About Snoozam

Welcome to snoozam, a social network that provides diverse types and levels of interactions among individuals and groups. It's a freedom platform for information sharing and value creation where registered users can freely enjoy a facts-based discussion without an illusion of connection and create content that can be monetized.

It is designed to avoid page cluttering. Choose what you see, and the source. Share only information with who you want and what you want to share.

It allows you to create a page to interact with friends, and in addition, lets you create distinct categories of page under your main page so you can categorize your friends. You can move friends around the category as you desire. All your interactions in a category are limited to people in that category. On the recess page, you may post life events and share thoughts. You may upload multiple images up to a maximum of 10 at a time. You may embed images from other social media. You may create a gemba page (where value is created) to post your content and monetize your creation.

It also allows you to create brand, business and group pages from your main page and assign various levels of admin to help manage the page. You can add and remove page admin at any time.

In the **barter** page, you can engage in exchange of items in the form of barter. You specify the item you have and the item you want. You can choose **close** barter which will allow you to barter with only people that are your friends, or **open** barter, to barter within and outside your friends. You will be provided with a match immediately or when a match is made if none is available initially. The match can be a two-way, or three-way.

In the **event** page, you will be able to create private or public events and invite people or have people with access to your page request invitation. You can make it private or public at any time.

In the **photo gallery**, you can create multiple galleries to share your moment capturing pictures. You can name the galleries to capture the essence of the pictures in the gallery.

You can create, upload, and share videos with friends and others to tell a story, share events, or activity.

NOTE: Before proceeding, take time to read the [terms](#) and [policy](#) governing the use of snoozam. To be able to use snoozam, you must create account and agree to [terms](#) and [condition](#) of usage

Contents

Creating Account

Creating account is simple and easy.

1. Enter **First name** and **Last name** (must be real name that you use in your daily lives).
2. Enter your Email address (example@mail.com), or Mobile phone number (including countrycode).
3. Enter **Password** (choose a password that is easy to remember, but hard to guess)
4. Confirm **Password**.
5. Select your date of birth **DOB:** (you must be 13 years or older to create account).
6. Select *Sex (optional).*
7. Click *Submit* (by clicking submit you agreed to have read and accepted our usage [terms](#) and[privacy](#)).
8. Check your email (including junk), or phone for a confirmation message, and follow the instructions to confirm your account registration, and log in to your newly created account.

Log In

1. Enter **Email** or **Mobile phone number** used when you created account.
2. Enter **Password**.
3. Click *Login*.

Adding Profile Image (Avatar)

1. Hover over or (click for mobile device) over the default or previous avatar.
2. Click on *click to change/update image*.
3. Read the note.
4. Choose a file or click *Take a picture*.
5. Click *upload.*

Making Friend Request

1. Click *Request Friend* under the list of **Suggested Friends:** or search and navigate to the friend page.
2. Click on more options **...** dropdown below the avatar.
3. Click *Request Friend*.
4. Click *Yes* to confirm friend request.

Accepting Friend Request

1. Click flashing mailbox icon on top of your **home** or **recess** page.
   a. For Mobile Device, click menu icon on top right to see mailbox icon.
2. On the dropdown that opens, select the group you want to add the friend to (if you have group created). Default is *Primary Friends*.
3. Click *accept*.
4. Click *Yes* to confirm.

Rejecting Friend Request

1. Click flashing mailbox icon on top of your **home** or **recess** page
   a. For Mobile Device, click menu icon on top right to see mailbox icon.
2. On the dropdown that opens, click *reject*.

3. Click *Yes* to confirm.

Navigating to Friend page

1. Click *Friends* dropdown on the left column to see your friends.
    a. For Mobile Device, click menu icon on top left to see *Friends* dropdown.
2. On the dropdown, find and click desired friend avatar/name to go to the page.

Unfriending Friend

1. Navigate to the friend page.
2. Click on more options **…** dropdown below the avatar.
3. Click *Unfriend*.
4. Click *Yes* to confirm.

Blocking Friend

1. Navigate to the friend page.
2. Click on more options **…** dropdown below the avatar.
3. Click *Block Friend*.
4. Click *Yes* to confirm.

Jailing Friend

1. Navigate to the friend page.
2. Click on more options **…** dropdown below the avatar.
3. Click *Send Friend to Jail:* dropdown.
4. Select jail term.
5. Click *Yes* to confirm.

Releasing Friend from Jail

A friend will be released automatically at the end of jail term. To release from jail prior to the end of jail term:
1. Navigate to the friend page.
2. Click on more options **…** dropdown below the avatar.
3. Click *Release from Jail*.
4. Click *Yes* to confirm.

Following people

1. Navigate to the desired page.
2. Click on more options **…** dropdown below the avatar.
3. Click *Follow*.
4. Click *Yes* to confirm.

Unfollowing people

1. Navigate to the desired page.
2. Click on more options **...** dropdown below the avatar.
3. Click *Unfollow*.
4. Click *Yes* to confirm.

Accepting/Rejecting Follower

1. Click flashing mailbox icon on top of your **home** or **recess** page.
   a. For Mobile Device, click menu icon on top right to see mailbox icon.
2. On the dropdown that opens, click *accept* or *reject.*
3. Click *Yes* to confirm.

Inviting Friends to Join

1. Click *Invite Someone* dropdown.
2. Enter invitee's email address (up to a maximum of 5).
3. Click *Invite*.
4. Follow up with your friends to make sure they accept the invitation

Adding Post

1. Click inside the comment box.
2. Type your comment.
3. If needed, click to upload image from file, or to take a picture from webcam.
4. If needed, click to add emoji.
5. If needed, click *Tag someone* to tag a friend. Type the friends' name on the textbox and select the desired name. You can tag up to 5 friends on each post.
6. Click *Post*.

Editing Post

1. Navigate to the specific post you wish to edit.
2. Click on more options **...** dropdown below the post.
3. Click *Edit post.*
4. Make your changes.
5. Click *Save* to update your Post.

Reporting a Post

1. Navigate to the specific post you wish to report.
2. Click on more options **...** dropdown below the post.
3. Click *Repost post.*
4. Click *Yes* to confirm.

Sharing Post

1. Navigate to the specific post you want to share.
2. Click on more options **...** dropdown below the post.
3. Click *Share post.*
4. Enter the receiver's name on the textbox that opens (multiple receivers can be entered up to 5).
5. Click *Share* to share the post.

Deleting Post

1. Navigate to the specific post you wish to delete.
2. Click on more options **...** dropdown below the post.
3. Click **Delete post** or **Remove post.**
4. Click **Yes** to confirm.

Replying to a Post

1. Click Comment ▾ below the comment you wish to reply.
2. Click inside the comment box.
3. Type your comment.
4. If needed, click 📷 to upload image from file, or 📷 to take a picture from webcam.
5. If needed, click 😑 to add emoji.
6. Click **Reply.**

Responding to a Reply

1. Click Respond ▾ below the reply you wish to respond.
2. Click inside the comment box.
3. Type your comment.
4. If needed, click 📷 to upload image from file, or 📷 to take a picture from webcam.
5. If needed, click 😑 to add emoji.
6. Click **Reply.**

Shooting Firework

1. Navigate to the desired page.
2. Click on the desired image.
3. Click **celebrate with <xxx>** (where **xxx** is the name of user you're celebrating with).
4. Click **Shoot Firework.**
5. Click on the desired size (from **50Ibs** to **200Ibs**).
6. Wait for the fireworks to finish shooting.
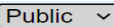
Dropping Confetti

1. Navigate to the desired page.
2. Click on the desired image.
3. Click **celebrate with <xxx>** (where *xxx* is the name of user you're celebrating with).
4. Click **Drop Confetti.**
5. Wait for the Confetti to finish dropping.

Updating Status

1. Click Update Status ▾ below avatar.
2. On the dropdown that opens, select the desired status to update.
3. Enter information you wish to share.
4. Click **Post.**

Adding Profile

1. Click _____ below avatar.
2. On the dropdown that opens, select the desired profile to update.
3. Enter information you wish to share.
4. Choose how you want the information to be seeing Show [Public ▼].
5. Click *Save*.

Messaging Friend

1. Click (Chat) icon at the bottom.
2. Select desired friend or search by typing friends' name on the search box.
3. On the window that opens, type your message, and click ➡️ icon.

Note: You can have multiple chat windows open at the same time by repeating steps 1 and 2.

Click the name on the side bar to make it active. Verify the name shows on top.

To add Post on Recess

1. Navigate to **Recess** page.
2. Click on ***say what's on your mind!*** or ***upload photo/video.***
3. Drag and drop files or Click ***Drop file here or click to upload*** (you may upload up to 10 images).
4. Add Title.
5. Add comment by clicking on ***Add a comment***.
6. Select who should see your post.
   Note: You may assign visibility to individual images, or you may choose to make all images have the same visibility.
7. Check the checkbox ***to make all images have same visibility*** (to give same visibility to all images).
8. Click ***share with:*** below each image to be uploaded (to assign visibility to image individually)
9. Select the desired visibility (***Myself, Public, Only Friends, Selected Users***).
10. For **Selected Users.**
    a. Click inside the textbox and type in name of the user.
    b. Select name from the choices provided (up to maximum of 5 names, one at a time).
11. Click ***Post***.

To embed on Recess

1. Navigate to Recess page.
2. Click ***Embed a video***.
3. Add comments if necessary.
4. Paste the URL for the image you wish to embed (YouTube, Facebook or TikTok).
5. Click share icon ↪ .
6. Select how you want to share (***Myself, Public, Only Friends, Selected Users***).
7. For *Selected Users*
   a. Click inside the textbox and type in name of the user.
   b. Select the name you wish to notify (Up to a maximum of 5 names, one at a time).
8. Click ***Post***.

Creating Gemba

1. Navigate to **Recess** page.

2. Click **C*reate a Gemba***.
3. Enter all information as necessary.
4. Click ***Next*** or ***Targeted Viewers*** tab.
5. Enter all information as necessary.
6. Review the terms and conditions.
7. Check the checkbox to affirm that you have read and understood the terms and conditions for using the platform.
8. Click ***Submit***.

Uploading content on Gemba

1. Navigate to your **Gemba**.
2. Click on ***click to add video for your viewers!*** or ***upload video***.
3. Add a caption to your video.
4. Drag and drop your video or click ***Drop file here or click to upload*** and select video to upload.
5. Check the desired checkbox (***No Subscription*** or ***Subscription only***).
6. If **Subscription only**; Enter the monthly and pay per view prices in **US Dollars**.
7. Select the desired option for notification (**Notify all my subscribers, Notify all my followers** or **Choose who to notify:**).
8. *If you select **Choose who to notify:***
   a. Click inside the textbox and type in the name.
   b. Select the name you wish to notify (Up to a maximum of 10 names, one at a time. You may notify more users after uploading).
9. Click ***Post***.

To add more viewers to view you content on Gemba

1. Navigate to the content you wish to add viewers.
2. Click on the more options **...** dropdown below the image.
3. Click ***Add more viewer***.
4. Search for viewers and Click on the name of the desired viewer (Up to 10 viewers can be added at a time).
5. Click ***Add***.

To add or update monthly subscription price for your content

1. Navigate to your **Gemba**.
2. Click ***Add/Update subscription price*** dropdown.
3. Add the subscription price in **US Dollar**.
4. Click ***Add/Update***.

To add or update pay per view subscription price for your content.

1. Navigate to the actual content.
2. Click on the more options **...** dropdown below the image.
3. Click ***Add/Update pay per video price***.
4. Add the subscription price in **US Dollar.**
5. Click ***Add/Update***.

Subscribing to Gemba

1. Navigate to the friend page.
2. Click more options **...** dropdown
3. Click *Subscribe*.
4. Click *Yes* to confirm

Accepting/Rejecting Subscribers

1. Click flashing mailbox icon on top of your **home** or **recess** page.
   a. For **Mobile Device**, click menu icon on top right to see mailbox icon.
3. On the dropdown that opens, click *accept* or *reject*.
4. Click *Yes* to confirm.

Awarding Stars

1. Navigate to the content you wish to award stars
2. From left to right click on the star corresponding to the number of stars you wish to award

Donating in Gemba

1. Navigate to the creator's Gemba page you wish to donate
2. Click *Donate*
3. Enter the amount you wish to donate (US Dollars)
4. Confirm the amount and the donation

Creating Business/Group page

1. Click *Create Business/Group Page* on the left column.
2. Select the type of page.
3. Fill out required ***** information.
4. Click *Next*.
5. Fill out information as desired.
6. Check the checkbox to affirm that you have read and understood the terms and conditions for using the platform.
7. Click *Submit*.

Assigning Page Administrator for Business/Group

Page owners may add up to 5 administrators to help manage their page.

1. Navigate to Business/Group homepage, click **Add Administrator**
2. Type the name on the textbox and select the desired administrator.
3. Select Admin Type (**Super Admin** can assign admin privileges to others and have all **Admin** privileges. **Admin** can only post on behalf of the Business/Group).
4. Click *Add*.

Adding Job Opening

1. Navigate to Business/Group homepage, click *Career*.
   a. For Mobile Device, click menu icon on top left to see **Career**.
2. Click *Add Open Jobs*.
   a. For Mobile Device, click menu icon on top left to see **Add Open Jobs**.
3. Add necessary information.
4. Click *Add Job*.

Creating Barter

1. Click *Activities* on the left column.
   a. For Mobile Device, click menu icon on top left to see **Activities**.
2. On the dropdown that opens, click *Barter Square*.
3. Hover/Click *What do you have?*.
4. Select item you have for barter.
5. Fill out information on the item you have.
6. Click *Type of barter*.
7. Select type of barter.
   a. **Close Barter** (Barter with friends only).
   b. **Open Barter** (Barter with anyone).
8. For open barter, fill out location information.
9. Describe the item you have.
10. If needed, click the camera icon to upload image from file or snap a picture of the item.
    a. For multiple images (maximum of 4), select all desired images at the same time.
11. Select image to upload.
12. Click *Post*.
13. Hover/Click *What do you want?*.
14. Fill out information on the item you want.
15. Click *Start Barter*.

Creating Event

1. Click *Activities* on the left column.
   a. For Mobile Device, click menu icon on top left to see activities.
2. On the dropdown that opens, click *Events Place*.
3. Click *Create Event* on the left column.
   a. For Mobile Device, click menu icon on top left to see **Create Event**.
4. Enter information's about the event.
5. You can mark your event **Public** or **Private**.
6. To invite people, start typing name of the user on the textbox **Invite attendees** and select the desired invitee.
7. If needed, click the camera icon to upload image from file or snap a picture.
   a. For multiple images (maximum of 4), select all desired images at the same time.
8. Select image to upload.
9. Click *Create Event*.

Requesting Invite to Event

1. Navigate to the home page of the user hosting the event.
2. Click *Activities* on the left column.
   a. For Mobile Device, click menu icon on top left to see *Activities*.
3. On the dropdown that opens, click *Events Place*.
4. Find desired event and click *Request invite*.
5. Click *Ok* on the message.

Accepting/Rejecting Event Invite

1. Click flashing mailbox icon on top of your **home** or **recess** page

- For Mobile Device, click menu icon on top right to see mailbox ![mailbox icon] icon.
2. On the dropdown that opens, click *accept* or *reject*.
3. Click *Yes* to confirm.

Creating Photo Gallery

1. Click **Photo Gallery** on the left column.
   a. For Mobile Device, click menu icon on top left to see **Photo Gallery**.
2. If at least one gallery exists:
   a. Click on any of the gallery.
   b. Click **Add more galleries**.
      i. For Mobile Device, click menu icon on top left to see **Add more galleries**.
   c. On the dropdown that opens, enter a name for the gallery.
3. If no gallery exists:
   a. On the dropdown that opens, enter a name for the gallery.
4. Click **Submit**.

Adding Images to Gallery

Note: You can only add pictures only if gallery exists. Business/Brand pages do not need to create gallery to add pictures

1. Click **Photo Gallery** on the left column.
   a. For Mobile Device, click menu icon on top left to see **Photo Gallery**.
2. Click the desired gallery.
3. Click **Add pictures to your gallery**.
   a. For Mobile Device, click menu icon on top left to see **Add pictures to your gallery**.
4. Enter a name for your picture.
5. Click the camera icon to upload image from file or snap a picture.
6. Select image to upload.
7. Click **Post**.

Uploading Videos

1. Click **Video Gallery**.
   a. For Mobile Device, click menu icon on top left to see **Video Gallery.**
2. Click **+video**.
3. Enter a name for your video
4. Click camera icon to upload video from file.
5. Select a video to upload.
6. Click **Post**.

Creating Friend Category

1. Click ![add friend icon].
2. Enter a name for the category (name must be unique. Maximum of 2 categories at a time).
3. Click **Submit**.

Adding Friend to Category

1. Navigate to the friend page.
2. Click on more options **...** dropdown below the avatar.

3. Click Change friend group! ∨ dropdown.
4. Select the desired category.
5. Click *Yes* to confirm.

Navigating to Category Page

1. Click [icon].
   a. For Mobile Device, click menu icon on top right to see [icon].
2. On dropdown that appears, click the desired category name to go to the category homepage.

Setting Account Preference

1. Click your name on top right.
   a. For Mobile Device, click menu icon on top right to see your name.
2. On the dropdown that appears, click *Preference*.
3. Click *Privacy Setting*.
4. Select desired setting by toggling the switch to left (**Private**) or right (**Public**).

Setting Notification for Post on Home Page

You can choose to get a notification when tagged, or when a friend and people you follow post.

1. Click your name on top right.
   a. For Mobile Device, click menu icon on top right to see your name.
2. On the dropdown that appears, click *Preference*.
3. Click *Set Notification on Homepage* tab.
4. Check one or more checkboxes as desired.
5. Click *Update*.

You can also add and remove people to your notification list, and you will only get notification when they post by completing steps 6 to 8.

6. Click on *Click to add people to your notification list* or *Click to remove people from your notification list*.
7. Search and select desired name. You can enter multiple names separated by a comma (up to 5 names at a time).
8. Click *Update*.

Setting Notification on Recess and Gemba

1. Click your name on top right.
   a. For Mobile Device, click menu icon on top right to see your name.
2. On the dropdown that appears, click *Preference*.
3. Click *Set notification on Recess & Gemba* tab.
4. Turn on or off notification by toggling the switch to left (**off**) or right (**on**).
5. If you want to add user that you have previously prevented from sharing post
   a. Click on *Click to add back people previously stopped from sharing*.
   b. Enter the name of the user and select from the options provided (up to a maximum of 5, one at a time).
   c. Click *Update*.

Removing a post from Recess

You can remove a specific post from your page, or you can prevent all posts from a user from being shown on your page.

1. Navigate to a specific post on **Recess**.
2. Click on more options **...** dropdown below the post.
3. To stop all Posts from a user, navigate to the post from the user, click ***Stop all post from \<xxx>*** (where **xxx** is the name of user).
4. To remove specific posts, navigate to the post and click ***I don't want to see this post***.
5. Click ***Ok***.

Changing visibility after posting on Recess

You can change visibility of a post from showing to **everyone** to showing to **myself only** depending on the status of the post.

1. Navigate to a specific post on **Recess**.
2. Click on more options **...** dropdown below the post.
3. If you want to be the only one to see your post, click on **S*how only to myself***
4. If you want everyone to see your post, click on ***Show to everyone***.

Reset Password

1. Click ***Can't access your account?***.
2. Enter **Email** or **Mobile phone number** used when you created account.
3. Click ***Continue***.
4. Check your email (including junk), or phone, and follow the instructions provided to reset your account.

Turn on/off comment

You may choose not to allow anyone to comment on the timeline on your homepage

1. Click your name on top right.
   a. For Mobile Device, click menu icon on top right to see your name.
2. On the dropdown that appears, click ***Preference***.
3. Click ***Turn on/off comment***.
4. Select desired setting by toggling the switch to left (**off**) or right (**on**).

Disabling Account

1. Click your name on top right.
   a. For Mobile Device, click menu icon on top right to see your name.
2. On the dropdown that appears, click ***Preference***.
3. Click ***Privacy Setting***.
4. Click ***Disable Account***.
5. Entire information required.
6. Click ***Disable***.