TimeTree

Usage Guide(Advanced) | 2021.7

Scroll down

1 Calendar

Calendar Name
Tap to view the label statistics for the month.

Today
You can go to the current date with one tap

Current Day
Tap the current day to open the Daily View.
See the details of the event by opening the event.
Move or copy the event by drag and drop.

Monthly
After tapping "Calendar", select the year and month at the
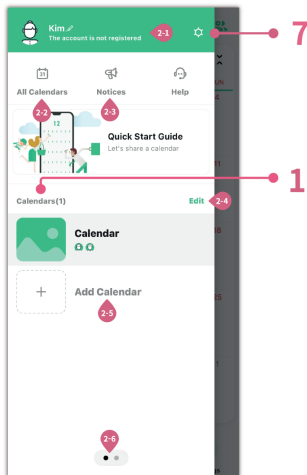top of the screen to switch to "Weekly" or "Summary".

Memo
Use for memos or to-do lists.

Search
Search for an event by its title, label, or participants.

Scroll down to the bottom of the screen to see updates
in your calendars and memos in the order of newest to oldest.

2 Main Menu

Profile (2-1)
Tap to edit profile, register an account, logout, or remove account.

All Calendars (2-2)
View multiple calendars at the same time.

Notices (2-3)
Messages and updates from TimeTree.

Edit (2-4)
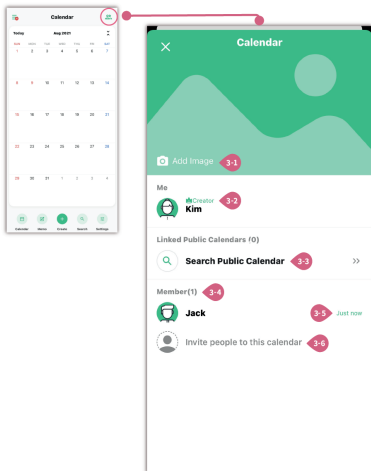Change the order of calendars and delete them.

Create a new calendar (2-5)
Manage multiple calendars.

Other Functions (2-6)
Slide the menu screen to the left to display the public calendars.
For details of more functions, please refer to the help pages
at the end of this manual.

3 Member List

3-1 Uploading images
You can set the cover image for the calendar.

3-2 Creator
Members who are the "Creator" have the
ability to remove members from calendars.
There are no other special permissions.

3-3 TimeTree Connect/Public Calendars
Access public calendars that are linked to your calendar.
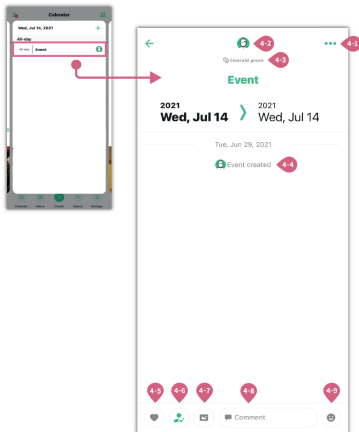Receive new updates to your feed.

3-4 Members
List of members who have joined the calendar.

3-5 Last visited time
The approximate last time a member of the calendar visited the calendar.

3-6 Tap here to invite!
Add new members to the calendar.

4 Event Details

Menu
Edit, delete, copy, and share the event.

Participants
Tap the icon to display the list of participants.

Event Settings details
Displays the repeating settings, reminder, and label colors.

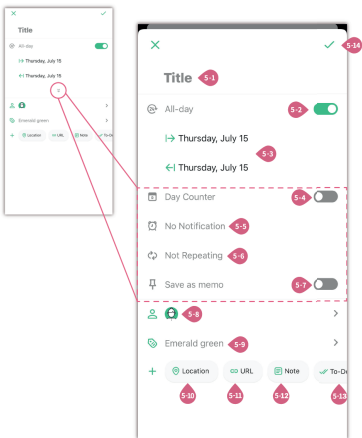**Update history**
The update history of the event.

Like
You can send a "Like" reaction to the appointment.

Join/Leave
Attend or not attend the event.

Image
You can post images.
Tap and hold a posted image to delete it or save it to your device.

Comments
Post comments.

Emoji
Send emoji reactions.

5 Event Creation

5-1 Enter the title of the event to be displayed on the calendar.

5-2 Turn this on to display the event for
the whole day without specifying the time.

5-3 Enter the date and time. If not an all day event, set the time.

5-4 Set this option to count anniversaries or special days.

5-5 Set reminder notifications for appointments.

5-6 Set up repeating events. Under "More" see detailed repeating settings.

5-7 Select this to turn the event to a "Memo" item.

5-8 Select the members who will participate in the event.
Useful to prevent double-booking and send reminders.

5-9 Change the label color (event colors) , set label titles and order.

5-10 Set map location for the event.
Open the map application from the event and check the route.

5-11 Add an URL of a website to the event.

5-12 Add notes to the event.

5-13 Create a to-do list (checklist).

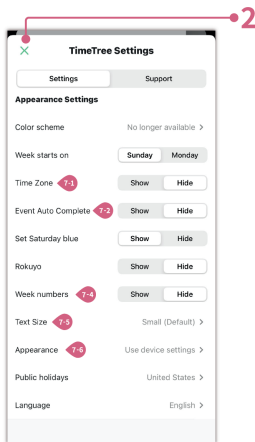**5-14** Tap "Save" to save the event.
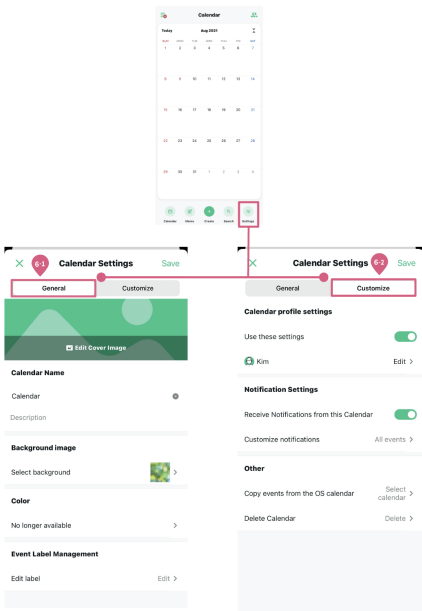
6 Settings

6-1 General

Settings such as cover image, title, and background.
Edit label names, order, and change colors.

6-2 Customize

Switch the tab at the top of the screen to [User Settings]
to view the settings that can be set for each calendar,
such as profile and notifications.

● 2

TimeTree Settings

| Settings | Support |

Appearance Settings

Color scheme	No longer available ›
Week starts on	**Sunday** Monday
Time Zone **7-1**	Show **Hide**
Event Auto Complete **7-2**	**Show** Hide
Set Saturday blue	**Show** Hide
Rokuyo	Show **Hide**
Week numbers **7-4**	**Show** Hide
Text Size **7-5**	Small (Default) ›
Appearance **7-6**	Use device settings ›
Public holidays	United States ›
Language	English ›

7 App Settings

7-1 **Time Zone**
Set the time zone for each individual event on the "Event Details" screen.

7-2 **Event creation history**
Display event titles that were created in the past to add events quickly.

7-4 **Week number**
Displays the week numbers in the calendar view.

7-5 **Text Size**
Change the font size of the event titles in the calendar view.

7-6 **Appearance**
Change the screen to dark mode (black background)
or light mode (white background). Available only for the iOS devices.

**Please see the Help Pages
for detailed instructions.**