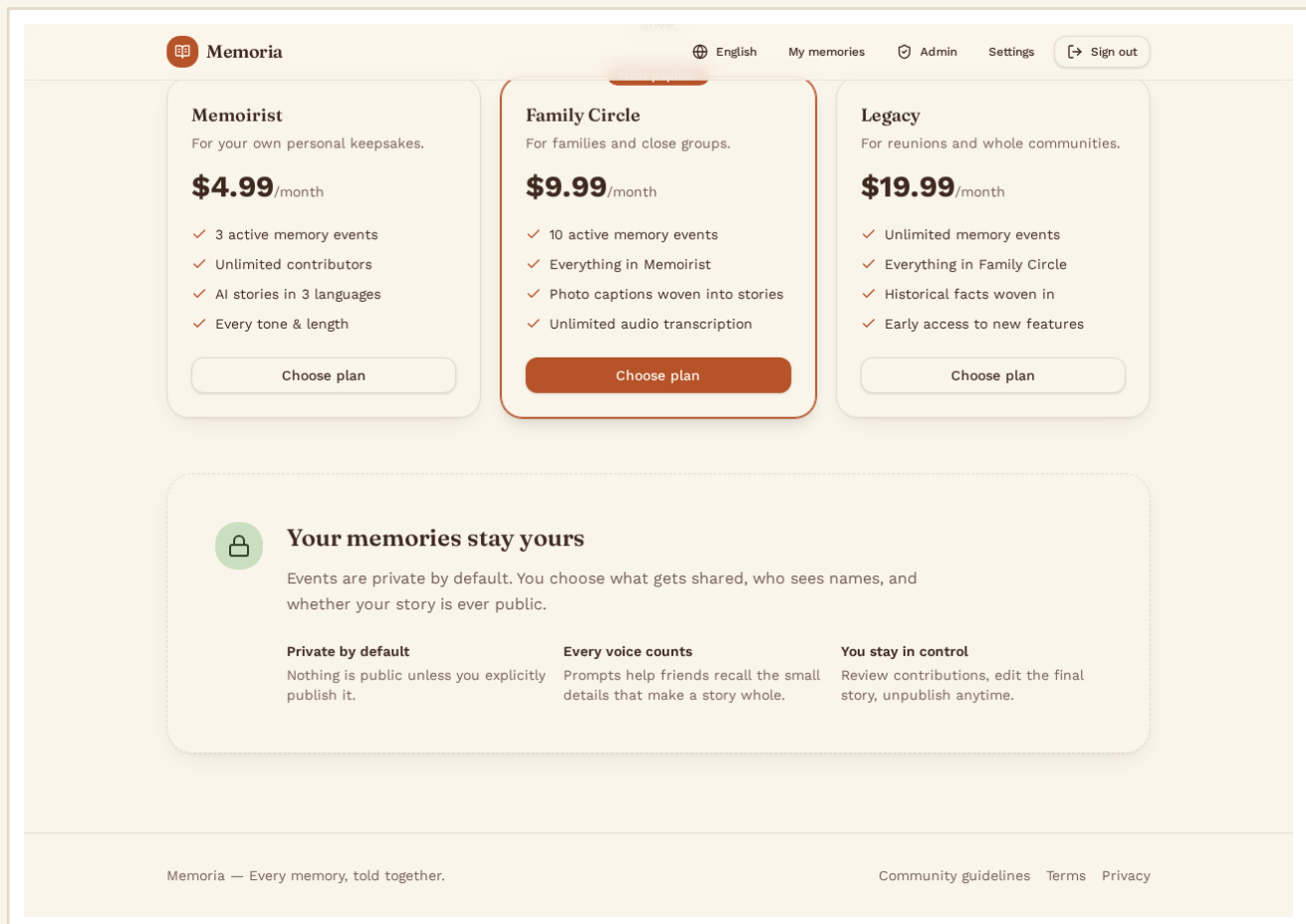


Figure 6 — Plans and billing

## 7. Settings and administration

In Settings you can update your profile, preferred language and subscription. Platform administrators get an extra Admin area with user management, memory summaries, reports, audit log and usage metrics.

- Admins can review reported content, manage users and see platform analytics.

- Every administrative action is recorded in the audit log.

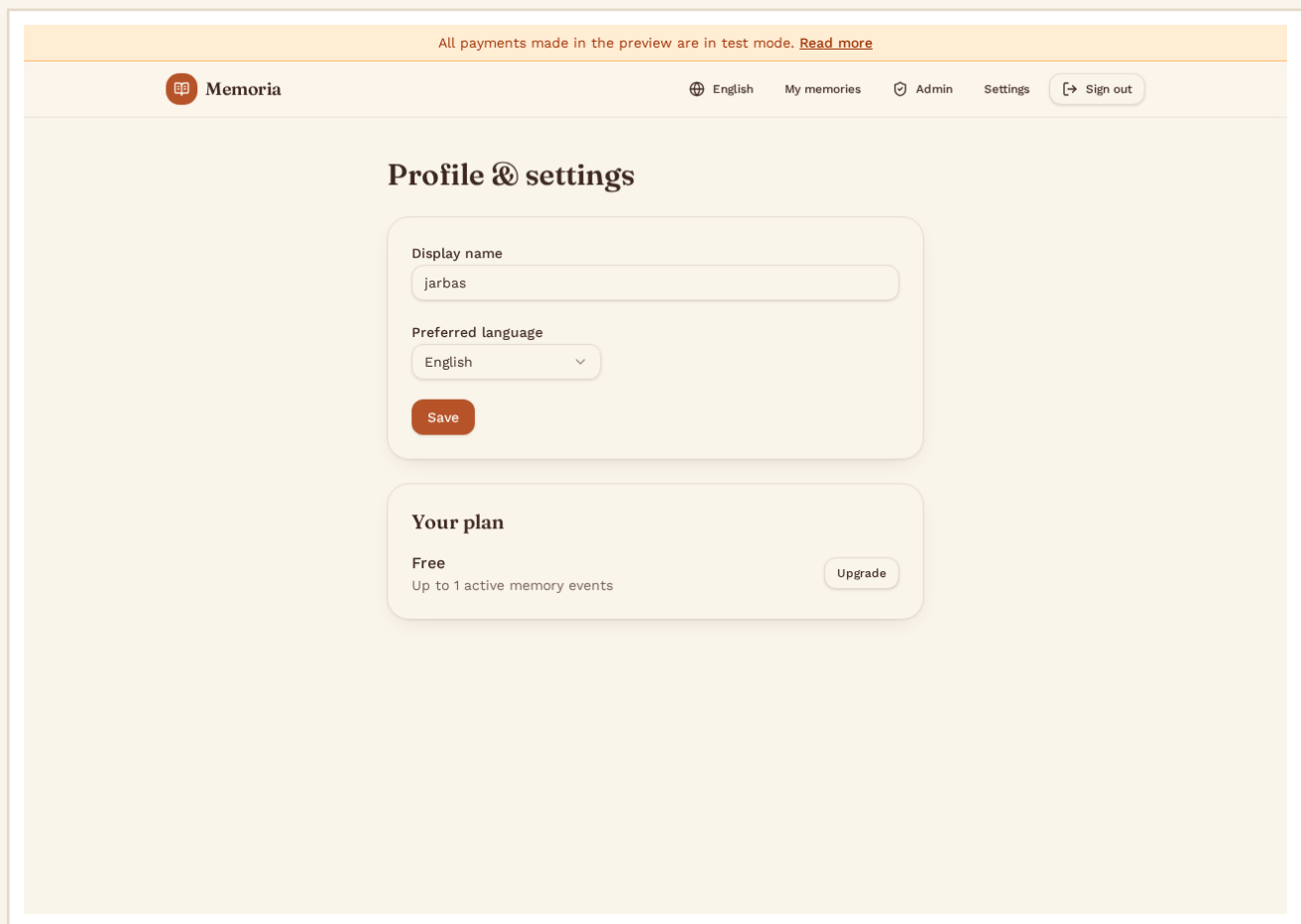


Figure 7 — Settings and administration

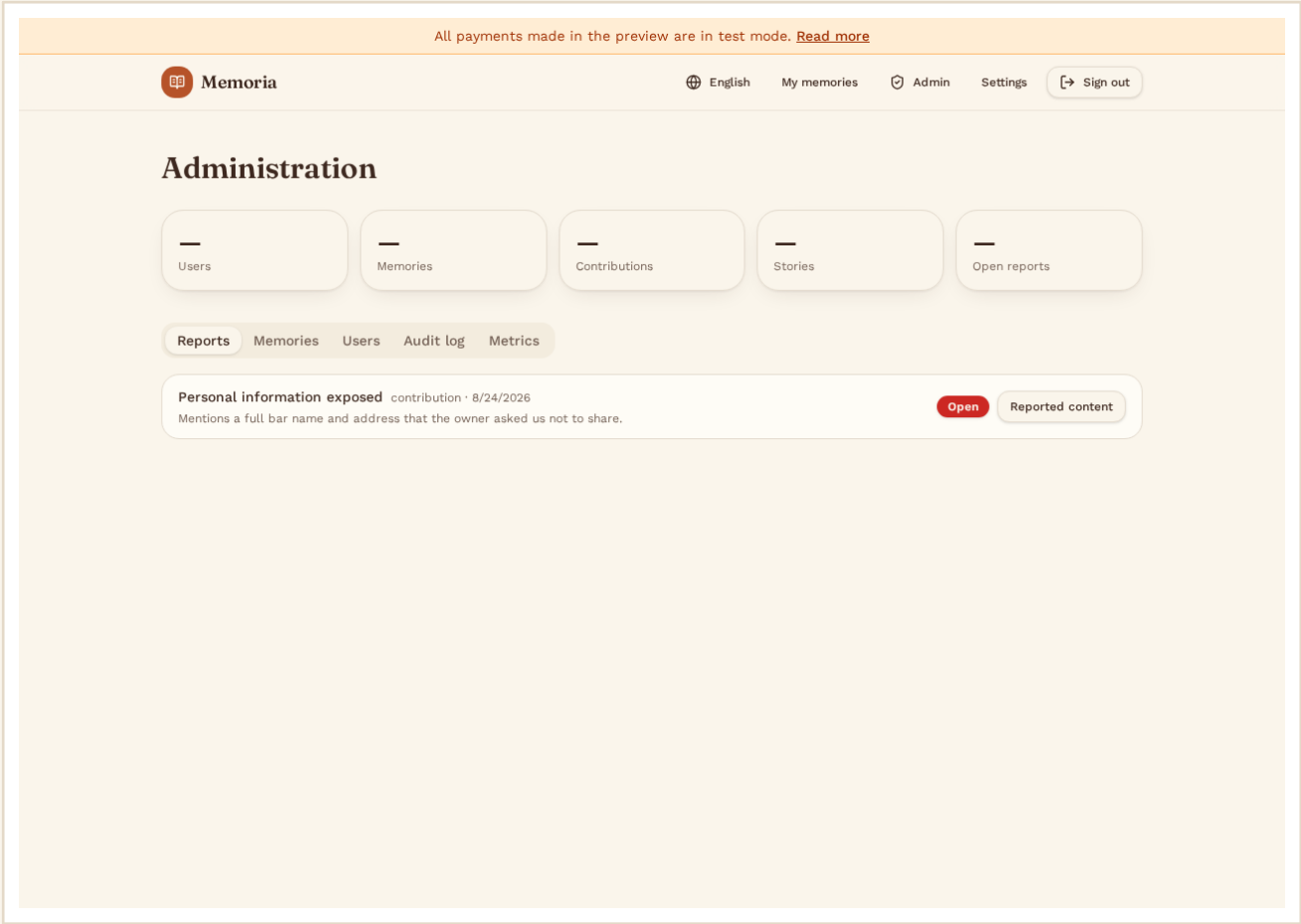


Figure 8 — Admin