

C16 Using Your Family Calendar

The Leaderhub Family Calendar helps you organize schedules, lists, tasks, rewards, photos, and meals in one place.

This guide introduces the main features available on your Family Calendar and shows you how to use them.

1. Calendar

The Calendar offers multiple views and filtering options to help you manage your family's schedule.

Choose a Calendar View

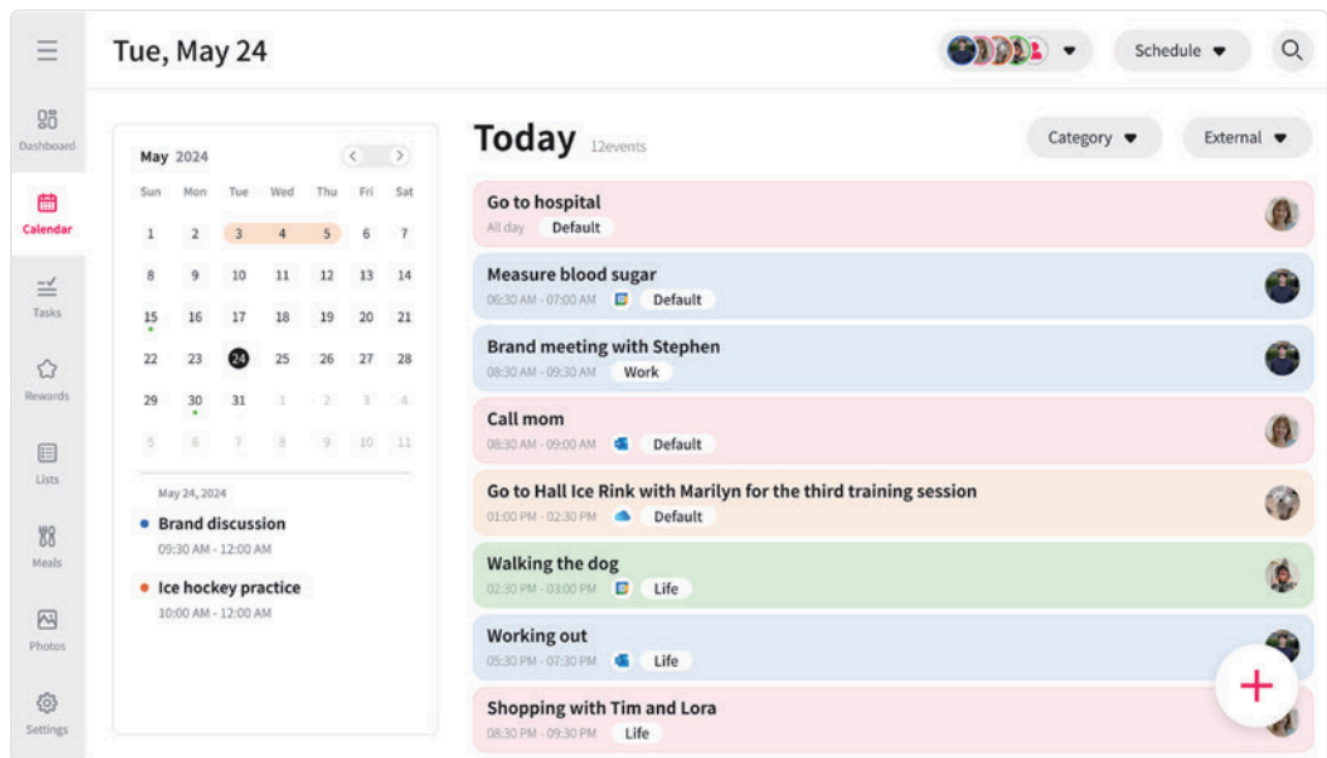
You can switch between:

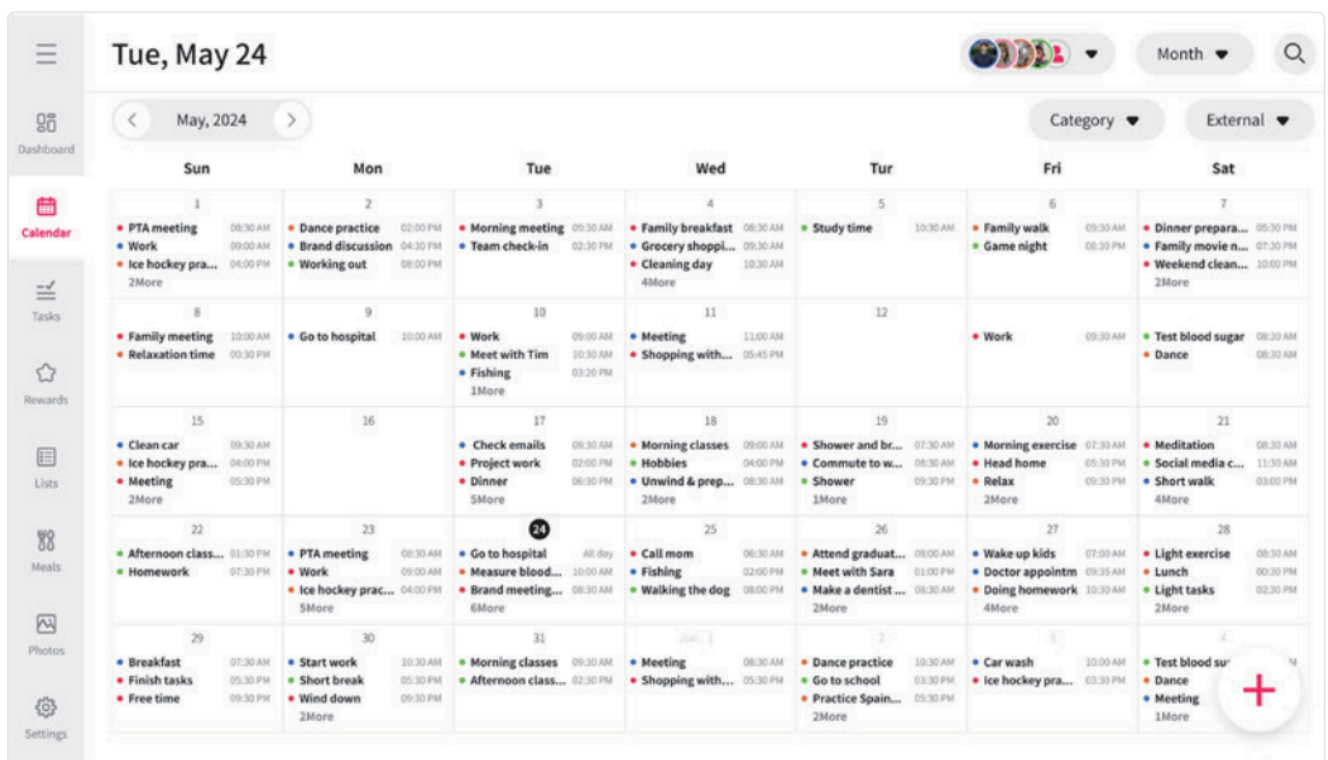
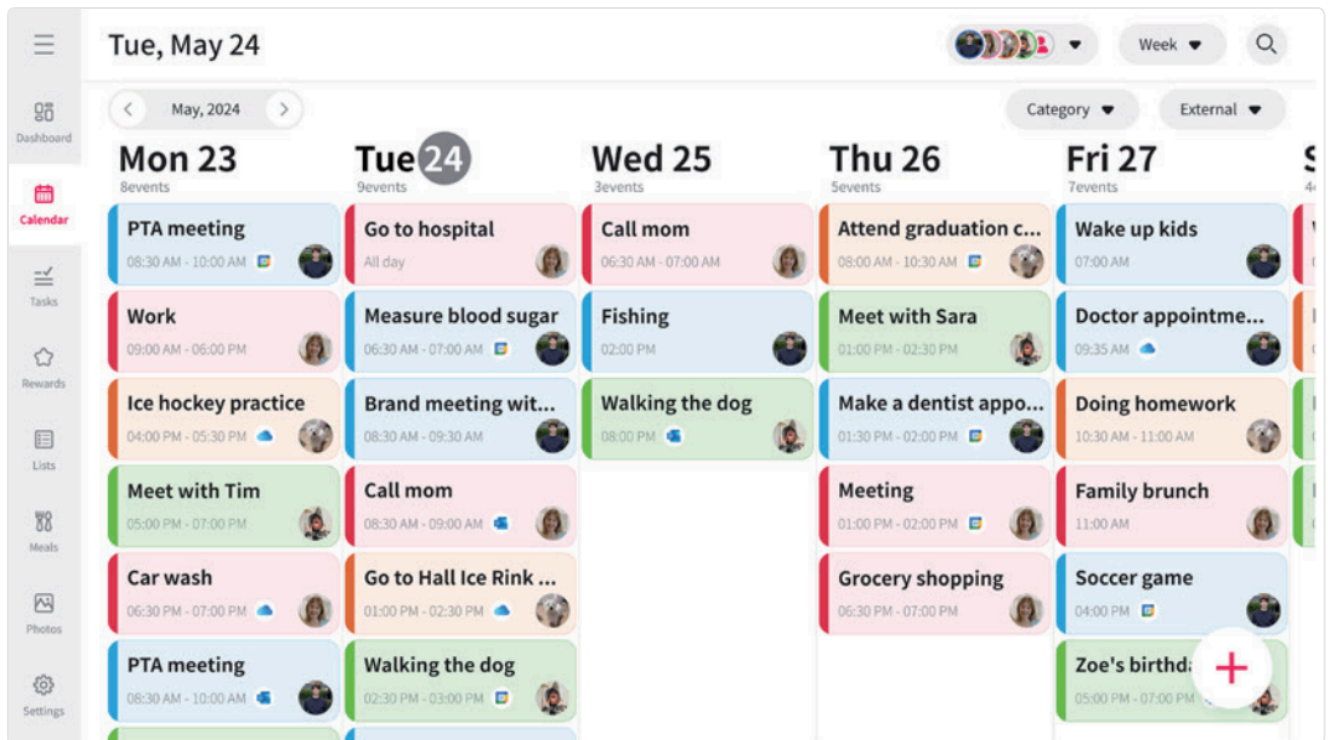
Events View — Shows events on a 24-hour timeline based on their start time.

Day View — Displays all scheduled activities for the selected day.

Week View — Gives you an overview of the week's events.

Month View — Shows the entire month for easier long-term planning.





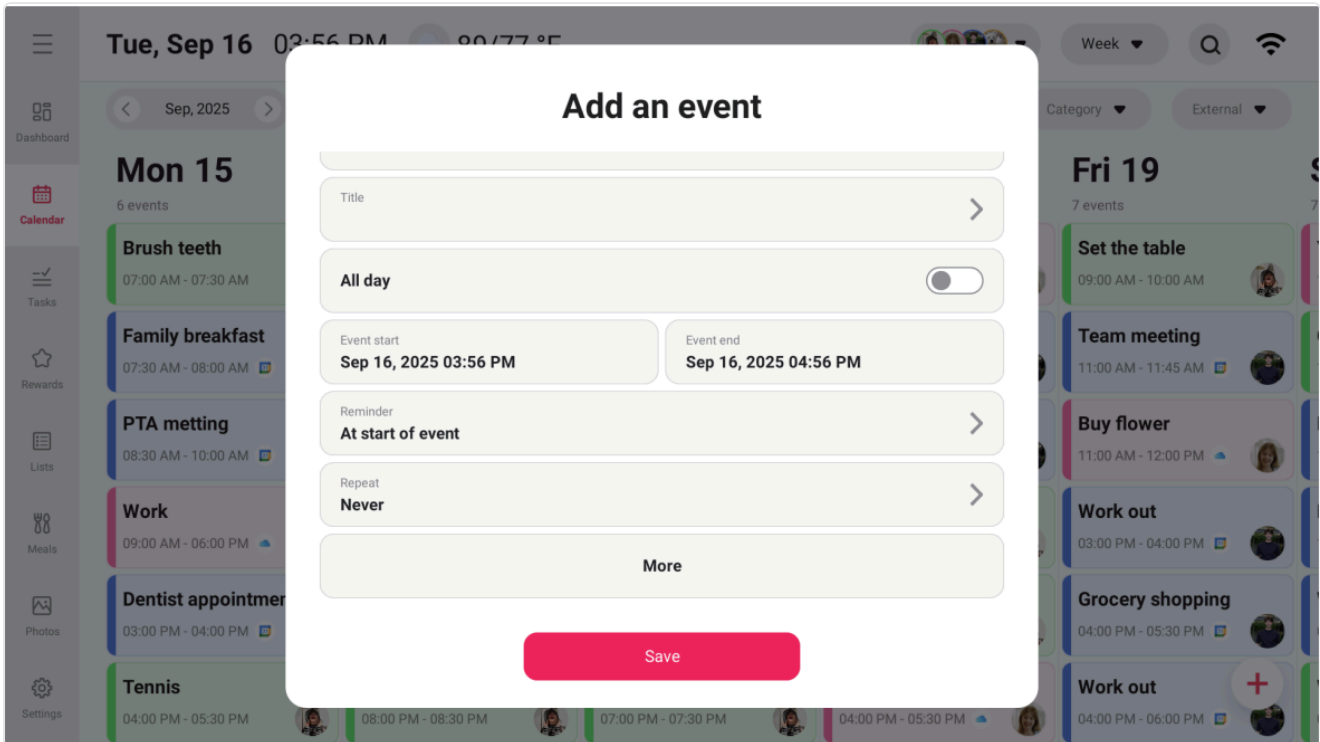
Create an Event

You can create events directly on your Family Calendar. Once created, the event will sync to the app.

1. Open the Calendar module.
2. Tap the + icon in the bottom-right corner.
3. Enter the event creator, title, time, and other details.

4. Tap Save.

The event will then appear on the calendar and sync to the creator's app.



View, Edit, or Delete an Event

1. Tap an event to view its details, including its subject, time, description, and other information.

To edit an event, open the event details and select Edit.

To delete an event, select Delete and confirm the action.

Note: Deleted events cannot be recovered.

Filter or Search Events

You can filter events by:

Member

Category

Third-party calendar

You can also use keyword search to quickly find a specific event.

Lists

Lists help you organize and manage shared checklists for your family.

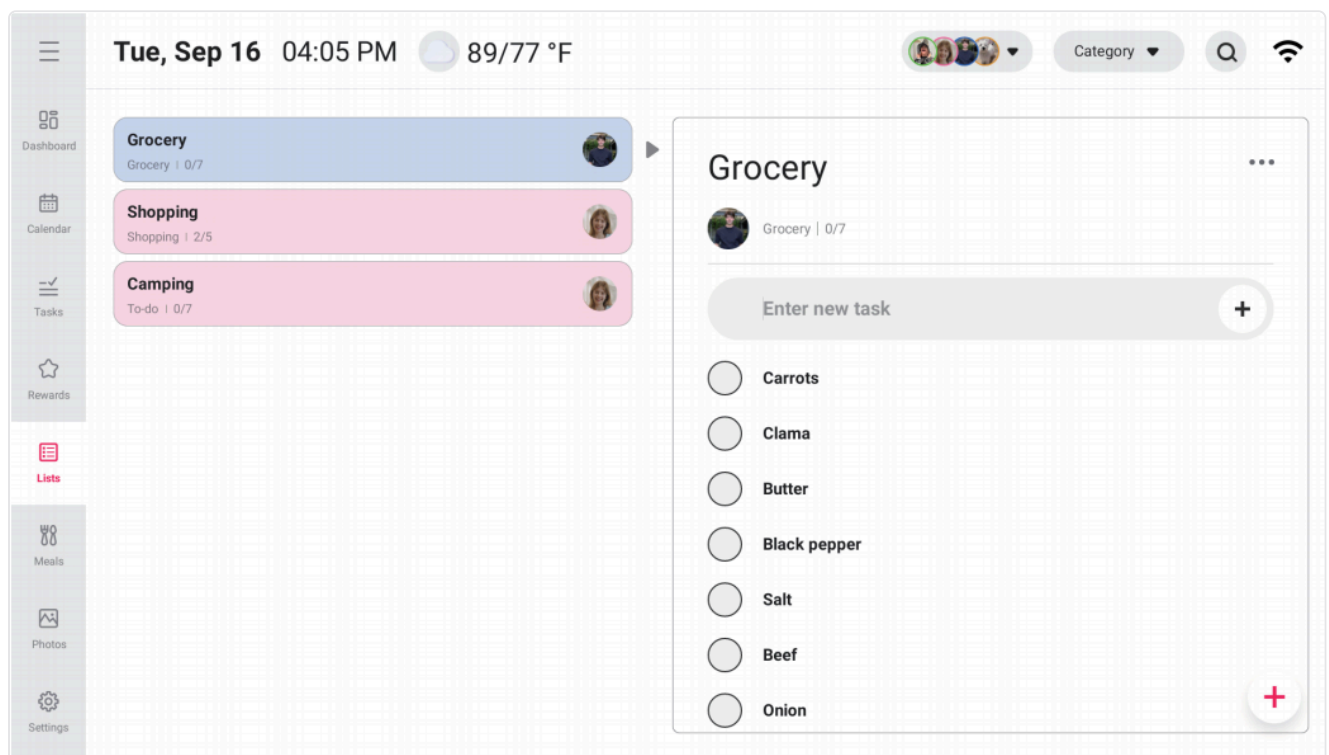
Create a List

1. Open the Lists module.
2. Tap the + icon in the bottom-right corner.
3. Enter the list creator, title, and other details.
4. Tap Save.

The list will sync to the creator's app.

Manage List Items

1. Open a list to view its items and completion status.
2. Tap the circle next to an item to mark it as complete or incomplete.
3. Long-press an item to change its order.
4. Tap the list title to access additional options, such as copying the list.



3. Tasks

Tasks help your family create, assign, and manage activities for different family members.

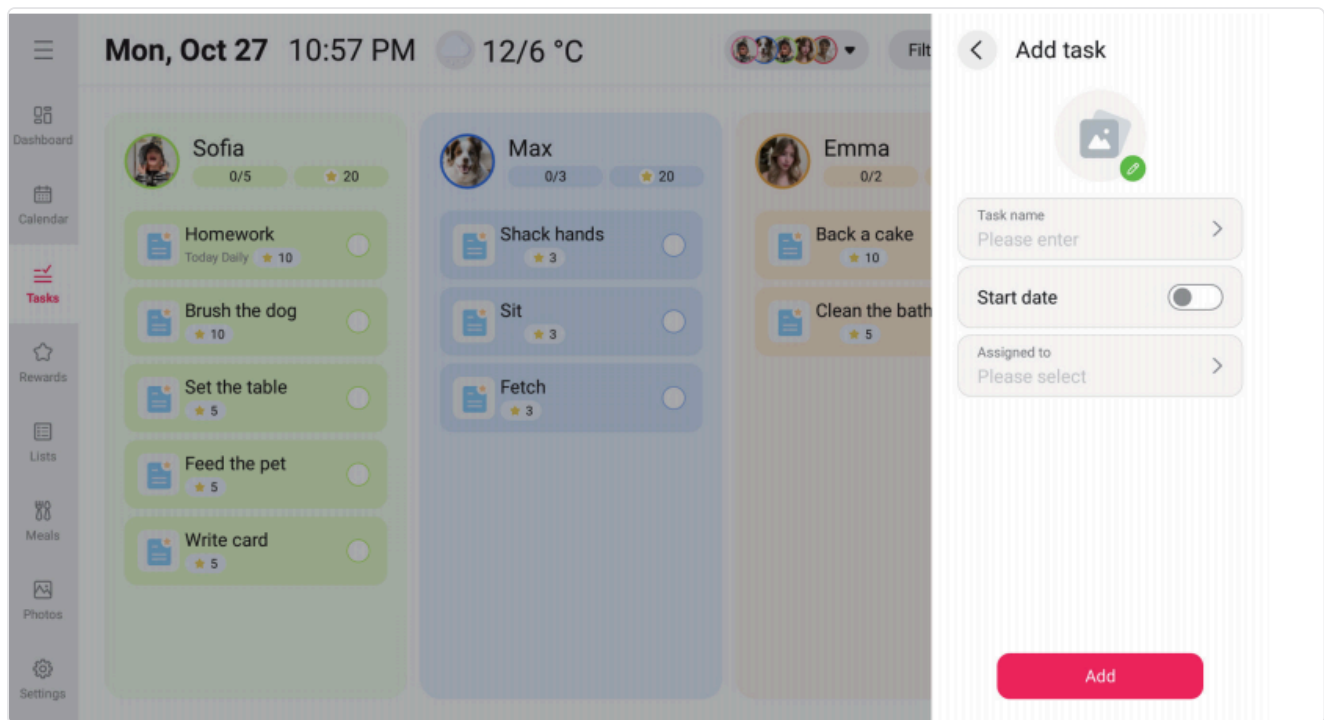
Create a Task

1. Open the Tasks module.
2. Tap the + icon in the bottom-right corner.
3. Enter the task name.
4. Choose the date and time.

5. Assign the task to one or more family members.

6. Tap Add.

The task will sync to the creator's app.



View and Organize Tasks

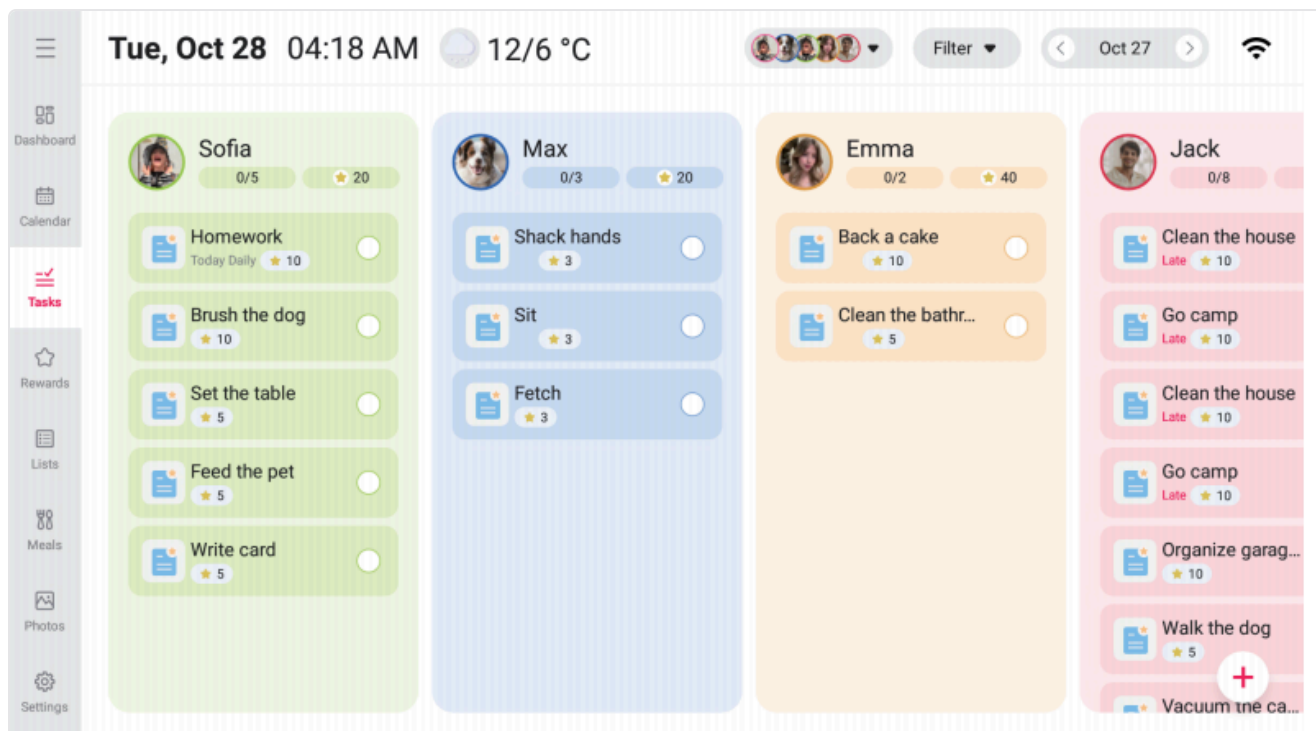
1. Tap a task to view its details, including:

Task name

Time

Stars earned

1. Long-press a task to adjust its order.



4. Rewards

Rewards can help motivate family members by making progress toward goals visible and trackable.

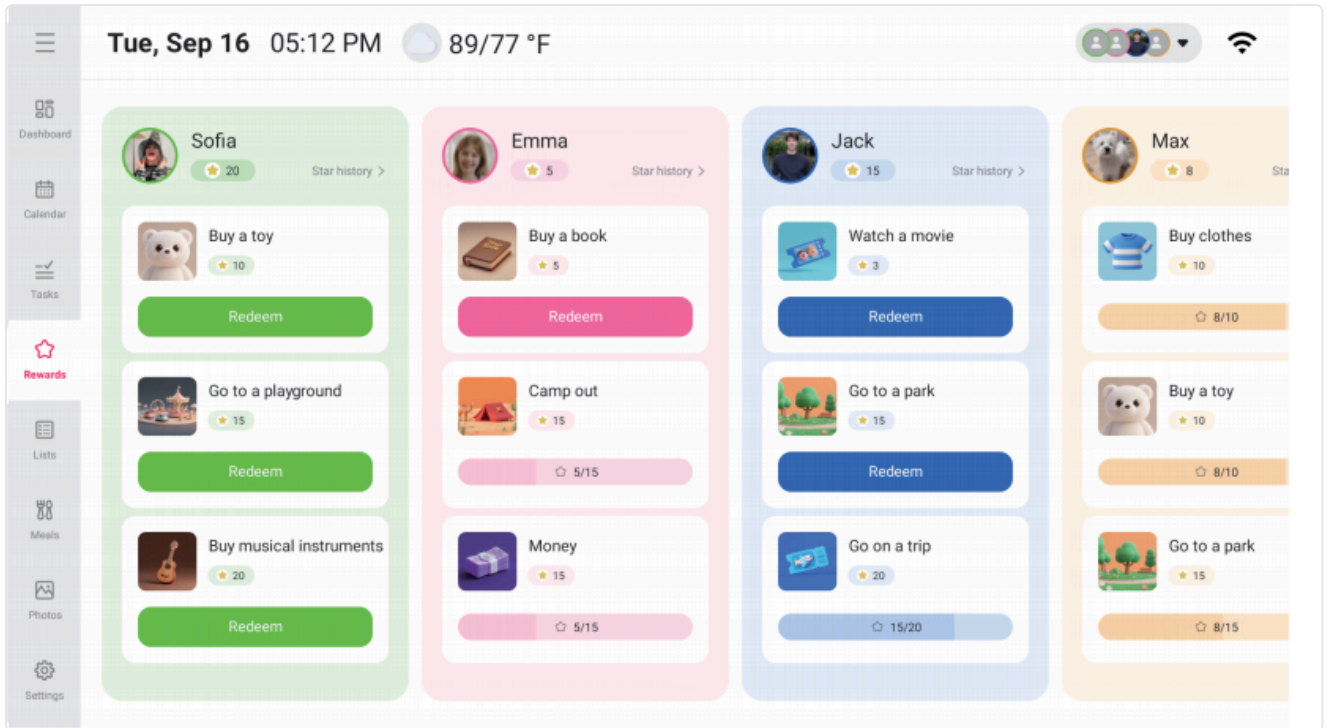
View a Reward

1. Open the Rewards module and tap a reward to view its details, including the reward name and the number of stars required.
2. Long-press a reward to adjust its order.

Redeem a Reward

1. Open Rewards on your Family Calendar.
2. Find the family member.
3. Tap Redeem on the reward you want to use.

Note: Create and manage rewards through the Whale Framely App, while redemption and progress tracking are completed directly on the Family Calendar.



5. Photos

You can send photos and videos to your Family Calendar through the Whale Framely App.

On your Family Calendar, you can:

Browse photos and videos

Filter photos or videos by media type

Browse content in chronological or reverse chronological order

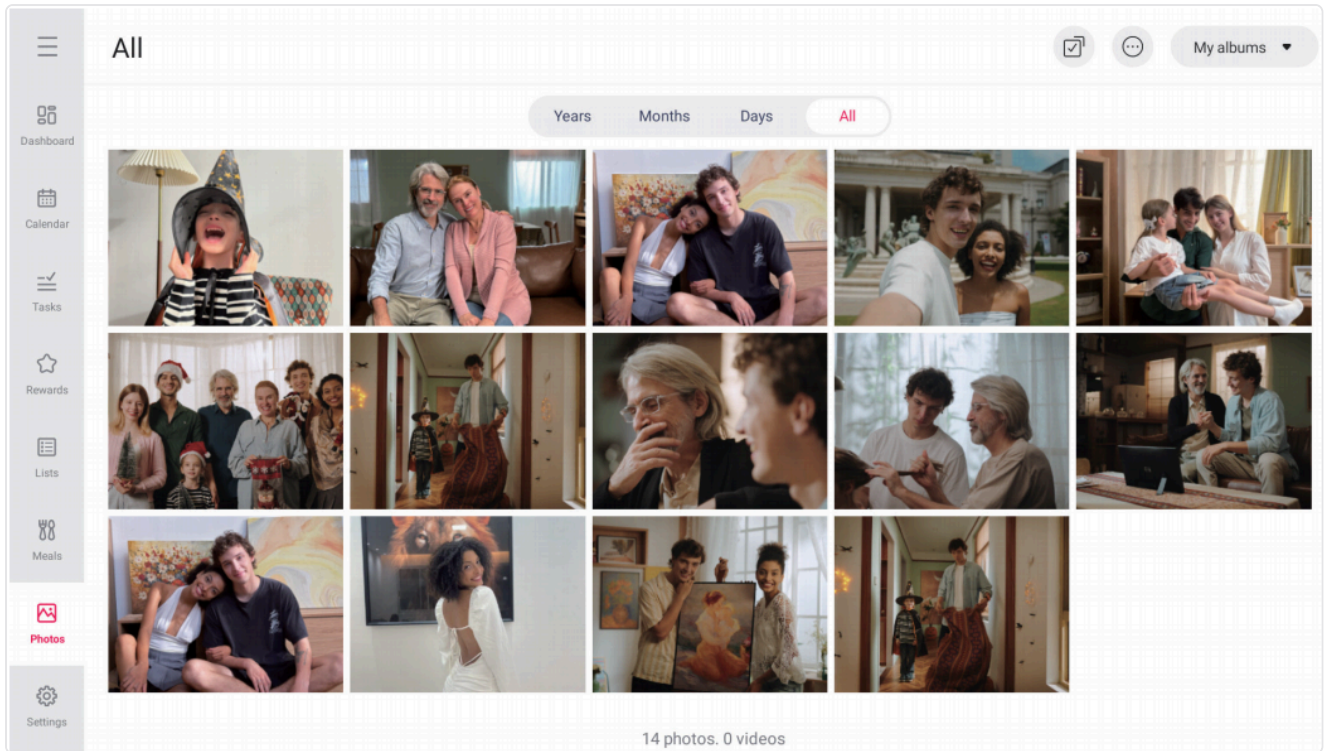
Search for photos by time period

Create custom albums

1. Choose album covers

Customize album playback order

You can also organize albums by themes, people, locations, or other categories.



6. Meals

Meals helps you plan your family's meals for the entire week.

Create a Meal Plan

1. Open the Meals module.
2. Tap the meal time you want to add a recipe to, or tap the + button.
3. Select one or more recipes from the recipe box.
4. Tap Add to Plan.
5. Tap a meal to view its details.

Meal plans created on the Family Calendar will sync to the app.

You can view meal details such as the dish name, image, ingredients, and other information.

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Dashboard

Calendar

Tasks

Rewards

Lists

Meals

Photos

Settings

Tue, Oct 28

04:38 AM

12/6 °C

Category ▾

Week ▾

< Oct, 2025 >

📶

	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sa
早餐	🥯 Bagels 🍳 Eggs	🥣 Oatmeal	🍳 Eggs 🥛 Milk&Cereal 1 More	🍲 Leftovers	🐔 Chicken Salad ... 🍔 Burgers	
午餐	🥯 Bagels 🍲 Flash-Fried Pra...	🥛 Milk&Cereal 🍔 Burgers	🥛 Milk&Cereal	🥛 Milk&Cereal 🥣 Oatmeal 1 More	🥯 Bagels 🍲 Flash-Fried Pra...	
晚餐	🥛 Milk&Cereal 🍔 Burgers	🐔 Chicken Salad ... 🍔 Burgers	🍳 Eggs 🍷 Grilled Cheese	🥣 Oatmeal	🥣 Oatmeal	
小吃	🍳 Eggs	🍕 Pizza				+

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Dashboard

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Tue, Oct 28

04:29 AM

12/6 °C

Category ▾

Week

	Mon 27	Tue 28	Wed 29	Thu 30
早餐	🥯 Bagels 🍳 Eggs	🥣 Oatmeal	🍳 Eggs 🥛 Milk&Cereal 1 More	🍲 Leftovers
午餐	🥯 Bagels 🍲 Flash-Fried Pra...	🥛 Milk&Cereal 🍔 Burgers	🥛 Milk&Cereal	🥛 Milk&Cereal 🥣 Oatmeal 1 More
晚餐	🥛 Milk&Cereal 🍔 Burgers	🐔 Chicken Salad ... 🍔 Burgers	🍳 Eggs 🍷 Grilled Cheese	🥣 Oatmeal
小吃	🍳 Eggs	🍕 Pizza		

×

Recipes

Explore

My recipe: 🔍

☐ 🍲 Bagels ...

☐ 🍳 Eggs ...

☐ 🥛 Milk&Cereal ...

☐ 🥣 Oatmeal ...

☐ 🍔 Burgers ...

☐ 🐔 Chicken Sa... ...

☐ 🍲 Flash-Fried... ...

Add to plan

+