ANYZA CLUB

Anyza Club manual

Step by step, with screenshots

anyza.club · blog.anyza.net/en/help/club · 2026-10-15

Contents

1. What Anyza Club is
2. Joining a community, invites and Share
3. Posts, topics, comments and chat
4. Courses and lessons
5. Events, lives and tickets
6. Subscriptions: plans, crypto, and Whop
7. Create and set up a community
8. Owner payouts: how you receive, Whop and ledger
9. Telegram, Discord and WhatsApp in your community
10. Video library
11. Files library
12. Certificates and public course pages
13. Clips (short videos)
14. Invite only
15. Automatic translation
16. Giveaways
17. Community app, map, groups and widgets
18. Credit usage
19. Free Anyza tools
20. Surveys
21. Community data
22. Member store

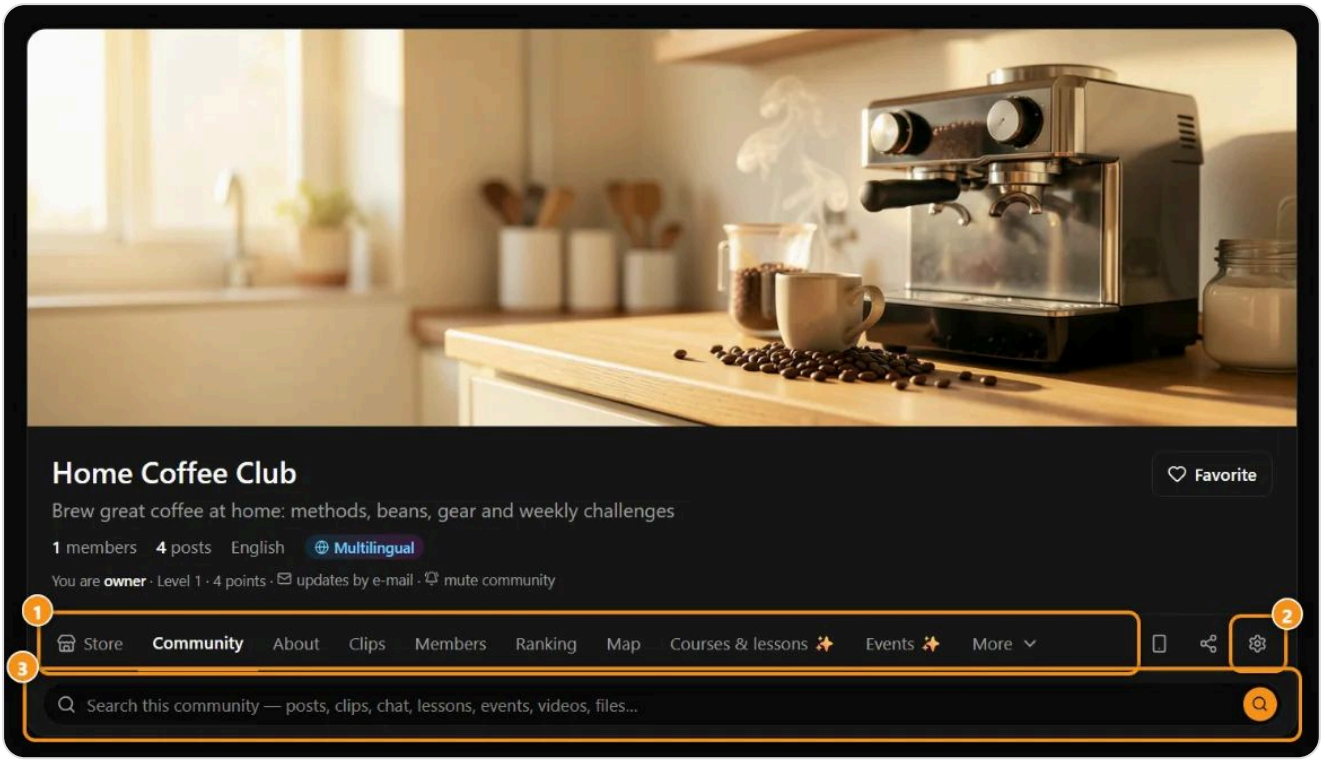
01

What Anyza Club is

Online communities with a feed, chat, courses, events, videos, files and subscriptions. Joining is free; the owner uses a few credits a day.

Anyza Club (anyza.club) is where communities live: a group around a topic, with a **feed** of posts, **chat** rooms, **courses and lessons**, **events** (in person, online and live), **videos**, **files** and, if the owner wants, a paid **subscription**. All with your Anyza account, the same one you use on Market and Events.

Community tabs



The top of a community

1 the tabs · 2 Settings (team only) · 3 search everything in the community

Each community has a row of tabs. The ones that don't fit on screen go under **More**. Some only show when they have content (the team always sees all of them, to add things).

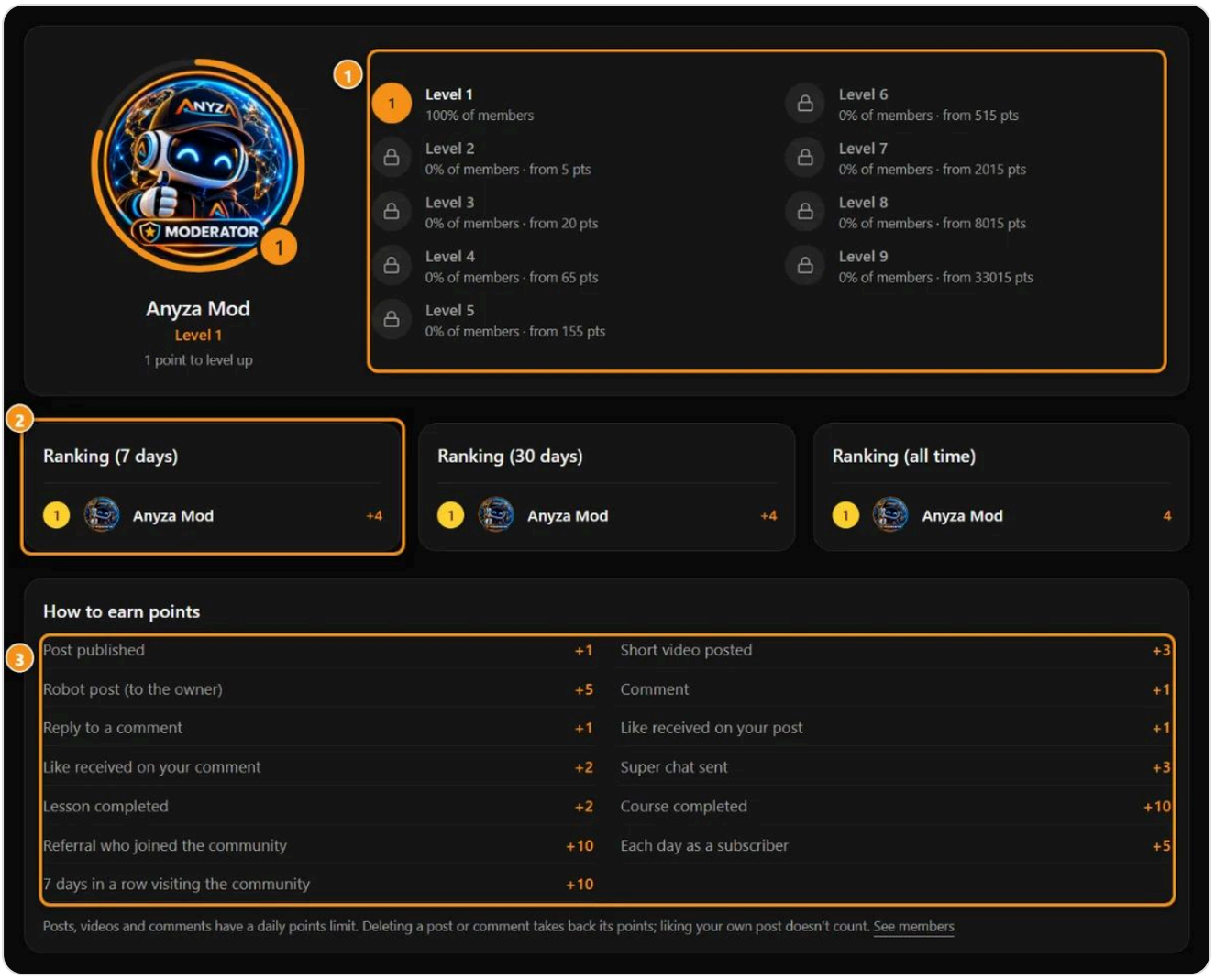
- **Store:** the owner's Market listings and members-only items.
- **Community:** the feed, with posts by topic.
- **About:** the introduction, rules, gallery and welcome video.
- **Clips:** short vertical videos, one per screen. See Clips.
- **Members** and **Ranking:** who's in and who has the most points.

- **Map:** members by city, when the owner turns it on. See Community app, map, groups and widgets.
- **Courses & lessons:** courses with modules, lessons, quizzes and certificates. See Courses and lessons.
- **Events:** the agenda, with live streams and in-person events. See Events, lives and tickets.
- **Videos:** the community's video library. See Video library.
- **Chat:** live chat rooms.
- **Files:** documents, images and links organized in folders. See Files library.
- **Groups:** the community's Telegram and Discord channels and groups.
- **Giveaways:** open and recent giveaways. See Giveaways.

Next to the tabs are the **App** icon (install the community on your home screen), **Share** (send the link to someone) and, for the team, **Settings**. Right below, the search looks through posts, clips, chat, lessons, events, videos and files.

Members, Ranking, Map, Clips, Videos, Chat and Files are for members only. In a public community, people who haven't joined see Community, About, Events, courses with a public page and, when there are any, Store, Groups and Giveaways.

For members



Ranking tab: levels, rankings and how to earn points

1 the 9 levels · 2 rankings for 7 days, 30 days and all time · 3 how to earn points

- **Joining:** you join a public community with one click; in a private one you ask and the team approves; you can also join with an invite. See Joining a community, invites and Share.
- **Points and levels:** you earn points by taking part: posts, short videos, comments, replies, likes received, super chats, completed lessons and courses, referrals who joined, each day as a subscriber and 7 days in a row of visits. Points raise your level, from 1 to 9. The **How to earn points** table is on the **Ranking** tab.
- **Direct messages:** you can chat one to one with other members using the **Message** button.
- **On your phone:** install the community as an app and get notifications. See Community app, map, groups and widgets.
- **In other languages:** if the community turned on auto-translation, you see everything in your language. See Automatic translation.

Joining a community is always free. Subscription plans are optional and unlock extra content. See Subscriptions.

For creators

- Any account with a confirmed email can create up to **10 communities**.
- Each community uses the owner's credits: **public 1 a day, private 2**, plus a few optional extras (subscriber-only content, auto-translation, files beyond the included space, videos, robot posts, email messages and summaries). Every account starts with **1,000 welcome credits**. Members pay nothing. See Credit usage.
- The owner gets subscription payments **directly**: in crypto to their own wallet, through Anyza Pay, or by card through their own payment link (for example, Whop). Anyza never holds anyone's money. See Owner payouts.
- To get started, see Create and set up a community.

What else you can do

- Invite only: topics, rooms, events, videos and folders for chosen members only.
- Certificates and public course pages: completion certificates and a public page for each course.
- Giveaways, Clips and Video library.
- Telegram, Discord and WhatsApp: the Anyza bot posts your news and runs the members-only group.
- Widgets: your community, courses and events on your website.

House rules

New communities get a quick look from Anyza moderation; most of the time they go live right away. Prohibited content follows Anyza's rules. To report something, use the **Report** button on the post, comment, member or community. Reports go to the community team first; platform cases go to Anyza moderation.

02

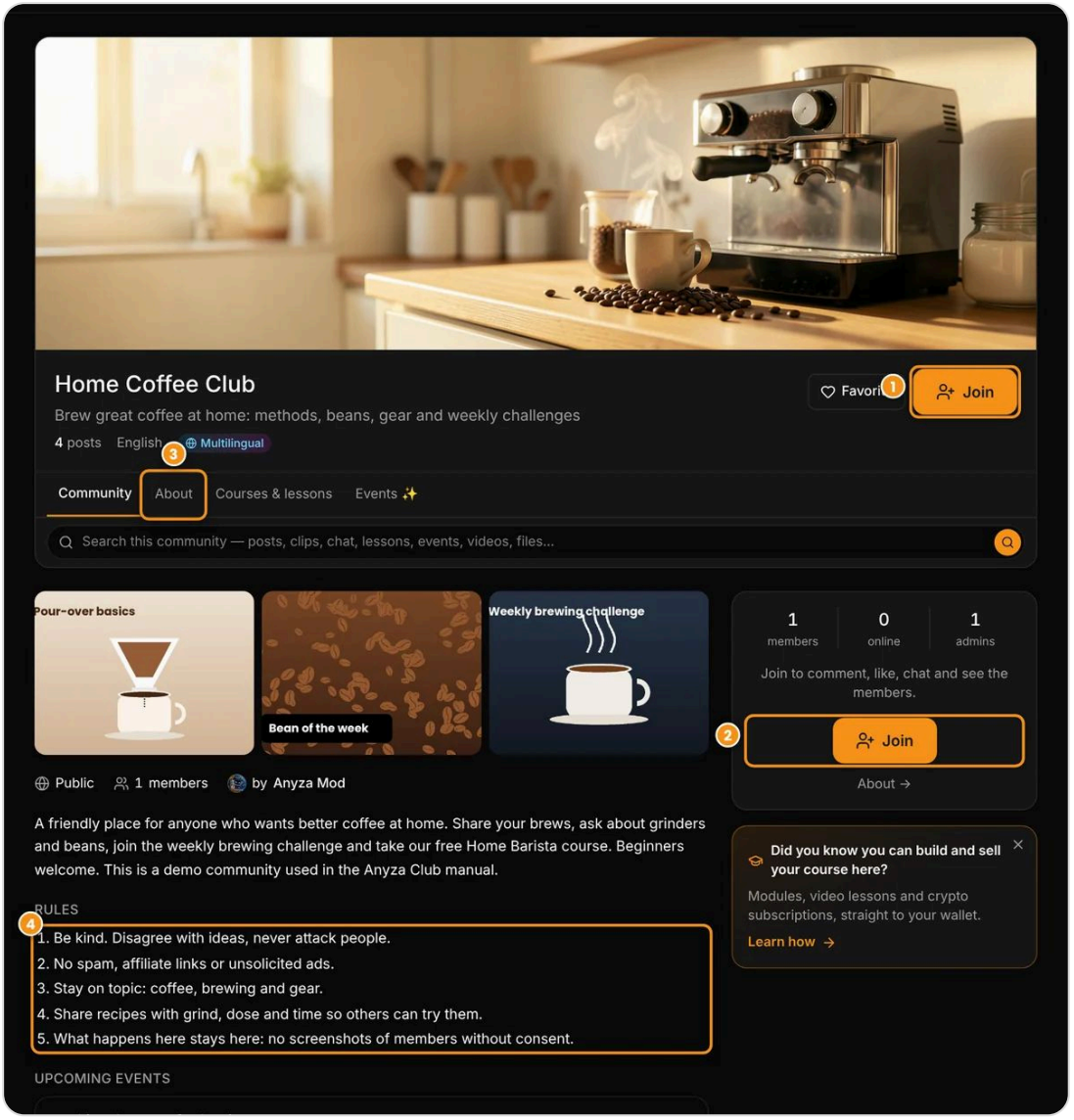
Joining a community, invites and Share

Public, private, by invitation. And how to bring someone in.

Find a community

The Club home has search, categories and filters (language, country, public/private). You can also tap **Alert me about communities like these** to get an alert when a new matching community shows up.

Join



A public community seen by someone who is not a member yet

1 Join (top) · 2 Join (side box) · 3 About tab · 4 the rules

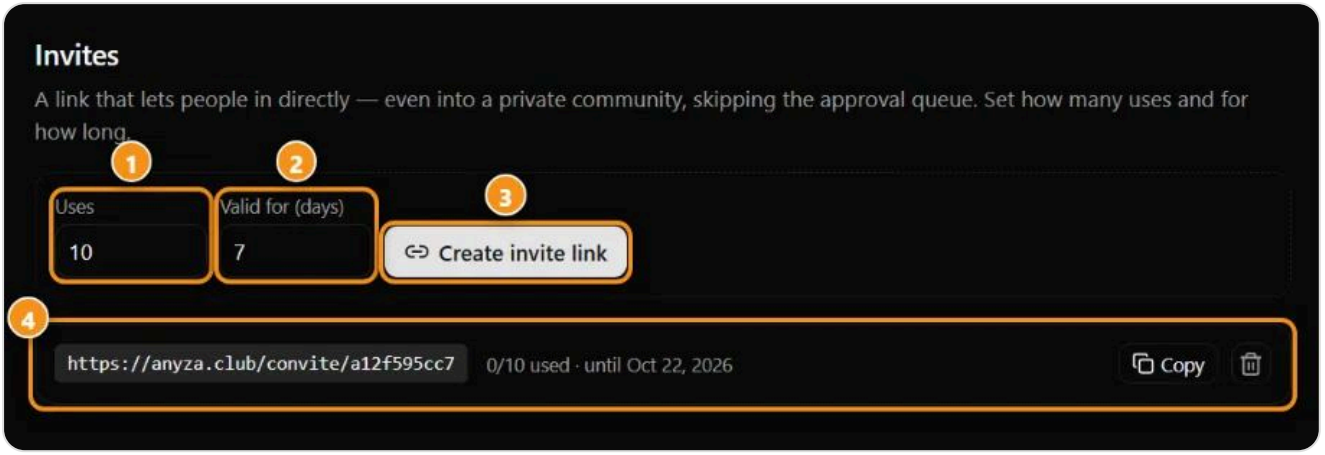
- **Public**: tap **Join** and you're in.
- **Private**: tap **Ask to join**; the owner approves. Some communities ask a few entry questions.
- **Invitation**: an `anyza.club/convite/<code>` link takes you straight in, even to a private community (while the invitation is valid).

You need to be signed in with your e-mail confirmed (level L1).

Share

The **Share** icon, to the right of the community tabs (members only), shares the community's **About** page (WhatsApp, Telegram, X or copy link). Whoever gets it sees the community and decides whether to join. Nobody gets added without choosing to.

Owner invitations



Settings → Invites

1 how many uses · 2 valid for how many days · 3 create the link · 4 the link, with Copy

The owner and admins create invitation links in **Settings → Invites**, with a usage limit and an expiry date, and see who joined through each one.

Leave

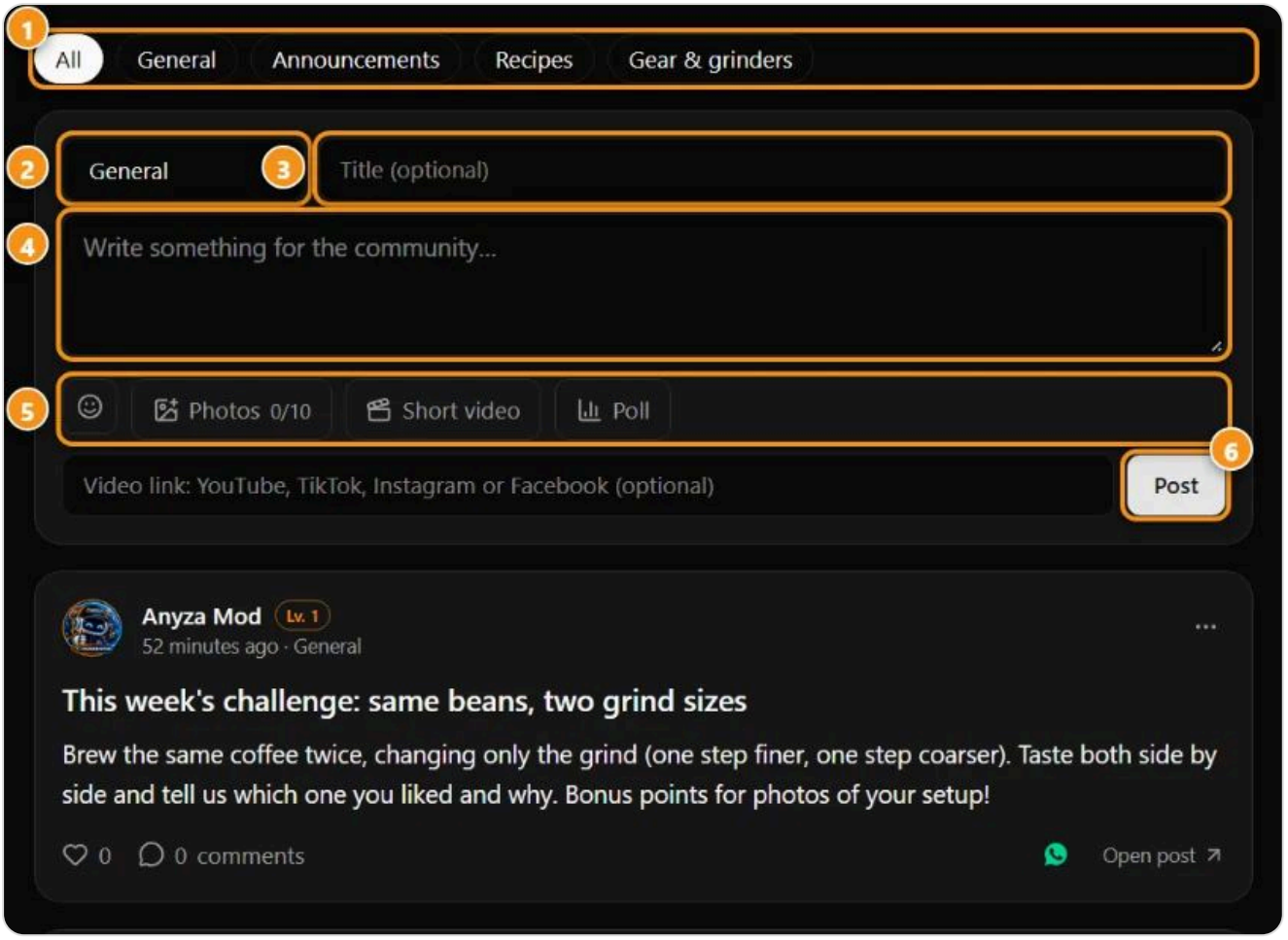
Leave is in the community header and asks you to confirm (**Yes, leave**). Your messages and posts stay there.

03

Posts, topics, comments and chat

The feed by topics, polls, chat rooms and search inside the community.

Feed and topics

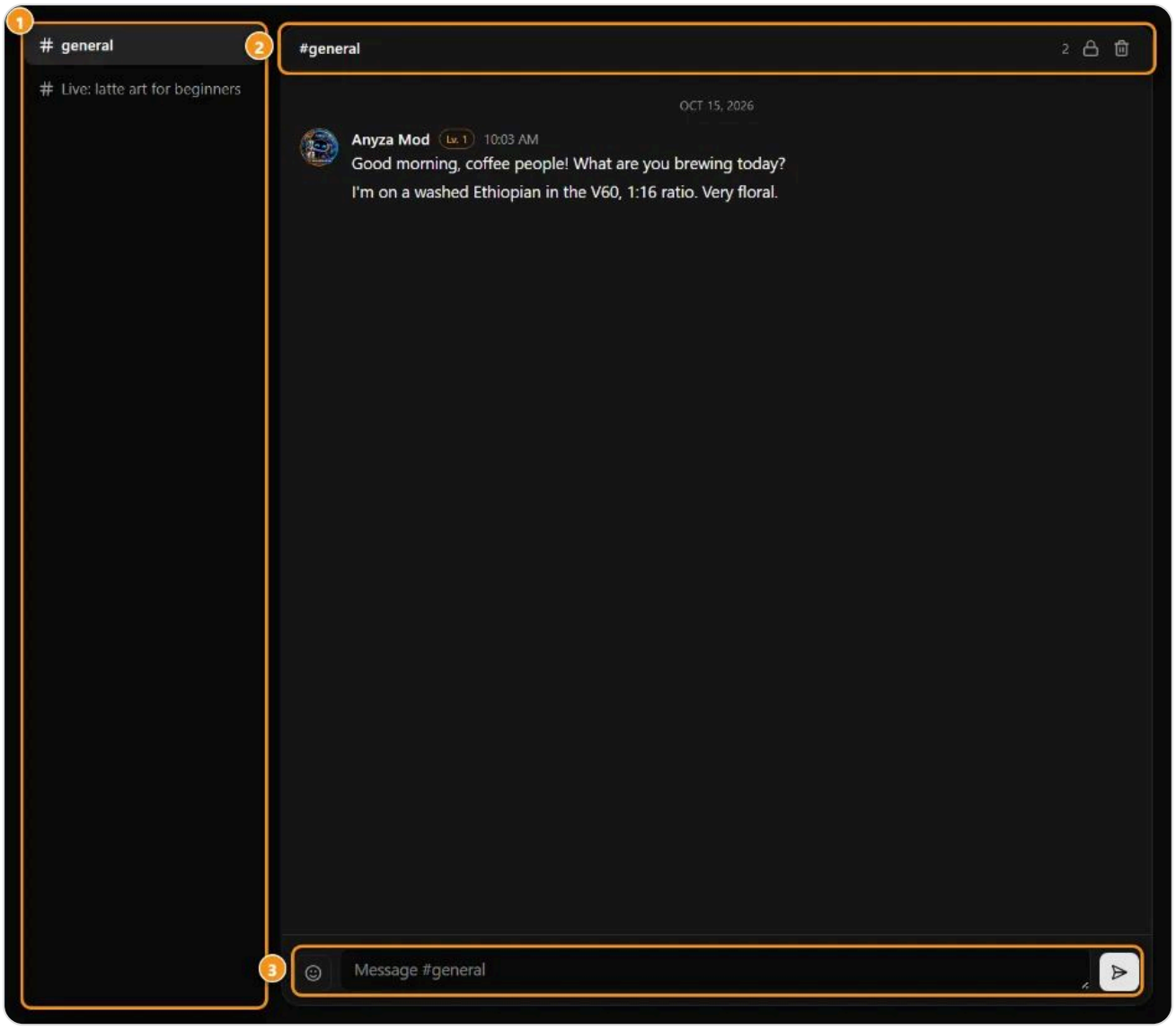


Writing a post

1 topic filters · 2 choose the topic · 3 title (optional) · 4 the text · 5 emoji, photos, short video and poll · 6 Post

The feed is split into **topics** (groups of posts). Some may be for subscribers only or require a level. A post has a title, text, up to 10 photos, a YouTube video and a **poll**. Like, comment and reply to comments.

Chat



The Chat tab

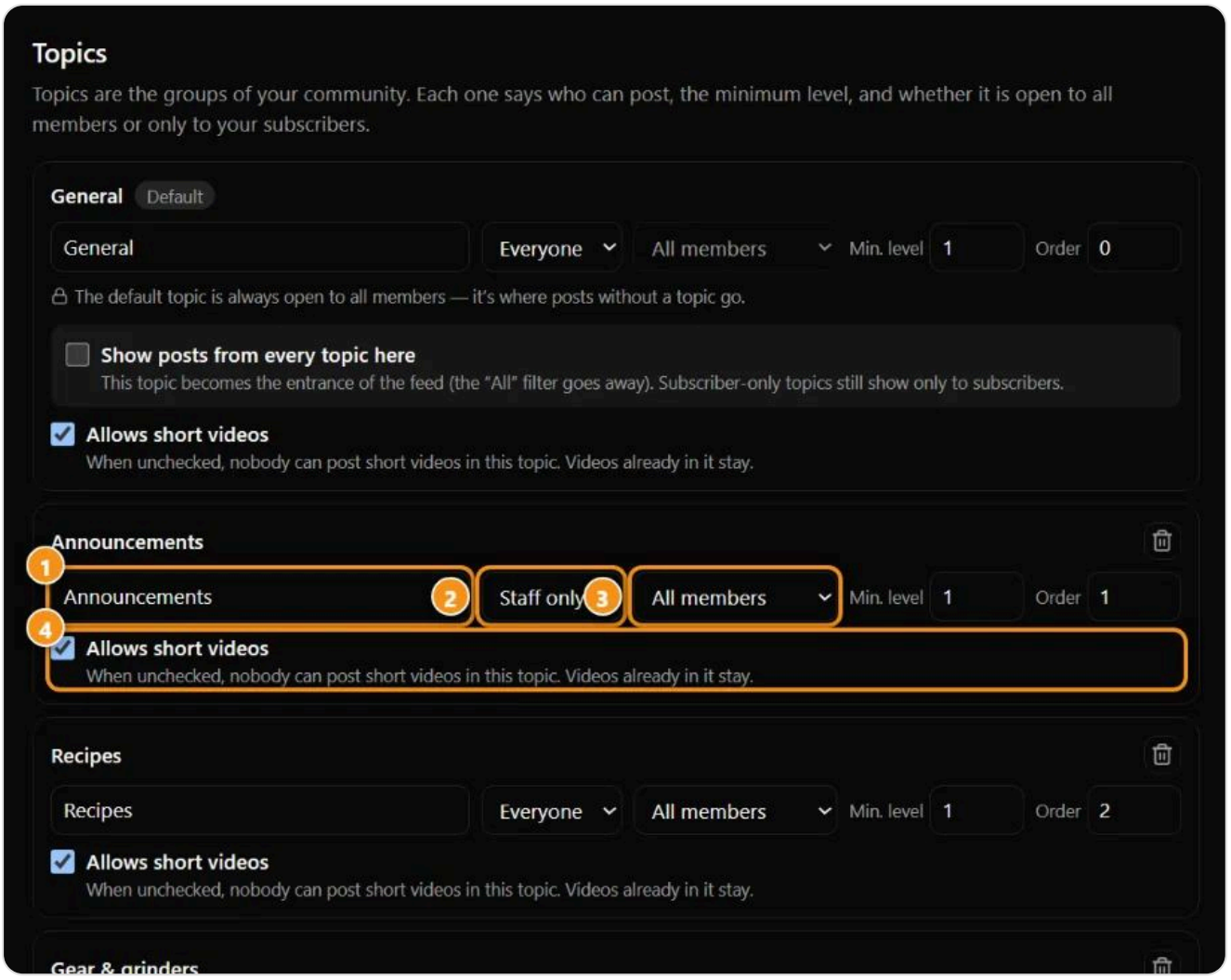
1 rooms · 2 the room you are in · 3 write here

The **Chat** tab has **rooms**. Rooms can be open to all members, to subscribers only or to staff only; some are read-only. Whoever wrote a message can edit or delete it; staff can clear the room.

Translate

When you're signed in, you get **Translate** on posts, comments and messages. The original stays visible.

Search the community



For the team: Settings → Topics

1 topic name · 2 who posts · 3 access (all members, subscribers…) · 4 short videos allowed

The search bar right below the community tabs looks through that community's posts, comments, clips, chat, lessons, events, videos and files. You only find what you can already read: visitors see what's public; members see the chat; subscribers see the subscribers' room.

Report

Every post, comment and message has **Report**. The community's staff gets it first; if nothing happens within 48 h, the person who reported can escalate it to Anyza.

> The robot: some communities have posts written by a robot the owner set up (for example, a digest of news feeds). These posts go out in the owner's name, like any of their posts. You can reply and comment as usual.

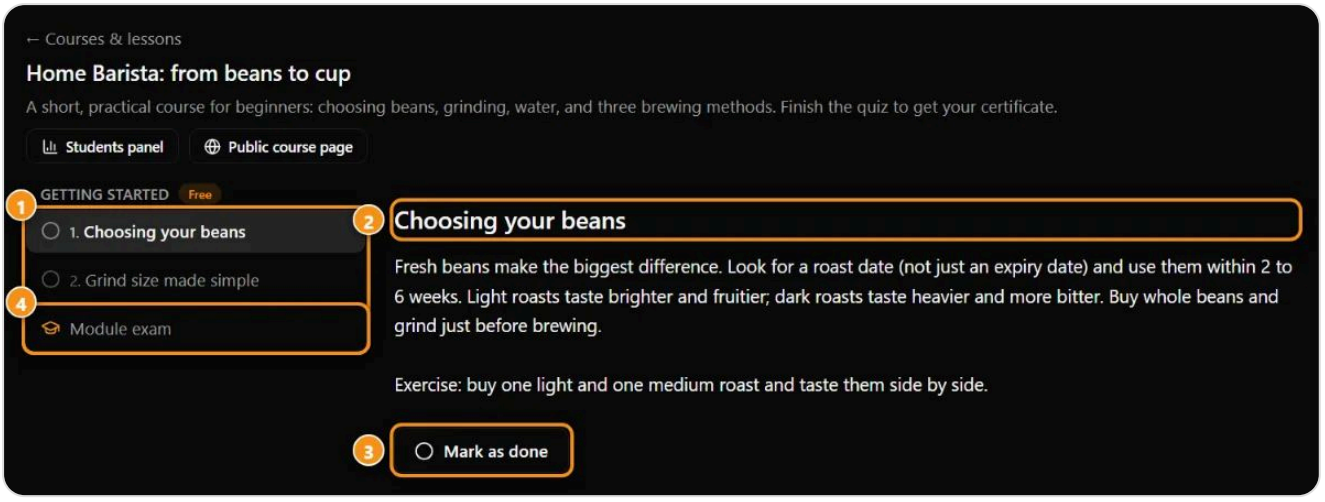
04

Courses and lessons

Lessons in order, modules released over days, free sample lessons, videos and files in each student's language.

In the **Courses & lessons** tab, the owner organizes content into **courses → modules → lessons**.

How it works for students



A course seen by a student

1 the lessons of the module · 2 the lesson you are on · 3 Mark as complete · 4 the module quiz

- Lessons have video, text, attachments and comments. Tap **Mark as done** and track your % of the course.
- A course can be for **all members** or **subscribers only**. Locked lessons show a padlock; some are **free samples**.
- Modules can **open after X days** counted from when you joined (or subscribed). The date shows on the lesson.
- A live lesson has its own chat during the stream.

For teachers



Settings → Courses & lessons: the content

1 the module · 2 its lessons · 3 add a lesson · 4 module quiz · 5 add a module

In **Settings → Courses & lessons**: create courses, modules and lessons, add attachments (private files, only for people with access), schedule publishing, turn comments on or off.

Lessons in several languages

Teaching an international audience? Each student can get the lesson in their own language (the language they chose on the site):

- **Video in other languages:** add a YouTube link for each language. Without one, the main video plays (with YouTube subtitles, when the video has them).
- **Library video in other languages:** the same for videos from your community's video library. The order a student sees is: library video in their language → YouTube link in their language → main library video → main YouTube link.
- **Files by language:** mark the language of each attachment. Students see the files in their language plus the ones marked **All languages**. A lesson takes up to 30 attachments.
- **Text:** with automatic translation on, the course, module and lesson texts are translated for each student (see Automatic translation).

The community cover can also change by language, in **Settings → About → Cover in other languages**.

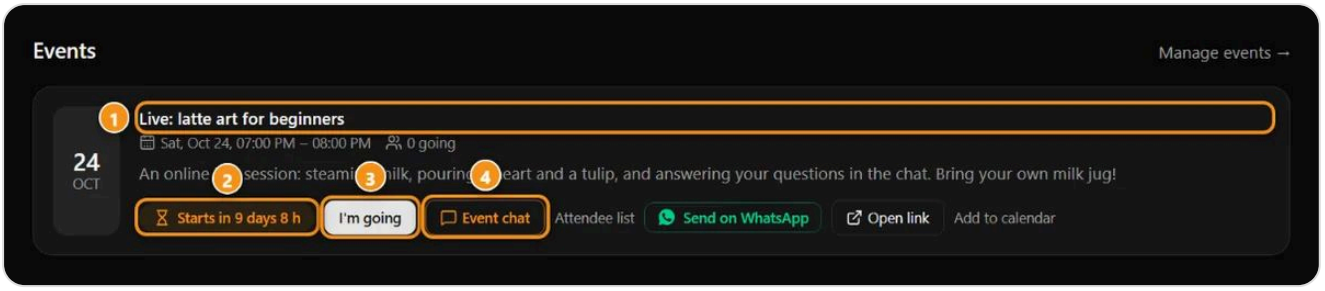
> Finishing a lesson earns points in the community ranking.

05

Events, lives and tickets

Community events, live streams on the cover and tickets through Anyza Events.

Events



The Events tab

1 the event · 2 countdown · 3 I'm going · 4 event chat

The **Events** tab lists what the community has scheduled: in person, online or **live**. RSVP with **I'm going**, add it to your calendar, join the event chat. People who RSVP get a reminder 24 h before.

Lives on the cover

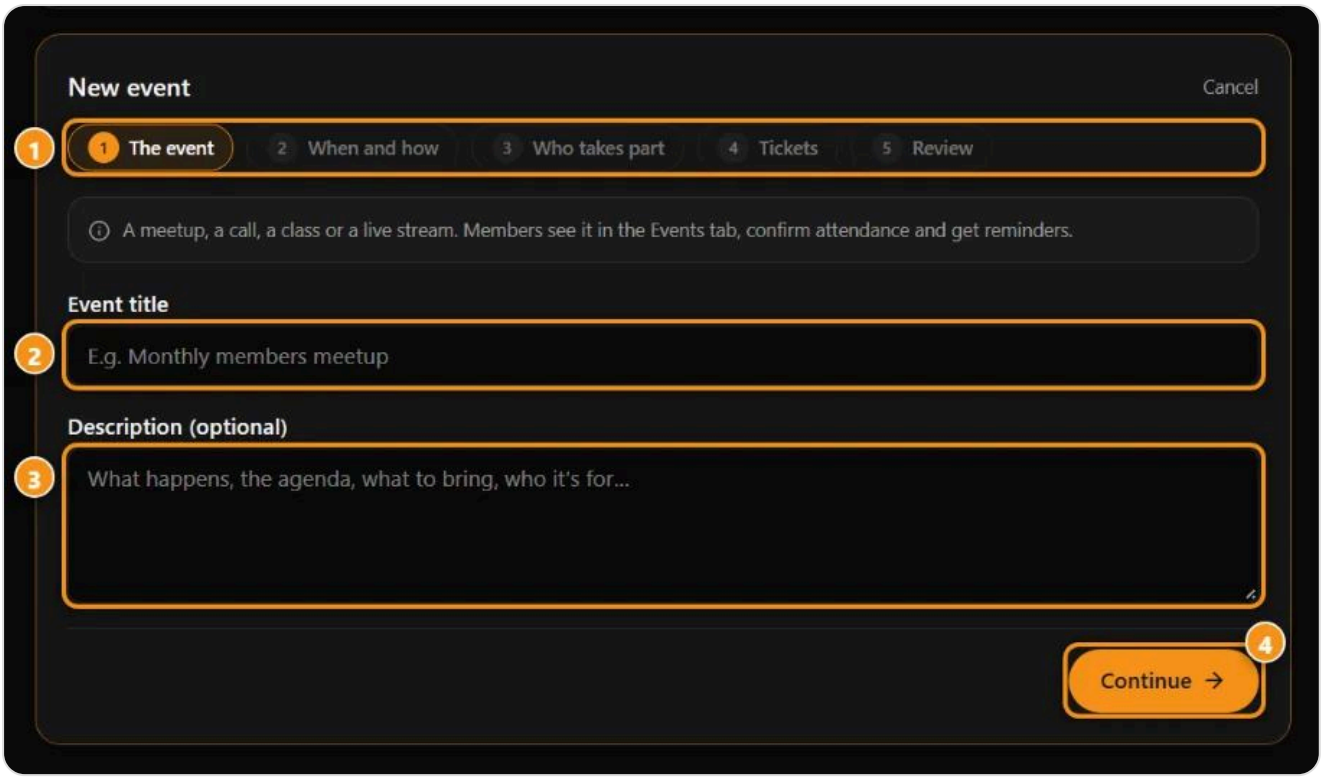
Live streams show up on the community's **cover** with a countdown, the player and the chat beside it. Viewers can send a **super chat** (with credits or crypto straight to the owner). Afterwards, the live becomes a post or a lesson.

Paid events and tickets

Ticketed events are sold through **Anyza Events**, right on the event page in the Club: you pick the ticket type, pay in USDC/USDT (QR, confirms on its own) or through the organizer's link, and the ticket becomes your sign-up: the chat, the live room and the private link open for you. Your ticket QR is at anyza.events/ingressos.

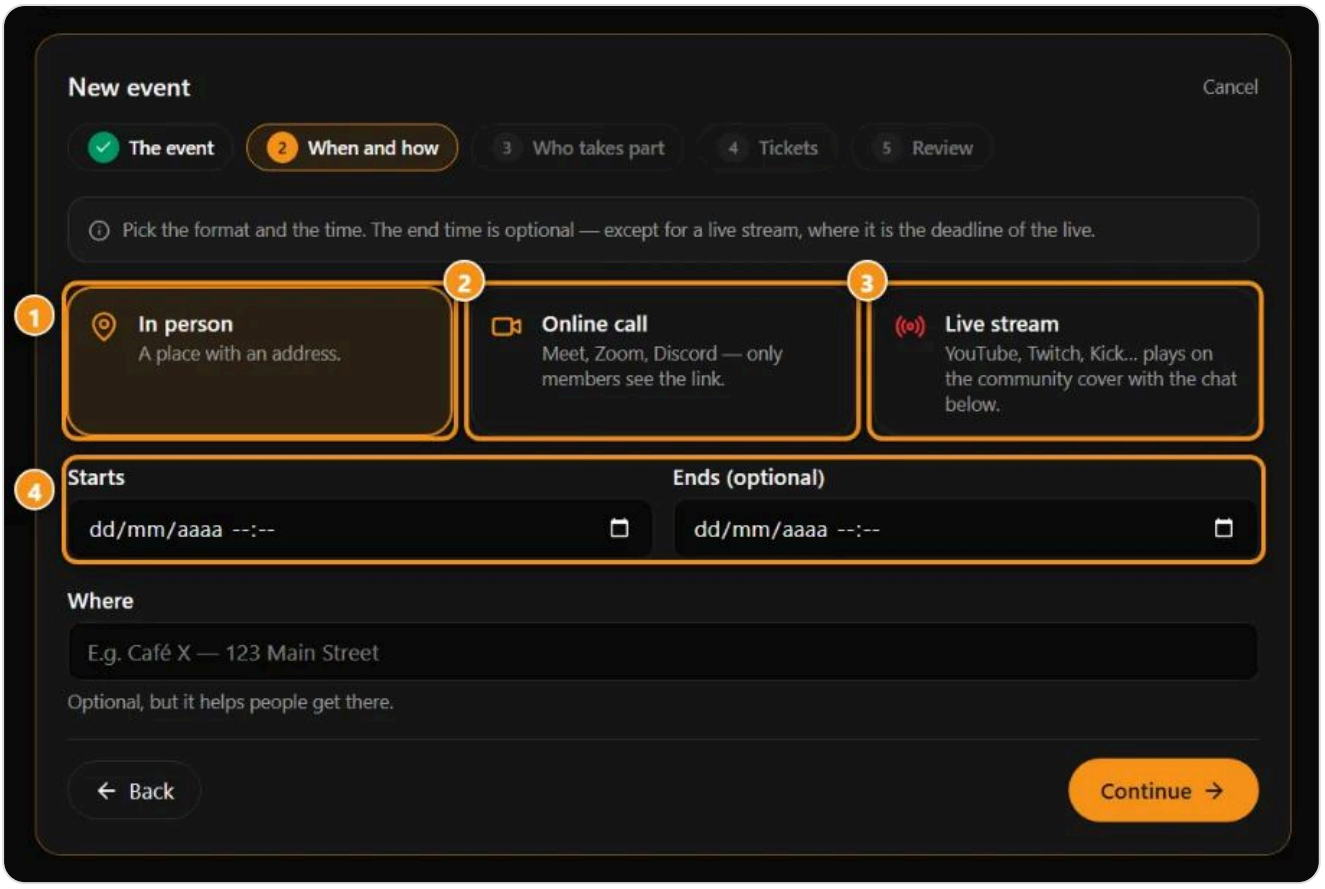
If you have a ticket and you're **not a member** of the community, you still get into the event room, until one day after it ends.

For staff



Settings → Events → New event, step 1

1 the 5 steps · 2 title · 3 description · 4 Continue



Step 2: format and time

1 in person · 2 online call (only members see the link) · 3 live stream on the community cover · 4 start and end

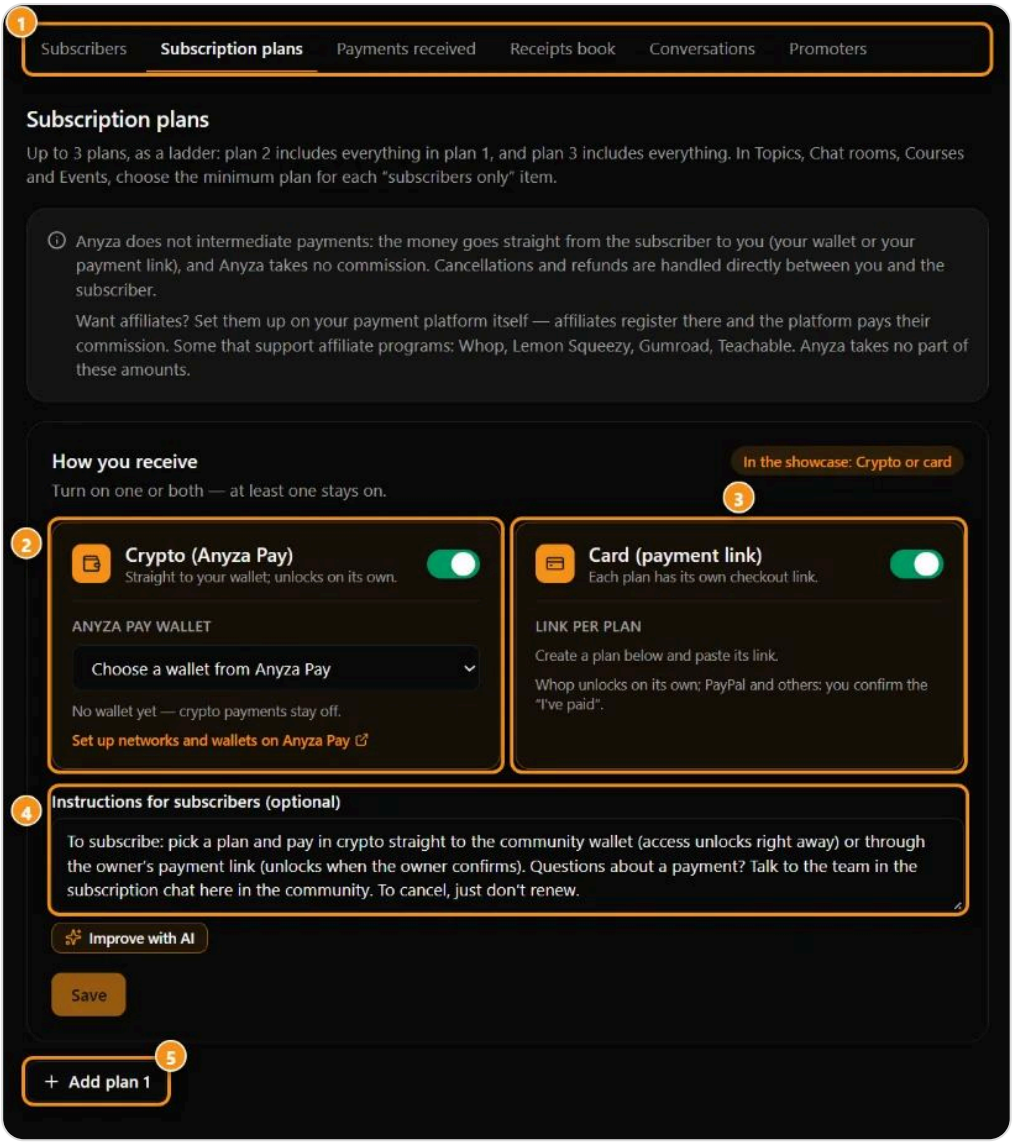
In **Settings → Events**: create, edit, mark as a live on the cover, set the price and per-plan discounts, **Sell tickets on Anyza Events**, see the attendee list.

06

Subscriptions: plans, crypto, and Whop

Up to 3 plans per community. Payment goes straight to the owner, Anyza stays out of it.

What it is



For the owner: Settings → Subscribers → Subscription plans

1 the Subscribers tabs · 2 crypto (Anyza Pay) · 3 card (payment link) · 4 instructions for subscribers · 5 add a plan

The owner can offer **up to 3 subscription plans** (for example Basic, VIP, Black), each with its own price, duration, and what it unlocks: topics, rooms, courses, and events "members only", discounts on paid events.

How to subscribe

1. Click **Subscribe** in the community and pick your plan.
2. Choose how to pay:
    - **Crypto on Solana** (USDC or USDT), through Anyza Pay: you get a QR code and the exact amount. Once you pay, Anyza Pay checks the network and it unlocks on its own.
    - **Card / owner's link** (for example Whop or PayPal): you pay there with the **same email as your Anyza account** and come back — with Whop connected, it unlocks on its own; with another link, click **Already paid** and the owner confirms.

The community card shows which ways it accepts: **Crypto or card**, **Crypto only** or **Card only**. 3. Before you pay you accept the refund policy.

Expiration and renewal

Your subscription lasts for the plan's duration. You get reminders 7 days, 3 days, and on the day it expires. Renewing early **adds** the days. Your payment history is in **My subscription**, in the community.

Money and refunds

Payment goes **straight to the owner's wallet or bank account**. Anyza doesn't charge a fee, doesn't hold funds, and doesn't process refunds — refunds are arranged with the owner, who can process the return from their own wallet.

> Paid with the wrong token or amount? Use **Alert the owner** on the payment screen, with the transaction. They can confirm, decline, or refund it.

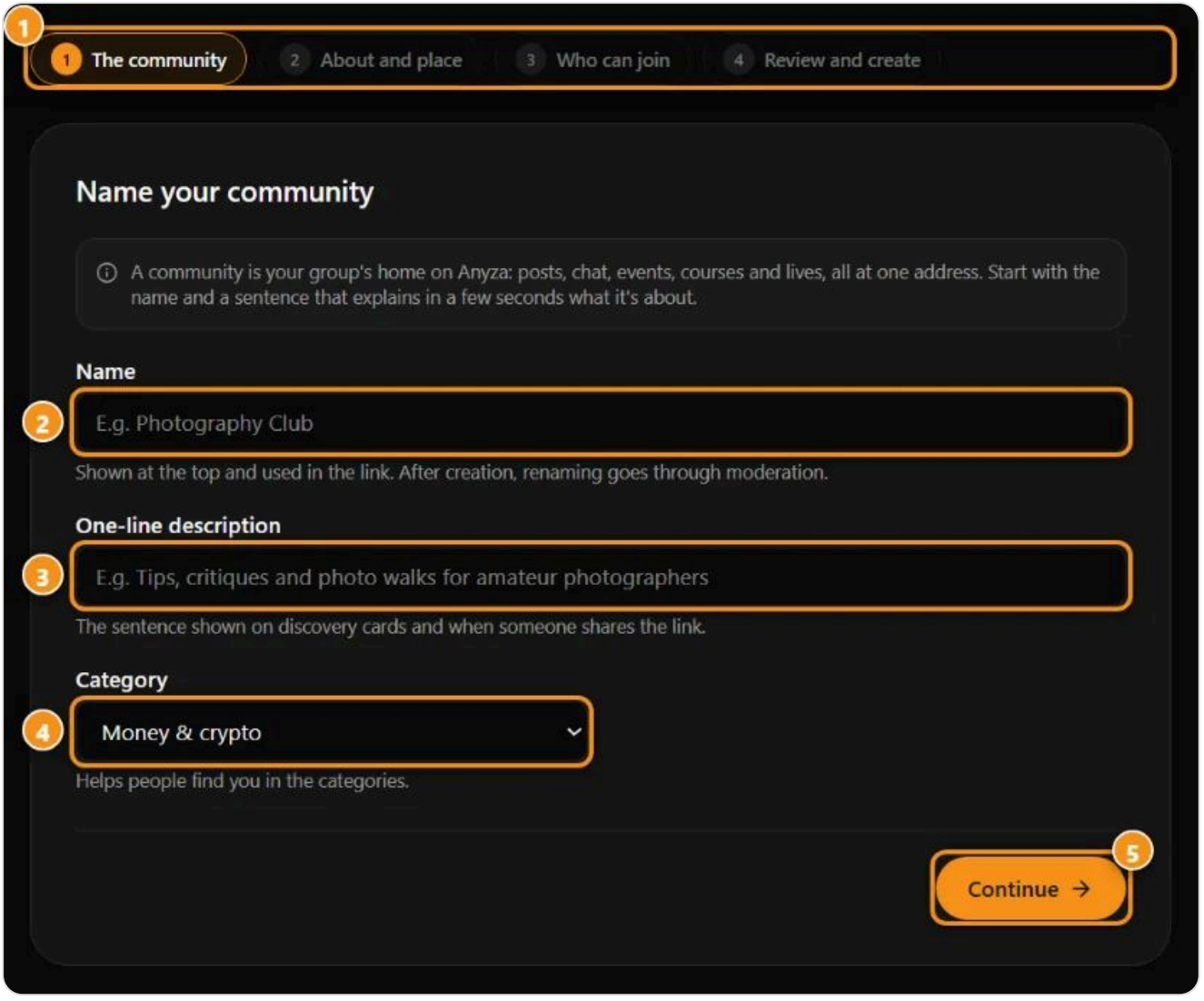
07

Create and set up a community

How to create one, what's in each group of the Settings menu, who on the team sees what, and how to change the address or name, hand over the community or pause it.

Creating a community takes a few minutes. After that, everything is adjusted in **Settings**, the gear icon to the right of the tabs, which only the team sees.

Create



Create a community, step 1 of 4

1 the 4 steps · 2 name · 3 one-line description · 4 category · 5 Continue

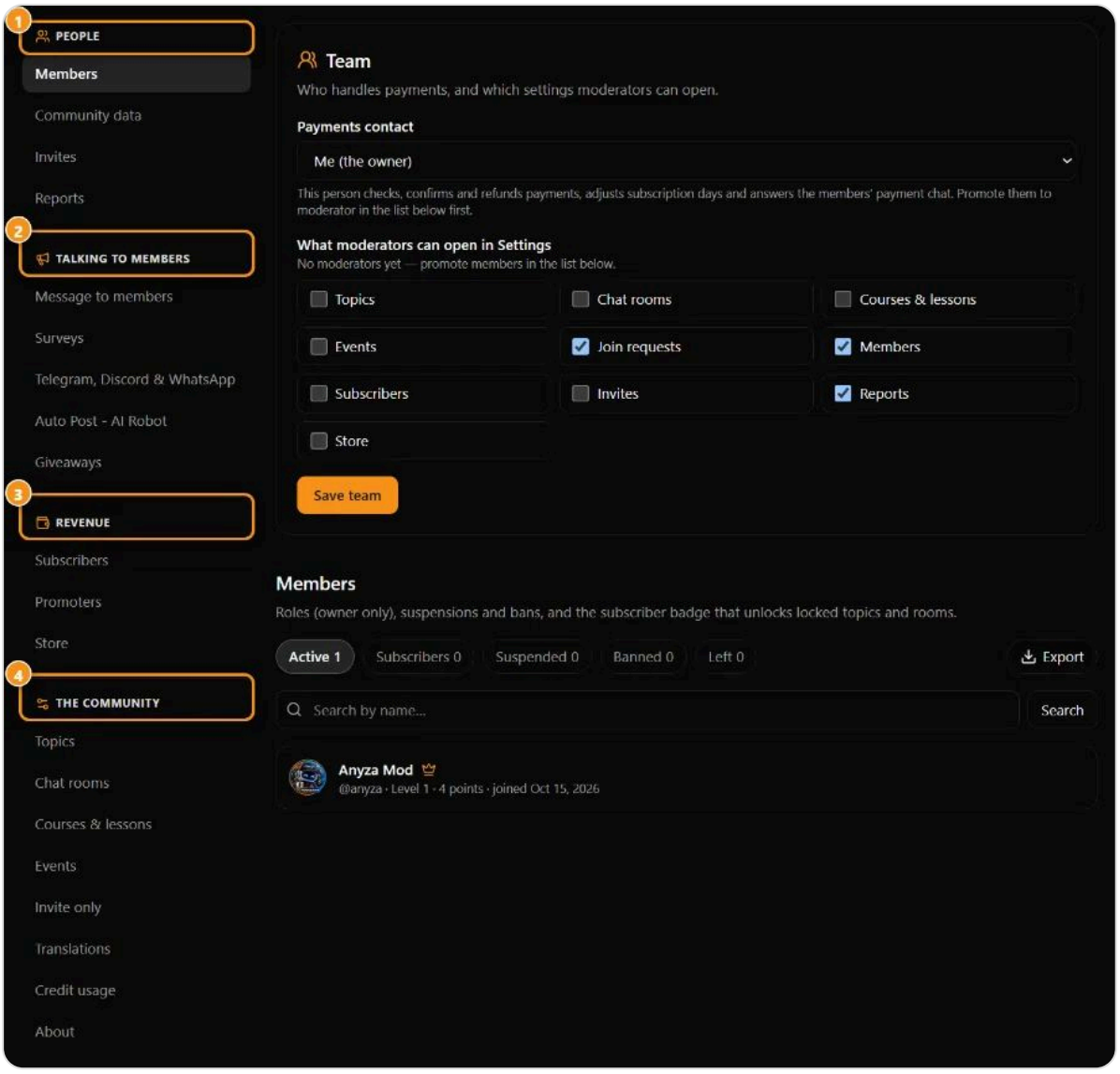
At the top of the Club, tap **Create a community**. There are four short steps, and you can go back at any time without losing anything:

1. **The community: Name** (at least 3 characters, no emoji; it becomes the link), **One-line description** (the sentence on discovery cards) and **Category**.
2. **About and place: About (what is it, who is it for)** (AI can help you write it), **Keywords** (up to 10; AI suggests some), **Main language** and, if the community is about a city or region, **Country (optional)** (2-letter code) and **City (optional)**.
3. **Who can join: Public** (anyone joins with one click and reads right away; 1 credit a day) or **Private** (shows up in search, but the content only opens for people you approve; 2 credits a day). Also tick **Hidden — link only** if you want it kept out of the home page, search, categories and Google.
4. **Review and create:** check everything and tap **Create community**.

After creating, you go straight to the settings. Anyza moderation takes a quick look: most of the time the community goes live right away. It starts with the topics "Geral" (general) and "Avisos" (announcements, where only the team posts) and the chat room "geral". You can change all of this later.

To create a community you need a confirmed email and a credit balance. Each account can have up to **10 communities**. Each community uses the owner's credits: **public 1 a day, private 2**. Every account starts with 1,000 welcome credits. See Credit usage.

The Settings menu



The Settings menu

1 People · 2 Talking to members · 3 Revenue · 4 The community

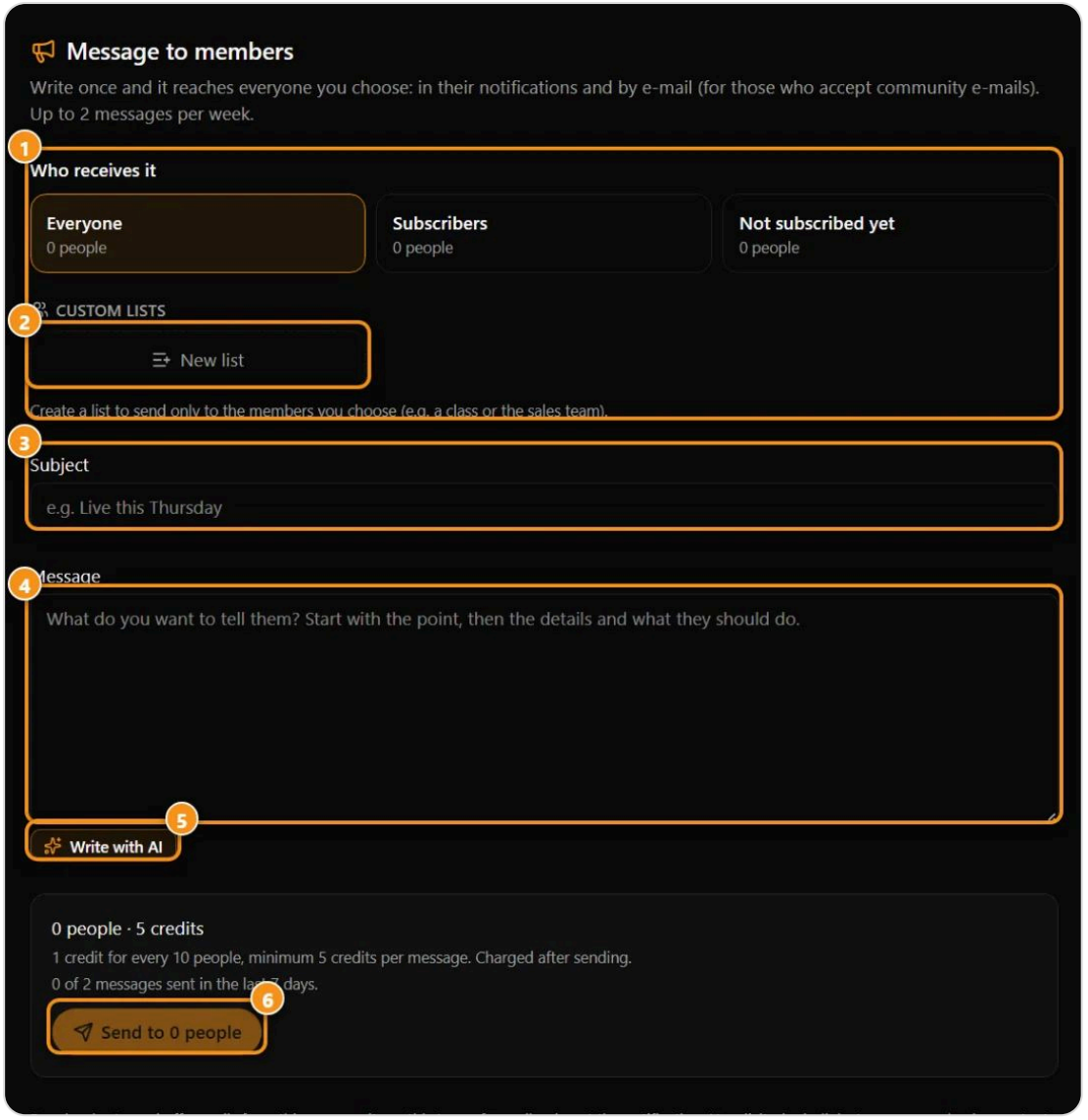
The menu is split into four groups. Day-to-day things come first; the community setup, which you touch less often, comes last.

People

- **Members:** search, roles (admin or moderator; up to 5 admins), suspensions by days, bans, the subscriber badge and **Export** the list. Only the owner changes roles.
- **Join requests:** approve or decline people who asked to join. It shows in private communities (or if a request is left from when it was private).
- **Invites:** a link that lets people in directly, even into a private community. You set how many uses and for how many days it's valid. See Joining a community, invites and Share.

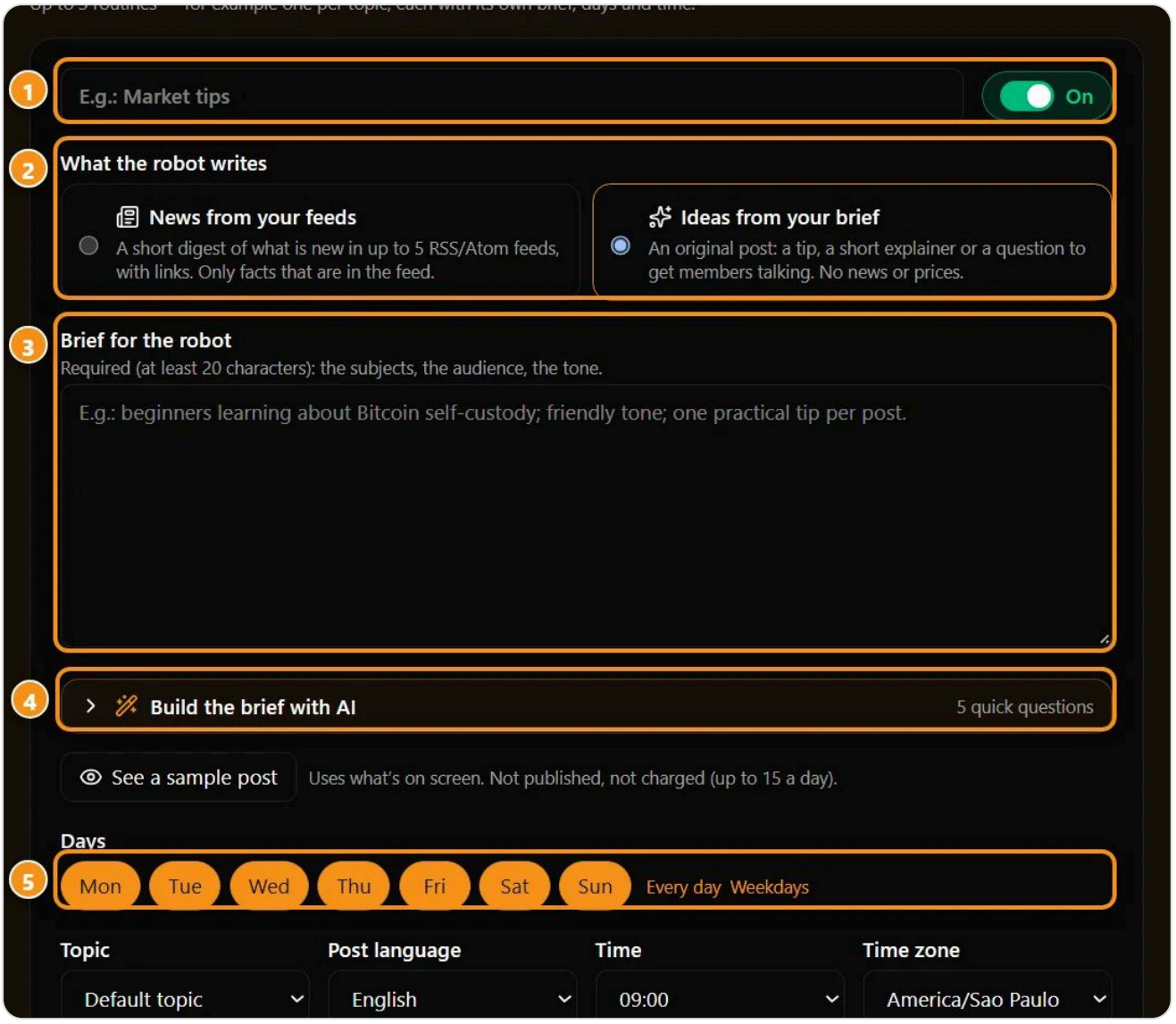
- **Reports:** what members reported inside the community. You never see who reported. After 48 h without an answer, the reporter can escalate the case to Anyza.

Talking to members



Message to members

1 who receives it · 2 your own lists · 3 subject · 4 message · 5 write with AI · 6 send (shows the cost)



Auto Post - AI Robot

1 name and on/off · 2 news from your feeds or ideas from your brief · 3 the brief · 4 build the brief with AI · 5 posting days

- **Message to members:** a notice in the bell and by email to all members, subscribers only, non-subscribers or one of your lists. It costs 1 credit per 10 people (minimum 5), with a limit of 2 messages a week. Right below is the **Automatic email summary**: daily, weekly or monthly, with what's new in the topics, events and lessons you choose. It only goes out when there's something new, costs the same as a message and doesn't count toward the 2-a-week limit. Owner and admins only.
- **Telegram, Discord & WhatsApp:** the Anyza bot posts your news and runs the members-only group. Owner and admins only. See Telegram, Discord and WhatsApp in your community.
- **Auto Post - AI Robot:** the robot posts on the days and at the time you set, in your name. It writes a digest of up to 5 RSS/Atom feeds or an original post from your brief, in the language you choose. You can also turn on **Direct post**, so another AI or script can post through the API. Each robot post uses 5 credits, with a limit of 3 a day. Only the owner manages the robot.

- **Giveaways:** create and follow giveaways (owner and admins). See Giveaways.

Revenue

- **Subscribers:** the subscriber list, **Subscription plans** (up to 3), **Payments received** and payment **Conversations** with members. Right below in the menu are **Promoters** and, when there are any, **Receipts**. See Subscriptions and Owner payouts.
- **Store:** choose up to 20 of your Market listings for the **Store** tab. Three of them, drawn at random, appear on the community's main page.

The community

- **Topics:** up to 20. Each one sets **Who posts**, the **Access** (all members, subscribers only, staff only or read only), the minimum level and whether it **Allows short videos**.
- **Chat rooms:** who can enter and talk, minimum level and slow mode. Here the owner or an admin can also turn off the whole chat: the **Chat** tab disappears, and rooms and messages are kept.
- **Courses & lessons** and **Events:** see Courses and lessons, Certificates and public course pages and Events, lives and tickets.
- **Invite only:** topics, rooms, events, videos and file folders for chosen members only. See Invite only.
- **Translations:** review and fix automatic translations. It shows for the owner and admins when auto-translation is on. See Automatic translation.
- **Credit usage:** your balance and how much each community uses. See Credit usage.
- **About:** everything that presents the community (see below).

Videos and files are uploaded in the **Videos** and **Files** tabs themselves. See Video library and Files library.

What's in Settings → About

- **Cover image:** 1600 × 500 px recommended. After uploading, click the point that must stay visible. Or use **Suggest a cover with AI** (a few free, then 5 credits per cover, up to 10 a day).
- **Gallery** (up to 12 images), **YouTube video (About page)** and the welcome video from the library.
- **Rules**, **Join questions (private community)** (up to 3) and **Level names** (1 to 9). There are ready-made templates with **Use a template** and **Suggest names**.
- Links to your website and social profiles (YouTube, Instagram, Telegram, X, Discord).
- **Community app:** the name and icon members see when they install it on their home screen. See Community app, map, groups and widgets.
- The auto-translation languages, the **Clips** rules (Clips) and the **Members map on** switch.
- **Promote the community on your website:** a shortcut to the widgets (public communities only).

- **Hidden community:** with **Hide**, it disappears from the home page, search, categories and Google, but the page stays live for anyone with the link. **Make visible** undoes it.
- **Community address** and name change (see below).
- At the end, the **Owner only** area: pause, hand over and close the community.

Levels and points

Members earn points by taking part (posts, short videos, comments, likes received, completed lessons and courses, referrals, days as a subscriber, 7 days in a row of visits) and level up from 1 to 9. You name each level in **About** and can require a minimum level for topics and rooms, to reward people who take part. The **How to earn points** table is on the **Ranking** tab.

Team

The owner names **admins** (up to 5) and **moderators** in **Members**. In the same place, in the **Team** panel, the owner chooses:

- the **Payments contact**, who checks, confirms and refunds payments and answers the members' payment chat;
- **What moderators can open in Settings**. "About" and "Invite only" always show for them.

Admins see almost everything. Some parts are owner only: roles, the robot, the address, and pausing, handing over and closing the community.

Change the address

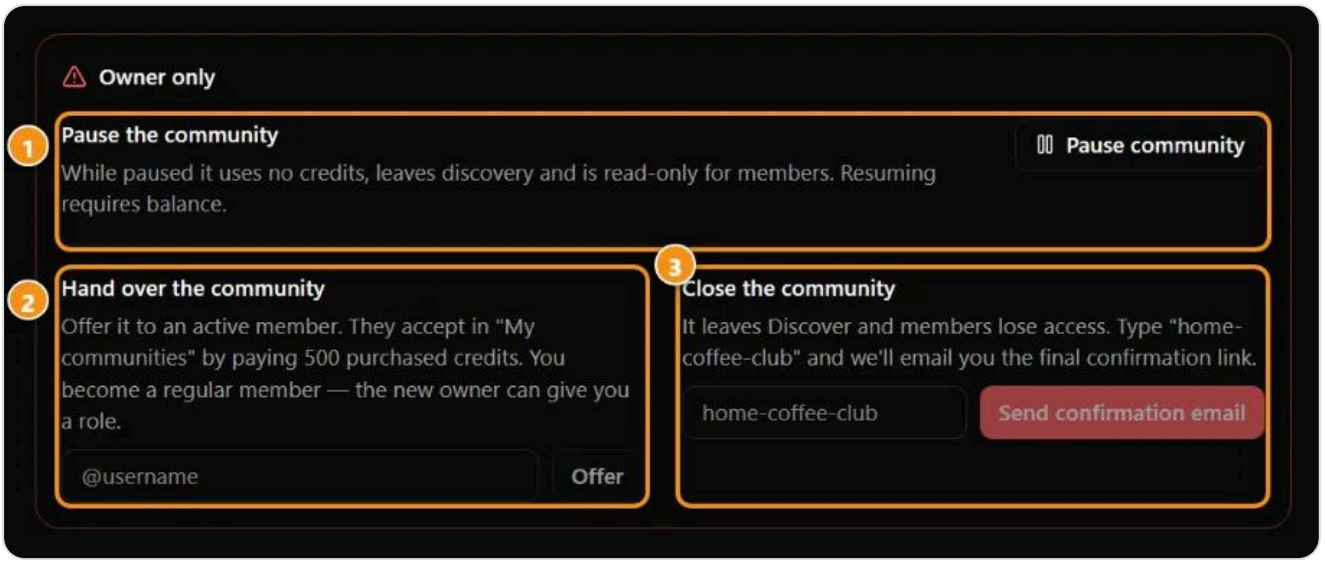
In **Settings → About → Community address**, owner only:

- Each change costs **100 purchased credits** (bonus credits don't count).
- After a change, the next one is only possible 7 days later.
- At least 4 characters: lowercase letters, numbers and hyphens. Some addresses are reserved by Anyza.
- Old links (WhatsApp, Telegram, Google, installed app) lead to the new address automatically, and the old one stays reserved so nobody else can take it.

Change the name

Tap **Request a name change**. The request goes to moderation, and 100 credits are reserved: they come back if moderation declines or you cancel. While the community is still waiting for its first approval, you can edit the name directly.

Hand over, pause and close



Owner only, at the end of Settings → About

1 pause · 2 hand over · 3 close

In the **Owner only** area at the end of **About**:

- **Pause the community:** while paused it uses no credits, leaves discovery and is read-only for members. Resuming requires a balance.
- **Hand over the community:** offer it to an active member by @username. They accept in **My communities** by paying **500 purchased credits** and start paying for its usage. You become a regular member, and the new owner can give you a role.
- **Close the community:** type its address and we email you a confirmation link that's valid for 1 hour. It only closes when you open the link and confirm. Once closed, it leaves Discover and members lose access.

If your credit balance runs out, the panel locks (only **Credit usage** opens) until you top up, but members keep their access. After 90 days without a balance, your communities pause.

Tips

- Start with a few topics and use "Avisos" for team announcements.
- Turn on a weekly **Automatic email summary**: it brings back people who don't open the Club every day.
- Before promoting the community, fill in the cover, rules and **Community app**, and send the install link in your first message.

08

Owner payouts: how you receive, Whop and ledger

How to receive subscriptions, tickets and super chats — crypto through Anyza Pay and card by link — and where to see it all.

How you receive

In **Settings → Subscribers → Subscription plans**, the **How you receive** card has two ways to get paid, side by side, each with its own switch. At least one stays on.

- **Crypto through Anyza Pay** — USDC/USDT straight to your wallet. Anyza Pay checks the network and unlocks the subscriber on its own. Pick the **default wallet** from your wallets in Anyza Pay; **Manage wallets in Anyza Pay** opens the list (wallets and groups).
- **Card via payment link** — each plan has its own checkout link. Recommended: **Whop** (unlocks on its own once connected) and **PayPal** (the subscriber taps "I paid" and you confirm with one click). Others (Mercado Pago, PagSeguro, Stripe, Hotmart...) work the same way as PayPal.

With only one on, the community card in the showcase says **Crypto only** or **Card only**, and people can filter by it in the search.

Each plan

Below **What it includes**, the **How this plan receives** box has the plan's own wallet and link — both optional. Without its own wallet, the plan uses the default one. Paste the link and it tells you which platform it is and whether it unlocks on its own.

Whop

Connect your Whop on the **Whop** card: webhook address, secret, and the plan/product id for each plan. Payment, renewal and cancellation on Whop unlock or end access here on their own — the person is found by their Anyza account email.

Super chat

Crypto super chats in lives also go through Anyza Pay, to the default wallet. With crypto off in How you receive, super chat takes credits only.

Ledger

Payments received and **Receipts book** show everything that came in (subscriptions, tickets, super chats), with search, filters, totals and **CSV**. Money that reached your wallet outside a charge shows up in **Incoming** in Anyza Pay, where you can apply it to a subscriber (link a payment to a service).

> Anyza doesn't handle the money. Taxes, invoices and refunds are the responsibility of whoever receives.

09

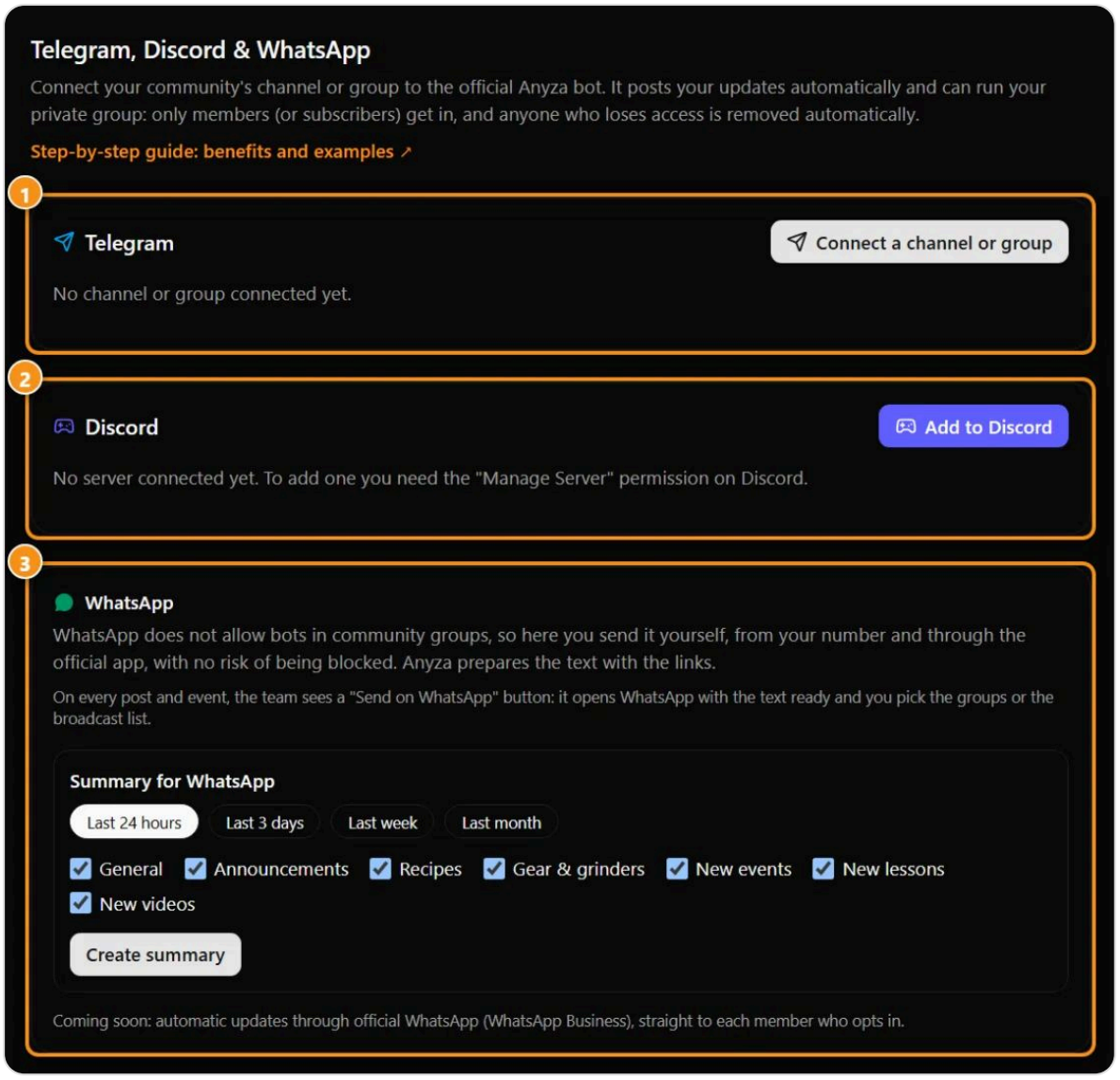
Telegram, Discord and WhatsApp in your community

Connect the official Anyza bot to your group or server. It posts your updates automatically and runs your members-only or subscribers-only group.

Your community lives on Anyza, but many people spend their day on Telegram or Discord. With the **official Anyza bot** (@anyzanetbot on Telegram and the **Anyza** app on Discord) you connect both worlds with no manual work: the bot announces what happens in the community and controls who can join your private group or server.

Everything is set up in **Settings → Telegram, Discord & WhatsApp** in your community. Only the owner and admins see this section.

What you get



Settings → Telegram, Discord & WhatsApp

1 Telegram · 2 Discord · 3 WhatsApp (summary you send yourself)

- **Automatic updates, no copy and paste.** New posts, lives starting, new events and new lessons reach your channel in the community's language, with a link and preview. You choose which kinds.
- **A private group that runs itself.** Only active members get in, or only subscribers from the plan you choose. A forwarded link does not work: the bot approves only people who have access.
- **Automatic removal.** Subscription expired, the person left or was banned from the community: the bot removes them from the Telegram group or takes their Discord role. Nobody stays in the paid group for free.
- **More people coming back.** Followers of your channel see the updates and click through to the community, where the posts, lessons and subscription are.

- **No extra cost.** The integration does not use credits.

Examples of what you can do

- **Telegram announcement channel:** a public channel where every new post becomes an update with a link. Great for people who have not joined the community yet.
- **Telegram VIP group for subscribers:** live conversation only with paying members. Subscription expired, they leave the group; renewed, they come back through the button.
- **Discord server with a member role:** private channels are visible only to the "Member" role. Whoever joins through Anyza gets the role instantly.
- **Telegram and Discord together:** an announcement channel on Telegram and a Discord server at the same time, each with its own rules.
- **Lives and events:** when the live starts, the update reaches Telegram and Discord at once and people jump in.
- **Courses:** every new lesson becomes an update in the students' group.

Telegram, step by step

Before you start

- Have a Telegram **group** (for conversation) or **channel** (updates only) that you created.
- You must be an admin of it.

Connect a group

1. In the community, open **Settings → Telegram, Discord & WhatsApp** and tap **Connect a channel or group**.
2. Tap **Add to group**. Telegram opens and asks you to choose the group.
3. Choose the group and confirm the bot's admin permissions (invite and ban users, delete messages).
4. Done: the bot connects by itself and replies in the group "Connected to the community...".
5. Go back to the panel and tap **I've connected it — refresh**.

Connect a channel

1. In the panel, tap **Connect a channel or group**, then **Add to channel**.
2. Choose the channel and confirm the bot as an admin (allowed to post).
3. Post the code shown in the panel in the channel, for example `/conectar AZ-7K2Q9M`. The bot deletes the message and confirms.

The code is valid for 30 minutes and works once. If you prefer to do it by hand, add **@anyzanetbot** as an admin and send the code in the group or channel.

Configure

On the group's card in the panel:

- **Automatic updates:** tick new post, live starting, new event and/or new lesson.
- **Private group:** choose **all active members** or **subscribers only** (and from which plan).
- Tap **Save**, then **Send a test** to see the message arrive.

> For the private group to really work, **turn off the group's public invite link** on Telegram. That way the community is the only way in.

How a member joins

1. In the community, the member sees the **Telegram group** card and taps **Join the Telegram group**.
2. The bot opens, checks their access and sends a **Join the group** button.
3. The member requests to join and the bot approves it right away.

Discord, step by step

Before you start

- Have a Discord server and the **Manage Server** permission on it.
- Create the role members will receive (for example, **Member**) and the updates channel (for example, **#updates**).
- Make your private channels visible only to that role.

Connect

1. In the panel, tap **Add to Discord**.
2. Discord opens: choose the server and authorize the **Anyza** app.
3. You come back to the panel with "Server connected!".
4. On Discord, go to **Server Settings → Roles** and **drag the "Anyza" role above the Member role**. Without this the bot cannot give the role (the panel warns you).

Configure

- **Automatic updates:** tick the kinds and choose the **updates channel**.
- **Private group:** choose who has access (members or subscribers) and the **role** people receive.
- Tap **Save** and **Send a test**.

How a member joins

1. In the community, the member taps **Join the Discord server**.
2. They authorize Anyza once on Discord.
3. They join the server with the role, and Discord opens right on it.

WhatsApp

WhatsApp does not allow bots in community groups (the official groups API accepts only 8 people and requires a verified business, and unofficial bots get numbers banned). So on WhatsApp you send it yourself, through the official app, and Anyza prepares everything:

- **Send on WhatsApp:** on every post and event, the team sees this button. It opens WhatsApp with the title, a summary and the link; you pick the groups or the broadcast list and send.
- **Summary for WhatsApp:** in Settings → Telegram, Discord & WhatsApp, choose the period (24 hours, 3 days or a week), the topics, events and lessons, and create one text with all the news and links. Open it in WhatsApp or copy it.

Tip: on WhatsApp you can forward the same message to several groups at once.

Common questions

Does the bot read the group's conversations? No. It only reads commands sent to it and join requests. On Discord it does not read messages.

How much does it cost? Nothing. Updates and access control do not use credits.

Can I connect more than one? Yes, up to 5 Telegram chats and 5 Discord servers per community. For example, a public announcement channel and a VIP group for subscribers.

What about people who were already in the group? They stay. The bot only controls people who join through Anyza and removes those who lose access after joining through it.

I disconnected. What happens? The bot leaves the group or server. People inside stay; from then on you manage everything in Telegram or Discord itself.

Can one group belong to two communities? No. Each group, channel or server is linked to one community only.

10

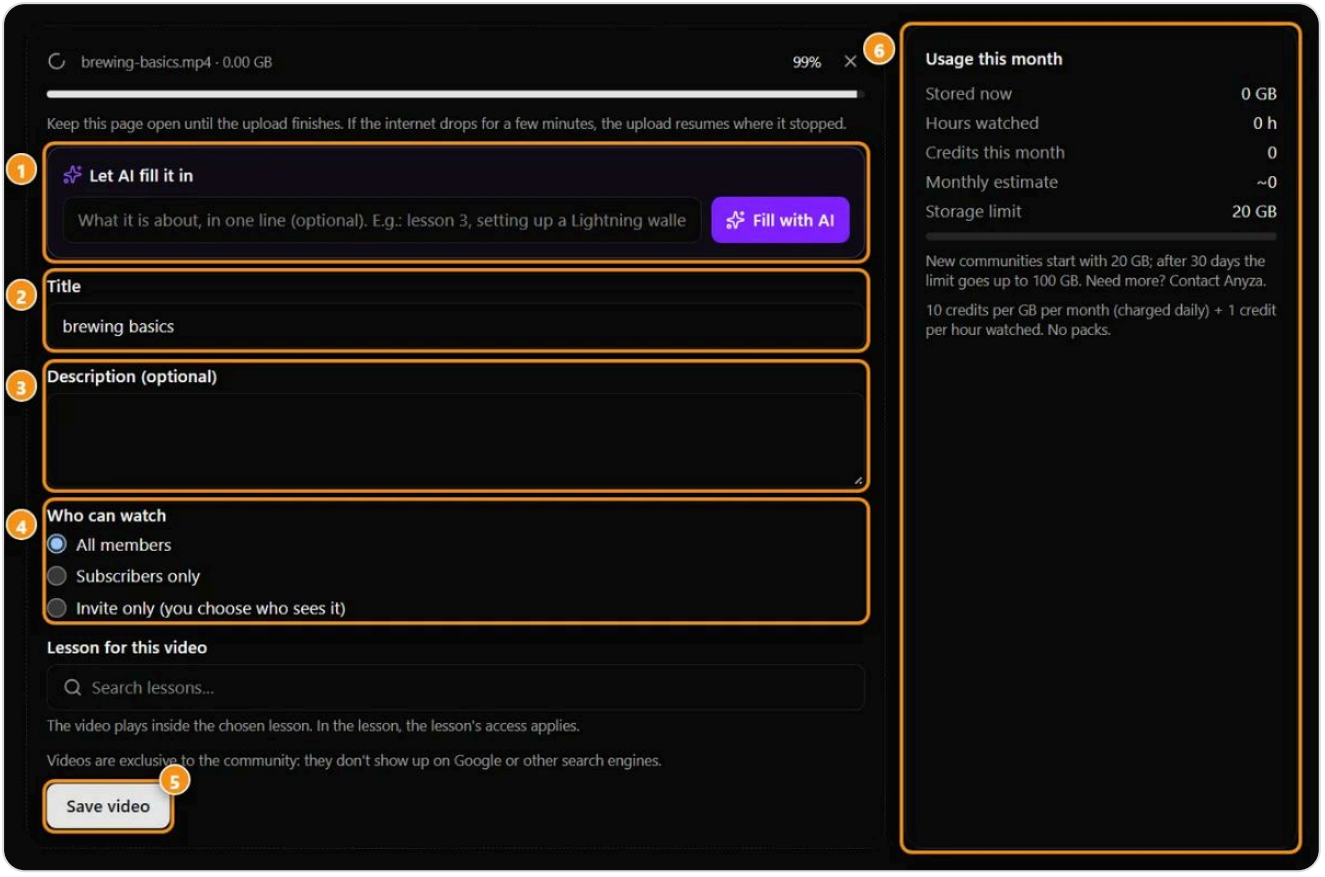
Video library

Classes, live stream recordings and behind-the-scenes right inside your community. Upload up to 12 GB, organize in collections, choose who watches and pay only for what you use.

The **Videos** tab is your community's private video library. It's where classes, live stream recordings, interviews and behind-the-scenes clips live, playing inside Anyza with no ads and no links to other sites. Videos are exclusive to the community: they never show up on Google or other search engines.

Only the **owner and admins** upload and edit videos. Members watch.

Upload a video



After choosing the file in Videos → Upload video

1 let AI fill in the details · 2 title · 3 description · 4 who can watch · 5 save · 6 this month's usage

1. In your community, open the **Videos** tab and tap **Upload video**.
2. Pick the file. Up to **12 GB**, any resolution (Full HD, 4K...). The video is converted automatically and only the converted version is stored.

3. Fill in the **Title** and, if you want, the **Description**. **Fill with AI** writes both for you from a one-line note (up to 30 uses a day per community).
4. Choose **Who can watch**, the **Collection** and, if it's a class, the **Lesson for this video** (more on each below).
5. Tap **Save video**.

Keep the page open until the upload reaches 100%. If the internet drops for a few minutes, the upload picks up where it stopped. You can have up to 3 uploads running at the same time.

Validation and conversion

After the upload, the video shows **Validating and converting...**. It's automatic: you can leave the page and we e-mail you when it's done. Every video goes through an automatic check before members can see it.

- **Ready:** members can watch.
- **Held for Anyza review:** the automatic check (or a report) asked for a human look. Anyza moderation decides soon; meanwhile only your team sees the video.
- **Failed:** delete it and upload again.

If a video seems stuck, open it and tap **Check now**.

Who can watch

- **All members.**
- **Subscribers only**, from the plan you choose. Others see the cover with a lock and a **Subscribe** button.
- **Invite only:** you pick the members who can watch. You can also manage this in **Settings → Invite only**, next to topics, chat rooms, events and folders. People who aren't invited don't see the video at all.

The owner, admins and moderators always see everything.

Collections

Collections group videos in order, like a series or "October live streams".

- Tap **New collection**, give it a name and choose **Who can watch**. The videos in a collection follow the collection's rule.
- Add a video to a collection when you upload or edit it. Change the order in **Video order** (**Move up** / **Move down**).
- Members see "3 of 6 watched", a **Continue watching** button and previous/next buttons on each video.

- Deleting a collection doesn't delete the videos: they go back to the library as loose videos.

Video inside a class

Pick a **Lesson for this video** and the video plays inside that lesson, in the course order and with the lesson's access. Class videos don't show up in the Videos tab for members: they watch them in the course.

Featured and pinned

- The **star** puts a video, or a whole collection, in the **Featured** strip at the top of the Videos page. You can also star a video from inside a collection.
- The **pin** keeps a video at the top of the loose videos, or a collection at the top of the collections.

Welcome video

In **Settings → About → Welcome video**, upload a video or choose one from the library. It opens your community's About page and landing page.

How much it costs

You pay only for what you use, charged to the owner in the daily closing, with no package:

- **Storage:** 10 credits per GB per month, charged by the day.
- **Watch time:** 1 credit per hour watched.

Example: 6 GB stored is about 60 credits a month; 50 hours watched in the month are 50 credits.

Follow it in **Videos → Usage this month** and in **Settings → Credit usage**. If the owner runs out of credits, the videos already there keep playing, but new uploads wait for a top-up.

Storage limit: new communities start with 20 GB; after 30 days the limit goes up to 100 GB. Need more? Talk to Anyza.

Finding and reporting

- The search at the top of the Videos tab looks in titles and descriptions, and the community search also finds videos.
- Members can **report** a video. The report goes straight to Anyza moderation.

Tips

- **Live stream recordings:** stream on YouTube (or with OBS), download the recording and upload it here. Put them in a collection like "Live streams" so members can binge.
- **Short teasers for everyone, full classes for subscribers:** a free video for all members and the rest as "Subscribers only" helps sell the plan.

11

Files library

Your community's private library of documents, images, audio and links, organized in folders. The AI fills in the details, you choose who sees each item, and every community gets 500 MB free.

The **Files** tab is your community's private library. It's where e-books, slides, spreadsheets, photos, podcasts, class recordings and useful links live, organized in folders and easy to search. Only members can see it, and it never shows up on Google or other search engines.

The **owner, admins and moderators** add, edit, move and delete. Members open, listen and download. If a member has nothing they can see in Files, the tab doesn't appear for them.

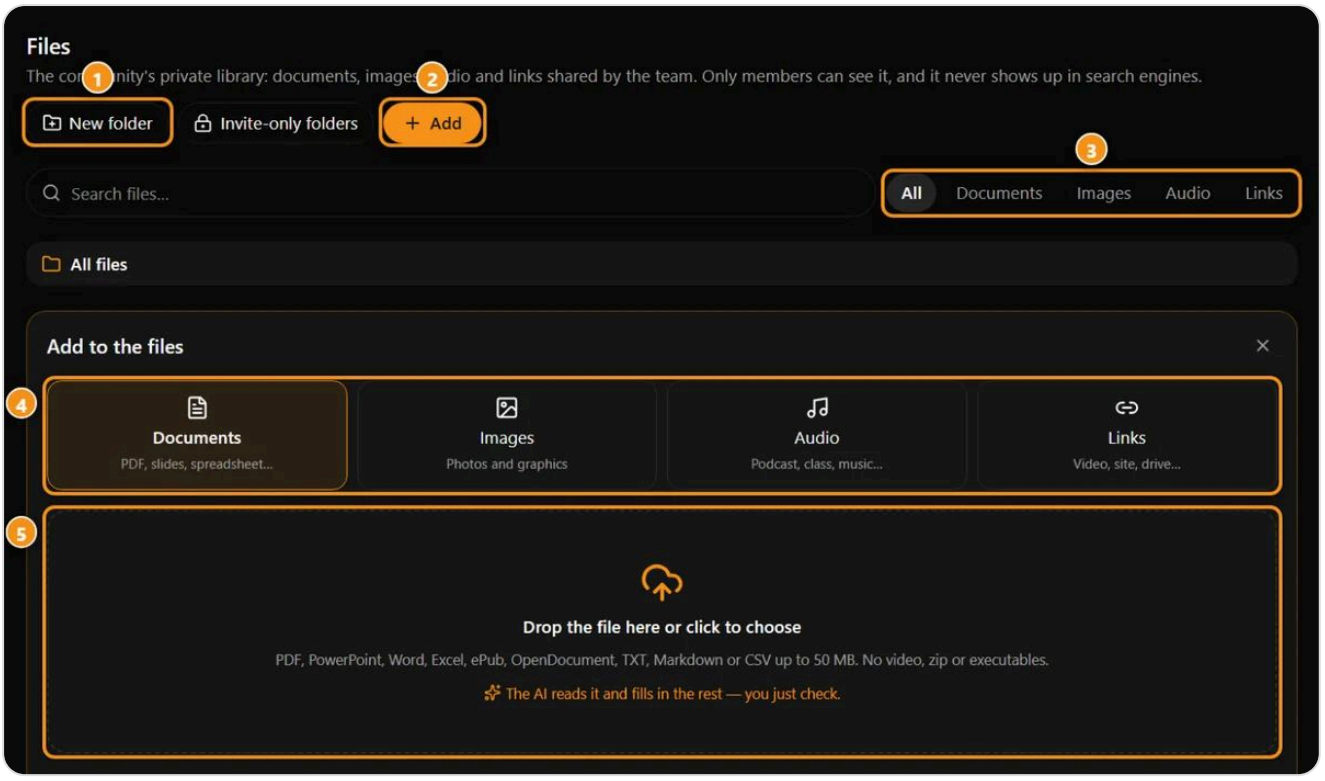
What you can add

When you tap **Add**, pick one of four types:

- **Documents:** PDF, PowerPoint, Word, Excel, ePub, OpenDocument, TXT, Markdown or CSV, up to **50 MB** each.
- **Images:** JPG, PNG, WebP or GIF, up to **5 MB**. Images are shrunk automatically before they upload.
- **Audio:** MP3, M4A, WAV, OGG or FLAC (also AAC, Opus and WebM), up to **300 MB** each. Good for podcasts, recorded classes, music and audiobooks.
- **Links:** any `https://` address, like a YouTube video, a website or a shared drive.

Video files, zip files and executables are not accepted. For video, use the Video library or add the video as a link.

Add an item



The Files tab, adding an item

1 new folder · 2 Add · 3 filters · 4 what you are adding · 5 drop the file here

1. In your community, open the **Files** tab and tap **Add**.
2. Choose the type: **Documents**, **Images**, **Audio** or **Links**.
3. Drop the file in the box (or click to choose it). For a link, paste the address and tap **Continue**.
4. The file uploads and the AI reads it and fills in **Title**, **Short description**, **Category** and **Folder**. Check what it wrote and change anything you like.
5. Choose **Who can see it** and, if you want, **Link to** an event, topic or chat room.
6. Tap **Add**.

Files over 6 MB go up in parts, with a progress bar showing how many MB were sent. If the connection drops, the upload pauses and tries again by itself. If the page closes, tap **Add** again and choose the same file: it continues where it stopped (on the same browser, within about 20 hours). You can stop with **Cancel upload**. If you picked the wrong file, tap **Replace**.

How the AI fills in the details

- **PDF and text files:** it reads the first pages.
- **Images:** it looks at the picture.
- **Links:** it reads the page.
- **Audio, PowerPoint, Word, Excel and ePub:** it uses only the file name and type, so check the title and description more carefully.

The AI suggests a category you already use and one of your existing folders when one fits. It's free, up to **30 reads a day per community**. The form shows how many are left today. When they run out, fill in the fields yourself. If the AI couldn't read a file, tap **Fill in with AI** to try again, or type the details.

Folders

- Tap **New folder** to create one where you are. Folders go up to **3 levels** deep (a folder, a subfolder and one more inside it).
- On a folder card, use **Rename**, **Move** (to the root or into another folder, with everything inside) or **Delete folder**. A folder must be empty before you delete it.
- To change an item's folder, edit the item and pick another **Folder**.

Covers

Documents, audio and links can have a **Cover (optional)**. It shows in the list instead of the icon.

- **PDF:** when you upload a PDF, its first page is suggested as the cover automatically. Keep it, change it or remove it.
- **Upload image** to use your own picture.
- **Use the PDF's first page** appears when you edit a PDF that was added without a cover.
- **Remove cover** takes it off.

Images don't need a cover: the picture itself is shown.

Featured and pinned

- The **star** (**Feature**) puts an item in the **Featured** strip at the top of **All files**, whatever folder it's in. Members see it as soon as they open the tab.
- The **pin** (**Pin to top**) keeps an item at the top of its folder, with a **Pinned** label.

Tap the star or pin again to undo.

Who can see each item

When you add or edit an item, choose **Who can see it**:

- **All members.**
- **Subscribers**, from the **Minimum plan** you choose. This option shows only if the community has subscription plans.
- **Moderators:** the owner, admins and moderators.

- **Owner only.**

The owner, admins and moderators also see items marked for subscribers. Items with a restriction show a lock and the rule to the team.

Invite-only folders

A folder can be open only to members you choose, like a folder for the HR team. The rule covers everything inside it, subfolders included. Set it up with the **Invite-only folders** button in Files, or in **Settings → Invite only**. Depending on the setting, other members see only the folder name with a lock, or nothing at all. See Invite only.

Items used in paid lessons

When you list an item in a lesson of a paid course (a course for subscribers or an invite-only course), members no longer see it in the Files tab, in search or in **Featured**. They open it inside the lesson, where the course access is checked. This keeps paid material from leaking through the library, the same way it works for videos in the Video library.

To put an item in a lesson from here, open **Edit** and choose the lesson under **Link to → Lessons**; choosing something else removes it from that lesson. Items used only in lessons of courses open to all members keep their normal visibility. The team still sees everything: each item used in a lesson shows the lesson name, and a note when it's hidden from members because the course is paid.

Finding things

- **Search files...** looks in titles, descriptions, categories and file names, across all folders.
- The filters **All**, **Documents**, **Images**, **Audio** and **Links** narrow what you see. The filter you pick is remembered in your browser when you open folders, go back or come in from the community menu, until you tap **All**.
- The folder path at the top (starting at **All files**) shows where you are. Tap any part to jump there.
- **Back** takes you to the folder above, or out of a search.
- The community search also finds files.
- An item linked to an event shows up on the event page as "N files from this event".

Opening, listening and downloading

- **Open** shows the document or image, or goes to the link.
- Audio plays right in the list, with its own player.
- The **download** button saves documents and audio with the original file name.

Files open only for people allowed to see them. A shared address doesn't open the file for someone outside the rule.

Reporting

Members can report any item with the flag button. The report goes straight to Anyza moderation.

Space and price

Every community has **500 MB free**. The team sees **"X of Y used"** at the bottom of the Files tab.

Need more? Only the **owner** can buy it:

1. At the bottom of Files, tap **Add space**.
2. Choose how many extra **1 GB** packs you want (up to 50).
3. Tap **Save space**.

Each extra 1 GB costs **3 credits a day**, charged to the owner in the daily closing with the rest. Example: 2 extra GB is 6 credits a day. To add space, your balance must cover at least one week of the new packs. You can lower it later, as long as what's stored fits. You can follow the cost in **Settings → Credit usage**.

When the space is full, new uploads are refused until you delete files or the owner adds space.

Uploads waiting for details

If you upload a file and close the page before tapping **Add**, it isn't lost. Next time you open Files, you'll see "files you sent are waiting for their details", with the AI suggestion already saved. Tap **Finish** to add it or **Discard** to remove it. Uploads left waiting for **7 days** are removed automatically.

Common questions

Can members upload files? No. Only the owner, admins and moderators add, edit and delete items.

Why can't a member see a file? Check **Who can see it**, the minimum plan, and whether the item is inside an invite-only folder.

Does deleting an item free up space? Yes. The file and its cover are removed from storage. Deleting can't be undone.

Tips

- **Free sample, full material for subscribers:** keep one chapter or one class for all members and the rest for subscribers. It helps sell the plan.
- **Star your "start here" files**, like the rules or a welcome guide, so newcomers find them first.
- **Link files to events:** put the slides of a live stream in the event, and attendees find them on the event page.

12

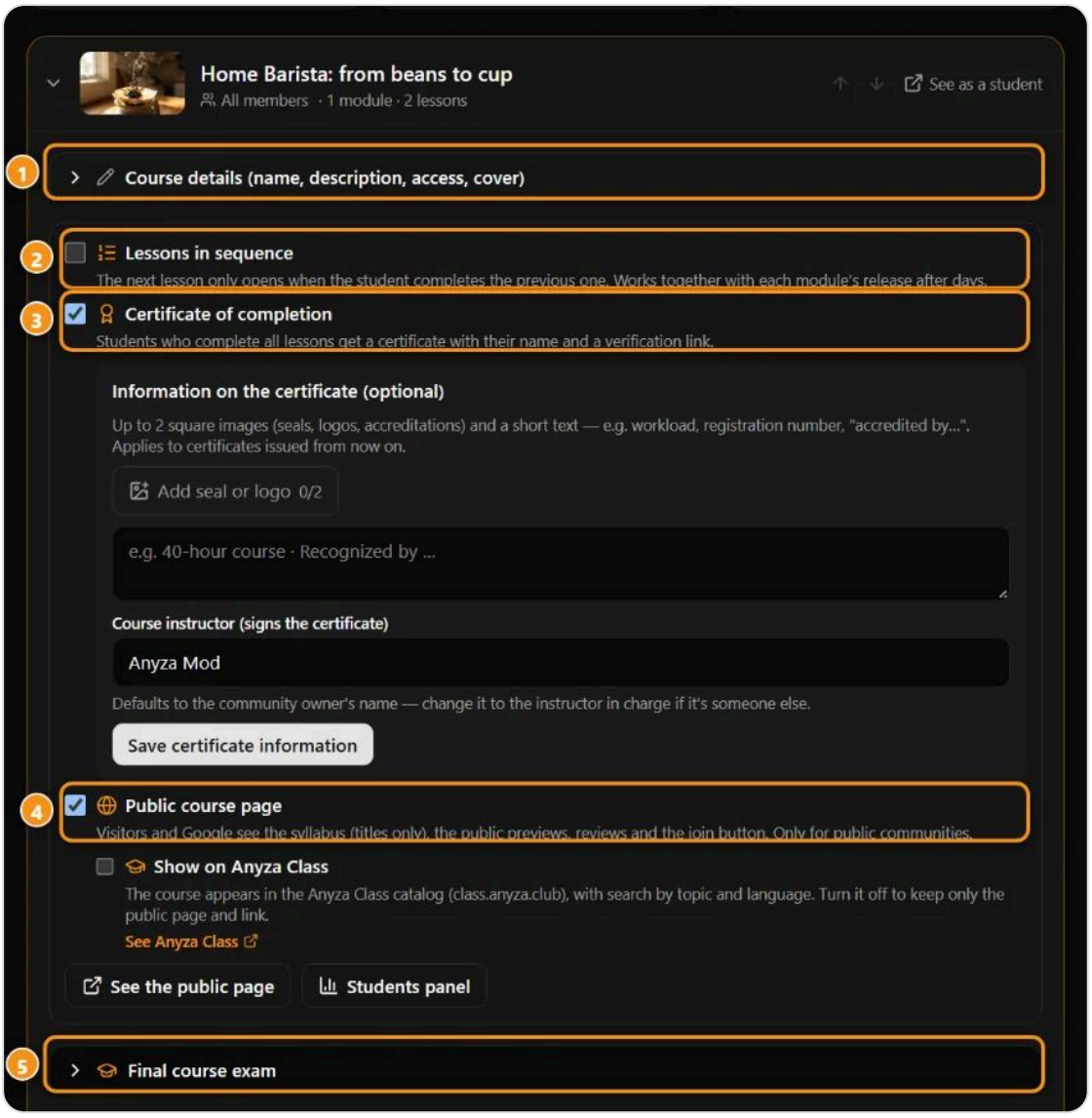
Certificates and public course pages

Give students a certificate when they finish a course, with a QR code, a record on Bitcoin and a one-tap LinkedIn button. Each course also gets a public page that sells it to visitors and Google.

Any course in your community can hand out a **certificate of completion**. The student finishes the course, checks their name and gets a certificate with its own verification page, a QR code and a record on Bitcoin. They also receive a congratulations e-mail with the certificate attached as a PDF.

Each course also has a **public course page**: visitors see what the course covers, watch the free preview lessons, read reviews and join with one tap. Public courses also show up in the Anyza course showcase.

Turn on the certificate



Course options in Settings → Courses & lessons

1 course details · 2 lessons in sequence · 3 completion certificate · 4 public course page · 5 final course exam

1. Go to **Settings → Courses & lessons** and open the course.
2. In the course options box, check **Certificate of completion**.
3. Optional: fill in **Information on the certificate (optional)** (see below) and tap **Save certificate information**.

The owner and admins can do this. Moderators can too, if the owner gave them the **Courses & lessons** section. Only the owner and admins can save the extra certificate information.

In the same box you'll find:

- **Lessons in sequence:** the next lesson only opens when the student completes the previous one. It works together with each module's release after days.

- **Public course page:** on by default (more below).
- **Students panel:** who started, how far they got, quiz scores, submissions and who has a certificate.

What the student has to do

The certificate unlocks when the course counts as complete:

- every published lesson is marked as complete;
- a lesson with a quiz set to **Required to complete the lesson** only counts once the student reaches the passing score. A lesson with a required task works the same way, and asking for a redo takes the completion away;
- if the course has a required **Final course exam**, the student has to pass it first: "the course only counts as completed (and the certificate is only issued) after passing". A required **Module exam** locks the following modules until the student passes.

When everything is done, the course page shows **You completed this course!** The student checks the name (**Check the name that will appear on the certificate.**) and taps **Get certificate**. The certificate opens right away.

Check the name carefully before tapping: that's the name printed on the certificate and sent to Bitcoin. After that, the box just shows **View my certificate**.

The certificate page

Every certificate has its own address, `anyza.club/certificado/<id>`. Anyone with the link can open it, but it doesn't show up on Google. The page shows:

- the certificate itself: the student's name, the course, the community, the number of lessons, the issue date, "Issued by" the community, the instructor's signature line, the owner's seals and note, the Anyza Class logo and a QR code (**Scan to verify**);
- **Add to LinkedIn:** adds it to the student's LinkedIn profile as a certification. The organization shows up as "community name · Anyza Class";
- a share button and **Print or save as PDF**;
- the **Recorded on Bitcoin** section.

The Bitcoin record

When the certificate is issued, Anyza takes the exact certificate text (id, name, course, community, lessons, date, link) and records its fingerprint (SHA-256) on Bitcoin through OpenTimestamps. It enters a block within a few hours and the proof completes on its own. Meanwhile the page says the record is in progress.

Once it's confirmed, the page shows the block number and offers:

- **Certificate code (SHA-256)**;
- **Download the data (.json)** and **Download the proof (.ots)**;
- **See the block** (opens the block on mempool.space).

To check it without relying on Anyza, upload both files to the Anyza timestamp tool (**Open the timestamp tool**) or to opentimestamps.org. Any change to the certificate (name, course, date) changes the code, and the proof stops matching.

The congratulations e-mail

When the certificate is issued, the student gets the e-mail "Congratulations, {name}!" with **View my certificate**, **Add to LinkedIn** and **Back to the community**.

- **The certificate comes attached as a PDF** (A4 landscape), ready to print or keep.
- **No PDF for some scripts:** the PDF supports Latin, Cyrillic, Greek and Vietnamese. If the name, the course, the community or the owner's note uses Chinese, Japanese, Korean, Arabic or another script the PDF can't draw, the e-mail goes out without the attachment. It still has the link, and the student saves the PDF from the certificate page with **Print or save as PDF**.
- The e-mail goes out once. Students who turned off e-mails don't get it, but the certificate still works the same way.

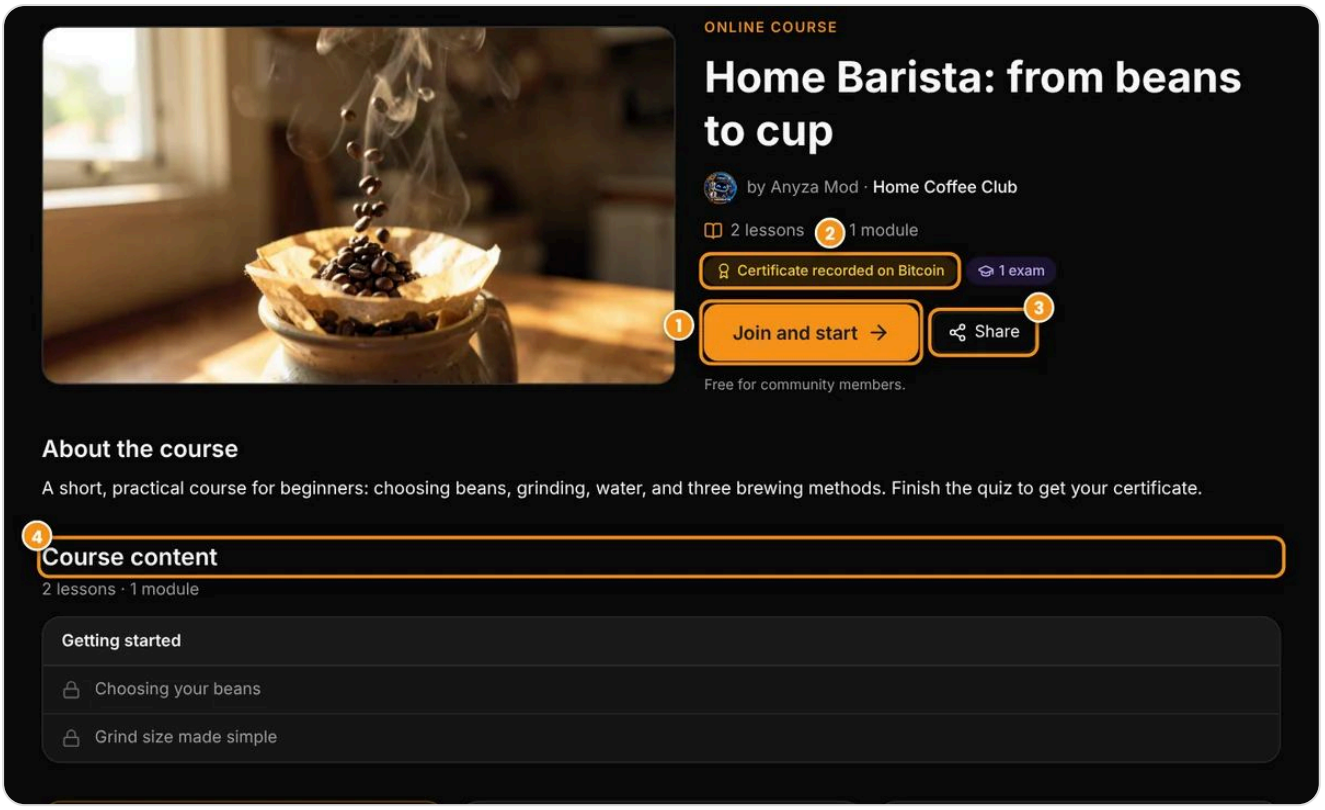
Owner's extras on the certificate

With **Certificate of completion** on, the course options show **Information on the certificate (optional)**:

- **Seals or logos:** up to 2 square images (accreditations, partners, your institution). Tap **Add seal or logo**.
- **Short text:** up to 400 characters, e.g. course workload or a registration number. This text is part of what's recorded on Bitcoin.
- **Course instructor (signs the certificate):** it starts with the community owner's name. Change it to the instructor if someone else teaches the course (2 to 80 characters).

These apply to certificates issued from now on. Each certificate keeps a copy of how it was issued. Taking an image off the list doesn't remove it from certificates already issued.

The public course page



The public course page, as a visitor sees it

1 join and start · 2 the certificate badge · 3 share / refer · 4 the course outline

The course address (`anyza.club/c/<community>/aulas/<course>`) works as a sales page for anyone who isn't a member. Visitors see:

- cover, who teaches, rating and reviews, and the number of lessons, modules, hours and students;
- badges: **Certificate recorded on Bitcoin**, number of exams and number of free preview lessons;
- the syllabus with locks (titles only) and what comes with the course;
- the button **Join and start** (course free for members) or **Join and subscribe**, with the plan and price;
- **See all courses**, which leads to the course showcase.

Things to know:

- It only exists for **public** communities. If your community is hidden from search, the page still opens but Google doesn't index it.
- Turn it off per course by unchecking **Public course page** in the course options. When it's on, **See the public page** shows you what visitors see.
- Members find a **Public course page** link on the course itself. Visitors to the community get a **Courses & lessons** tab listing the courses that have a public page.

- The owner and admins see **Put on my website** on the public page, to embed the course on another site.

Free preview lessons

In the lesson editor, check **Public preview**: "anyone can watch it on the course page, without joining". The lesson (video plus text) opens right on the public page with **Watch free**. It's a great way to sell the course.

Student reviews

- Only members who completed at least one lesson can review: 1 to 5 stars plus an optional comment, one review per person (you can update or delete yours).
- Reviews show on the course and on the public page, with the student's name and photo.
- The owner and admins can **Reply** in public or **Hide** a review.

The course showcase

The showcase lists courses from every Anyza community, at `anyza.club/online-courses` (each language has its own address; in Portuguese it's `anyza.club/cursos`). You'll find it as **Online courses** in the site footer. The short address `class.anyza.club` takes visitors to the showcase in their language.

Visitors can search, filter by language and topic, and sort by **Most students**, **Top rated** or **Newest**. Cards show the **Free preview** and **Certificate** badges.

A course shows up there when the community is public and appears in search, the course has its public page on, and at least one lesson is published.

Common questions

The student finished everything but can't get the certificate. Check the **Students panel**: maybe a required quiz isn't passed yet, a required task was sent back for a redo, or a required final exam is still pending. The message "Complete all lessons to get the certificate." means something is still missing.

Can I turn the certificate on after students have already finished? Yes. Anyone whose course already counts as complete sees the **Get certificate** button.

Tips

- **One or two free preview lessons** plus the **Certificate recorded on Bitcoin** badge make the public page much more convincing.

- **Add your workload** in the certificate text ("40-hour course"). It's what students and employers look for first.
- Share the public page link in your posts and bio: it's the course's sales page.

Related: Courses and lessons · Subscriptions · Video library · App, map and widgets

13

Clips (short videos)

Members post videos of up to 60 seconds in the feed, and the Clips tab shows them one per screen. Whoever posts pays 5 credits per published video; the community pays nothing.

Clips are short videos, up to 60 seconds, posted inside regular posts. They show up in the community feed and in the **Clips** tab, where you scroll up through one video per screen.

The owner decides who can post. Whoever posts a clip pays for it: **5 credits per published video**, from their own credit account. The community and its owner pay nothing for members' clips.

Post a clip

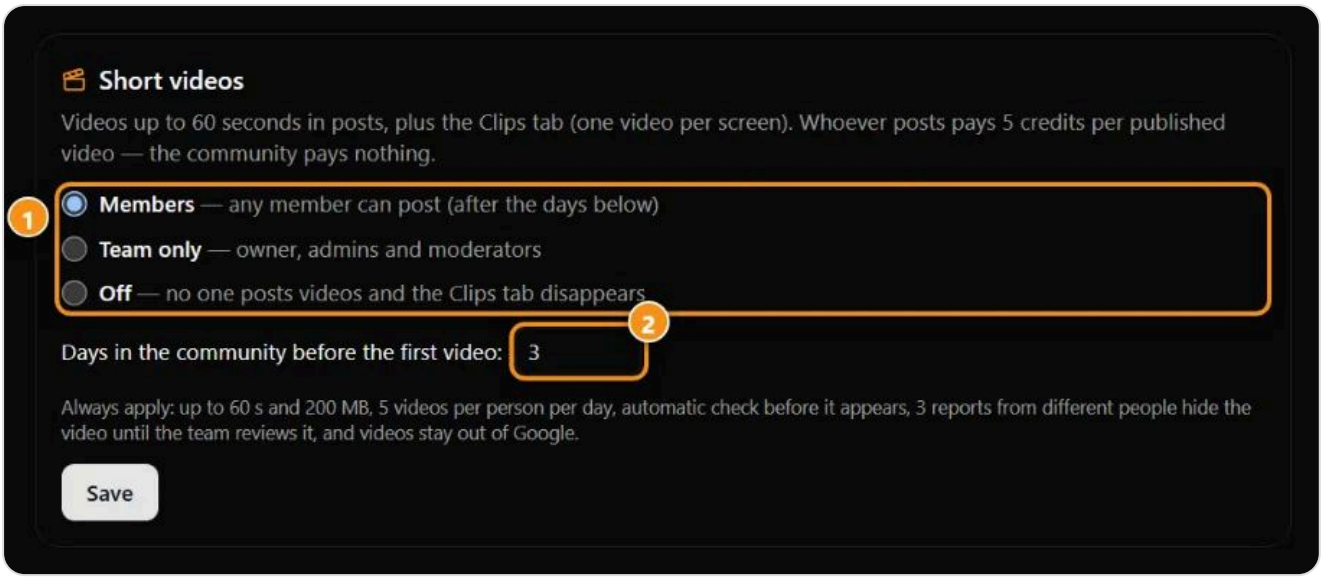
1. In the community feed, open the post box and tap **Short video** (Up to 60 seconds).
2. Pick a video file. It must be **up to 60 seconds and up to 200 MB**. Text is optional in a post with a video.
3. Choose a topic that allows short videos and publish.

Your video is then processed and checked. Only you see a notice in the feed: "Your video is being processed and checked." The post appears by itself when it's ready, usually in 1 to 2 minutes. If it seems stuck, tap **Check now**.

The 5 credits are charged only once the video goes live. If it isn't published, you see **Your video was not posted.** with the reason, and no credits are charged. Possible reasons:

- It didn't pass the automatic content check.
- It's longer than 60 seconds.
- The file couldn't be processed.
- The upload didn't finish in time.
- You can no longer post in that community.

Who can post



Settings → About → Short videos

1 who can post · 2 days in the community before the first video

The owner or an admin sets this in **Settings → About → Short videos**:

- **Members:** any member can post, after a number of days in the community.
- **Team only:** owner, admins and moderators.
- **Off:** no one posts videos and the Clips tab disappears.

With **Members**, set **Days in the community before the first video:** from 0 to 90 (the default is 3). A member who tries too early sees how many days are required and the date and time they can start. The owner, admins and moderators never wait.

Turn clips off in one topic

In **Settings → Topics**, uncheck **Allows short videos** on a topic. When unchecked, nobody can post short videos in that topic. Videos already in it stay.

Rules that always apply

- Up to 60 seconds and 200 MB per video.
- 5 videos per person per day, counting all communities.
- Up to 2 uploads in progress at the same time.
- An automatic check before the video appears. The AI looks at frames from the whole video for nudity, minors, violence, cruelty, self-harm, extremism and drugs.
- 3 reports from different people hide the video until the community team reviews it.
- Clips stay out of Google and other search engines.

- Posting needs a working credit account. If yours is blocked, top up to post videos.

What members see

- **In the feed:** the clip plays inside the post. Vertical videos are shown fitted to the post.
- **In the Clips tab:** one video per screen, vertical, scrolling up. The video on screen plays on its own, muted and in a loop, with like and comment buttons on the side. In the installed app, Clips is in the bottom bar.
- **Who posted:** at the top of the Clips tab, the photo of each member who posted. Tap a photo to see only that person's videos, or **Everyone** to go back.
- **Search:** the community search finds clips, with a **Clip** filter.

The Clips tab only shows for members when there's at least one clip. The team always sees it, and also sees hidden clips marked **hidden**.

Each published clip counts 3 points in the community ranking.

Common questions

Does the owner pay for members' clips? No. Each person pays 5 credits for their own published video.

I was charged and the video failed? That doesn't happen: the charge is made only when the video goes live. Rejected or failed videos cost nothing.

Why can't I post a video? Short videos may be off, set to team only, or not allowed in the topic you picked. You may also be too new in the community, have reached 5 videos today, or have 2 uploads still running.

Can visitors see clips? No. The Clips tab is for members.

Tips

- **Start with "Team only"** if you want to test the format, then open it to members.
- **Use the days setting** to keep brand-new accounts from posting videos right away.
- **Keep one topic without clips** (uncheck **Allows short videos**) for text-only discussions.

Related: Posts, topics and chat · Video library · What credits are

14

Invite only

Make a topic, chat room, event, file folder or video open only to the members you choose. Everyone else sees just a name with a lock, or nothing at all.

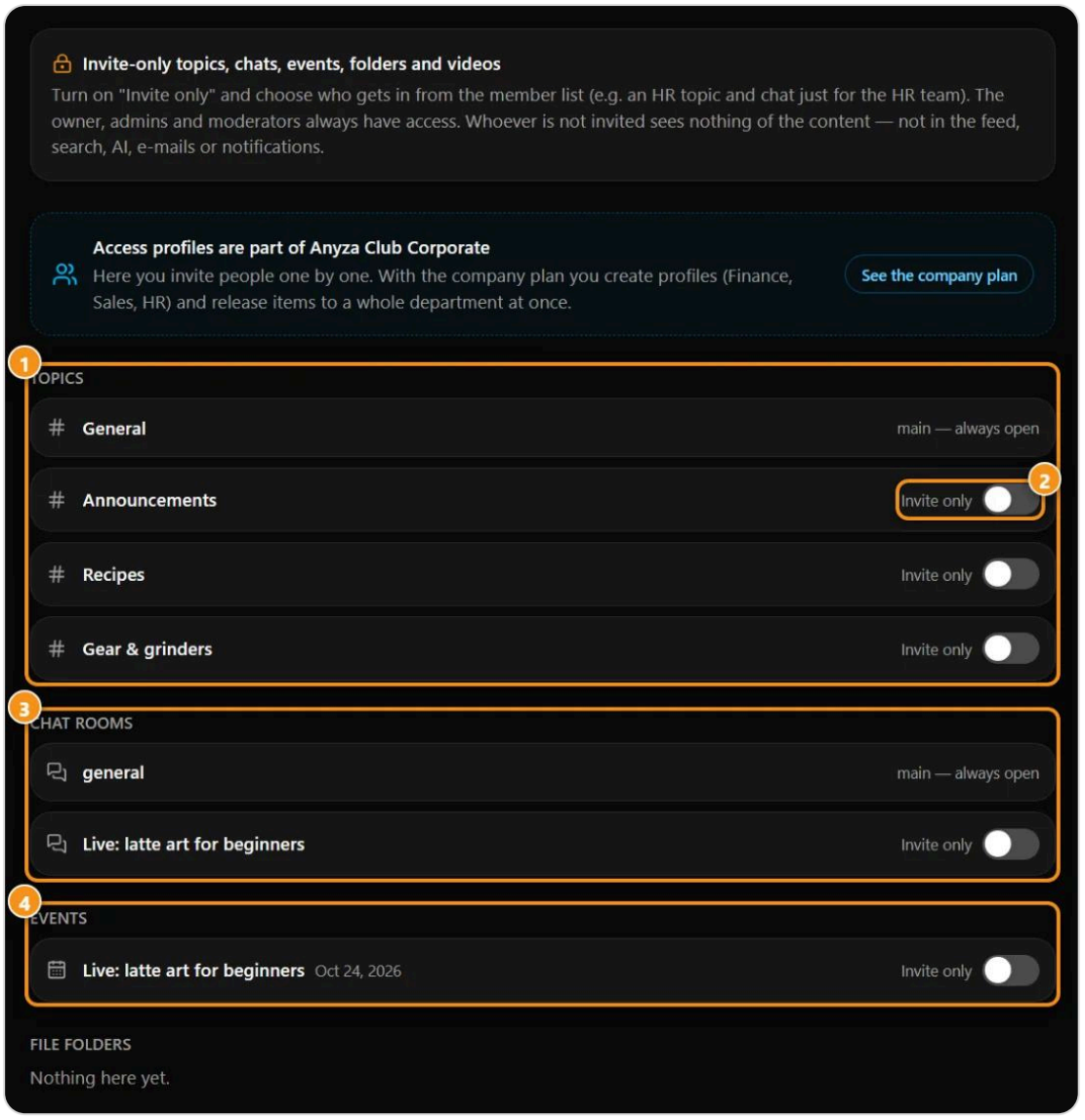
Sometimes part of your community is for a smaller group: an HR topic and chat just for the HR team, a mentoring room for a few students, an internal event, a folder of contracts. With **Invite only**, you choose exactly which members get in. The rest of the community doesn't see the content.

You can make these invite only:

- **Topics**
- **Chat rooms**
- **Events**
- **File folders** (the rule covers everything inside, subfolders included)
- **Video collections**
- **Videos (not in a collection)**

The **owner, admins and moderators** set it up and always have access to everything, invited or not.

Turn it on



Settings → Invite only

1 topics · 2 the Invite only switch · 3 chat rooms · 4 events

1. In your community, open **Settings → Invite only**. You'll see your topics, chat rooms, events, folders, video collections and loose videos, each in its own group.
2. Find the item and turn on the **Invite only** switch.
3. For topics, chat rooms, events and folders, choose who sees that it exists:
    - **Visible with a lock:** other members see only the name, with a lock. No content.
    - **Hidden:** other members don't even know it exists.
4. The guest list opens. Under **Add from the members**, search by name or @username, tick the people and tap **Invite members**.

Each invited member gets a notification with a link to the item.

In the Files tab, the team also has an **Invite-only folders** button that opens the same screen.

Remove someone

Open the item in **Settings → Invite only**, tap the guest count to see the **Invited** list, and tap the X (**Remove invitation**) next to the person. They lose access right away.

To open the item to everyone again, turn the **Invite only** switch off.

What people who aren't invited see

Nothing of the content. It doesn't show up in the feed, search, the AI, e-mails or notifications.

- **Visible with a lock:** they see only the name with a lock. If they open it, they get the message "Only for invited members. Want to join? Ask the owner, an admin or a moderator of the community."
- **Hidden:** they don't see it at all.

Videos and collections

For videos and video collections there's no "Visible with a lock" option: people who aren't invited don't see the video or the collection at all.

- A video inside a collection follows the collection's rule. To make it private, make the collection invite only.
- You can also set this right in the video or collection form: in **Who can watch**, choose **Invite only (you choose who sees it)** and search for the members there.

More in Video library.

Rules to know

- **The main topic and the main chat room are always open.** They show "main — always open" and can't be made private. Create another topic or room for the private content.
- **Folders:** an invite-only folder protects everything inside it, including subfolders and their files. See Files library.
- **Events:** when you make an event invite only, its live stream stops being featured on the community cover.
- **Only members can be invited.** Guests are picked from the community's member list.

Common questions

Can moderators manage invitations? Yes. The owner, admins and moderators can turn invite only on and off, invite and remove people.

Does a member know they were invited? Yes, they get a notification with a link.

Someone shared the link to a private topic. Can others open it? No. Whoever isn't invited gets a lock message at most, never the content.

Tips

- **Company or team use:** create one topic and one chat room per department (HR, Sales, Finance), make them invite only and invite each team.
- **Use "Visible with a lock" to create desire:** members see that a VIP room exists and can ask to join.
- **Use "Hidden" for sensitive matters,** like contracts or internal decisions, so no one even knows the item exists.

15

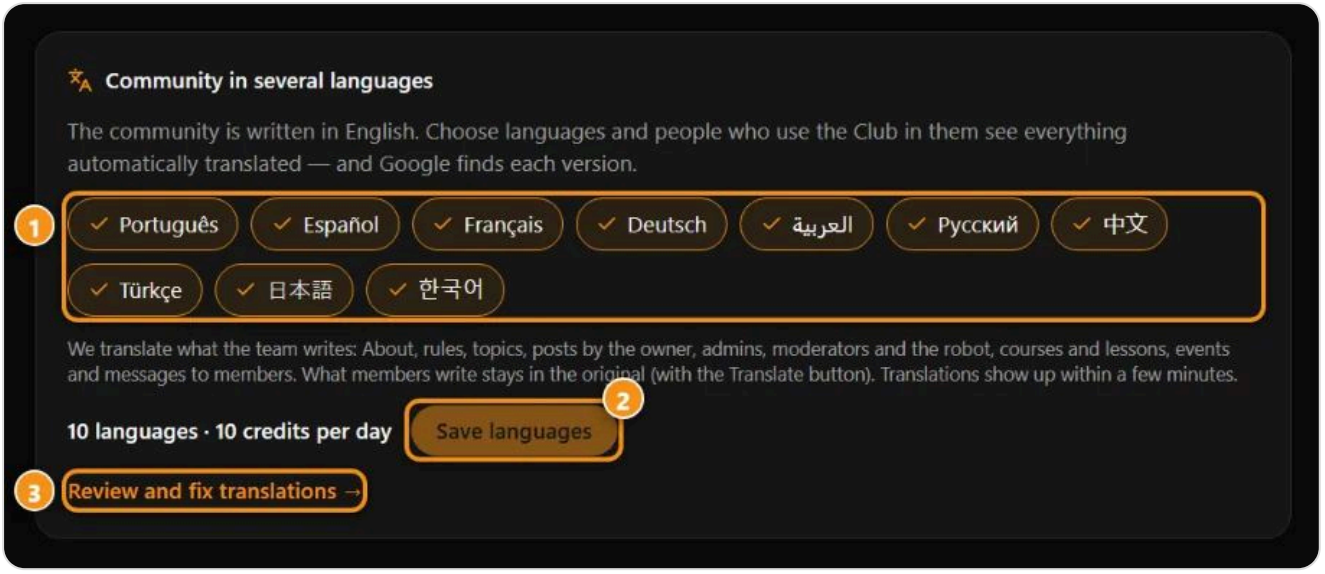
Automatic translation

Turn on extra languages and people who use the Club in them see your community translated automatically, and Google finds each version. 1 credit per language per day.

Write your community in one language and reach people in others. When you turn on automatic translation, everyone who uses the Club in one of the languages you picked sees what the team writes already translated. Each language also becomes its own version that Google can find.

Only the **owner and admins** choose the languages. The cost goes to the owner's credit account.

Turn it on



Settings → About → Community in several languages

1 the languages · 2 save · 3 review and fix translations

1. Open **Settings → About** and find **Community in several languages**.
2. Tap the languages you want. The list shows every Club language except the one your community is written in, so you can turn on up to 10: English, Português, Español, Français, Deutsch, العربية, Русский, 中文, Türkçe, 日本語 and 한국어.
3. Check the cost line (for example, "3 languages · 3 credits per day") and tap **Save languages**.

Translations start right away and show up within a few minutes. To turn it off, unselect all languages and save.

When you remove a language, its translations are deleted. If you turn it back on later, everything is translated again.

What gets translated

What the team writes, which is the "voice" of the community:

- The About page: tagline, description and rules.
- Topic names.
- Posts by the owner, admins, moderators and the robot. Pinned posts are translated too, even when a regular member wrote them.
- Courses, modules and lessons.
- Events.
- Messages to members. Their bell and push summaries and the e-mails for new posts and member messages go out in each member's language.
- Surveys: title, introduction, questions and options (answers are counted the same in every language).

What members write (posts, comments and chat) stays in the original. Next to it there's a **Translate** button, so anyone signed in can translate it on the spot (up to 200 translations per person per day).

Each item is translated once per language. When you edit the original, it's translated again.

What members see

The language is the one each person uses the Club in. People in a language you turned on see the community translated, with a strip like "Automatically translated from Portuguese into English." and a **See original** link. The choice is remembered for that community, and the **See in...** link (for example, **See in English**) switches back to the translation.

People whose language isn't on the list see the original.

In discovery, the community card shows the tagline in the viewer's language and a **Multilingual** badge. Hover over the badge to see the languages. The same badge appears in the community header.

Fix a translation

Once a language is on, **Settings → Translations** appears for the owner and admins. It shows the original next to the translation, by language, with a filter by type (**About & rules**, **Topic**, **Post**, **Course**, **Module**, **Lesson**, **Event**) and a text search.

Each item shows its state: **Translated by AI**, **Fixed by hand**, **Original changed — translating again**, **Waiting for translation** or **AI could not translate**.

- **Fix** saves your version, marked "Fixed by hand" with your name. The AI won't overwrite it unless the original changes.

- **Write translation** fills in an item that has no translation.
- **Redo with AI** discards the current translation and translates again.

Shortcuts: **Fix translation** on the translated strip (owner and admins only) and **Review and fix translations →** under the languages in Settings → About.

How much it costs

1 credit per language per day, charged to the owner. Three languages cost 3 credits a day, about 90 a month. Members pay nothing.

The languages are added to the community's daily cost in **Settings → Credit usage**. A paused community uses no credits.

Common questions

Is the chat translated automatically? No. Chat, comments and member posts stay in the original, with the **Translate** button.

Can I translate into Italian or Hindi? No. Automatic translation covers the 11 Club languages listed above.

Does Google index the translations? Yes. Each language is a separate version of the community, About page and translated posts.

Tips

- **Start with the languages of your audience.** Look at where your members come from and turn on only those; each one costs 1 credit a day.
- **Review the About page and rules first** in Settings → Translations. That's what new visitors read before joining.

Related: Credit usage · Create and set up a community · Posts, topics and chat

16

Giveaways

Run giveaways in your community with a result anyone can check. The entry list is frozen at closing and the winner comes from the hash of a future Bitcoin block (or a Solana block, in lightning mode).

Giveaways reward your members and bring people back to the community. You set the prize, who can enter and when it closes. At closing time the system does everything on its own: it freezes the entry list, publishes its fingerprint and picks the winners from the hash of a block that didn't exist yet. Nobody, not you and not Anyza, picks or knows the result in advance, and anyone can redo the math afterwards.

The owner, admins and moderators create and manage giveaways. They can't enter their own community's giveaways. Members enter, and visitors who open a giveaway link are asked to join the community first.

Where to find it

- **Giveaways tab:** the team always sees it. Members see it while a giveaway is open or drawing, and for 14 days after a draw. With a giveaway open or waiting for its block, the tab gets a pulsing orange badge with the count. In the app the badge is on the icon, and **More** gets an orange dot.
- **Settings → Giveaways** (under "Talking to members"): **New giveaway**, the list of giveaways and a link to the tab. Only the owner and admins see this menu. Moderators create from the tab.

Create a giveaway



Settings → Giveaways → New giveaway

1 name · 2 prize · 3 winners · 4 end date · 5 who can enter · 6 how to enter

1. Open the **Giveaways** tab (or **Settings → Giveaways**) and tap **New giveaway**.
2. Fill in **Giveaway name** and **Prize**. In **Rules and delivery (optional)**, explain how and when you'll deliver the prize.
3. Choose the number of **Winners** (1 to 20).
4. Set **Closes on**: between 5 minutes and 180 days from now.
5. Set **Days for the winner to confirm** (1 to 30, 7 by default).
6. Choose **Who can enter**: **All members** or **Subscribers only**, from a plan you pick ("Plan or higher"). You need a subscription plan to use the second option.
7. Choose **How to enter** (task) and the **Entry** type (see below).
8. Choose the **Proof mode** (see below).

9. Check the box confirming you're responsible for the giveaway and the prize, and that entering is always free. Tap **Create giveaway**.

How to enter

- **Free entry:** no task.
- **Attend an event:** the member has to RSVP to the event you pick.
- **Complete a lesson** or **Complete a course:** pick which one.
- **Make a post:** in any topic or one you choose. Posts made between the giveaway's creation and its closing count.

Entry

- **The member taps "Enter"** (after completing the task, if there is one). Whoever signed up but no longer meets the rule sees a warning: they have to meet it before closing for the entry to count.
- **Automatic:** everyone who meets the rules is entered at closing, with no tap needed.

Proof mode

- **Fast (result in ~30 min):** the result comes from the Bitcoin block right after closing. The list is also recorded on Bitcoin within a few hours, as proof it wasn't changed afterwards.
- **Maximum proof (result in a few hours):** first the list is recorded on Bitcoin, and the result comes from the next block. This proves the list existed before the draw block.
- **Lightning on Solana (result in ~1 min):** the result comes from the first Solana block about 1 minute after closing, once finalized. The list is still recorded on Bitcoin later, as extra proof. Great for live streams. For valuable prizes, prefer Bitcoin, because on Solana whoever produces the block has a little more influence.

What members see

- When the giveaway is created, the members who can enter get a bell notification and an e-mail (one per person, and not if they turned that e-mail off). For subscriber-only giveaways, only subscribers on the chosen plan or higher are notified.
- Open giveaways also show as a card at the top of the community feed.
- On the giveaway page, the member sees the prize, the rules, the task and the button **Enter** (or the notice that they'll be entered automatically). They can **Leave the giveaway** while it's open.
- Every time is shown with its time zone. **Change time zone** lets you pick another one.

How the draw works

At the time set in **Closes on**, the system closes entries, freezes the list of people who met the rules, saves the list's fingerprint (SHA-256) and records it on Bitcoin. No one has to press a button. The team can also use **Close now**.

Then it marks the block that will decide: in fast mode, a Bitcoin block two blocks ahead of the current one, which nobody can predict. While you wait, the page shows a countdown, the current block and the real average wait.

The math is public: for each winner k (1, 2, 3...), take the first 15 characters of SHA-256("block hash:giveaway id:k") in hexadecimal, modulo the number of entries left on the list in order. The person at that position wins and leaves the list.

Winners and confirmation

- Each winner gets a bell notification and the e-mail "You won", with the deadline to confirm.
- The winner taps **Confirm prize** and leaves a note for the team (address, wallet, contact). The owner and admins get a notification when they confirm.
- If the deadline passes, the winner shows **Didn't confirm in time**. The team can also mark **Didn't reply / gave up**.
- When a spot opens up, the team taps **Draw the next one**: same math, same block, and the new winner is notified right away.

The giveaway and delivering the prize are the organizers' responsibility. Anyza provides the tool and the proof of the result.

The result and the proof

Each giveaway page shows:

- the **timeline**: list frozen (with seconds), list recorded on Bitcoin, deciding block mined and result calculated;
- **Check the result**: number of entries, **List hash (SHA-256)**, the block and its hash, and **Redo the math here**, which recalculates everything in your browser;
- **See the entry ids (in order)**;
- the list record on Bitcoin (OpenTimestamps): **Download the list** and **Download the .ots**, to check yourself at opentimestamps.org. **Upload the .ots file** checks right on the page whether the proof belongs to this giveaway.

The tab also lists completed giveaways with their winners (confirmed or awaiting confirmation) and a link to each result and proof.

Edit, cancel and archive

- **Edit** only works while the giveaway is open. Once people have entered, you can change texts, prize and date, but not the rules for who enters.
- **Cancel giveaway** works while it's open or drawing, and can't be undone.
- For a canceled giveaway, or one that closed with no entries, the team can tap **Archive**: it disappears from the list for everyone, but the record stays and people who entered can still open it by link. The team sees archived giveaways in a collapsed section and can **Restore** them. Giveaways that are open, drawing or already drawn can't be archived.

Free giveaway tool for anyone

Outside communities, there's a free public tool at anyza.club/bitcoin-giveaway (in Portuguese, `anyza.club/sorteio`). No account needed:

- paste the entries, one per line (2 to 5,000), and choose up to 50 winners;
- choose the network: **Bitcoin** (default, about 20 to 30 minutes) or **Solana lightning** (about 1 minute);
- enter your e-mail (required): you get the link right away and the result when it's out. Your e-mail doesn't appear on the page;
- the giveaway page is public to anyone with the link and shows the list of names, so don't paste personal data beyond names.

There's a limit of 20 giveaways per day per connection. The page How the Bitcoin hash giveaway works explains the method step by step.

Common questions

Can I enter my own community's giveaway? No. The owner, admins and moderators can't take part.

Can I charge to enter? No. Entering is always free, and you confirm that when you create the giveaway. Follow your country's rules for giveaways.

Why can't I change who can enter? Because people have already entered. Texts, prize and date can still change.

Tips

- **Tie the giveaway to an action** (attend the live, finish the first lesson, post an intro) to boost engagement without charging anything.

- **Use lightning mode in live streams** so the result comes out while everyone is still watching. For bigger prizes, use fast mode or maximum proof.
- Explain delivery in **Rules and delivery** to avoid questions later.

Related: Events and live streams · Courses and lessons · Subscriptions · Posts, topics and chat

17

Community app, map, groups and widgets

Members install your community on their home screen with your icon and get notifications. Plus the members map by city, the Groups tab and widgets to paste on your website.

Four features keep your community close to members and help it grow outside Anyza: the **community app** (with phone notifications), the **members map**, the **Groups** tab (Telegram and Discord) and **widgets** to paste on other sites. None of them needs an app store or coding.

Community app

Each community can become an "app" on the phone's home screen, with **its own name and icon**. Tap the icon and it opens straight into the community. It's the same website, so it's free and takes no space. Each installed community is a separate icon.

How members install it

Members see the **App** button (a phone icon) on the right of the community tabs.

- **Android and computer (Chrome or Edge):** tap **App**, then **Install now**.
- **iPhone and iPad:** Safari has no install button, so the window shows the way: 1. In Safari, tap Share (the square with an arrow). 2. Choose **Add to Home Screen**. 3. Tap Add. The community icon appears on your screen.
- **Other browsers:** open the browser menu (⋮ or ⋯) and choose **Install app** or **Add to Home screen**.

Once installed, the **App** button disappears. Opened from the icon, the Club looks like an app: the website header goes away, the community gets a top bar (icon, name, search, bell and photo) and the tabs move to a bar at the bottom, with **More** for the rest.

Phone notifications (push)

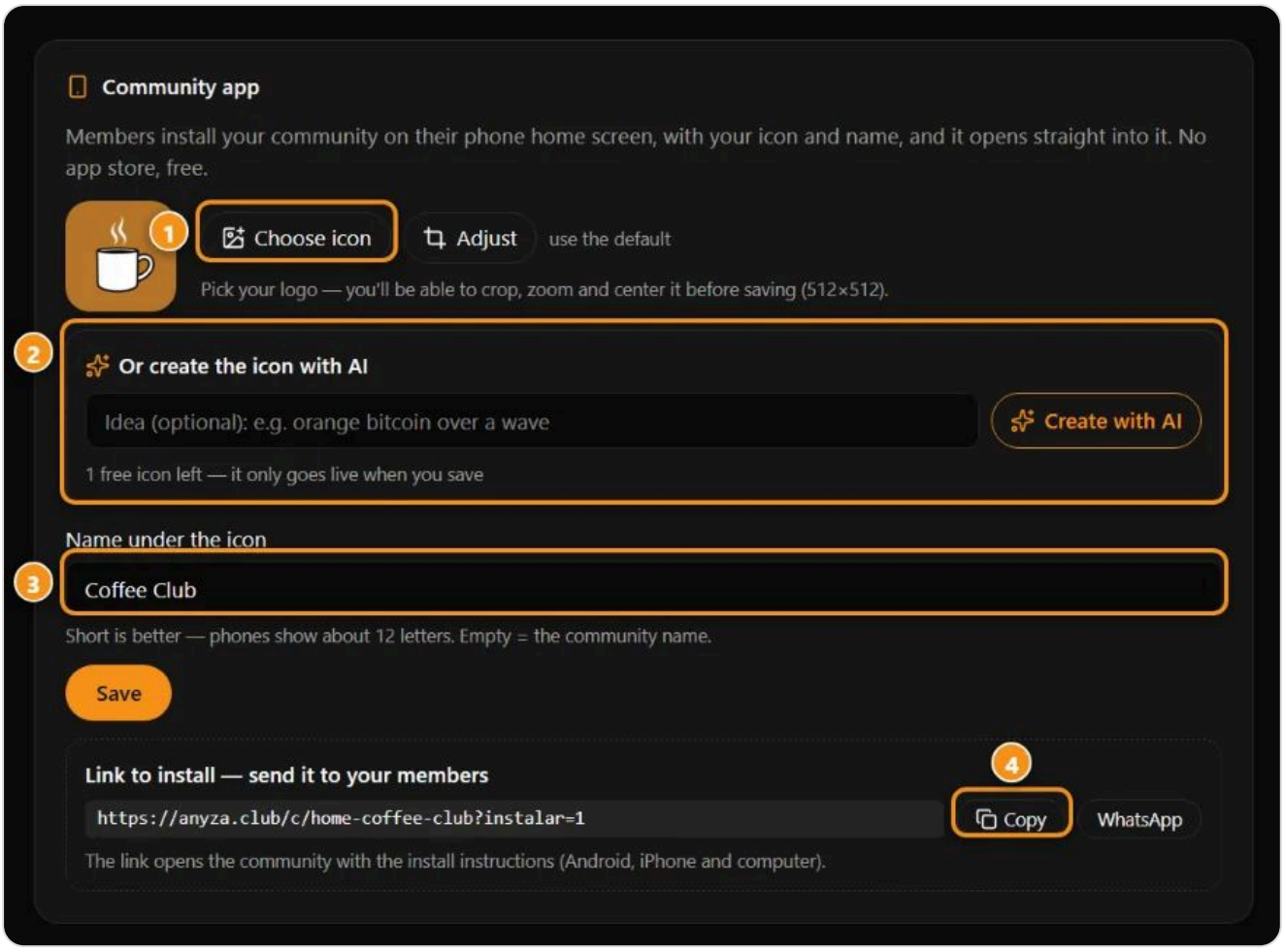
Members can get messages and community alerts on their phone or computer, even with the Club closed.

1. Open **Notifications** (the bell) and find **Notifications on this device**.
2. Tap **Turn on notifications** and accept the browser prompt.
3. Choose what you want: **Direct messages** and/or **Community alerts (replies, posts, events...)**.
4. Tap **Send a test** to check.

Each phone or computer is turned on separately, on the device itself. The installed app also shows an invite to turn notifications on.

> On iPhone, notifications only work in the app installed on the Home Screen, with iOS 16.4 or later. Install it from the **App** button and turn notifications on inside the app. On Android they work in the browser and in the installed app.

How the owner sets up the app



Settings → About → Community app

1 your logo · 2 or create the icon with AI · 3 name under the icon · 4 install link for members

Only the **owner and admins** can change this, in **Settings → About → Community app**.

1. **Icon:** tap **Choose icon** and upload your logo. An editor opens to drag, zoom, pick a whole-logo or fill fit, center it and change the background color. Keep the logo inside the dashed circle: that part shows on every phone. The icon is saved at 512×512. To redo it later, use **Adjust**; to go back to the default icon (made from the community's initial), tap **use the default**.
2. **Or create the icon with AI:** type an idea (optional) and tap **Create with AI**. You get **3 free icons per community**, and the icon only goes live when you save.
3. **Name under the icon:** up to 30 characters, but short is better, because phones show about 12 letters. Empty means the community name.

4. Tap **Save**. Anyone who installs from then on gets the new icon.

Under **Link to install — send it to your members**, copy the link or send it on WhatsApp. It opens the community with the install instructions (Android, iPhone and computer).

Members map

The **Map** tab shows where members are, **by city only**. It's for people to meet and connect, not to track anyone.

Turn it on or off

The **owner and admins** turn it on in **Settings → About → Members map on**. The same switch shows on the Map tab for them.

- **On:** members see the **Map** tab.
- **Off:** the tab disappears for everyone.
- New communities start with the map off.

What it shows

- Each member shows by the city they entered, as a point a few km from the city center. Never the address or exact location.
- Zoomed out, points group with the number of people; zoomed in, they spread out.
- Tap a member to open their card with photo, name, level, city and the **Message**, **Follow** and **Profile** buttons.
- The community's **in-person events** show with an orange pin and **See event**.
- The **Nearby** panel lists people in your city and up to about 150 km away.
- Only members of this community see the map. Visitors don't.

For members: where I am and privacy

In the **Where I am** panel next to the map:

- Type your city and country (2 letters, e.g. BR) and tap **Save**. Or use **Use my location (GPS)**: the device only fills in the city name, and the coordinates aren't saved.
- Your city is the same in every community and on Anyza Events.
- Don't want to appear? Tick **Don’t show me on Anyza maps** at any time. It applies to every Anyza map.

Groups tab (Telegram and Discord)

When the community has channels, groups or servers connected through the Anyza bot, a **Groups** tab appears.

- **Open channels and groups:** anyone can see them and join with **Open in Telegram** or **Join on Discord**, even without being a member.
- **Members only:** members join through the bot, which checks access (for example, subscribers only). People who aren't members yet see how many members-only groups there are and an invite to join the community.

The tab only shows when there's something the person can open. To connect the bot, choose who gets in and get the invite link, see Telegram, Discord and WhatsApp in your community.

Widgets for your website

Put your community on your website, blog or link page by copying a piece of code. The widget updates by itself, opens Anyza in a new tab and has an "on Anyza Club" link back in the footer.

Club widgets

- **Community card:** cover, name, members and the Join button.
- **"I'm part of" badge:** a small badge for your blog, profile or email signature.
- **Course list:** courses with a public page, with rating and free preview.
- **Course card:** one course with cover, rating and the button to its page.
- **Upcoming events:** the community's agenda, in each visitor's time zone, with a countdown.

Course list and course card only appear when the community has a course with a public page.

Step by step

1. Open the **Widgets for your website** page at `anyza.club/widgets`. Owners and admins get there from **Settings → About → Promote the community on your website → Get the widgets**. On a course with a public page, the shortcut is **Put on my website**.
2. In **Community address**, type the address (e.g. `crypto-club` or `anyza.club/c/…`) and tap **Load**.
3. Pick the **Widget**, the **Theme** (**Light** or **Dark**), the **Language** (or **Visitor's language**) and, for lists, how many **Items** to show (1 to 10).
4. Check the **Preview** and tap **Copy code**.
5. Paste it where you want the widget to appear. In WordPress, use a "Custom HTML" block. The script line is optional: it adjusts the height automatically.

Who can use them

Anyone can create widgets for a **public, active** community, not only the owner. Private communities have no widgets. Widgets only show what is already public on Anyza and add no cookies or tracking to your site.

Referrals through the widget

The **Who's promoting (optional)** field takes your @username (already filled in when you're signed in). It goes into every widget link, and people who join the community through it count as your referral, just like the **Share** link. A referral who joins the community earns ranking points.

Common questions

Is the community app on the App Store or Google Play? No. It's installed from the browser, straight from the community, with no store.

I changed the icon. When does it apply? As soon as you tap **Save**: anyone who installs from then on gets the new icon.

I don't get notifications on my iPhone. Check that you opened the community from the Home Screen icon (not from Safari), that you have iOS 16.4 or later, and that you turned them on in **Notifications on this device** inside the app.

Does the map show where I live? No. Only your city, and the point sits a few km from its center.

I turned the map off. Is the data deleted? The tab disappears for everyone. Each member's city stays in their profile and shows again if you turn the map back on.

Can I embed a private community? No. Only public, active communities have widgets.

Do widgets, the app or the map cost credits? No. The only limit is on AI icons: 3 free per community. After that, upload an image.

Tips

- Send the **install link** in your welcome message and pin a post asking members to turn on notifications. Members with the icon on their screen come back more.
- Turn the map on for local communities or ones with in-person meetups: the **Nearby** panel helps people in the same city find each other.
- Paste the **Community card** on your bio or site with your @ in **Who's promoting**, and **Upcoming events** on your agenda page.

18

Credit usage

See your credit balance, what each of your communities uses per day, the estimate for the month, and pause or resume a community. Members pay nothing.

Settings → Credit usage is the owner's panel for credits. It shows your balance, how long it lasts, what each of your communities uses per day and the total for the month. It's also where you pause or resume a community.

Credits come from the owner's Anyza account and are charged in the daily closing. Members pay nothing. New to credits? Start with What credits are.

Who sees it

- **Owner:** sees everything and can top up, pause and resume.
- **Admins:** can open the panel to see the status, with the note "Only the owner can top up. Balance and consumption belong to the owner's account."

Balance and status

At the top you see:

- Your balance in credits.
- The status: **All good**, **Running low**, **Almost out**, **Out of credits** or **Paused**.
- How long it lasts: "lasts about N days at the current pace".
- **Top up**, **View statement** and **See prices**. They open your Anyza credits account.

What each community uses per day

Under **Your communities and what each one uses**, each community you own shows its credits per day and what makes them up:

- **Public** community: 1 credit a day. **Private**: 2 a day.
- **Subscriber-only topics:** +1 a day, whether you have one or several.
- **Subscriber-only chat rooms:** +1 a day, whether you have one or several.
- **Subscriber-only lessons:** +1 a day, whether you have one or several.
- **Subscribers:** +1 a day for every 10 active subscribers (for example, 25 subscribers count as 3 × 10).
- **Automatic translation:** +1 a day per language.
- **Extra GB of files:** +3 a day per GB.

Example: a private community with subscriber-only topics, 25 subscribers and 2 translation languages uses 2 + 1 + 3 + 2 = 8 credits a day.

Also in your usage

Below the list, **Also in your usage (all your communities together)** adds:

- **Stored videos:** 10 credits per GB per month, about 1 credit a day for every 3 GB.
- **Videos watched:** 1 credit per hour, counting the last 30 days.
- **Robot posts:** 5 credits each, counting the last 30 days.

Each line only appears when there's something to count.

Total per day and per month

- **Total per day:** all your communities plus video storage.
- **≈ per month:** 30 days of your communities, plus video storage, plus watched hours and robot posts at the pace of the last 30 days.

One-off AI uses (cover, icon and file reading beyond the free ones; the AI summary of a survey and the trending topics analysis in Community data, at 10 credits each) are charged right away and show up in your statement, not in the daily total.

Pause or resume a community

Tap **Pause** next to a community in the list, or go to **Settings → About → Owner only → Pause community**. A paused community:

- uses no credits;
- leaves discovery;
- becomes read-only for members.

Tap **Resume** whenever you want. To resume, you need balance: top up first if you're out of credits.

While a community is paused, only **Credit usage** and **About** open in its settings.

When credits run out

When your balance hits zero, a grace period starts:

- Members carry on as usual.
- The community leaves discovery and takes no new subscribers.
- The settings panel locks. Only **Credit usage** opens, so you can top up.

- Nothing is charged during this period.

After **90 days** without balance, your communities pause and show **Paused for lack of balance**. Top up and tap **Resume** to bring them back.

Common questions

Do members pay anything? No. Community costs are always the owner's. The only exception is a member's own short videos: whoever posts a clip pays for it.

Why did my daily cost go up? Look at what's listed under each community: a new subscriber-only topic, more subscribers, a new translation language or extra file space all add to the day.

Does a paused community still charge? No. It uses no credits while paused.

Tips

- **Check the runway** after turning on something new, like translation languages or extra storage.
- **Pause communities you're not using** instead of leaving them running.
- **Keep a few weeks of balance.** Running out locks your panel, even though members keep their access.

Related: What credits are · Automatic translation · Files library · Video library · Clips

19

Free Anyza tools

Eight public tools anyone can use for free, almost all with no account (Bitcoin timestamp, digital signature, verifiable giveaway, community revenue calculator, course showcase, payment QR generator, address checker and crypto converter). What each one does, its address and its limits.

Anyza has a set of free public tools. You don't need to be a member of any community, and almost none of them needs an Anyza account. Five live on Anyza Club (anyza.club) and three on Anyza Pay (anyzapay.com).

Each Club tool has its own address in each language. The English addresses are below; the Portuguese ones are in the Portuguese version of this article. You can also switch language with the selector at the top of the page: it takes you to the address in that language. The Pay tools use the same address in every language and change language with `?hl=` (for example `anyzapay.com/qr?hl=es`).

The only tool that asks you to sign in is the digital signature, and only if you choose to sign with your Anyza account.

Bitcoin timestamp

Address: anyza.club/bitcoin-timestamp. Free, no sign-up.

It proves a file existed on a date and hasn't been changed since. Your browser calculates the file's fingerprint (sha256) and only that fingerprint goes to the OpenTimestamps calendars, which write it into a Bitcoin block. The file is never uploaded, and Anyza doesn't keep the file or the proof.

To register:

1. Under **Stamp**, choose **Files** or **Text**.
2. Drop your files (up to 20 at a time, up to 500 MB each, any type) or paste a text and tap **Stamp the text**.
3. Tap **Stamp on Bitcoin**.
4. Tap **Download the proof (.ots)** for each file. With text, also tap **Download the text**: you'll need the exact text to check it later.

Keep the `.ots` together with the original file, without changing anything in the file. You need both. The proof starts as "pending" and enters a Bitcoin block usually within 1 to 12 hours.

To check, open **Check a record**, choose the **Original file** and the **Proof (.ots)** and tap **Check**. If the record is in a block, you see "This file existed on {date}", the block number and **Download the complete proof**. Keep the complete proof in place of the old one: it no longer depends on any server, and anyone can also check it at opentimestamps.org. If the proof doesn't match, the file is a different one or was changed after it was stamped.

E-mail notice (optional)

After stamping, the box **Want an email when the record makes it into a Bitcoin block?** lets you type your e-mail and tap **Notify me**. When every file of that request is in a block, you get one e-mail with the block, the date (UTC) and the complete `.ots` proofs attached. Until then Anyza keeps only the fingerprint, the file name and your e-mail; after the notice, they are deleted. If no block comes within 4 days, the request is deleted too.

Limits

- Up to 30 registrations a day per connection, up to 200 checks a day and up to 20 e-mail notice requests a day.
- It proves the file existed on a date. It doesn't prove authorship and doesn't replace a notary, trademark or copyright registration when the law requires one.

Digital signature recorded on Bitcoin

Address: anyza.club/bitcoin-digital-signature. Free. An account is needed only for level 2.

You sign any file with a message (your name, an acceptance, a statement). The message, the file's fingerprint and the date are written inside the file itself, and that bundle is recorded on Bitcoin (OpenTimestamps). The file is read and signed in your browser and never uploaded.

To sign:

1. Under **Sign a file**, choose one file of up to 200 MB.
2. Write the **Signature message**.
3. Under **How to sign**, pick the level:
    - **Stated name**: you type your name. No sign-up. It proves the content and the date; the name is stated by you.
    - **Anyza account**: requires **Log in to Anyza**. The checker shows "signed by @user", confirmed by Anyza.
    - **Solana wallet**: tap **Connect wallet** (Phantom, Solflare...). The wallet signs the message with its key. On a phone, open the page in your wallet's browser.
4. Tap **Sign and record on Bitcoin**. The signed file downloads with "-signed" added to its name (for example `contract-signed.pdf`). You can also tap **Download the certificate (image)**.

Where the seal goes:

- **PDF**: a certificate page is added at the end, with the file, its fingerprint, the message, who signed, the date with time zone, the Bitcoin record, the seal code and a verification QR code. It's added as a PDF update: the original pages don't change, and a PDF that already had an official signature keeps it valid.
- **Word, Excel and ZIP**: the seal goes into the file comment. The file keeps opening.

- **Images, video, audio and other files**: the seal goes at the end of the file. It keeps opening normally.

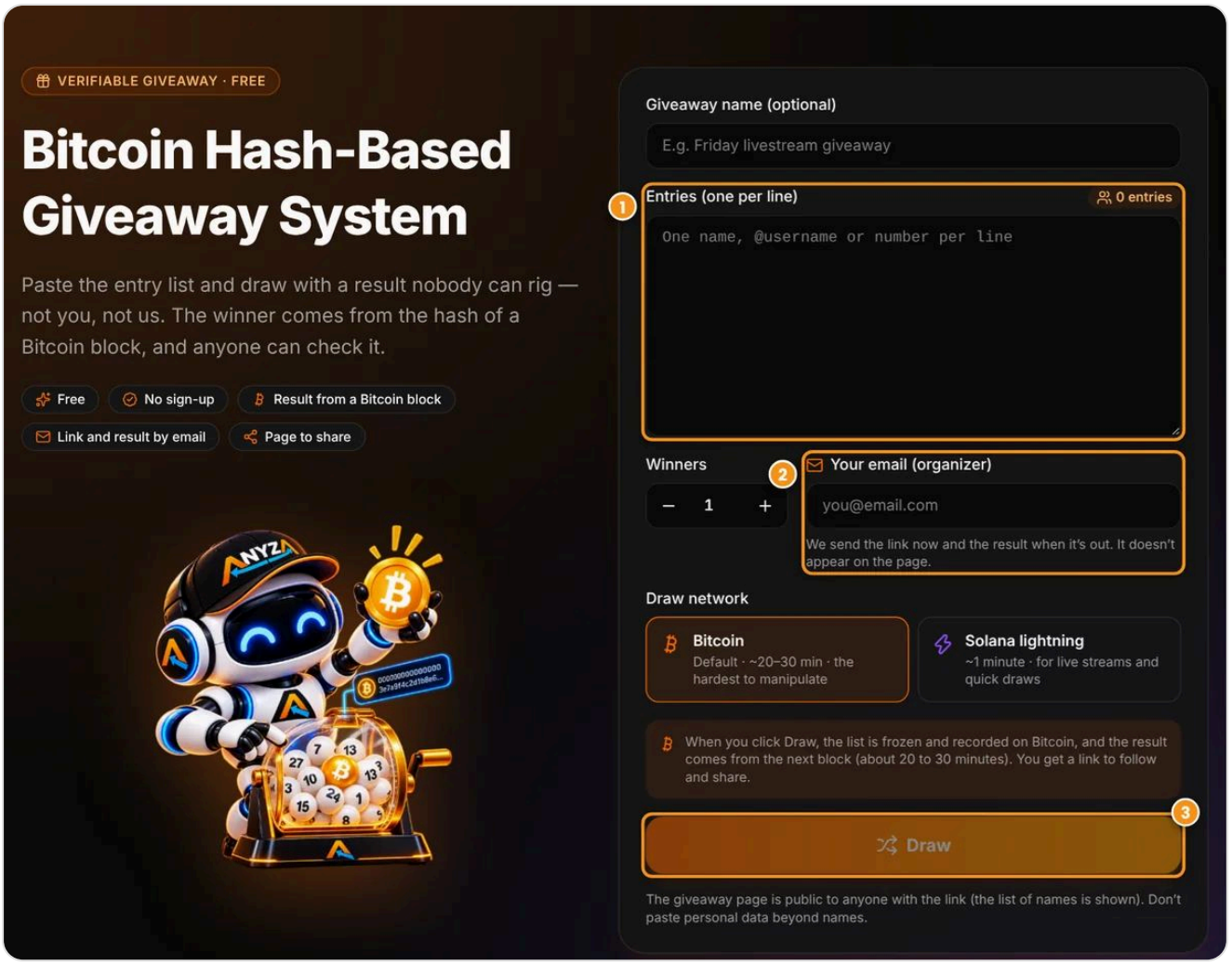
To check, open **Check a signed file** and tap **Choose the signed file**. Your browser finds the seal, separates the exact original and tells you **Valid signature: the file is exactly as it was signed** or that the content was changed. It shows the message, who signed, the date and the Bitcoin block, and lets you **Download the original file** and **Download the complete proof (.ots)**. Scanning the QR code on the certificate opens the record (who, when, block) without the file; to check the content, upload the file.

Anyza keeps only the seal code, the file's fingerprint, the signature type, the account (level 2) or wallet (level 3) and the proof. The message and the file name are not stored.

Limits

- One file of up to 200 MB per signature, up to 30 signatures a day per connection.
- It's not a qualified e-signature (eIDAS or a national PKI such as ICP-Brasil). When the law requires an official certificate, use one.

Verifiable giveaway (Bitcoin or Solana)



The free giveaway tool

1 participants, one per line · 2 your e-mail (for the result) · 3 draw

Address: anyza.club/bitcoin-giveaway. Free, no sign-up.

You paste a list and the winner comes from the hash of a block that didn't exist yet when the list was frozen. Nobody, not even Anyza, can choose the result.

1. Optionally fill in **Giveaway name (optional)**.
2. Paste the **Entries (one per line)**: names, @usernames or numbers, from 2 to 5,000.
3. Choose the number of **Winners** (up to 50).
4. Choose the **Draw network**: **Bitcoin** (default, about 20 to 30 minutes, the hardest to manipulate) or **Solana lightning** (about 1 minute, for live streams and quick draws).
5. Enter **Your email (organizer)**. It's required: you get the link right away and the result when it's out. It doesn't appear on the page.
6. Tap **Draw**.

The giveaway page is public to anyone with the link and shows the list of names, so don't paste personal data beyond names. Use **Share** or **Copy link** to send it to participants. The page shows a countdown and refreshes on its own. When it's done it shows the winners, **Redo the math here** (recalculates everything in the browser), **Download the list** and **Download the .ots**. Anyone can also upload the `.ots` with **Upload the .ots file** to check the Bitcoin record.

With Solana, whoever produces the block has a bit more influence over the hash, and the list's Bitcoin record arrives after the result. For valuable prizes, prefer Bitcoin.

Limit: 20 giveaways a day per connection. The organizer is responsible for the giveaway, the prize and their country's rules.

The page How the Bitcoin hash giveaway works explains the method with a real example. For giveaways inside a community (with tasks, subscribers and automatic notices), see Giveaways.

Community revenue calculator

Address: anyza.club/community-revenue-calculator. Free, no sign-up.

It shows how much of a paid community's revenue you keep on each platform. Fill in **Paying members**, **Price per month** and **Currency**, and tick **Private community** if only people you approve join. The calculator compares Anyza Club with Skool (Hobby and Pro), Patreon, Whop and Hotmart and shows how much the fees take per year.

The other platforms' fees are public figures checked in October 2026 and may have changed. On Anyza Club the calculator counts the community's credits (public 1 credit a day, private 2; 1,000 credits = US$10). Lives, videos and translation use extra credits when you use them.

Course showcase

Address: anyza.club/online-courses, or the short address class.anyza.club. Browsing is free and needs no account.

It lists the courses from Anyza communities that have a public page. You can **Search courses** and filter by **Language** and **Topic**, sort by **Most students**, **Top rated** or **Newest**, and see which ones have a **Free preview** or a **Certificate**. Each course opens its public page. To take a course you join the community, which needs an Anyza account. See Certificates and public course pages.

Payment QR code generator (Pay)

Address: anyzapay.com/qr. Free, no sign-up.

It builds a QR code to get paid in **Bitcoin**, **Lightning**, **USDC · Solana** or **USDT · Solana**. The money goes straight to the address you type; Anyza doesn't receive, hold or charge anything.

1. Choose the **Network** and paste your address (for Lightning, your Lightning Address).
2. Optionally enter an **Amount (optional)** in any of 17 currencies or in sats. It's converted at the current rate. Without an amount, the payer types it.
3. Optionally add a **Description (optional)**.
4. Tap **Generate QR code**. Download it as **PNG** or **SVG**, or use **Copy link**.

Before generating, it checks that the address belongs to the chosen network, that a Bitcoin address's check digit matches and that a Solana address is a regular wallet. With Lightning and an amount, it asks your provider for an invoice that expires soon; without an amount, it creates a fixed QR you can print and use forever. USDT on Tron or Ethereum doesn't work with this QR. Make a small test payment before printing.

Crypto address checker (Pay)

Address: anyzapay.com/address. Free, no sign-up.

Paste an address, invoice or Lightning Address. It tells you the network (Bitcoin, Tron, Ethereum and other EVM networks, Solana, Lightning Address, Lightning invoice, LNURL), whether it's typed correctly and what you must not send to it. For a Lightning Address, **Check it exists** shows whether it responds and the provider's limits. It warns you if what you pasted looks like a seed phrase or private key. The check runs in your browser: the address isn't sent or saved. From the result, **Generate a QR to receive here** opens the QR generator already filled in.

Crypto converter (Pay)

Address: anyzapay.com/convert. Free, no sign-up.

It converts bitcoin, sats, Solana, USDC and USDT to and from 17 currencies (dollar, real, euro and 14 more). It opens in your language's currency. Fill in **Amount**, **From** and **To**; **Swap** inverts them. It also shows **Rates right now** and **Most searched conversions**.

Each conversion has its own page, such as `anyzapay.com/convert/100-brl-to-sats` or `anyzapay.com/convert/1-btc-to-usd`, with tables in both directions. Short addresses like `anyzapay.com/convert/btc-brl` are redirected to the right page.

Sources: Bitcoin from mempool.space (every minute), Solana from Jupiter (every 5 minutes), USDC and USDT at 1 dollar, and currencies at the day's reference exchange rate. It's a reference price without fees: exchanges and wallets use their own price and charge fees.

Common questions

Do I need an account? No, except to sign at level 2 (Anyza account) in the digital signature. The course showcase is open to browse; taking a course means joining the community.

Is it really free? Yes. The limits per day exist only to prevent abuse.

Does Anyza keep my files? No. The timestamp and the signature calculate everything in your browser and never upload the file.

Timestamp or signature? The timestamp only proves the date and keeps the file untouched (you keep a separate `.ots`). The signature adds your message and identity inside the file, so whoever receives it can check it on its own.

Tips

- Keep the original file and its `.ots` together, with a backup. Without either one, the timestamp can't be checked.
- For a valuable prize, use the Bitcoin network in the giveaway and share the link before the result comes out.
- Use the address checker before sending crypto to an address you've never used.

20

Surveys

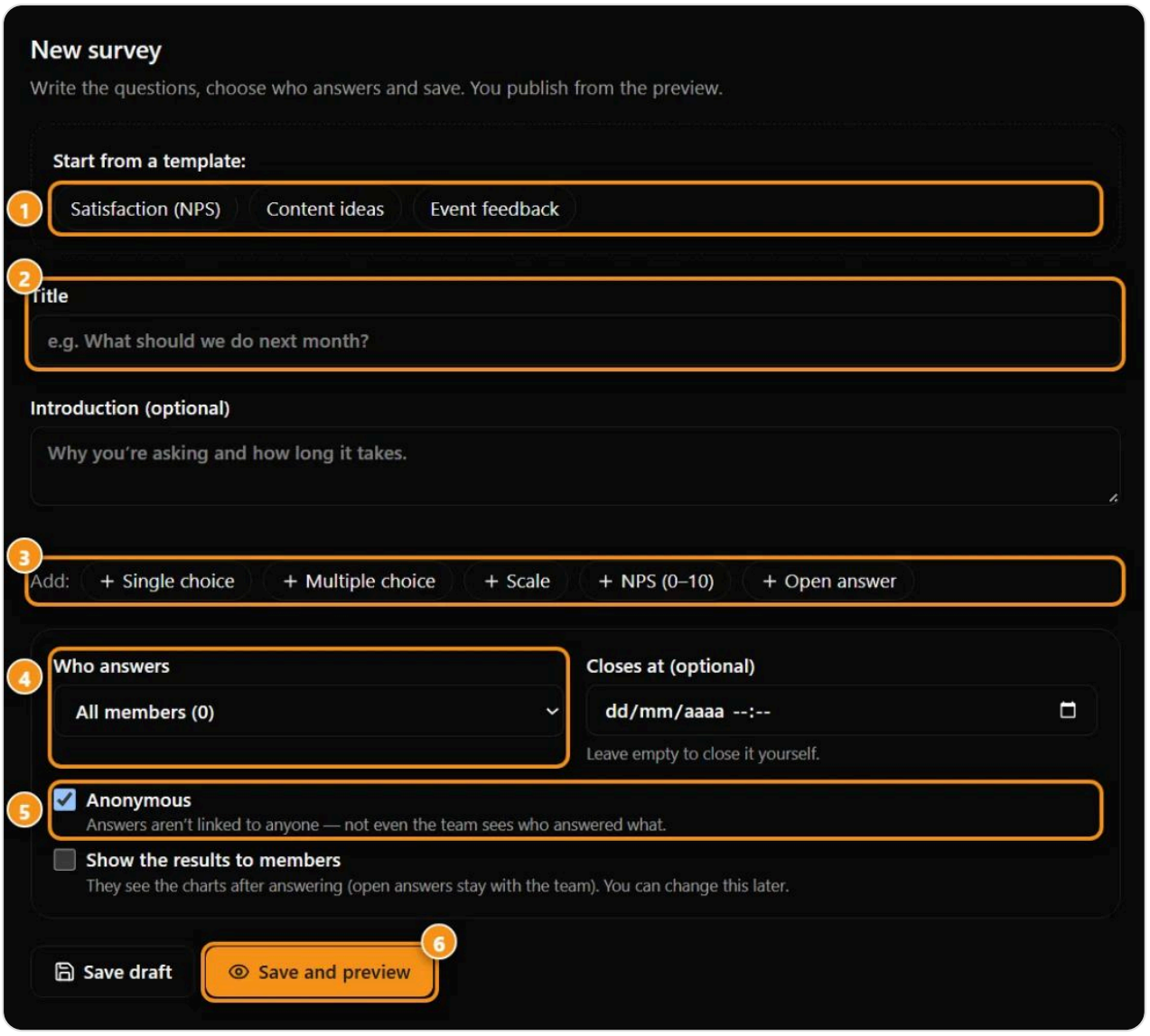
Ask your members what they think and see the results in charts — choices, scales, NPS and open answers. Anonymous by default, with an optional AI summary.

A survey is the quickest way to know what your members want: which topics, which format, what to improve. You write the questions, choose who answers and publish. Members get a notification, answer in a minute, and you see the results as they come in.

Where to find it

- **Settings → Surveys** (under "Talking to members"): the list of surveys and **New survey**. Only the owner and admins see this menu.
- **Surveys tab:** members see it when there is a survey for them. A badge shows how many open surveys they haven't answered yet. The owner and admins always see it.

Create a survey



Settings → Surveys → New survey

1 templates · 2 title · 3 add questions · 4 who answers · 5 anonymous · 6 save and preview

1. Go to **Settings → Surveys** and tap **New survey**.
2. Start from a template (**Satisfaction (NPS)**, **Content ideas**, **Event feedback**) or from scratch.
3. Fill in the **Title** and, if you like, an **Introduction** saying why you're asking and how long it takes.
4. Add questions (up to 30). For each one, pick the type and mark it **Required** if it must be answered:
    - **Single choice** and **Multiple choice:** 2 to 12 options.
    - **Scale:** 1–5, 1–7 or 1–10.
    - **NPS (0–10):** "how likely are you to recommend...". The result shows the NPS score.
    - **Open answer:** free text.

5. Choose **Who answers**: all members, subscribers, non-subscribers or one of your lists. In company mode you can also pick an access profile.
6. Optional: **Closes at** — leave it empty to close it yourself.
7. Choose **Anonymous** (on by default) and whether to **Show the results to members**.
8. Tap **Save draft** to keep editing later, or **Save and preview** to see the survey the way members will.
9. On the preview, tap **Publish**. After publishing, the questions can't be changed.

> You can publish up to 3 surveys per week in each community. Fewer surveys get more answers.

Anonymous or identified

- **Anonymous:** the answers are not linked to anyone. Not even the team can see who answered what. Anyza only keeps a separate note that the person already answered (so nobody answers twice), with the day but not the time.
- **Identified:** the team sees each person's name next to their answers, in the open answers and in the CSV.

Say which one it is in the introduction. Members also see it above the questions.

What members see

- A notification in the bell, and an e-mail (people who turned off survey e-mails in their e-mail preferences only get the bell).
- The survey in their language when your community has automatic translation on.
- One answer per person. Required questions are marked with *.
- If you chose **Show the results to members**, they see the charts after answering (or when the survey closes). Open answers always stay with the team.

Results

Open the survey from **Settings → Surveys** or the **Surveys** tab:

- **Response rate:** how many people answered out of everyone invited.
- **Choice questions:** a bar for each option, with count and percentage.
- **Scales and NPS:** average, the distribution of scores and, for NPS, promoters (9–10), passives (7–8), detractors (0–6) and the score.
- **Open answers:** every answer, 50 at a time.
- **CSV:** download all answers as a spreadsheet.

- **Close now**, **Show results to members** (on or off at any time) and **Delete**.

AI summary

With 3 or more responses, tap **Summarize with AI**. The AI reads the numbers and the open answers and writes the main takeaways, what members ask for, concerns and three next steps, in your language.

- Each summary costs **10 credits**. Opening it again with the same answers is free. You only pay again if new answers came in or you want it in another language.
- In company mode the summary is included in your plan.
- Check the numbers in the charts before deciding — the summary is a guide.

Tips

- Keep it short: 3 to 7 questions get the most answers.
- Make one question open ("anything else?") — it's where the best ideas show up.
- Share the results with members afterwards. People answer the next survey when they see the last one made a difference.

21

Community data

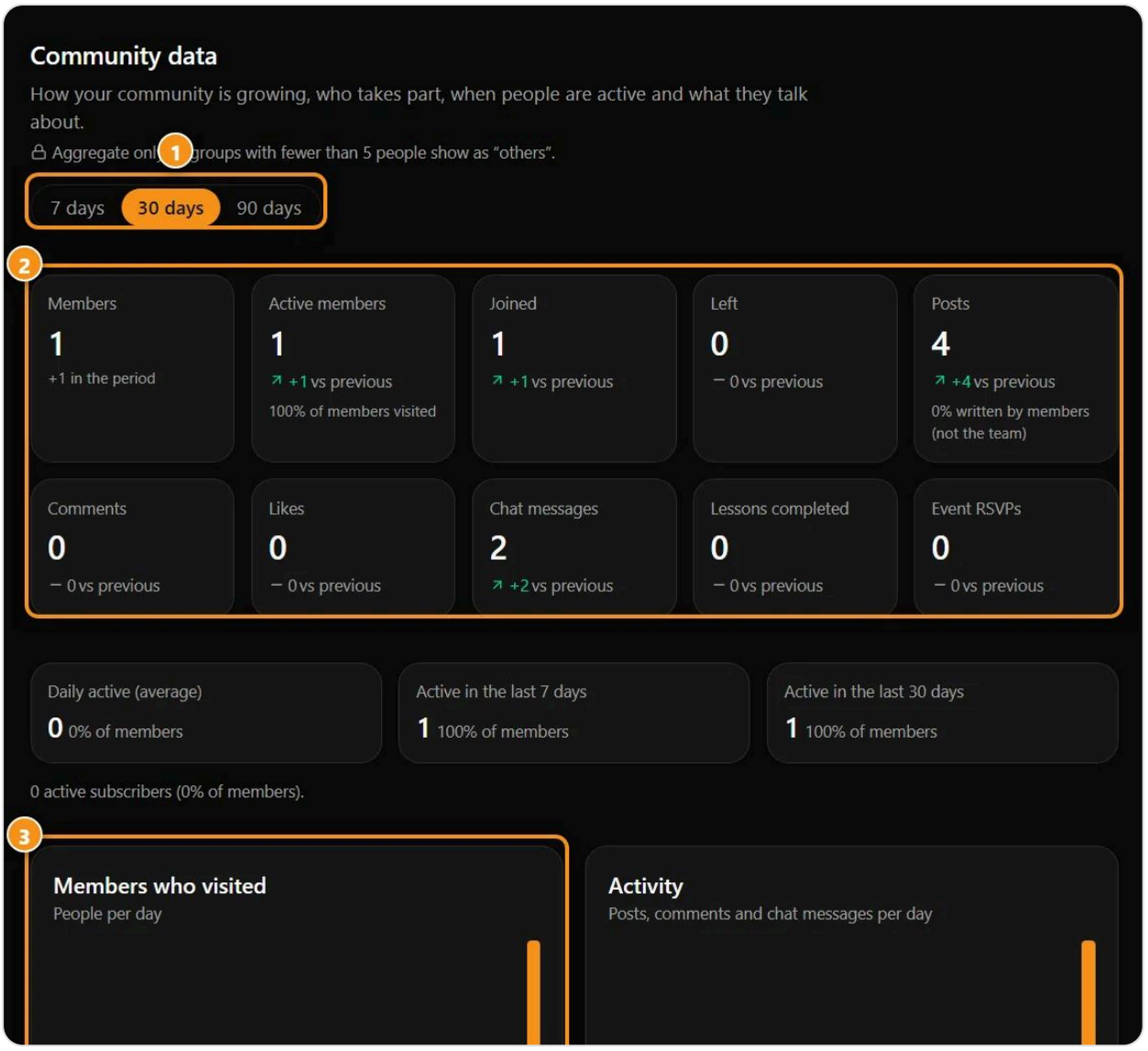
See how your community is growing, who takes part, when people are active and what they talk about — aggregate numbers only, with an optional AI analysis of trending topics.

Community data is the dashboard of your community: growth, participation, where members are from, peak hours, top posts and, with AI, the topics people are talking about. Only the owner and admins see it.

Where to find it

Settings → Community data (under "People"). Choose the period at the top: **7 days**, **30 days** or **90 days**. Each number is compared with the previous period of the same length.

What you see



Settings → Community data

1 period · 2 the numbers · 3 charts

- **Members**, **Active members** (who visited in the period), **Joined** and **Left**.
- **Posts**, **Comments**, **Likes**, **Chat messages**, **Lessons completed** and **Event RSVPs**. Under Posts you see how many were written by members and not by the team.
- **Daily active (average)**, **Active in the last 7 days** and **Active in the last 30 days**, with the share of members.
- Active subscribers, when your community has subscriptions.

Charts

- **Members who visited:** people per day.
- **Activity:** posts, comments and chat messages per day.

- **Joined and left:** per day, joined above and left below.
- **Peak hours:** the days and times people post and chat, shown in your time zone. Schedule lives, events and important posts for the busiest hours.
- **Top posts of the period** and the **Topics** with the most posts and comments.
- **Countries**, **Languages** and **Time in the community**.
- **Retention:** of the members who joined each week, how many came back 1, 2 and 4 weeks later.

Hover over a bar or a cell to see the exact number.

Privacy

The dashboard only shows aggregate numbers. Any group with fewer than 5 people — a country, a language, a city, a weekly group of new members — is merged into "Others" or shown without a percentage, so nobody can be identified. Countries and cities come from what members chose to show in their profile; the rest shows as "Not informed".

Trending topics (AI)

Tap **Analyze with AI** and the AI reads a sample of what was written in the period — posts, comments and chat, without names. It shows:

- the main topics, with an approximate share of the conversation and whether the mood is positive, neutral, negative or mixed;
- the questions members keep asking;
- content ideas based on what members want;
- the general mood.

Each analysis costs **10 credits** and stays saved for 24 hours for that period and language — opening it again in that time is free. In company mode it's included in your plan. Use it as a guide, not as exact numbers.

Tips

- Look at **Active members**, not only at **Members**: a smaller community where most people visit is healthier than a big one where few come back.
- Low week-1 retention? Improve the welcome: a pinned post, a first lesson, a question for newcomers.
- Turn the questions from the AI analysis into posts, lessons or a live Q&A.

22

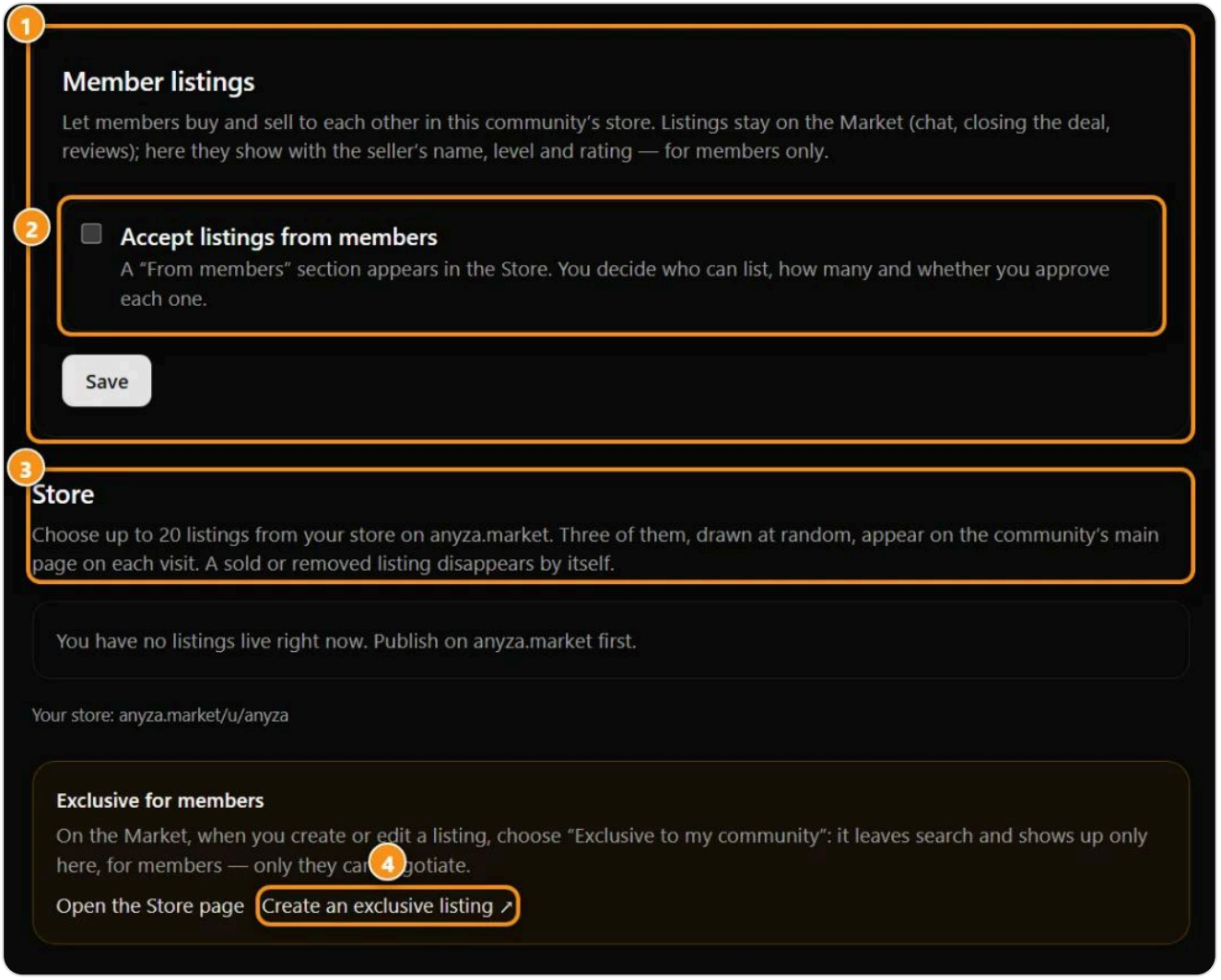
Member store

Let members buy and sell to each other inside your community's Store. You choose who can list, how many, whether you approve each listing, and an optional fee paid directly to you.

The **Store** of a community can also hold **listings from members**. In a community of collectors, for example, members can sell items to each other right there, with the seller's name, level and rating in view. The owner turns it on and sets the rules.

Each listing is a normal **Market** listing: search, chat, closing the deal and reviews all happen on the Market. The community store only shows it to members, with the seller identified.

Turn it on



Settings → Store

1 members' listings · 2 accept members' listings · 3 your own Market listings · 4 members-only listing

Go to **Settings → Store → Member listings** and check **Accept listings from members**. Only the owner and admins can change these settings. A **From members** section appears on the Store page, and the Store tab shows up for members even if you have no listings of your own.

Who can list

You can combine three requirements:

- **Minimum level** in the community.
- **Minimum days** since the member joined.
- **Membership:** any member, or subscribers from a plan you choose.

The owner, admins and moderators can always list.

Limits

- **Per person:** how many active listings each person can have — one number for members who don't subscribe and one for each subscription plan. Use 0 to block listing for that group.
- **Whole store:** the maximum number of member listings at the same time.

A listing counts toward the limit while it's waiting for approval or in the store.

Approval and moderation

Choose between:

- **I approve each listing** — new listings wait in **Settings → Store**, under **Awaiting approval**. You get a notification for each one.
- **Listings show up right away** — you can still remove any of them.

From the same list you can **approve**, **decline** or **remove** a listing, with an optional reason the member sees. A listing you removed can't be sent again. Next to each seller you see their level, rating and any open reports about them. Members report sellers with the flag on each card, using the same member reports you already receive.

Featured listings

- **If you accept featured listings,** members can pay credits to put their listing at the top of the section, for 1, 3, 7 or 14 days (3 credits per day). The store costs you nothing.

- **If you don't accept featured listings,** the store costs you **1 credit per active member listing per day**, charged in the daily closing. This makes sense if you earn from fees and don't want paid highlights.

Your fee (optional)

You can charge members:

- a **fixed amount per approved listing**, or
- a **percentage of each completed sale**.

The fee is **paid directly to you** — Anyza doesn't handle this money. Write in **How members pay you** what they should do (for example, which wallet to send to and what to mention). Members see this text before listing.

A sale counts when the seller marks the item as sold to a buyer on the Market and the buyer confirms the purchase. At that moment the fee is recorded, and both you and the seller get a notification. In **Settings → Store → Fees** you see what each member owes and mark it as **paid** or **waived**. Members see their own fees on the Store page.

How members list

1. On the community's **Store** page, under **From members**, tap **List an item**.
2. Your live Market listings appear. Tap **Add to store** on the ones you want.
3. Don't have one yet? Use **Create a listing on the Market**. After it's approved on the Market, come back and add it.

The Market costs of the listing stay the same. To take a listing out of the community store, tap **Remove**. On the Market, the listing page shows that it's in the community's member store.

Safety

Deals are between members, based on trust and the owner's moderation. Ask members to check the seller's reviews, agree on the details in the Market chat and close the deal on the Market. Escrow (payment held until both sides confirm) is planned for a later version.

Common questions

Can people outside the community see member listings? Not on the Store page — visitors see only how many there are and the invitation to join. The listing itself still exists on the Market.

Does Anyza take a cut of my fee? No. The fee goes directly from the member to you.

What happens if a member leaves the community? Their listings leave your store automatically (they stay on the Market). If they come back, the listings show up again unless you removed them.