Hey Life

Mobile App User Guide

Events
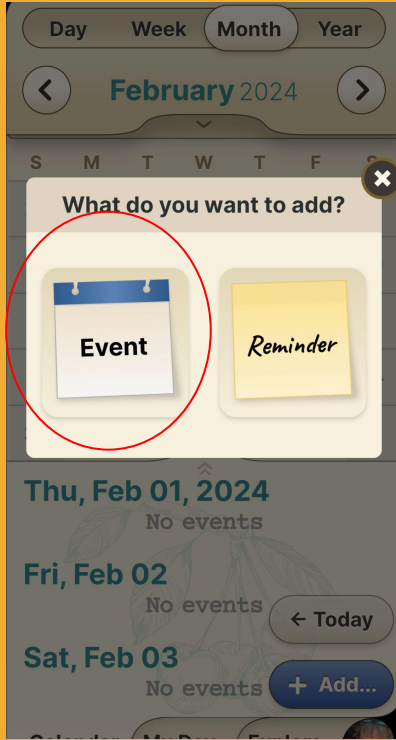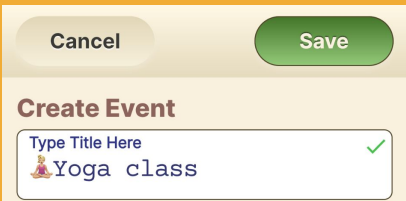
Add Events

Step 1 of 5
Press the '**Add**' button
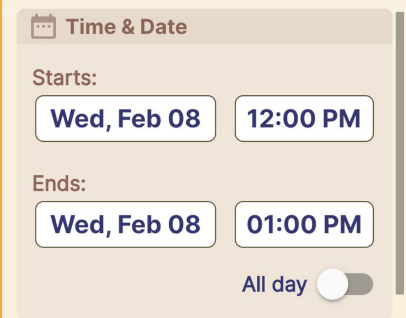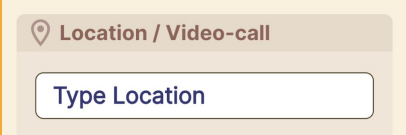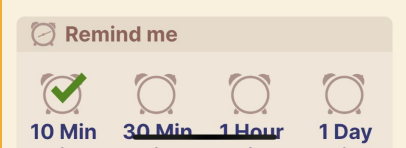
Add Events

Step 2 of 5
Press the **Event** 📅 button.
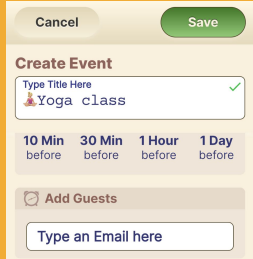
Add Events

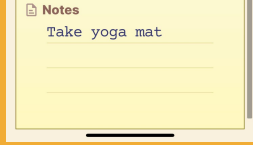a.

Cancel **Save**

Create Event

Type Title Here ✓
🧘Yoga class

b.

📅 **Time & Date**

Starts:

Wed, Feb 08   **12:00 PM**

Ends:

Wed, Feb 08   **01:00 PM**

All day ⬜

c.

📍 **Location / Video-call**

Type Location

d.

⏰ **Remind me**

✅   ⏰   ⏰   ⏰
10 Min   30 Min   1 Hour   1 Day

Cancel   **Save**

Create Event

Type Title Here ✓
🧘Yoga class

| 10 Min | 30 Min | 1 Hour | 1 Day |
| before | before | before | before |

e.

📩 **Add Guests**

Type an Email here

f.

🔄 **Repeat**

None ▼

g.

📄 **Notes**
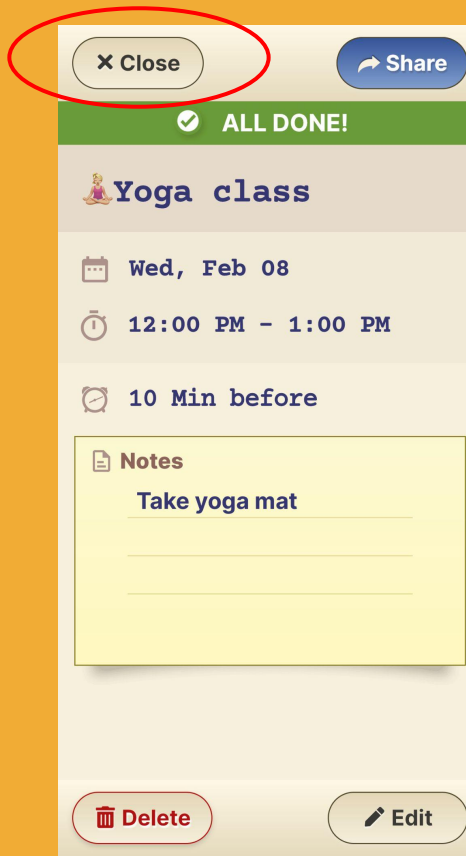Take yoga mat

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Step 3 of 5

a.   Add the event title.

b.   Set the date and time.

c.   Option: add a location

d.   Option: add additional notification times

e.   Option: add guests by typing their email

f.   Option: Recurring (repeating) event days

g.   Option: add a note

Press '**Save**' to save the event.

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Hey Life

Add Events

Step 4 of 5
Almost done!

Press **Close** and your event will appear in your calendar.

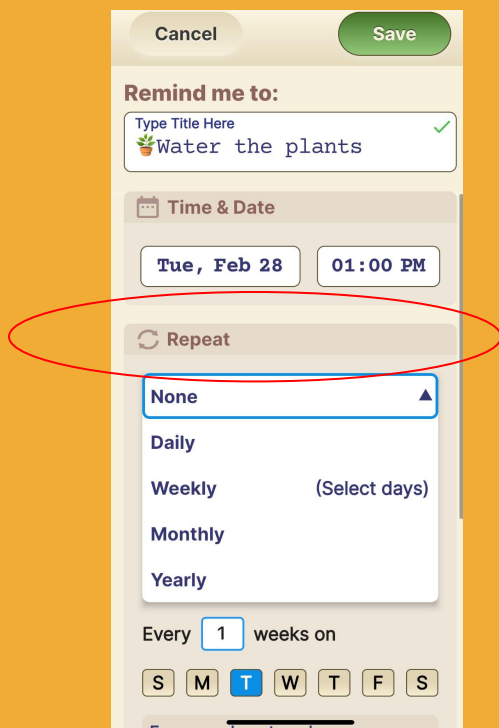Hey Life

Add Events

Step 5 of 5

Good job 👏

This is how the event will look in your HeyLife calendar.

If you need to make a change, you can always edit or delete the reminder. For instructions, see "Edit Events and Reminders" and "Delete Events and Reminders".

Hey Life

Set Recurring Reminders or Events

Step 1 of 2
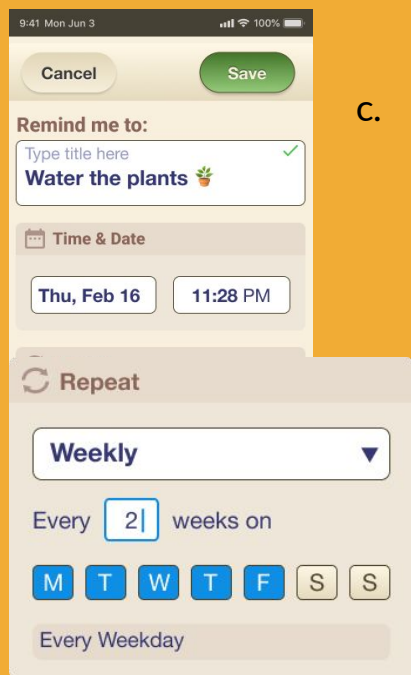
After the **Notes** section there is
 ⟳ **Repeat option**.

The drop down menu allows you to select the frequency of the Reminder.

Select the desired frequency.
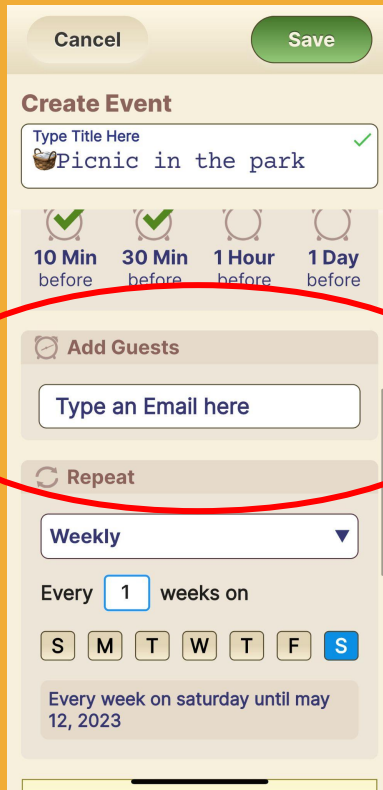
Set Recurring Reminders or Events

c.

a

b.

Step 2 of 2

To select multiple days within a week:
- a.   Select Weekly from the drop down menu.
- b.   Select the day(s)
- c.   Press '**Save**'

Hey &
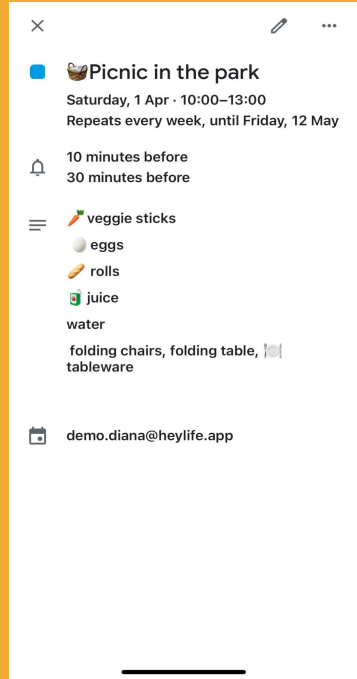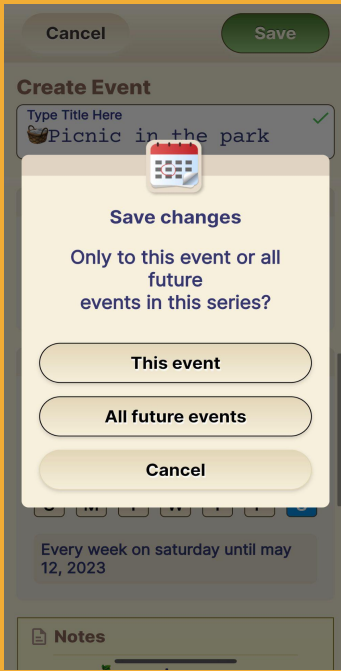Life

Invite Guests to an Event

Step 1 of 3

To add a guest to an event at any stage when creating and editing an event, click on **Add Guests** (within "More Options").

Note: The first time you add guests you will be asked to give access to your contacts account.

After you approve, your contacts will appear automatically as you begin to enter them.

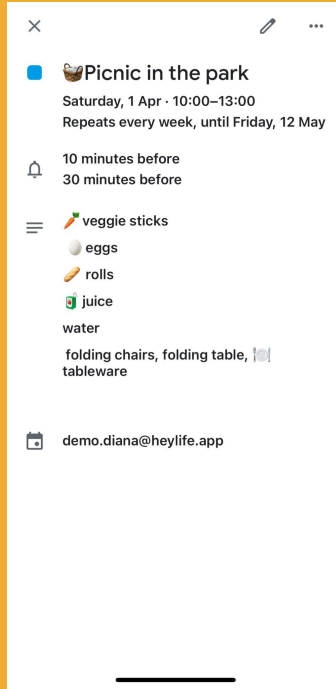Hey Life

Invite Guests to an Event

Step 2 of 3

If you added a contact to a recurring event, you will be asked whether to add him to all events or just one event.

Choose the answer and '**Save**'.

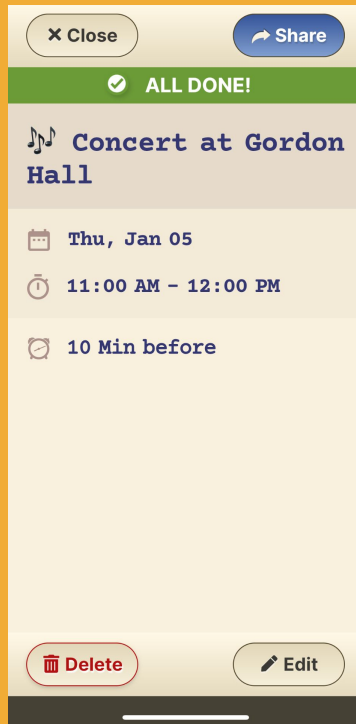Hey Life

Invite Guests to an Event

Step 3 of 3

The invitees will see the invitation in their email box just like any invitation from any calendar.

Share **Events** & Reminders

Step 1 of 2

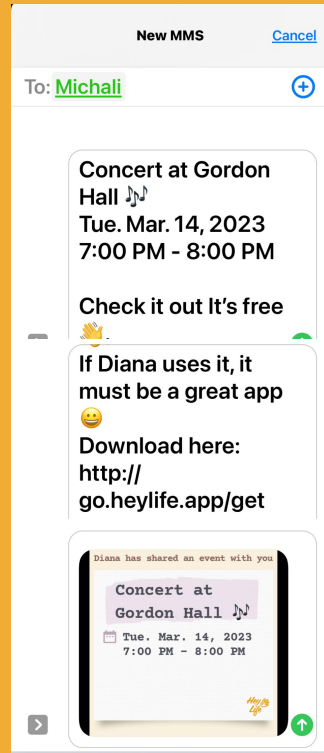The **Share** button appears on the screen summarizing the event/reminder you created.

Click on it and choose through which application you want to share (WhatsApp, Messenger, email, etc.)

Hey & Life

Share **Events** & Reminders
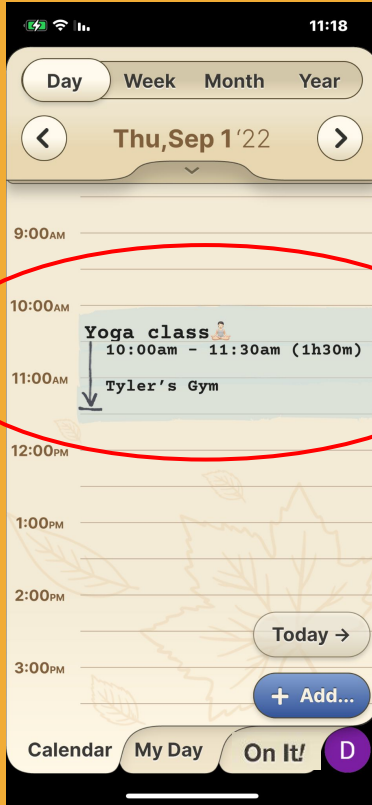

a.   b.

Step 2 of 2

a. After choosing the sharing method, add the contact and send.

b. The contact will receive a notification about the event or reminder you created and an offer to check out HeyLife's calendar app. (In this example we sent a text message.)

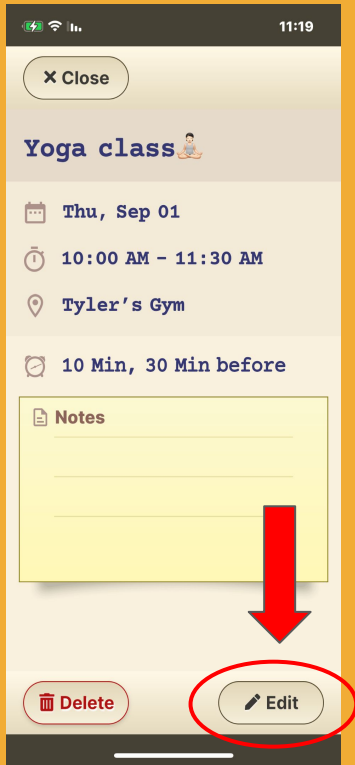Hey Life

Edit **Events** & Reminders

Step 1 of 4

Click on the Event/Reminder that you want to change. 👆🏻

Hey & Life
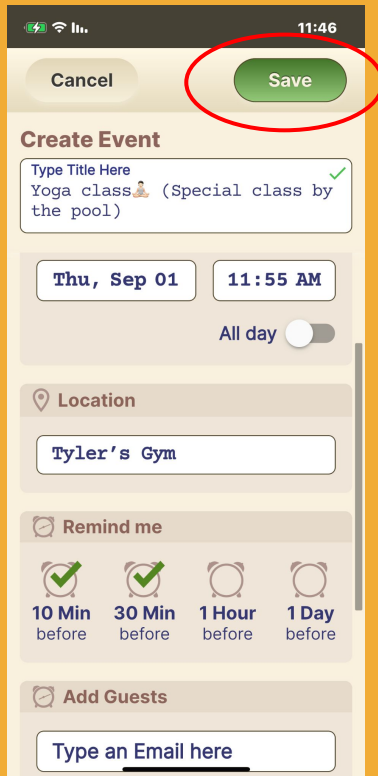
Edit **Events** & Reminders

Step 2 of 4

Press '**Edit**'.

Edit **Events** & Reminders
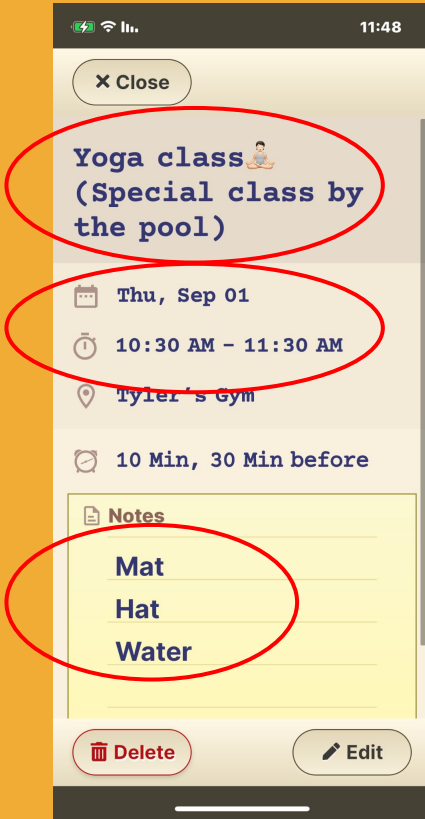

Step 3 of 4
Edit the event's details and save

Example:
Yoga class 🧘‍♀️ was changed to a special yoga class by the pool.

a. Title changed
b. Time from 90 min to 60 min
C. Notes changed to include special accessories needed.
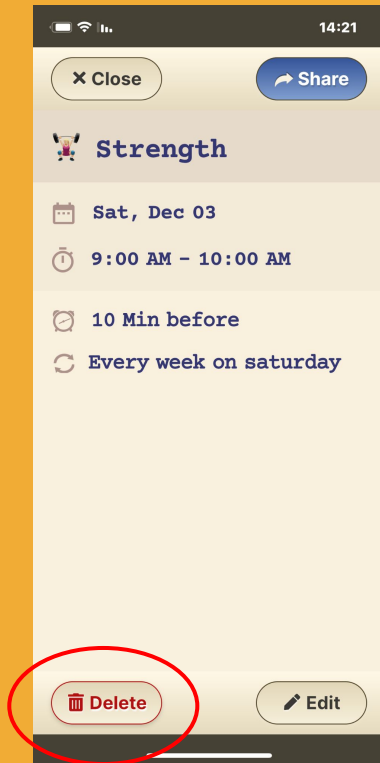
Hey Life

Edit **Events** & Reminders

Step 4 of 4
Almost done!

Press '**Close**' and your edited event will appear in your calendar.

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Delete **Events** & Reminders

Step 1 of 2
Click on the Event or Reminder you want to remove and press the **Delete** button.

Hey Life

Delete **Events** & Reminders

Step 2 of 2

For recurring events and reminders, you will be asked to select if you wish to delete only this event/reminder or the all future ones as well.

Hey Life

Thank you!