

Use the family calendar

For anyone who keeps a calendar for themselves or their family. See everyone's week in one place, add appointments, move things, and share a view-only link.

The calendar puts everyone you look after in one place: appointments, school dates, plan to-dos, routines and deadlines. Each person has their own colour, so you can tell at a glance whose day is whose. Open it from **Calendar** in the menu.

1. See the week

The week opens on today. On a computer you see the whole week, Monday to Sunday. Things with no set time sit in the **ANYTIME** row at the top, and timed things sit below in the hours they happen. The dots under each date show how much that day holds.

Choose whose calendar you see. The circles at the top are the people you look after, with **All** first. Tap someone's circle to see only them. **All** shows everyone again.

A full week says so, calmly. When a day holds five things or more, or the week holds 16 or more, a note at the top says **A full week**, how many things there are and which day holds the most. A button opens that day to look at it first, like **Open Monday**, or choose **Show only timed things** to quiet the rest for a while. **Hide routines** and **Show weekends** above the days change what the week shows, too.

An empty week is fine. When nothing is booked and nothing is due, the week says "A clear week. That's allowed." On a computer it also offers **Add something** and **Import a calendar**, to bring in a school calendar once and let it fill in.

2. Look at one day, or the month

Day shows what's next. Choose **Day** to see one day. A card at the top shows the next timed thing, whose it is and how long until it starts. Below it, **Timed today** lists the day by the hour, and the gaps say how long you have, like "open until 10:00". **Anytime today** lists the things with no set time, with how many are done.

On a phone, the calendar opens on Today. A strip of the week's days sits at the top, with dots for how full each day is. Tap a day to see it. Below today's list, **Later this week** shows what's coming. Choose **Week** for the whole week, one day under the next, or **Month** for the month.

Month shows the shape of the month. Choose **Month**. A line at the top names the dates to know about, like school events and deadlines. Darker days are fuller. Choose a day to see what's on it, then **Open this day** to go to that day.

3. See everyone side by side

By person gives each person their own row. On a computer, when the week shows two people or more, choose **By person** next to **Together**. Each person gets a row across the week, so you can see who is busy when. Something two people do together shows once, on its owner's row, and as "With Sam" on the other person's. **Together** puts everyone back in one week.

4. Add an appointment

Type it the way you'd say it. Choose **Add**. Under **Add to the calendar**, type what it is and when, like "Eye exam Friday at 3pm". You can add things like "every Tuesday", "at Northside" or "remind us an hour before". The calendar shows what it understood. Change anything by tapping it, choose who it's for, then choose **Add**.

More options opens the full form. Choose **More options** for **New appointment**. Fill in **What**, then **Who is it for** (one person, several, or **Everyone**), the **Kind** (**Therapy**, **Appointment** or **School**), the **Day** and **Time** or **All day**. Under them, **Repeats**, **Place**, **Travel time** and **Remind** are there when you need them. Then choose **Add**.

Plans, routines and coaches add their own. The form says it: "Anything from a plan, a routine or a coach is added from its own place, not here." Give a plan's to-do a date in the plan, and it shows up on the calendar.

To get a nudge before an appointment, see [Get reminders for things on your calendar](#).

5. Open, change and move things

Tap anything to open it. An appointment opens with whose it is, when, and where. From there:

- **Edit** opens the same form, to change any of it.
- **Move** picks a new day.
- **It happened** marks it as done once its day has come.
- **Remove from calendar** takes it off. It asks first, "It comes off everyone's calendar.", with **Remove** and **Keep it**.

A plan's to-do opens in its task panel, where you can tick it off or change its date. See [Work your plan](#).

Move keeps the time. Choose **Move**, pick the **New day** and choose **Save**. An appointment keeps its time: "Pick a new day. It keeps its time, 10:00." Plan to-dos also have a **Move** button right on the Day and Today lists.

Some things keep their own day. When something can't move here, the window says why and where to change it instead. For example:

- A repeating appointment: "This one repeats, so its days follow the repeat. Change the repeat to move it."
- A day set by its plan: "This day comes from its plan. Change it in the plan and the calendar follows."
- Something someone else sent: "This was sent by someone else, so its day stays as they set it. You can still do it whenever suits you."

6. Things still open from earlier

Nothing here is late. When to-dos from earlier days are still open, a note at the top of the week says "Some things from earlier this week are still open." Choose **Have a look** when you're ready. Each one offers four choices:

- **Today** puts it on today.
- **Later** opens **Move** to pick a day.
- **Let it go** takes it off the calendar. It stays in its plan.
- **Done** ticks it off.

A routine day that didn't happen just says so, like "a quiet evening, that's fine", with nothing to do.

7. Share a view-only link

The calendar options are under the "..." button. First pick a person under **Whose calendar**. The options then name them: **Share Sam's calendar**, **Import into Sam's calendar** and **Download Sam's calendar (.ics)**.

A share link is view only. Choose **Share Sam's calendar** (with that person's name), then **Create Share Link** (or **Create new link** if one exists). Pick how long it lasts under **Link Expires In**. Copy the link straight away: "Copy this now. For your family's privacy, we can't show it again." Choose **Revoke** to turn a link off.

What the link shows. The person you send it to sees appointments, school dates and deadlines, without signing in. Plans, routines and tracker logs stay private. A day with private things shows only a count, like "2 private items", never what they are. Turn off **Show how many private items there are** to hide even the count.

They can keep it in their own calendar. On the shared page, **Subscribe (.ics)** adds it to the calendar app they already use, such as a co-parent's phone, and it stays up to date. **Copy link** copies the page's address.

Import and download. **Import into** brings in events from a calendar file (.ics), such as a school calendar. **Download** saves a copy of that person's calendar as a .ics file.

Getting help

If something here does not match what you see on your screen, [get in touch](#).