



GroupiFlow

User Guide — Group Managers

[Rotating savings](#) · [Classic groups](#) · [Contributions](#) · [Mutual aid](#)

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groupiflow.vercel.app · Support: groupiflow890@gmail.com

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Welcome to GroupiFlow! This guide walks you through getting started with the app so you can confidently manage your rotating savings groups (tontines) and classic groups. Follow the steps in order to get up and running.

1 Create your account

You need a personal account before you can manage a group — it's quick and free

- Install **GroupiFlow** from Google Play, then tap **Sign up**. Enter your name, email address, and a password (6 characters minimum).
- You'll receive a confirmation email: open it and click the link to activate your account. Check your spam folder if you don't see it.
- Return to the app and log in. You can also sign in with Google — just follow the on-screen steps.

Tip. In **Settings**, you'll find your **GF-U** code. Write it down: it lets support identify you quickly, without you having to share your password.

2 Create your first group

A group represents your association, your rotating savings group, or your fund — you can manage several

From the home screen, create a new group and choose its type. Take your time choosing: this cannot be changed later.

Type	Typical use
Rotating Savings (Tontine)	Members take turns contributing so that one beneficiary receives the full pot each round
Classic	A shared fund used for mutual assistance and events

Next, enter the name, currency, usual contribution amount, and frequency. These values serve as defaults: you can always adjust them on a case-by-case basis.

Free trial. Every new group starts with a 14-day free trial — make the most of it to test everything at your own pace.

The group's **GF-G** code can be found in its settings; it precisely identifies this group when you contact support.

3 Add your members

Your members don't need a GroupiFlow account

Members don't log into the app: they are simply **profiles** that you keep up to date to track who's participating and who has paid.

From the **Members** tab, add each person along with their name and, if you wish, their phone number. You can edit or deactivate a profile at any time.

Custom contribution amount. If a member contributes a different amount than the others, set their custom contribution on their profile. Otherwise, the group's usual amount applies automatically.

4 Record contributions

An accurate, up-to-date fund with every payment

Every time a member makes a payment, record it to keep the fund accurate and up to date.

In the **Contributions** tab, add a payment: choose the member, the amount, the date, and the payment method. Once recorded, it's reflected in the group's balance.

Coverage tracking. Coverage shows you at a glance how many months of the year are already paid up for each member — ideal for spotting late payments.

5 Run a Rotating Savings Group

A simple principle: everyone takes a turn receiving the pot

- Start by setting the **payout order** of the members.
- **Start a round**: everyone contributes, and the member whose turn it is receives the pot.

History. You'll find every past round in the history log, which helps you maintain the group's trust.

6 Manage a Classic group

A shared fund to support members and finance projects

Operation	Description
Assistance payments	One-off support paid to a member (health, bereavement, wedding, etc.)
Events	Fundraising collections dedicated to a specific project, which anyone can contribute to

7 Work as a team

Don't manage your group alone — invite co-managers

When you create a group, you become its owner: you manage everything, including the license and who is authorized to access it.

To avoid doing everything yourself, you can invite co-managers from **Group Settings** then **Managers**.

How to do it. Simply enter the person's email address (they must already have a GroupiFlow account) and choose their role. The app explains, at the moment of your choice, exactly what that role will allow.

8 Track your license

Keep using your group after the trial period

After the trial ends, a license keeps your group fully active.

If it expires, nothing is lost. The group simply switches to read-only mode. You can still view everything, but new entries are paused until you renew.

Remember to renew before the deadline from the group's **License** tab so your management is never interrupted.

9 Track and export

Steer your group with statistics

To steer your group, rely on the statistics that summarize incoming and outgoing funds.

Depending on your plan, you can generate a PDF report to share with the board, and create a backup of your group to keep in a safe place.

10 Get help

A question or an issue? Support is here to help

From **Settings**, choose **Contact support** and describe your situation. Include your **GF-U** and **GF-G** codes if it concerns a specific group: it will speed up the follow-up.

You can then track the progress of your requests in **My support tickets**.

11 Keep your account secure

A few simple habits to protect your data

To protect your data, the app **locks automatically** after a period of inactivity — simply log back in to continue.

Never share your password. No member of the GroupiFlow team will ever ask you for it.

Site: groupiflow.vercel.app

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