COZI™ Family life. Simplified.

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Getting started with the shared family calendar

The Cozi Calendar helps your family coordinate daily activities: see who's doing what each day, who is supposed to pick up whom from school, and so on.

From your Cozi home page, clicking anywhere on the calendar preview displays the Cozi Calendar.

Entering appointments

If you're entering a whole bunch of related appointments for a school, sports, club, or childcare schedule, you can quickly enter them as an activity schedule.

You can add an appointment to the family calendar by doing one of the following:

● Type an appointment directly in the text box at the top of the calendar. You can quickly enter an appointment using your own words. Type the appointment the way you would describe it in everyday language; for example, "Lunch, 12:00 tomorrow". Cozi identifies the date and time of the appointment and puts it in the right place in the family calendar. If you don't specify a name, the appointment applies to All, and will show up on each member's schedule. Here are some more examples of "everyday language":

Ann: Tue 2:00 Meeting with realtor

Ann/John: Dinner out Friday at 8pm

Kate and Henry: Swimming Saturdays 10-12 until September

Kate: Preschool 9-12 every weekday ending August 20

Basketball practice 3:00-5:00 every Tuesday and Thursday

John's birthday every December 7

Book group Sundays at 5:00 pm ending after 6 times

Math test first Monday of each month

● Go to the day you want using the **Go To** tab at the top of the calendar or by using the mini-calendar (visible on larger monitors), and then double-click that day. In the window that appears, enter as much information as you want, and then click **Save**.

Once you've created an appointment, you can change it by clicking it to open the editing window. For recurring appointments, you can make changes to all future appointments at once by clicking **Save** then **All dates going forward**. Or, to change an individual appointment in a sequence, click **Save** then **This date only**.

Coordinating schedules between family members

Cozi assumes the appointment is for everybody in your family unless you specify one or more names. Appointments for everyone appear on the "All" calendar as well as on each person's individual calendar.

To tell Cozi that an appointment is for a specific person or persons, do one of the following:

- When you type an appointment in the text box, start with a family member's name. Example: "Kate: Piano Practice 3-5 Mondays". You can enter multiple names like "Henry, Kate, and John" or "Ann/Kate".

- Click an existing appointment to open the editing window, and deselect "All" by clicking the bubble next to "All", then select the people you want to include in the appointment, and click **Save**.

Color coding

The names in the Who dropdown at the top of the page are color-coded and let you switch between calendars for individual family members. To see someone's individual calendar, just click his or her name in the Who dropdown. To see what everyone is doing, click **All**.

To choose different colors:

1. Click **Settings** in the left column.

2. Click **Calendar**, and then click a colored dot for each family member.

3. Click **Done** to save your changes.

Describing things you do every week (or month, etc.)

To enter an appointment that happens regularly (for example, a child's soccer practice), do one of the following:

- **Type the appointment the way you would describe it in everyday language**; for example, "Henry: Saturdays 1-3 Soccer practice until 9/6". Cozi identifies the date and time of the appointment and puts it on the right days.

- **Click the date to open an editing window, and enter your appointment information.** Once you click in the **Repeats** box, you'll be able to can choose options for the recurrence. For example, you could set your appointment to occur every Tuesday and Thursday. Or, you could set it to occur on the first Monday of each month. If you like, you can add an end date to the recurring appointments. If not, the appointments will continue indefinitely.

Understanding why some appointments appear bold

Bold appointments indicate changes to your family's routine. They appear in bold to remind you that they do not regularly occur.

The following appointments are considered "non-routine":

- One-time appointments

- Exceptions to routine appointments

- Monthly appointments that happen on a fixed day of the month (such as the 15th of every month) rather than a fixed day (the third Thursday of every month)

- Recurring appointments that happen less often than monthly (such as every 5th Wednesday)

All other appointments (such as weekly recurring appointments) are considered "routine" and therefore are not bold.

Getting reminders for appointments

Cozi helps you remember appointments in several ways:

- By displaying automatic reminders on your mobile device from our iOS or Android apps using on-device notifications.

- By sending automatic reminders to family members' email addresses (when mobile apps are not used or mobile on-device notifications are turned off.)

- By texting CALENDAR to 22694 (BCOZI)

  For more information on how to set up or cancel automatic appointment reminders, see **Automatic appointment reminders**.

Printing

If you'd like to print out your family calendar, click **Print** at the top of your Calendar page, and then choose one of the options displayed on the menu. In the Windows Print dialog box that appears, click **OK**. To print, you'll need the latest version of **Adobe Reader** installed on your computer.

Setting your home time zone

Cozi always shows appointments in your family's home time zone, even if you view your calendar while traveling. To set or change your home time zone:

1. Click **Settings** in the left column.

2. Click **Calendar**.

3. On the Calendar page, click **Time zone** at the top of the page.

4. Click the current time zone to display a list of time zones.

5. Select the desired time zone from the list and click **Close** to save your changes.

Question not answered here? **Find answers to other frequently asked questions**.

Get the Cozi Android app

Make the chaos of family life pocket-size with Cozi's mobile apps. Manage your family calendar, grocery shopping lists, to do lists, and family journal while you're on the go.

Get the Cozi iPhone app

The mobile way to manage your family calendar, grocery shopping lists, to do lists, and family journal from wherever you are--all on your iPhone, iPad, or iPod Touch.

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