# Hey Life

Mobile App User Guide

Reminders

Different look for different reminders

We try not to forget anything, so we write down reminders. There are short reminders that are scheduled for a certain time, like calling someone, and there are daily reminders without a set time, like renewing car insurance.

Different kinds of reminders have a slightly different appearance in the calendar to help you quickly see what your reminders are for a certain day.
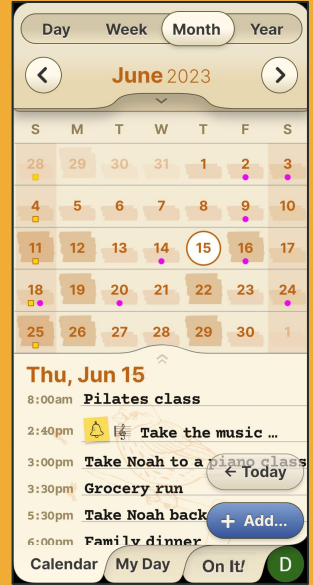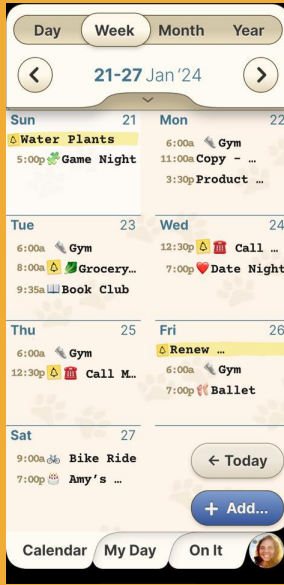
a. In a **daily view**, the bell sign and the entire reminder will appear in a yellow highlight. A reminder with a deadline will be displayed as a short one and a reminder without a specified time will be displayed at the top of the page with a long highlight.

b. In the **weekly view**, a reminder for a certain time will be displayed only with the bell sign in yellow and a reminder without a set time will be displayed in full.

c.. In the **monthly view**, bullet points will appear in places where there is a all day reminder
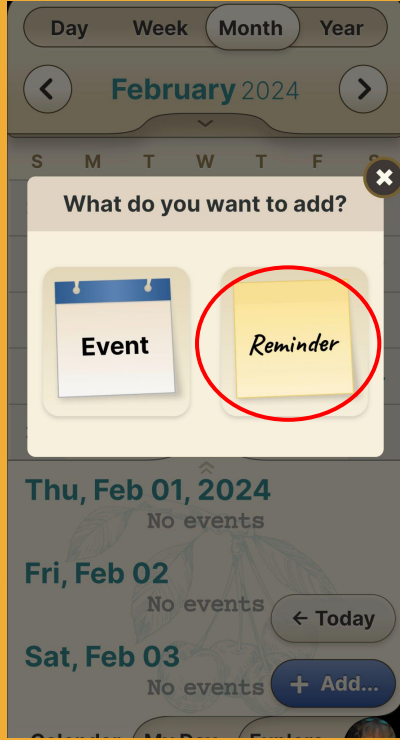
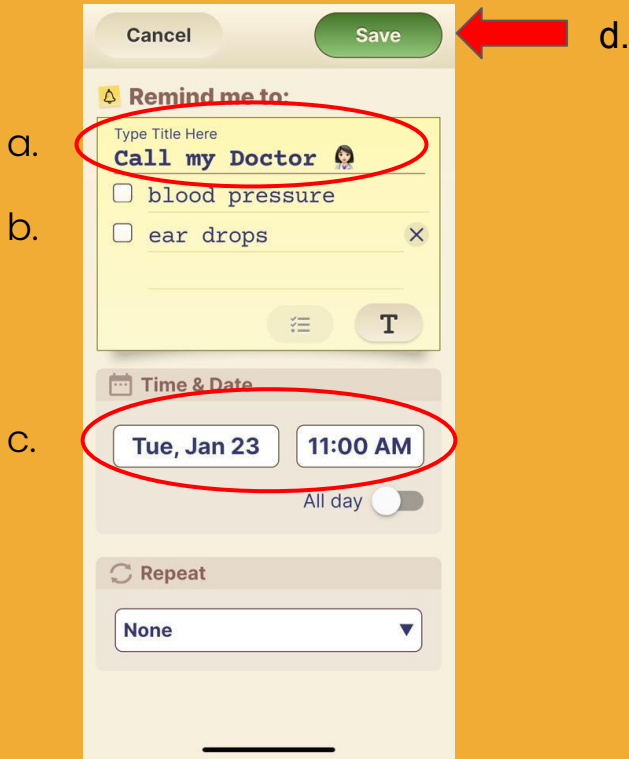# Add a Reminder

Step 1 of 5

Press the **Add** button.

Hey Life

Add a Reminder

Step 2 of 5
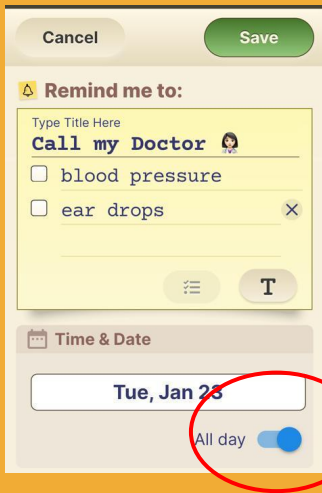Press **Reminder**.

Hey &
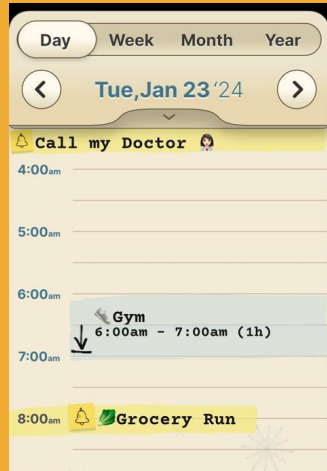Life

Add a Reminder

Step 3.1 of 5

a. Add the reminder title.
b. Option to add a note or checklist
c. Set the date and time*
d. Press **Save** to save the reminder.

*For repeating reminder look on the next page
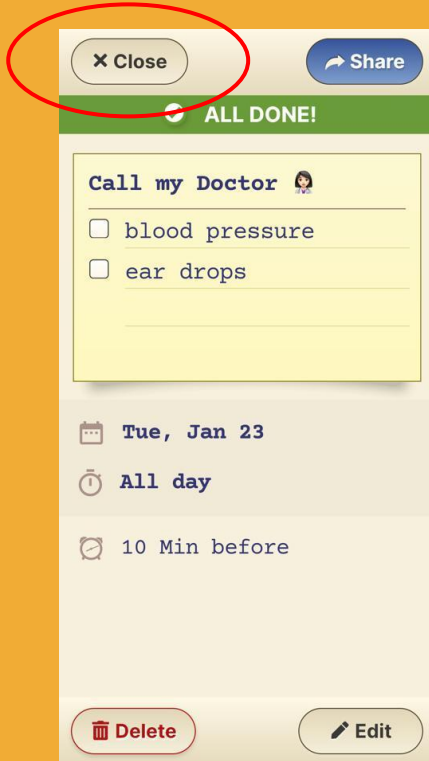
Add a Reminder

a

b.

Step 3.2 of 5

To select an "all day" or time-independent reminder

a.   Press the **All Day** button.
b.   The reminder will appear at the top of the calendar page for the chosen day.
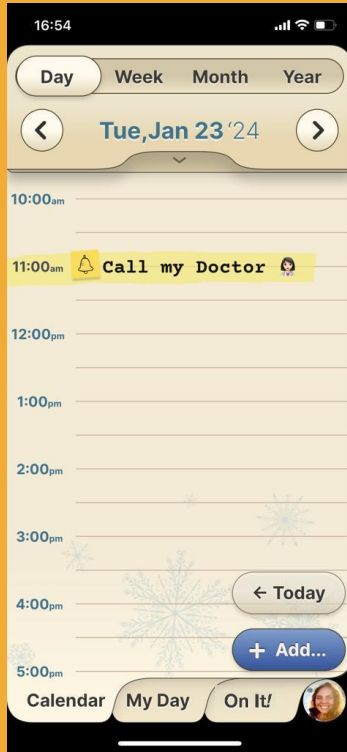
Add a Reminder

Step 4 of 5

Almost done!

Here is your reminder summary.

Press **Close** and your reminder will appear in your calendar, highlighted in yellow

Hey &
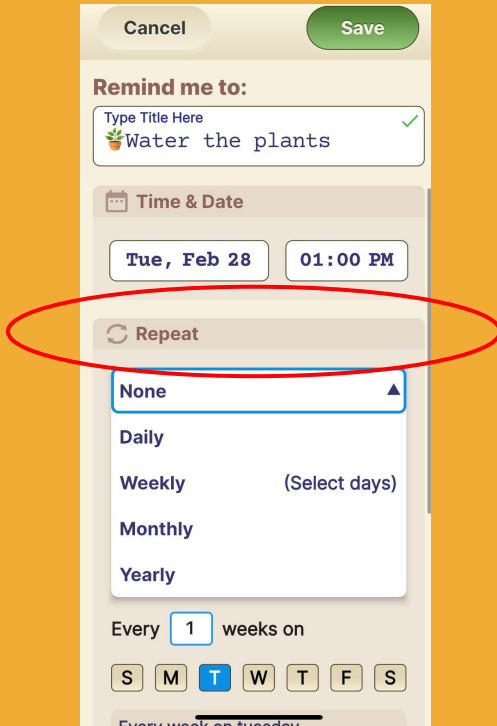Life

Add a Reminder

Step 5 of 5
Good job 👏🏼

This is how the reminder 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".

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Set Recurring Reminders

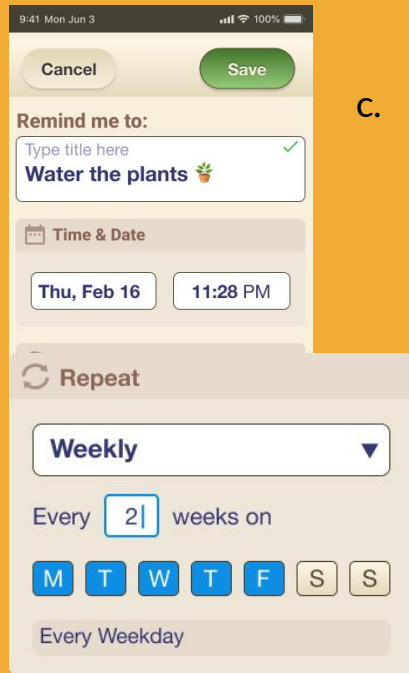
Step 1 of 3

After the **Notes** section there is 🔄 **Repeat option**.

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

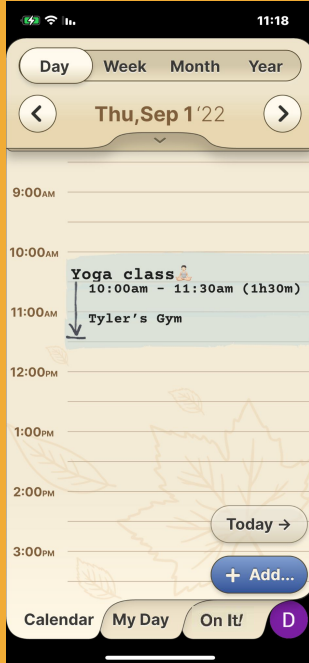Select the desired frequency.

Set Recurring Reminders

Step 3.2 of 5

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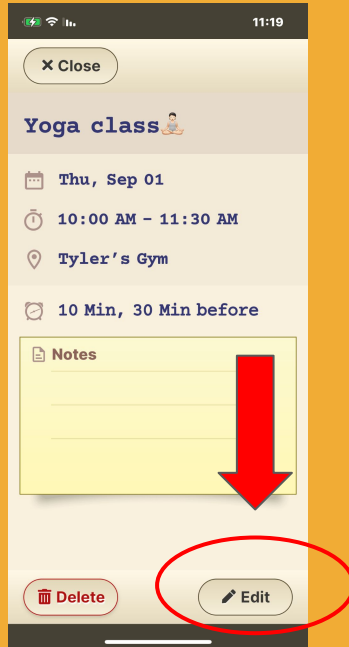- b. Select the day(s)
- c. Press **Save**

Edit Events & **Reminders**

Step 1 of 4

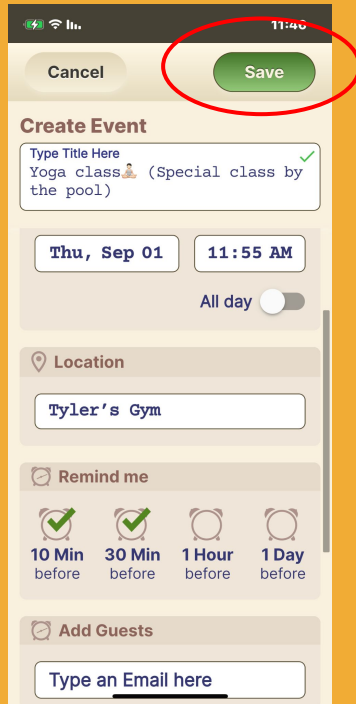Click on the Event/Reminder that you want to change.

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Edit Events & **Reminders**

Step 2 of 4

Press **Edit**.

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Edit Events & **Reminders**

Step 3 of 4
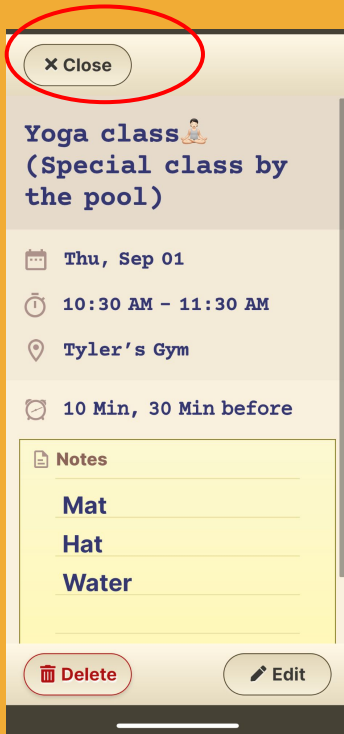Edit the details and save.

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

Mobile App
User Guide

Hey &
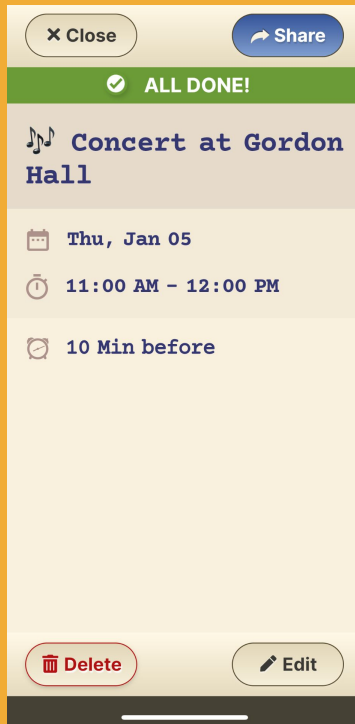Life

Edit Events & **Reminders**

Step 4 of 4
Almost done!

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

Hey Life

Share Events & **Reminders**

Step 1 of 2

The **Sharing** 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.)
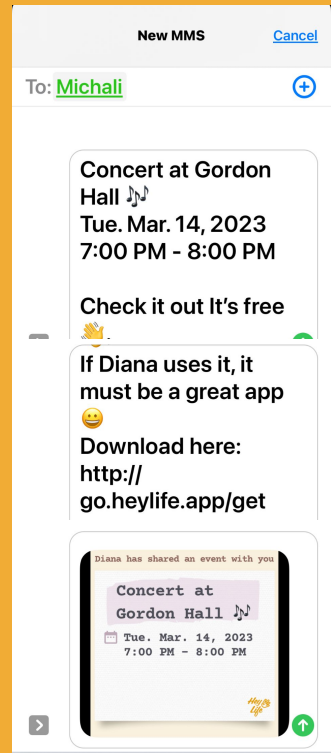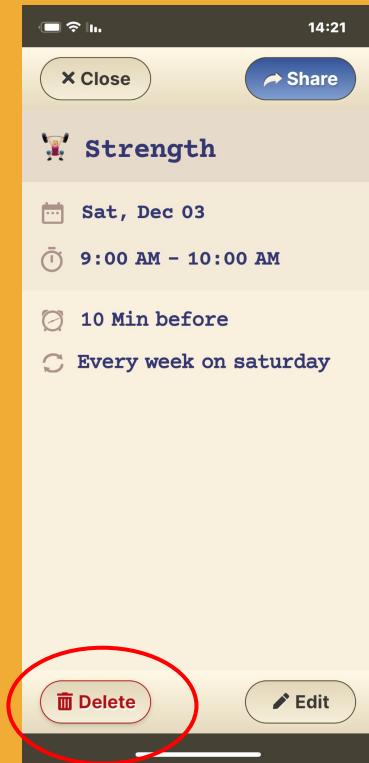
Share Events & **Reminders**

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.(Here we sent a text message)

Delete Events & **Reminders**

Step 1 of 2

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

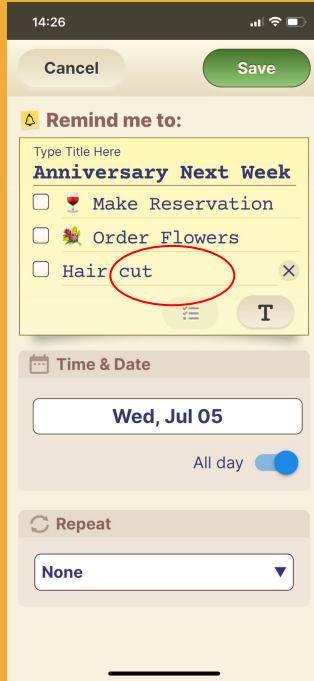Hey & Life

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.

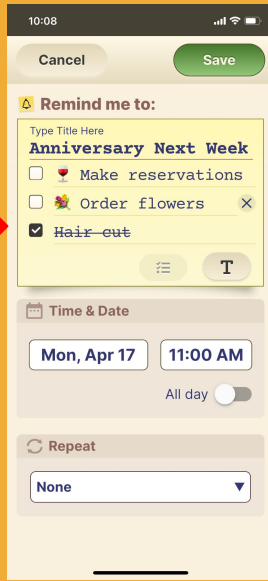# Adding a Note and Checklist to your **Reminders**

Your reminders can contain free text as well as a checklist - easily switch between the two.

Step 1 of 3
Select the checklist icon and start building your list .

Hey & Life
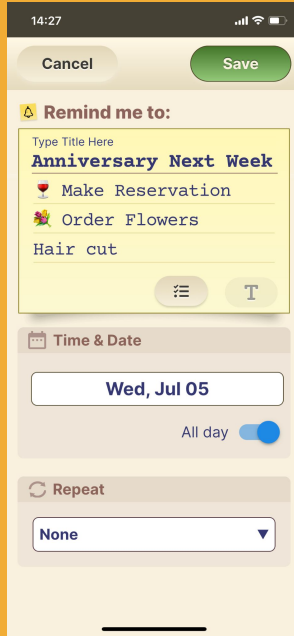
Adding a Note and Checklist to your **Reminders**

Step 2 of 3

"Check" things off your list by:
Opening the reminder on your calendar & pressing the open box next to the item you wish to "check off".

Items can be de-selected by pressing the box again.

Adding a Note and Checklist to your **Reminders**

Step 3 of 3

You can always convert your list to free text just by clicking the text button.

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Thank you!