

2.3 Family Calendar

2.3.1 Home “Supported on 15.6” or bigger displays only.”

Switch to the Home view to access your personalized information center.

- **Custom Widgets**

Long press the widget until the "⊞" icon appears in the top-right corner to start editing. Tap " **+ Add widgets** " or the edit button to customize your view. You can add or remove functional widgets according to your needs for quick access. Tap " **Confirm** " to finish editing.

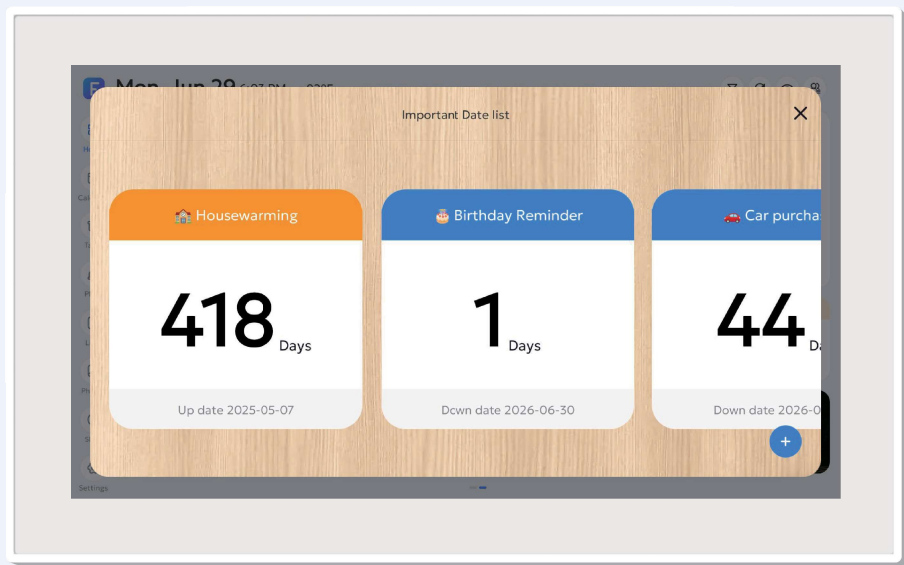


While in widget editing mode, only the widgets will respond to touch. Other areas of the screen will be temporarily unresponsive. Tap “Confirm” to finish editing and restore normal touchscreen operation.

- **Important Date**

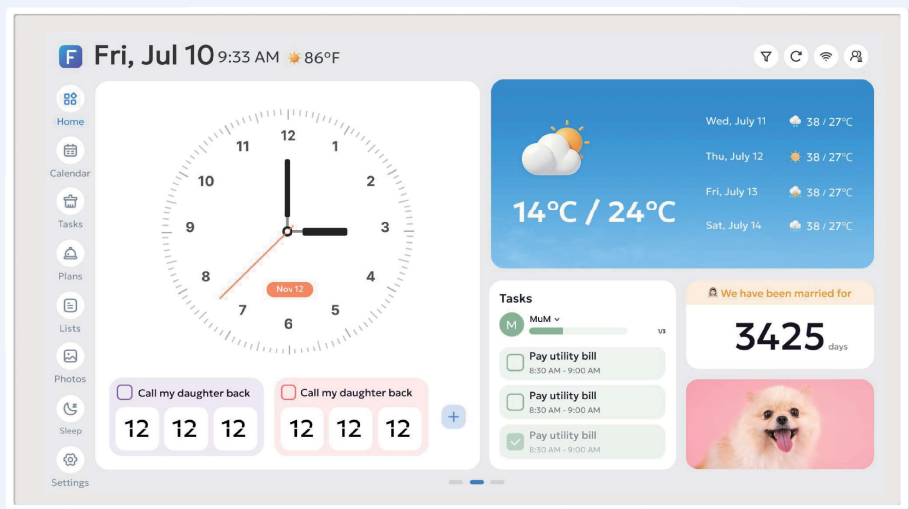
Add a countdown for anniversaries or holidays or special occasions. The widget visually displays the remaining days until the target date, ensuring you never miss a meaningful moment.

Important dates are sorted by creation time by default. You can pin an event to give it display priority. Once an important date has passed, it will automatically be converted into an anniversary and will be displayed before unpinned important dates. The display priority is: Pinned Important Dates > Anniversaries > Regular Important Dates. The Home page shows the first event in the sorted list.



- **Weather Widget**

Supports multi-day weather forecasts. The desktop widget displays temperature and weather information for today and the coming days at a glance.



2.3.2 Calendar

• Views

Supports **Schedule**, **Day**, **Week**, and **Month** views. Tap the dropdown menu to switch between view types.

Schedule : View your events in a timeline layout.

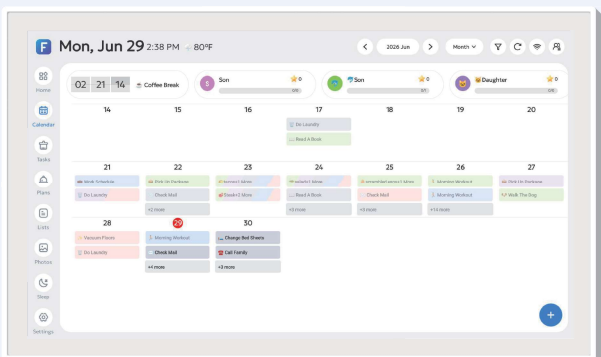
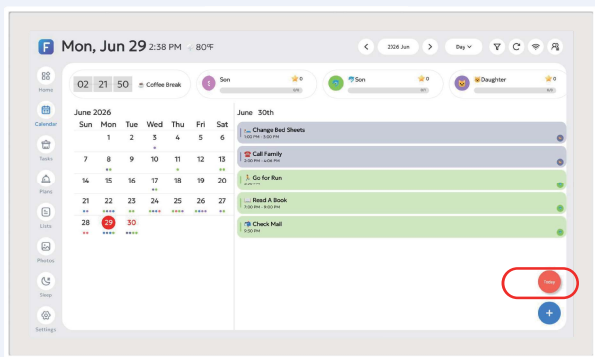
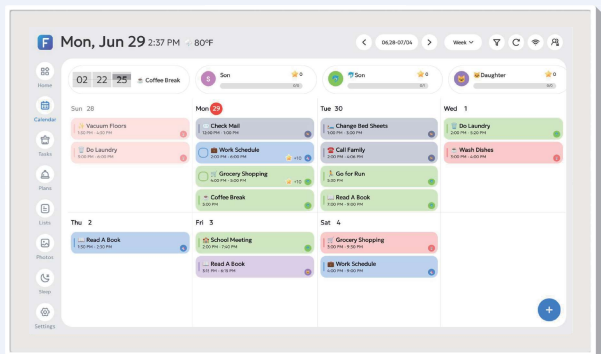
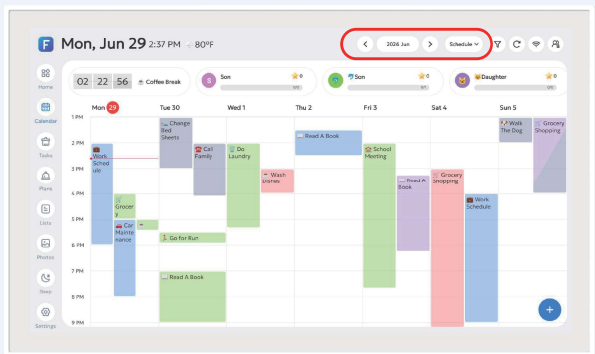
Day : Focus on your events for a single day.

Week : Plan your week at a glance.

Schedule : See your whole month in one view.

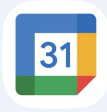
Button Instructions :

	Change View Date		Previous Week/Month
	Switch View		Next Week/Month
	Back to Today		Refresh Current Data



2.3.3 Import Calendars

- **Calendar Synchronization:**



Google Calendar Real-time Sync

1. Open FotoCube -> Click the "Calendar" tab at the bottom.
2. Click the "Import" button in the top-right corner.
3. Sync with "Google Calendar".
4. Log in to your Google Account and grant permission.
5. Choose between one-way or two-way synchronization.
6. Select the calendars you want to sync.
7. Synchronization will complete within a few minutes.



Subscribe to iCloud Calendar

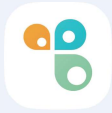
1. Open FotoCube -> Click the "Calendar" tab at the bottom.
2. Click the "Import" button in the top-right corner.
3. Sync with "iCloud Calendar".
4. Follow the on-screen prompts to bind your account.
5. Choose between one-way or two-way synchronization.
6. Select the calendar categories you wish to Sync.
7. Complete the calendar synchronization a few minutes later.



Subscribe to Outlook Calendar

1. Open FotoCube -> Click the "Calendar" tab at the bottom.
2. Click the "Import" button in the top-right corner.
3. Sync with "Outlook Calendar".
4. Log in to your Outlook account and verify your account information.
5. Choose between one-way or two-way synchronization.
6. Select the calendar categories you wish to Sync.
7. Complete the calendar synchronization a few minutes later.

- When two-way sync is enabled, you can choose whether to sync events created on the device to a selected third-party calendar.



Subscribe to Cozi Calendar

1. Open the Cozi app.
2. Tap Family at the bottom of the home screen.
3. Tap the Settings icon (next to profile picture).
4. Select Share Cozi Calendars.
5. Choose to share All Events or specific calendars, then tap View or Send Cozi URL and copy the link.
6. Open FotoCube and tap Calendar at the bottom.
7. Tap the Import button in the top-right corner.
8. Tap the Sync button next to Cozi Calendar.
9. Paste the URL into the input field and complete the import.



Subscribe to TeamSnap Calendar

1. On a computer, open a browser and go to "go.teamsnap.com".
2. Click My Teams on the left side of the page.
3. From the team homepage, click the Schedule tab at the top.
4. Click the Settings icon in the upper-right corner, then select Sync Calendar/Export.
5. Copy the Full Calendar or Games Only ICS URL.
6. Open FotoCube and tap Calendar at the bottom.
7. Tap the Import button in the top-right corner.
8. Tap the Sync button next to TeamSnap.
9. Paste the URL into the input field and complete the import.



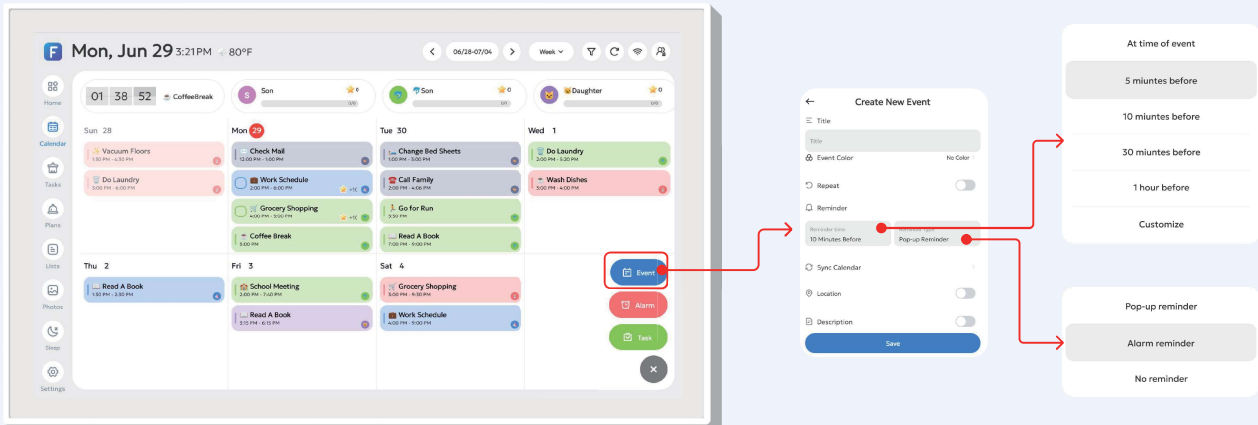
Import other calendar links

1. Copy the ICS link of another calendar.
2. Select the Calendar URL option and tap + Add on the right.
3. Paste the copied link into the input box at the bottom.
4. Tap Done to synchronize link data.

2.3.4 Event

• Create an Event

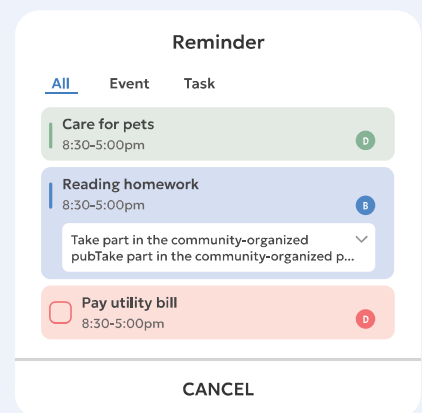
Tap the “+” button in the bottom-right corner, then select **“Event”**. In the pop-up window, you can edit the details, set the **start/end** time, customize the reminder time under **“Reminder”**, choose a reminder type under **“Reminder Method”**, and add notes in **“Description”**.



• Event Reminder

When an event is due, a pop-up reminder will appear.

When multiple reminders pop up simultaneously, they will be merged into one panel. Tap the panel title to switch between events.



• Create New Items (Event / Alarm / Task):



Tap the “+” button in the bottom-right corner to open the quick action menu. You can create the following items:



Event: Create an event, such as a school play or appointment.



Alarm: Set a reminder or wake-up alarm. Alarms can also be created from the Clock widget on the Home page. To edit an existing alarm, go to the **Calendar** page and select the alarm you want to modify.

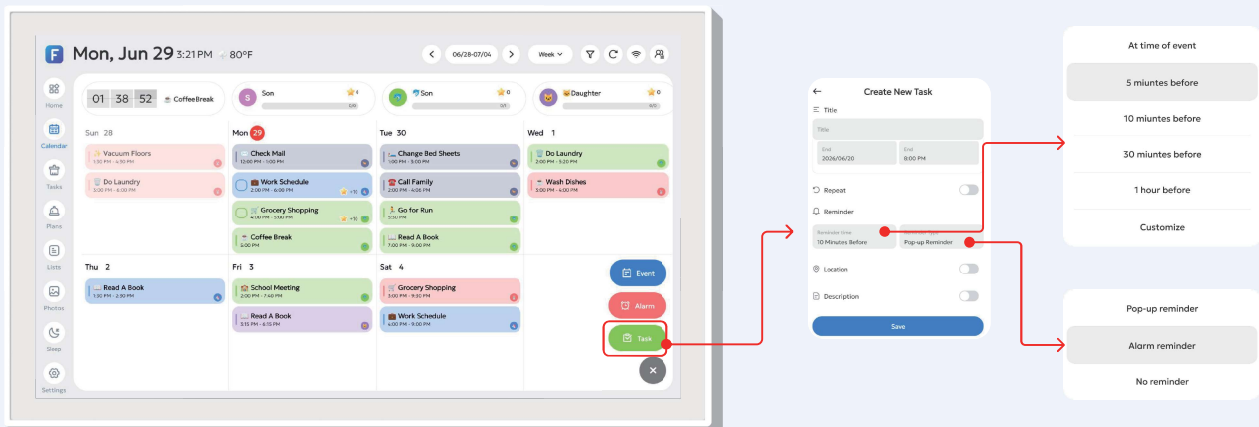


Task: Create a task, such as homework, chores, or daily tasks.

2.3.5 Tasks

● Create a Task

Tap the “+” button in the bottom-right corner, then select **"Task"**. In the pop-up window, you can edit the details, set the **start/end** time, customize the reminder time under **"Reminder"**, choose a reminder type under **"Reminder Method"**, and add notes in **"Description"**.



The **Task** page displays each member's to-do list. Habit Plans are also shown on this page.

Tip: Long-press a member's name at the top of the list to move the list and change the display order.

