

Skylight Calendar

User Manual

Updated February 2023

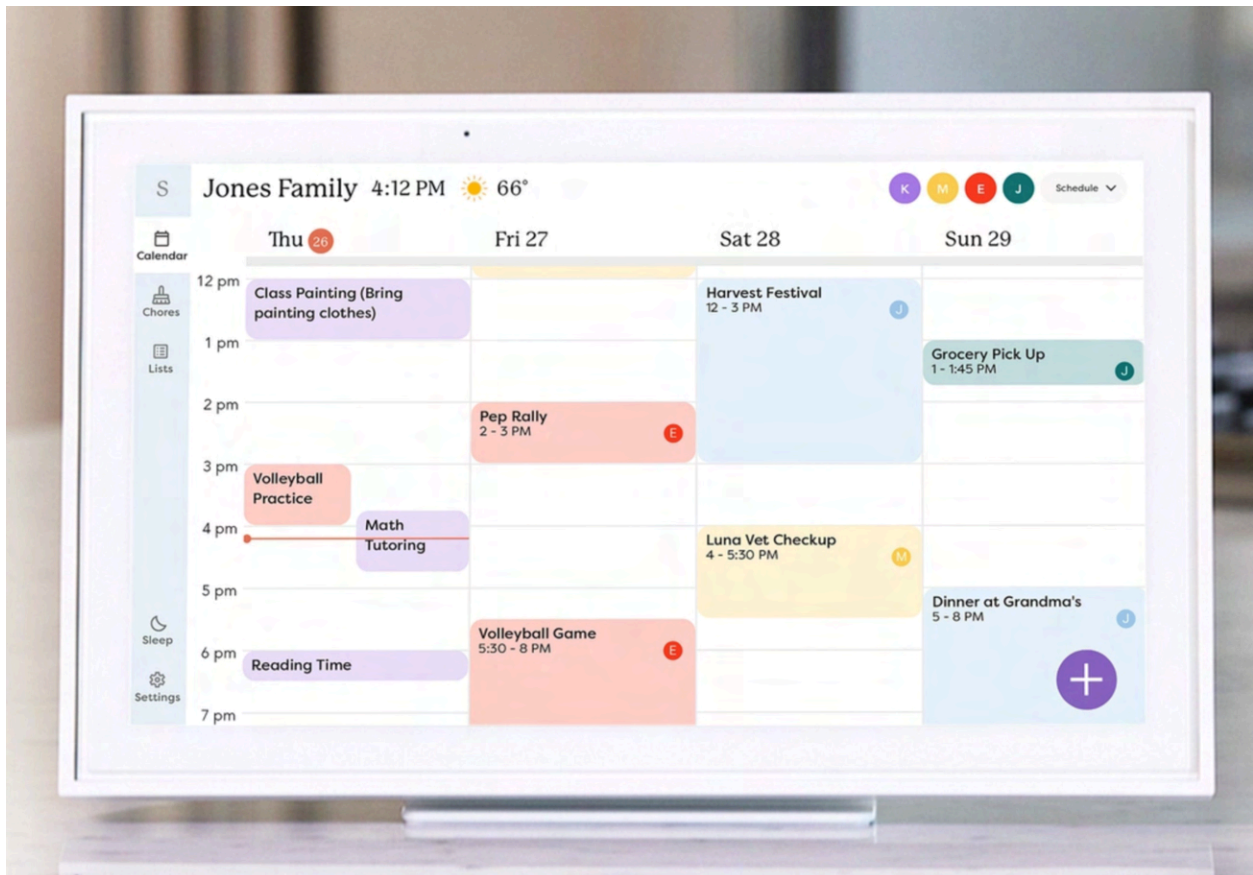


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Introduction

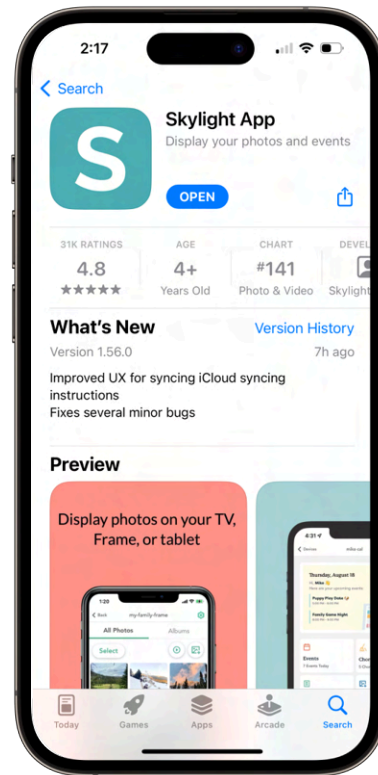
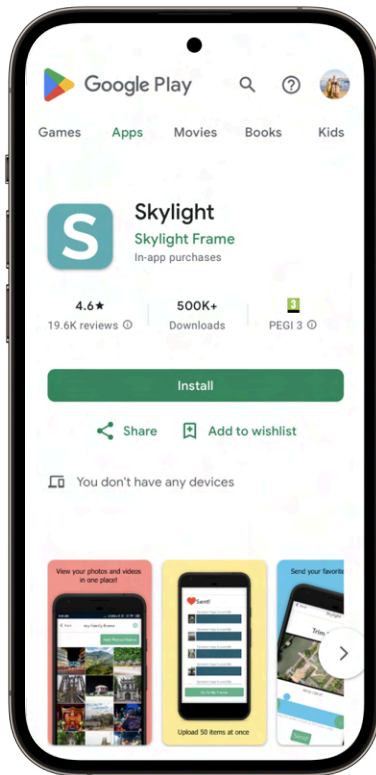
Congratulations on your Skylight Calendar purchase! We are excited to help you lighten the mental load of keeping track of everyone's busy schedules so you can get back to enjoying what matters most: your family.

We are always looking to improve and evolve our product, and we've got our ears to the ground listening for customer feedback through our [Facebook Group](#). New features will be downloaded automatically to your device or mobile app, and you'll be notified through emails, push notifications, and in-app messages.

We'll do our best to keep this guide up to date, but if something looks different on your end, you can always [reach out to us](#). Skylight Calendar comes with real human customer support, via phone and email. We love talking to our customers!


Get the App

You'll need the free Skylight app to use the features of your Skylight Calendar to their full potential. Download the app at skylightframe.com/app.



Initial Setup

After connecting your Calendar to Wi-Fi and entering your 6-digit activation code, we suggest setting your device up in this order order:

1. Set the timezone on your Skylight Calendar, in **Settings**  -> Configure Time Zone
2. Sync any external calendars ([Google](#), [iCloud Calendar](#), [Outlook](#), etc.)
3. Rename your new Categories to the member of the family that your calendars correspond to
4. Set up any remaining Categories for the members of your family
5. Share access to your Skylight Calendar with the rest of your family via the app
6. Add events and chores

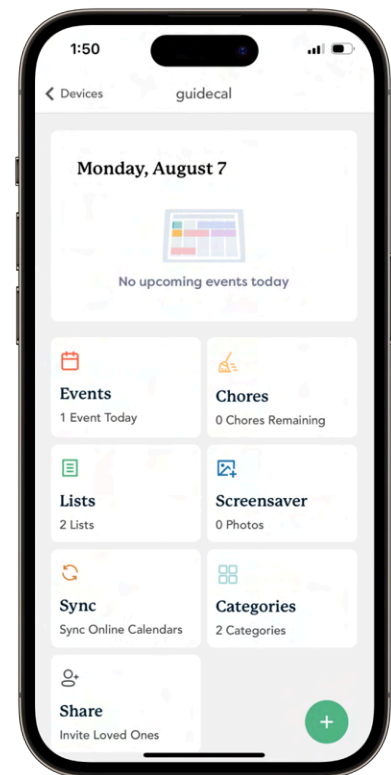
Syncing Calendars

Syncing can only be done through the app.

When you sync a source calendar (like Google, iCloud, etc.) with Skylight, any changes on your source calendar will automatically show up on Skylight.

For Google Calendars only, you can choose to sync with 2-way permissions, so changes on Skylight (event creation and editing) will also show up on your Google Calendar.

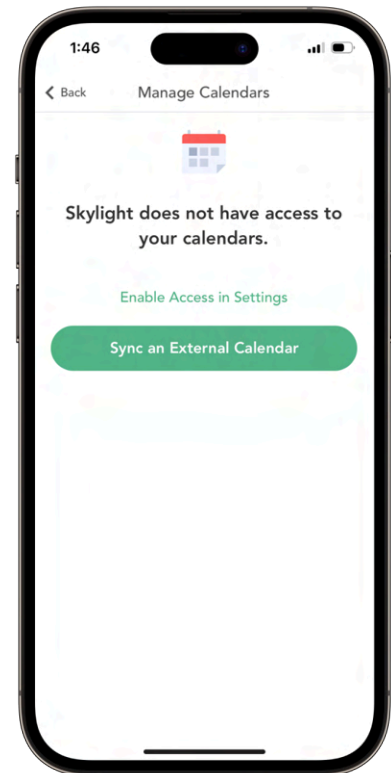
1. Open **Sync** in the home screen.



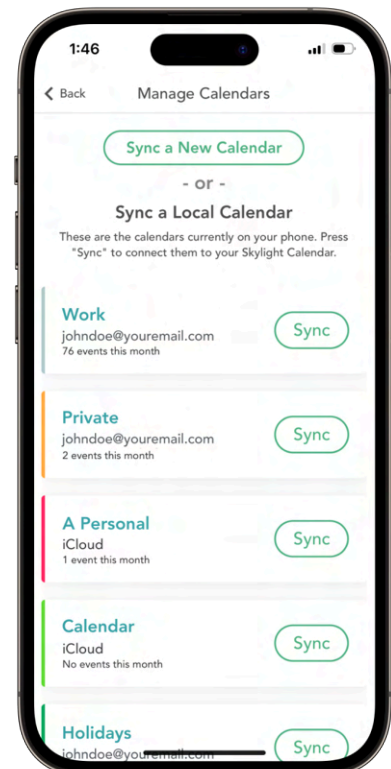
Syncing a New Calendar

Press Sync a New Calendar to begin, and choose the type of calendar you want to sync.

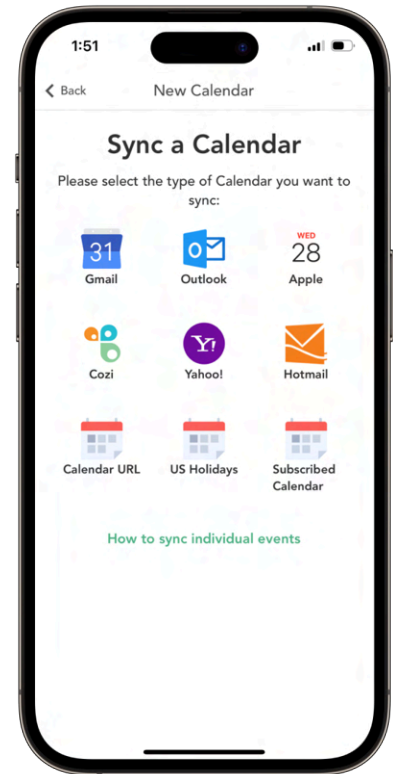
- 1.1. If the app does not have access to a local calendar, press **Sync an External Calendar** or **Enable Access in Settings**.



- 1.2. If you accepted access to local calendars, press **Sync New Calendar**.



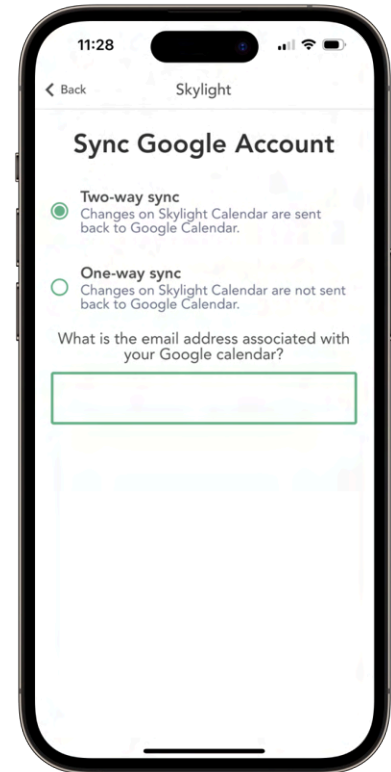
2. Choose the type of calendar you want to sync.



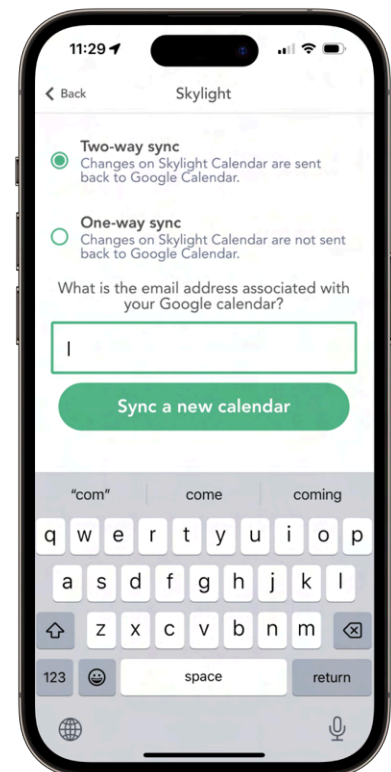
Google Calendar

If you're syncing a work calendar that uses Google Workspace, select **Google**.

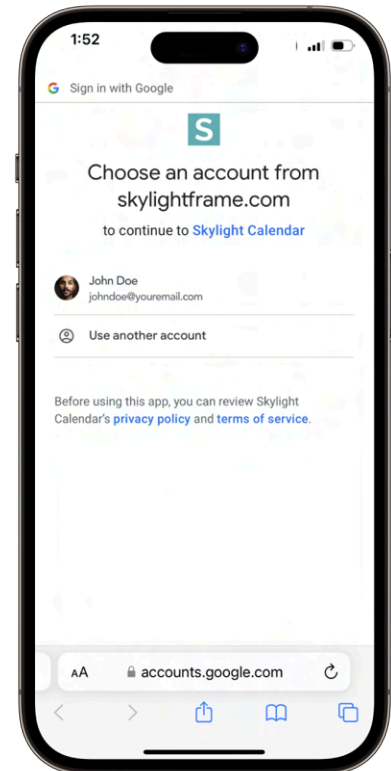
1. Choose if you want two-way sync or one-way-sync.



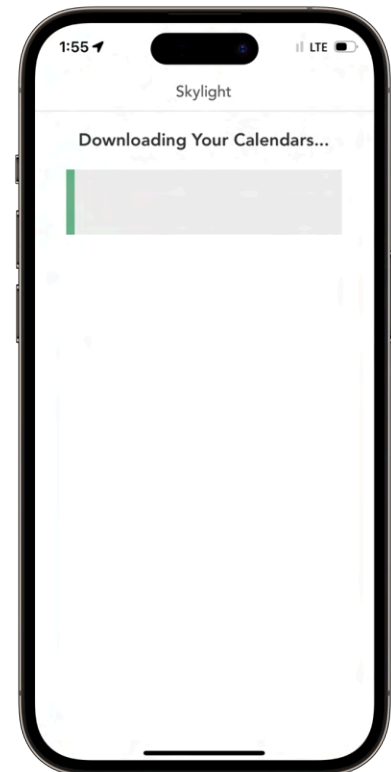
2. Enter your Google Calendar email address and press **Sync a new calendar**.



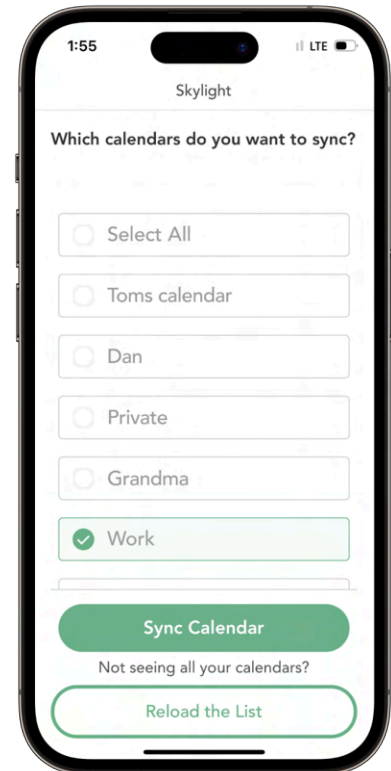
3. Choose the account you want to sync.



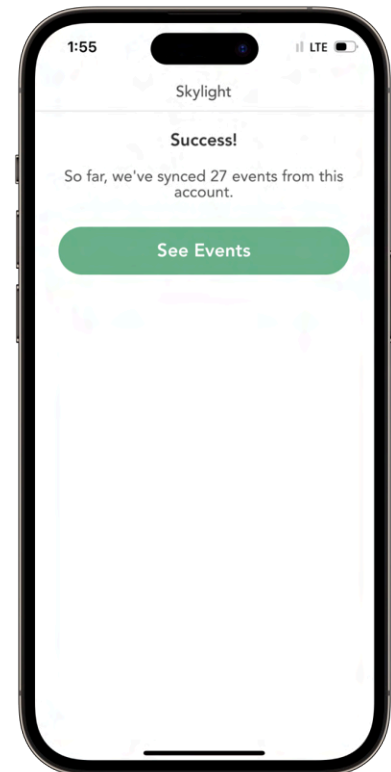
4. Wait for your calendars to download.



5. Choose the calendars you want to sync and press **Sync Calendar**.



6. Tap **See Events** to complete.

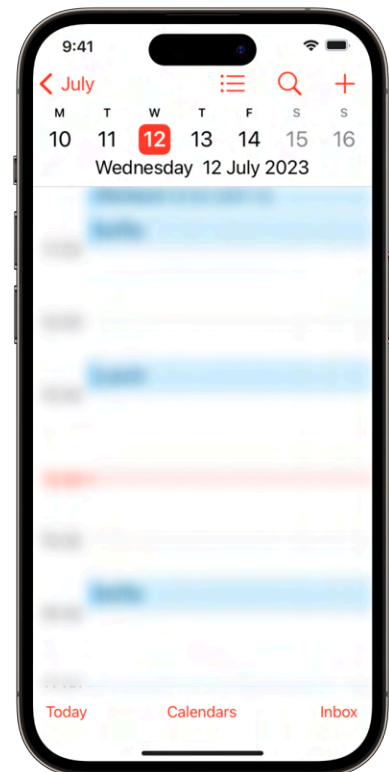


iCloud Calendar

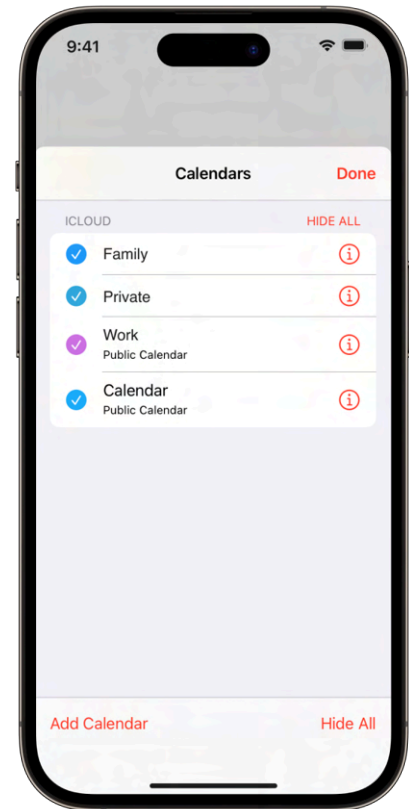
1. Open the Calendar app.



2. Select **Calendars** at the bottom.

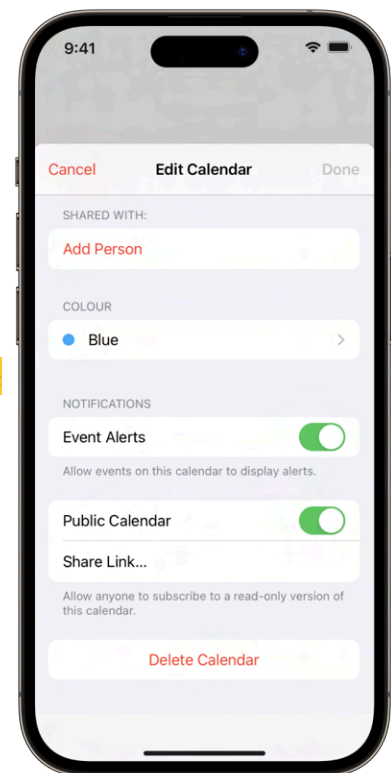


3. Select the  icon next to the calendar you want to sync.

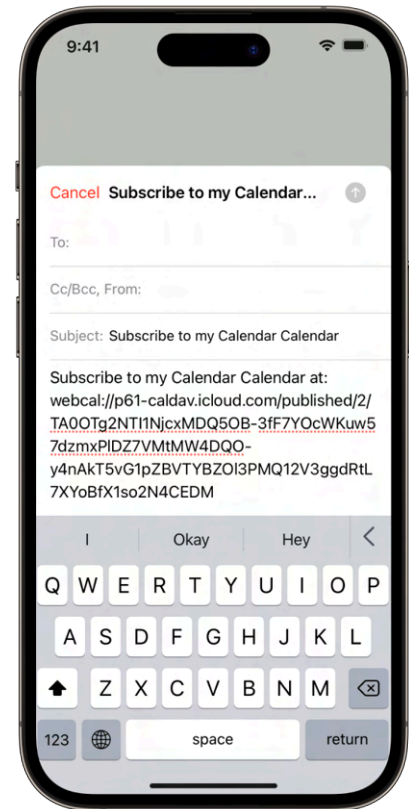


4. Enable Public Calendar and select **Share Link**.

NOTE: If you don't see "Public Calendar", that is because your calendars are not set up with iCloud. First do that by following the steps [here](#).

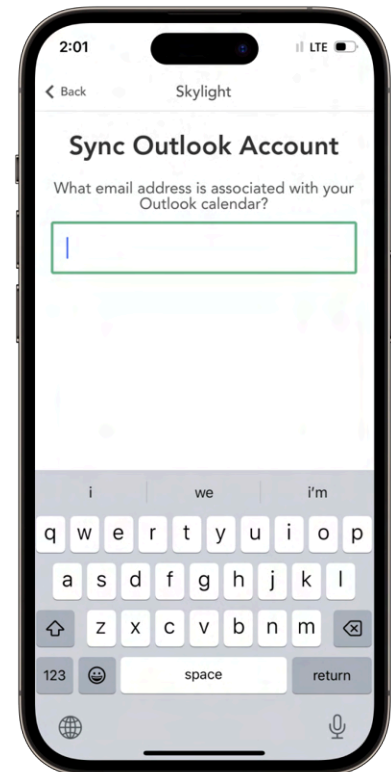


5. Email the Share Link to your calendar address (e.g., calname@ourskylight.com).



Outlook / Live Calendar

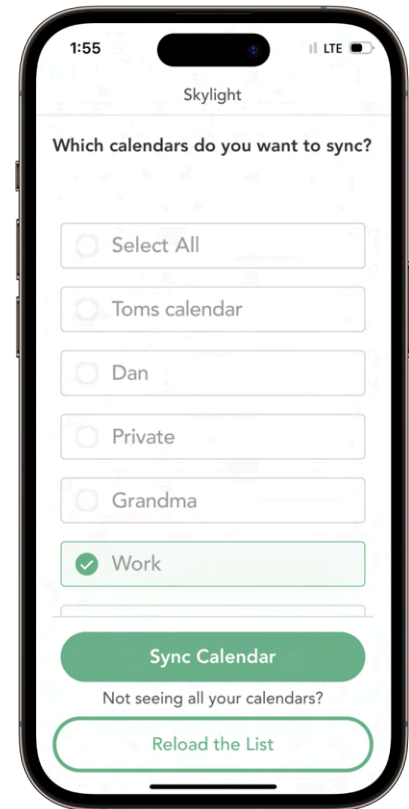
1. Enter your Outlook email address.



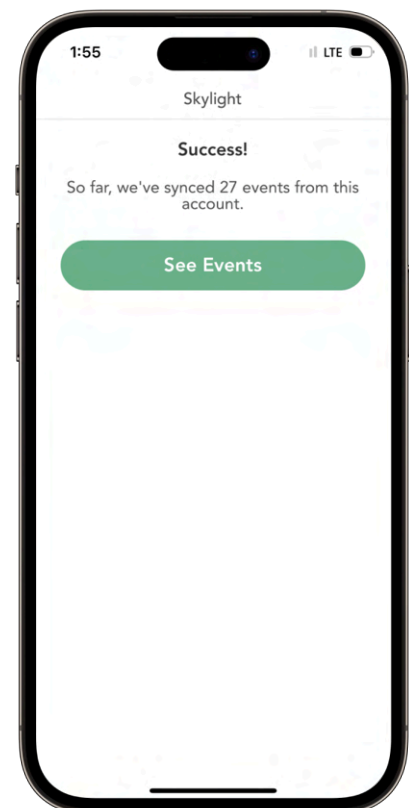
2. After login, reopen the Skylight app.



3. Choose the calendars you want to sync and press **Sync Calendar**.

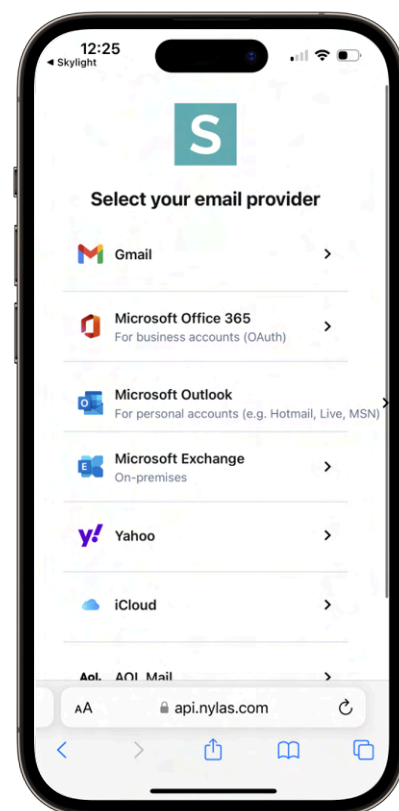


4. Tap **See Events** to complete.



Outlook / Live Calendar With Authentication

If your organization requires authentication with Office 365 (Modern / OAuth) or Exchange (Basic), you may be prompted to choose an email provider. In general, Office 365 authentication is preferred by email administrators as it is more secure.



If you see the Need admin approval message, we suggest you try syncing your calendar with Exchange instead. If your organization has this enabled, your calendar should sync.

Need admin approval

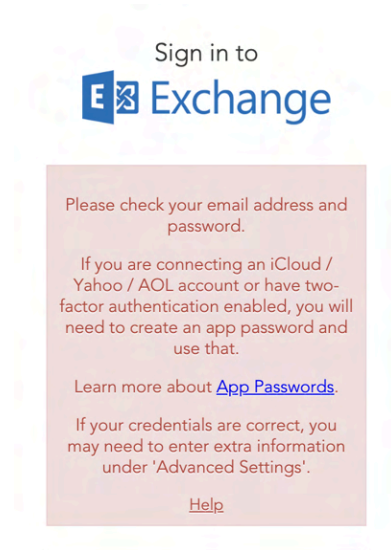
S Skylight Calendar
Glimpse, LLC

Skylight Calendar needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account!](#)

[Return to the application without granting consent](#)

If Basic authentication is disabled, create an [app-specific password](#) and use that in place of your regular password. If that still doesn't work, there is an option to sync your Outlook calendar as an .ics; you can find instructions for that process [here](#).

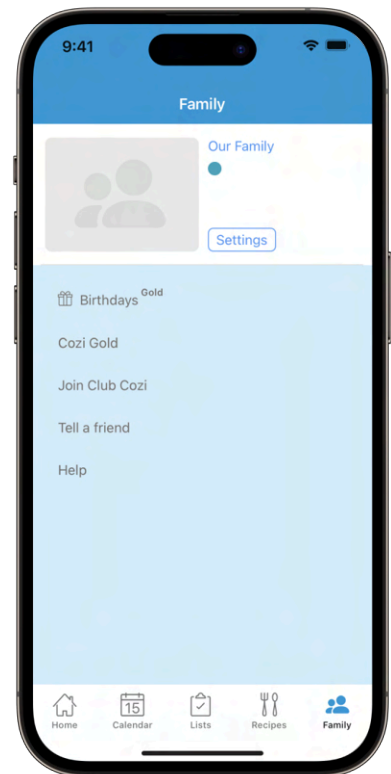


Cozi Calendar

1. Open the Cozi app.

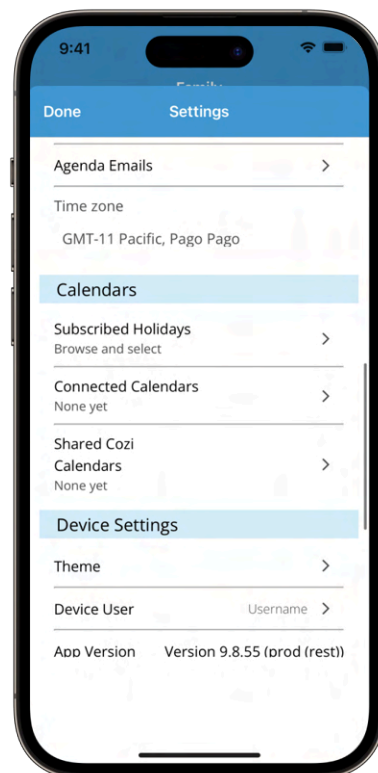


2. Go to the **Family** tab and select **Settings**.

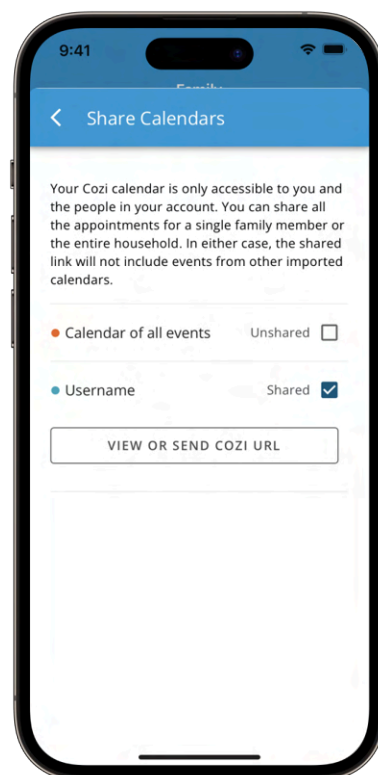


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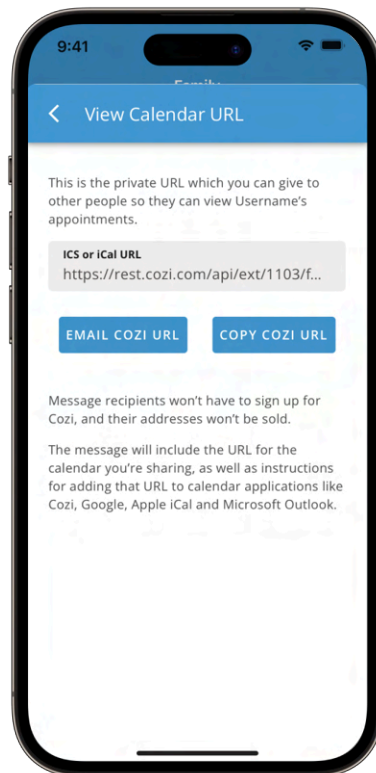
3. Tap on **Shared Cozi Calendars**.



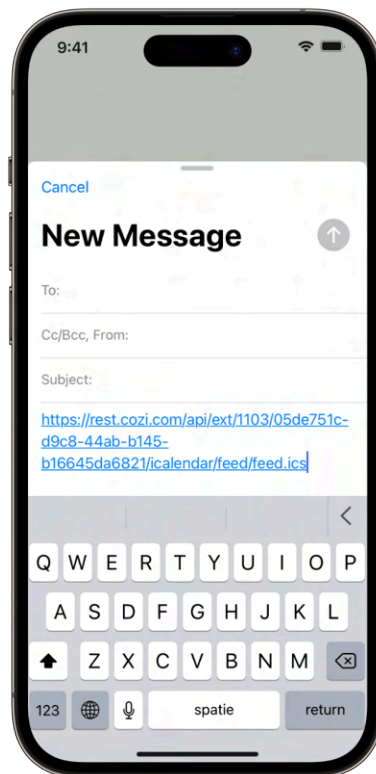
4. Share all events or a specific calendar and tap **View or Send Cozi URL**.



5. Tap **Email Cozi URL**.

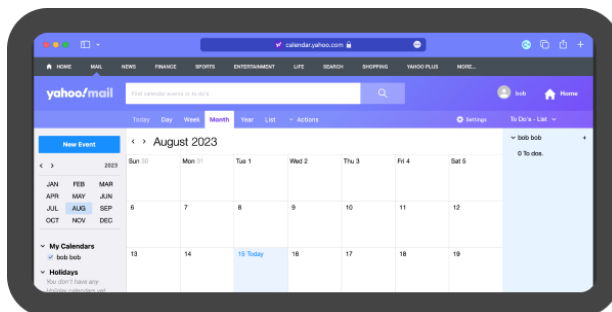


6. Email the Share Link to your calendar address (e.g., calname@ourskylight.com).

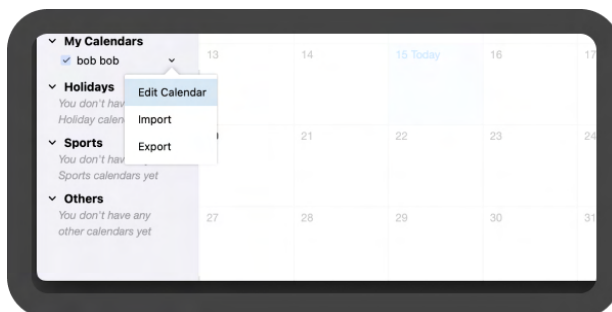


Yahoo Calendar

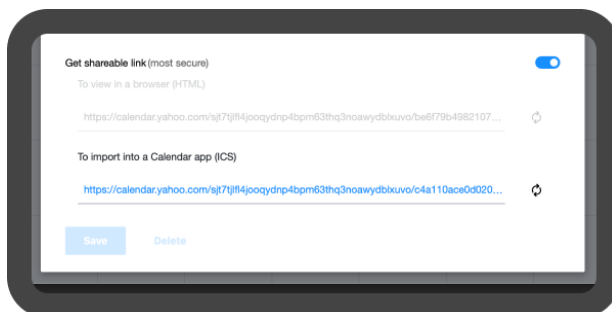
1. In a web browser, open calendar.yahoo.com.



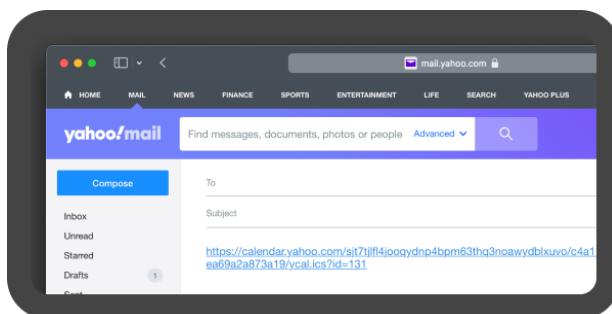
2. Edit the calendar you want to share.



3. Toggle Get sharable link and **copy the ICS URL**.



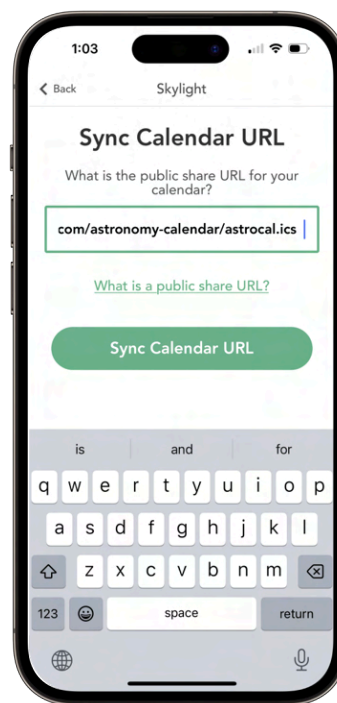
4. Email the Share Link to your calendar address (e.g., calname@ourskylight.com).



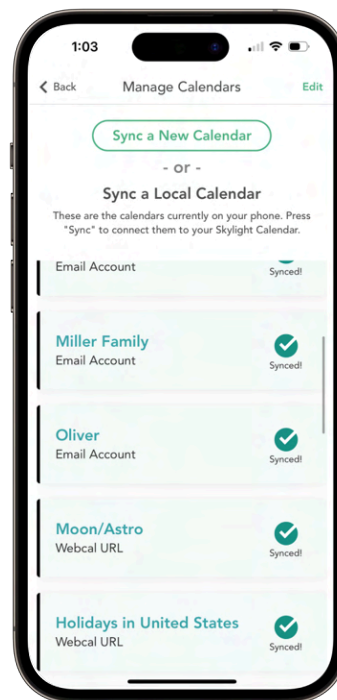
Calendar URL / Subscribed Calendar

You can sync any calendar with Skylight, as long as it has a public URL so that Skylight can retrieve the events. These urls usually look like *webcal://* and may end in *.ics*.

1. In the app, choose Calendar URL. Enter the URL of the calendar you want to sync. Press Sync Calendar URL.



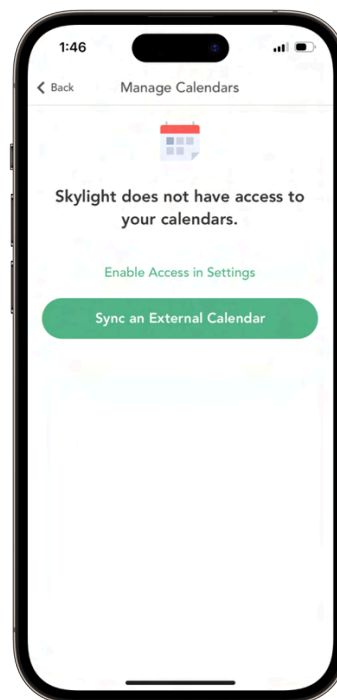
2. Once synced, your calendar will be listed in Manage Calendars labeled as a Webcal URL.



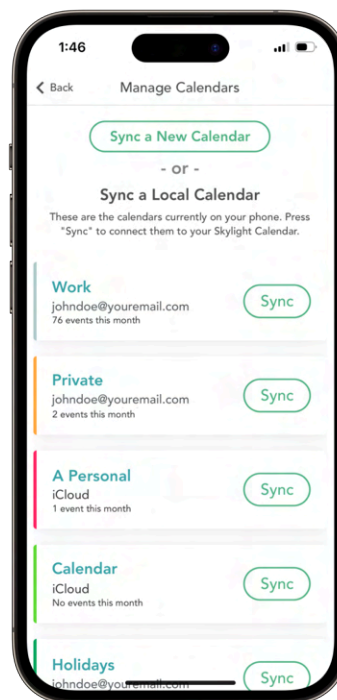
Syncing a Calendar on Your Phone

After allowing Skylight access to your calendars, you will see a list of suggested calendars. These are the calendars currently on your phone that can be synced to your Skylight Calendar. Press Sync to start the syncing process and continue to the relevant section below.

1. If the app does not have access to a local calendar, press **Sync an External Calendar**. Otherwise, continue with step 2.

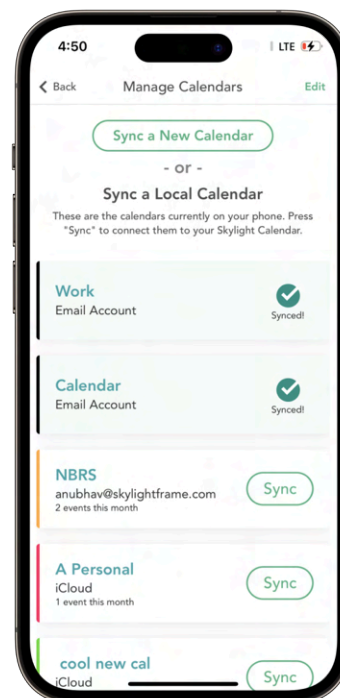


2. Choose a local calendar and press **Sync** to start the syncing process.

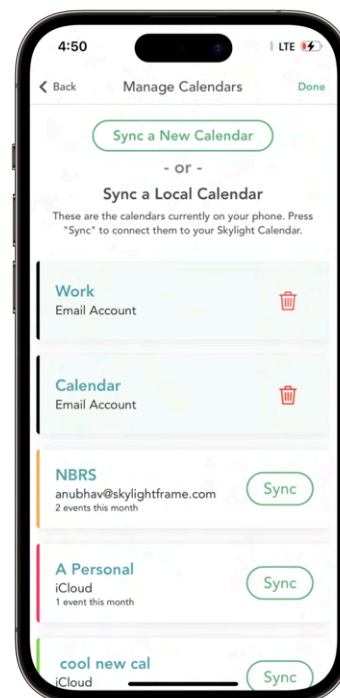


Deleting a Synced Calendar

1. Press **Edit** in the top right of the Manage Calendars screen.

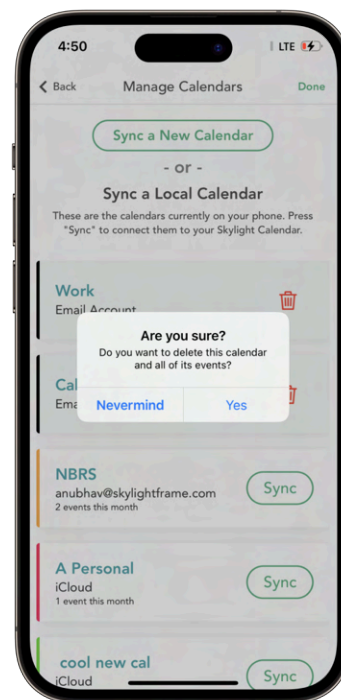


2. Press the trash can icon next to the calendar you want to delete



3. Press **Yes**.

The Category associated with your synced calendar will still remain after you remove your synced calendar. You will need to delete the Category separately.



Resyncing a Synced Calendar

If you would like to sync a calendar again or change its permissions (such as making a 1-way calendar sync with 2-way permissions), we recommend first [deleting the calendar before attempting to sync it again.](#)

Setting Up Categories / Color Coding

You can color code events for different members of the family by using Categories.

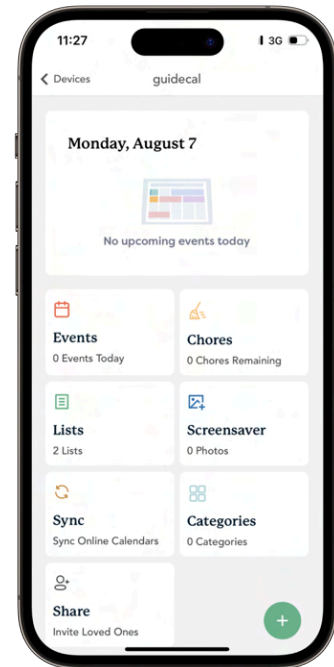
Ideally, you'll want to name your Categories after people and assign a unique color for that person.

Categories are created automatically by syncing calendars (in which case the Category will be named the calendar's name), but you can also create and rename Categories manually on the Skylight app.

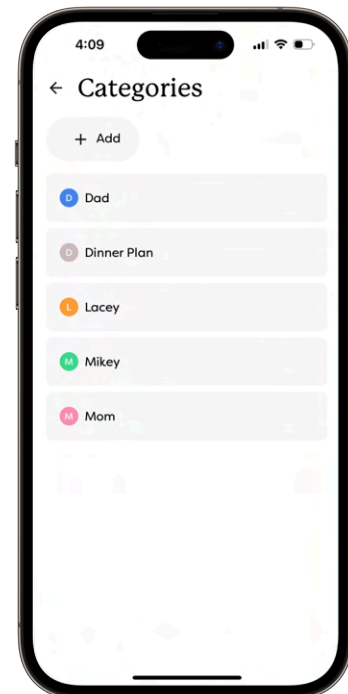
Creating a Category

Categories can only be created in the mobile app.

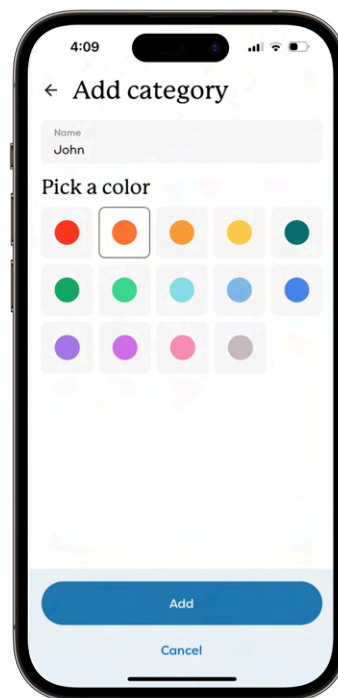
1. Press **Categories**.



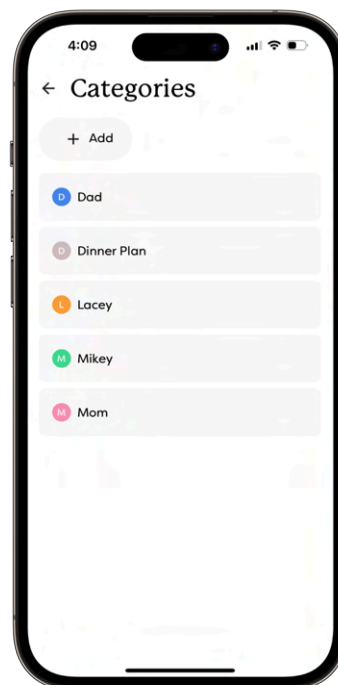
2. Press **+Add**



3. Enter a person's name, choose a color, and press **Add**.



4. You now have a new Category.

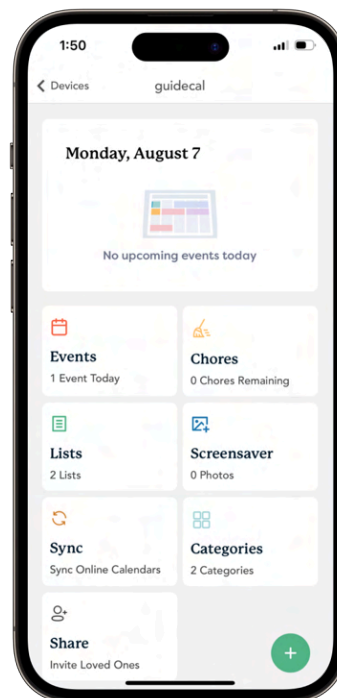


Editing a Category

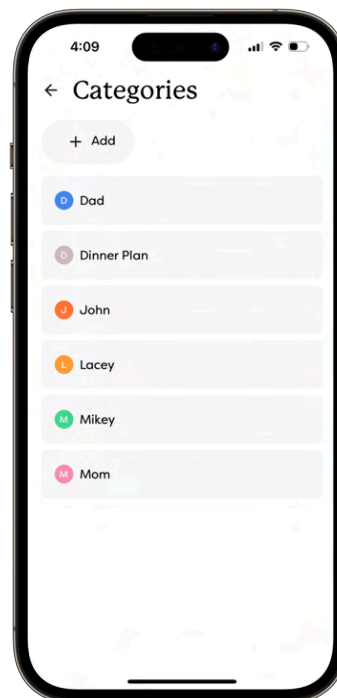
Categories can be edited in the mobile app or on the device.

App

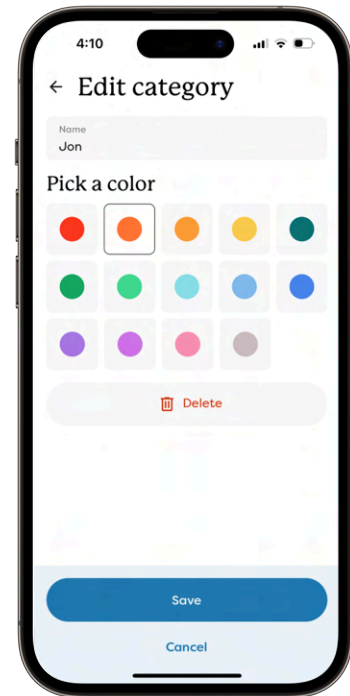
1. Press **Categories**.



2. Select a Category.

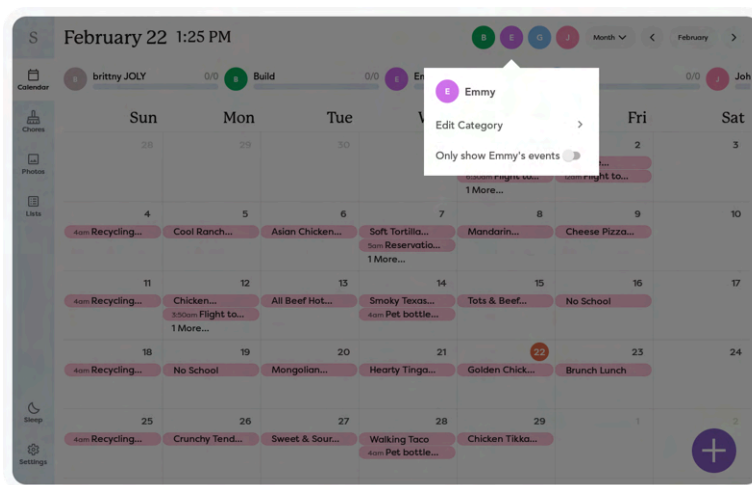


3. Edit Category details and press **Save**.

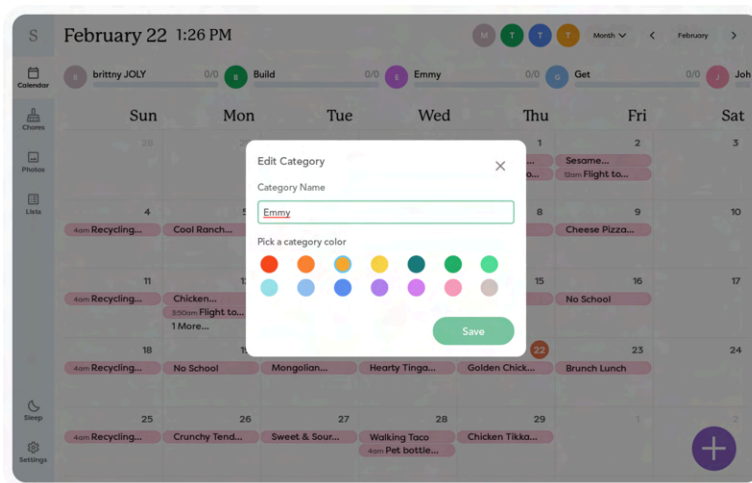


Device

1. Tap the Category circle in the top right corner and press **Edit Category**. You can swipe through this Categories list if needed.



2. Edit the Category name or Category color and press **Save**.

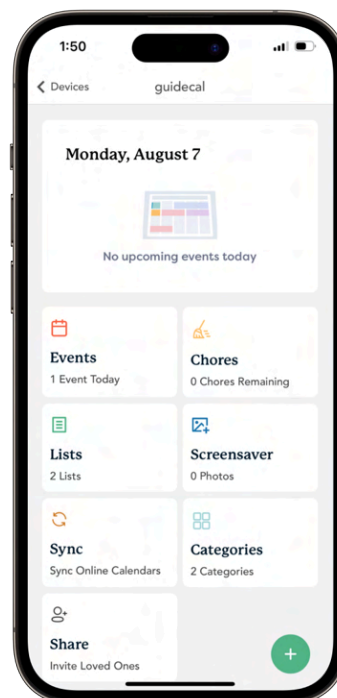


Deleting a Category

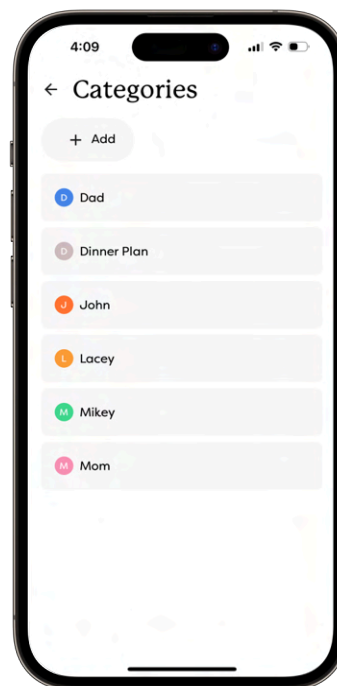
Category deletion can only happen in the app.

A Category can only be deleted by re-assigning its events to another Category. To delete a Category associated with a synced calendar, see the [Deleting a synced calendar](#) section.

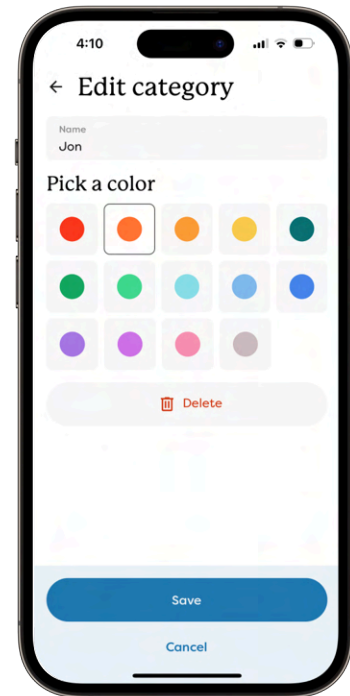
1. Press **Categories**.



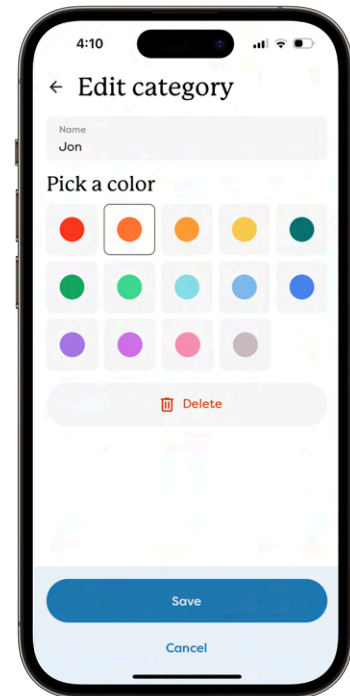
2. Select the Category you want to delete.



3. Press **Delete**



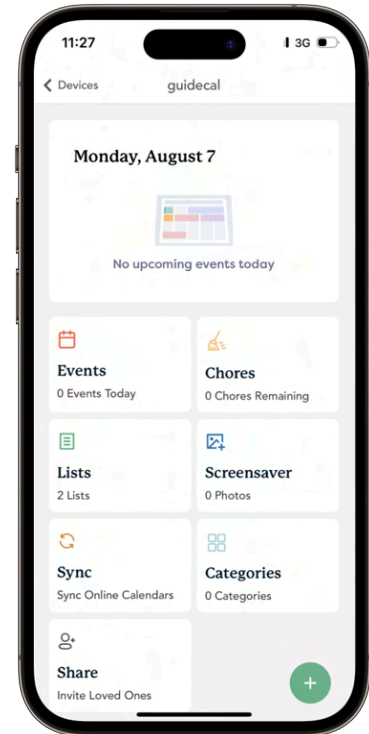
4. Reassign events in this Category to another Category.



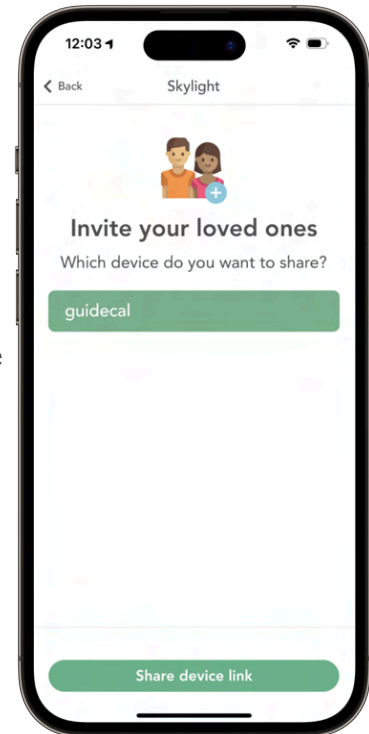
Sharing Access to Calendar

You can share access to your Skylight Calendar with anyone you like. If given access, others will be able to edit and add content to your Skylight Calendar.

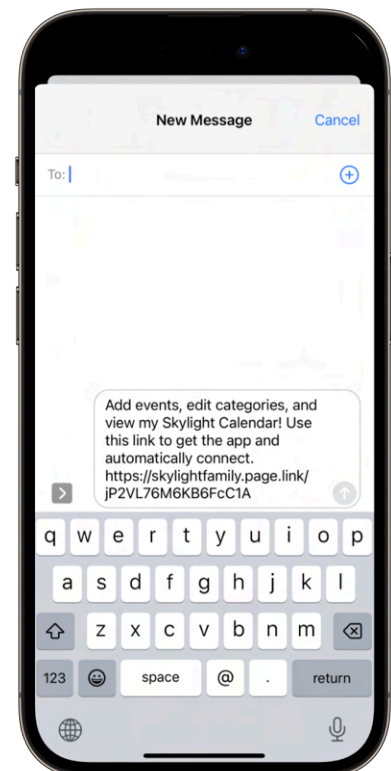
1. Press **Share**.



2. Choose the Calendar you want to share and press **Share device link**.



3. Text or email the link to your family. With this URL, your Calendar will automatically be added to their Skylight account after they set one up.



Events

Viewing Events

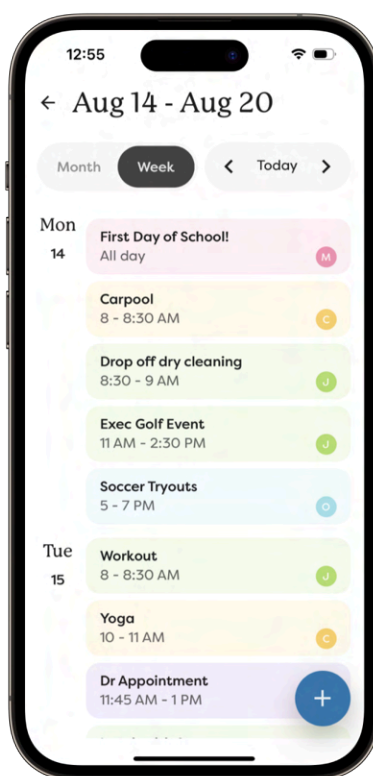
You can see your events in different views on the app and device to best suit your needs.

App

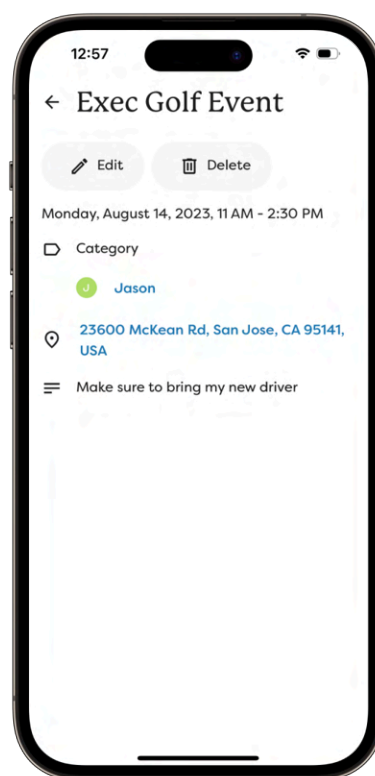
You can view your events in a Month or Week view. Tap into an event to view details. Tap < **Today** > to jump to this week or month, depending on the view you're on.



Month View




Week View



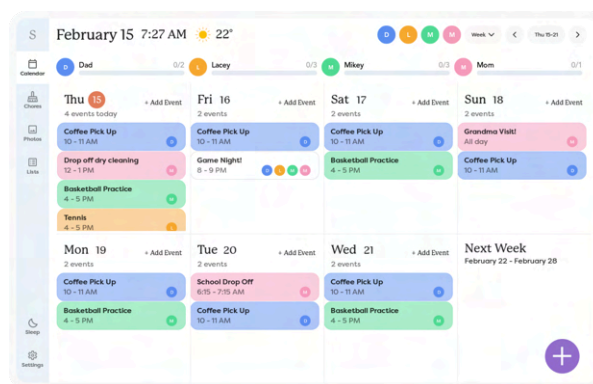
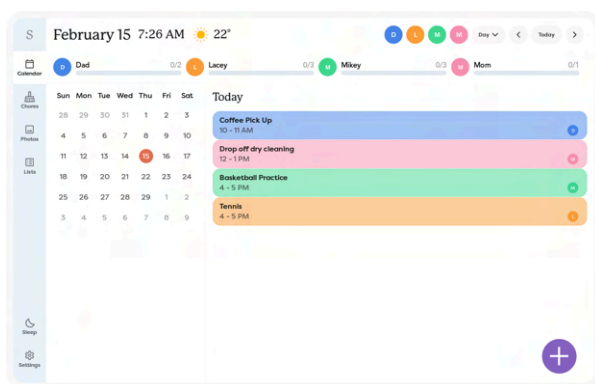
Event Details

Device

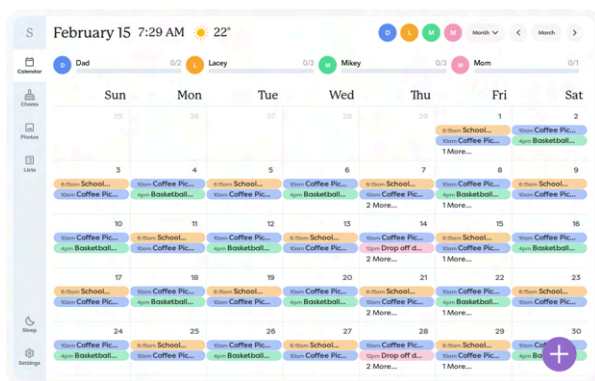
You can view your events in a Day, Week, Month, or Schedule view. Schedule view can be configured in **Settings**  to display between 1 and 7 days.

Tap into an event to view details. You can pinch and zoom to show more or fewer hours in the day.

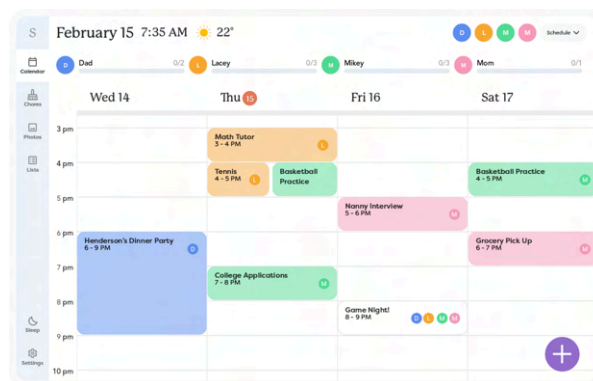
Tap **< Today >** to jump to the current date. You can tap the same button even if you are viewing past or future dates.



Day View



Week View



Month View

Schedule View

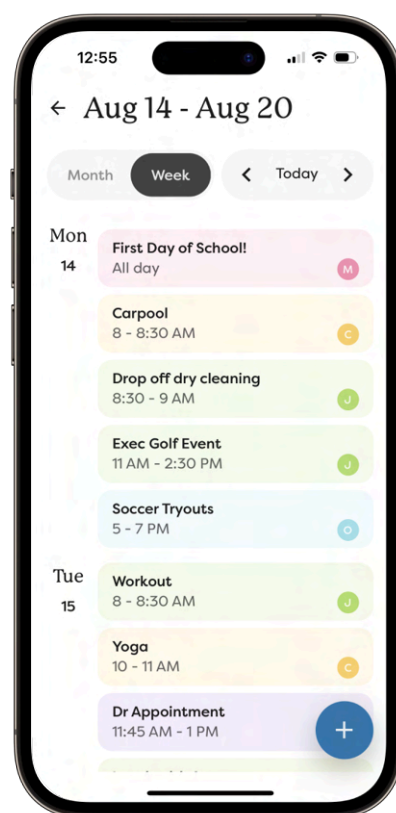
Creating Events

You can create events on your Skylight Calendar from both the mobile app and the device itself.

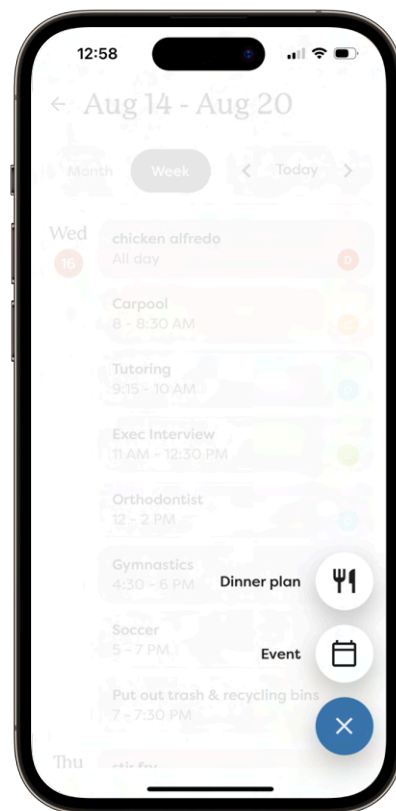
Events created on the device will sync to the Skylight app and vice-versa. If you have synced a Google Calendar with two-way-sync, changes you make with Skylight will reflect back too.

App

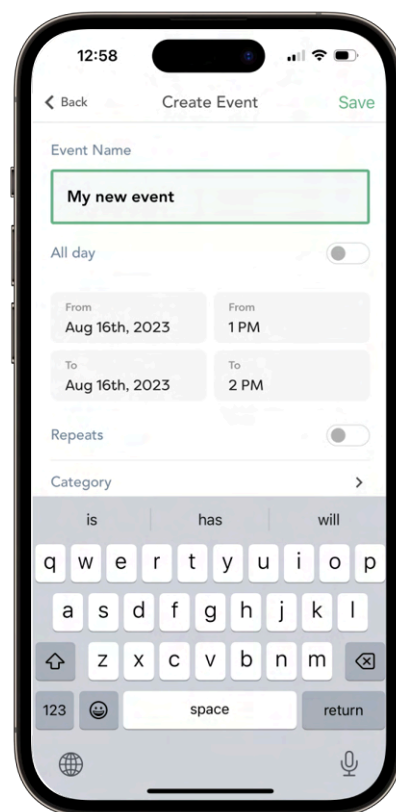
1. Press the blue + in the bottom right. In Month View, you can press and hold on a date to quickly add an event on that date (not shown).



2. Choose **Event**.

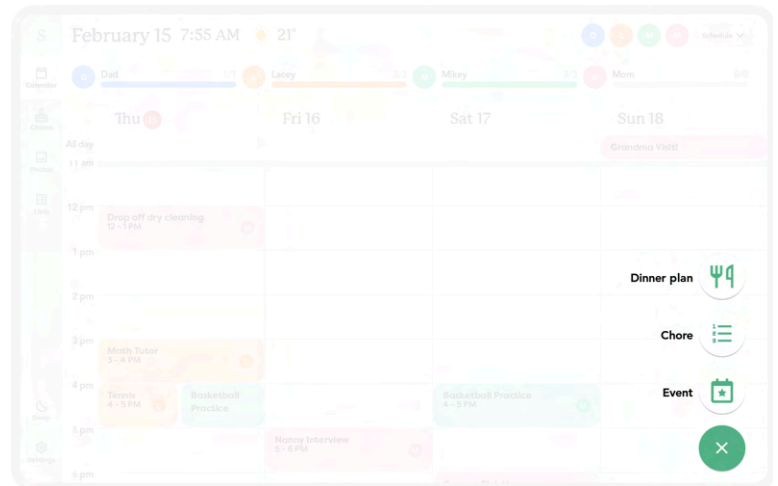


3. Enter your details and press **Save**.

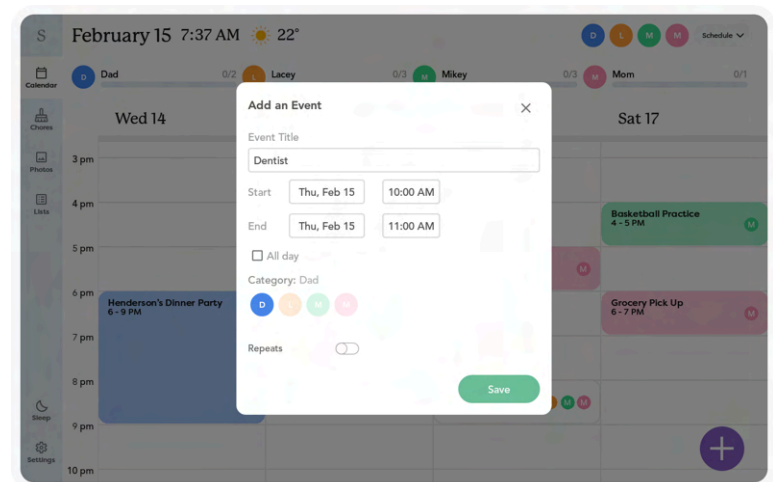


Device

1. Press the purple + in the bottom right corner and choose **Event**.



2. Enter your event details and press **Save**.



Recurring Events

You can create events that occur on a recurring basis. Events can recur in the following ways:

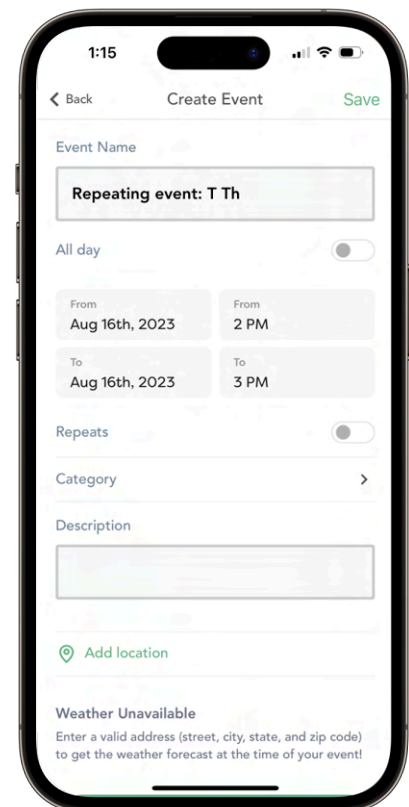
- Daily
- On certain days of the week (e.g., Tues, Thurs)
- Weekly
- Every X weeks
- Annually

Events can also repeat until a specified end date.

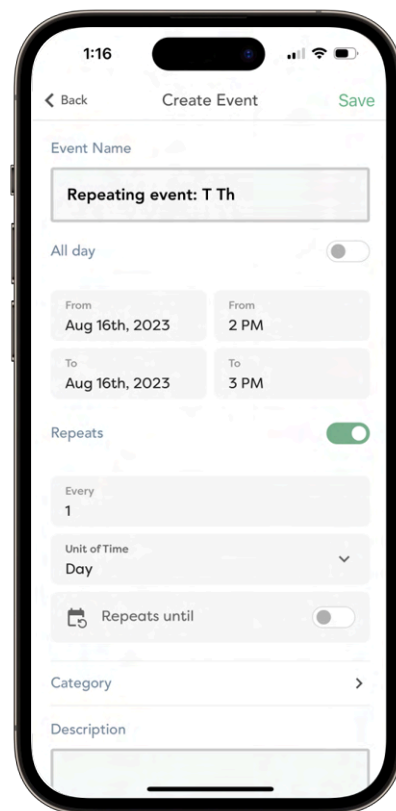
Example: Creating an event that repeats on Tues and Thurs of every week

App

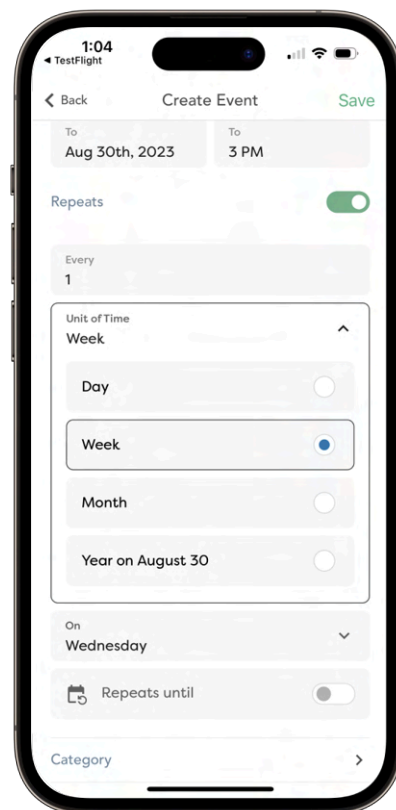
1. Create an event.



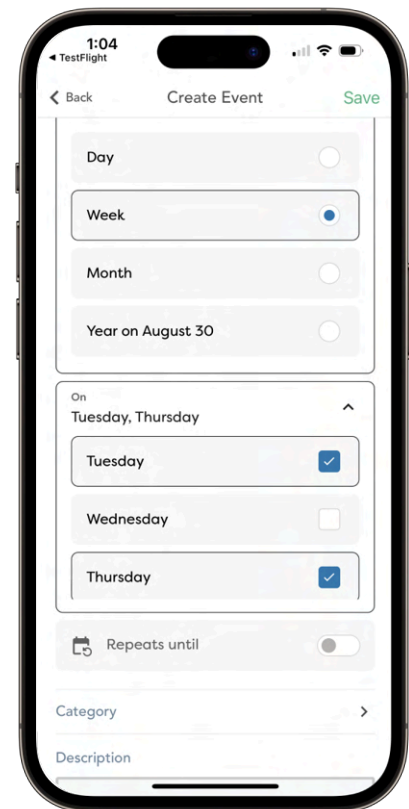
2. Toggle on **Repeats**.



3. Change Unit of Time to **Week**.

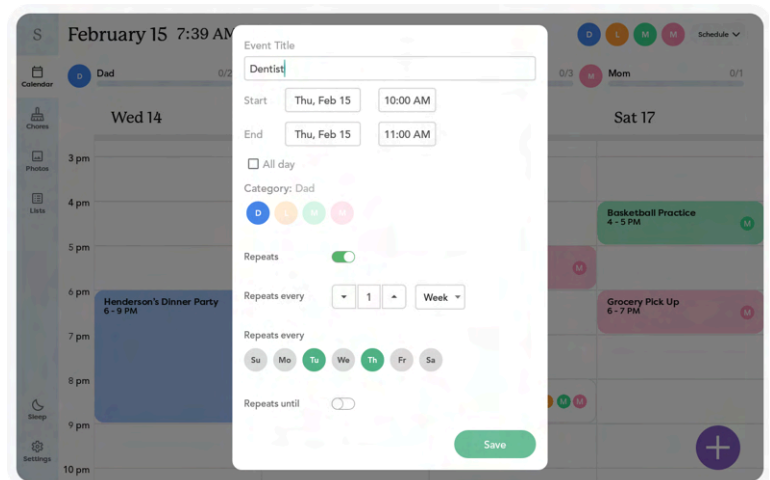


4. Enable repeat on **Tuesday, Thursday** and press **Save**.



Device

1. Toggle on **Repeats**.
2. Change unit of time to **Week**.
3. Enable repeat on **Tu, Th**.
4. Press **Save**.



Emailing Events

You can add any event to your Skylight Calendar by adding your Skylight Calendar's email address (e.g., yourdevicename@ourskylight.com) as an attendee to the event.

The event will be added to your Skylight Calendar, categorized under the email that the invitation came from.

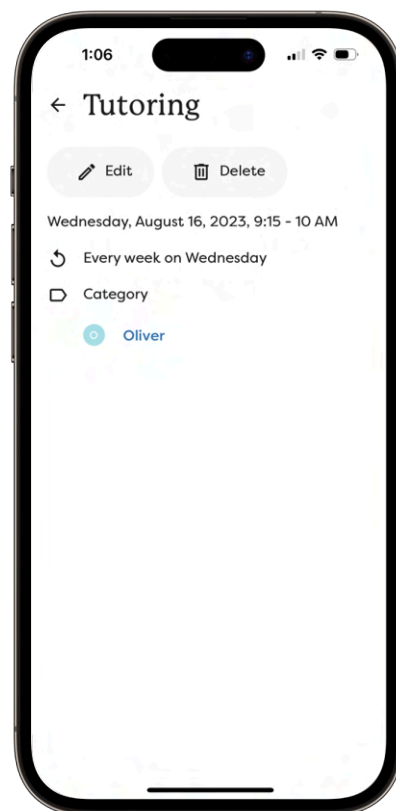
Editing Events

App

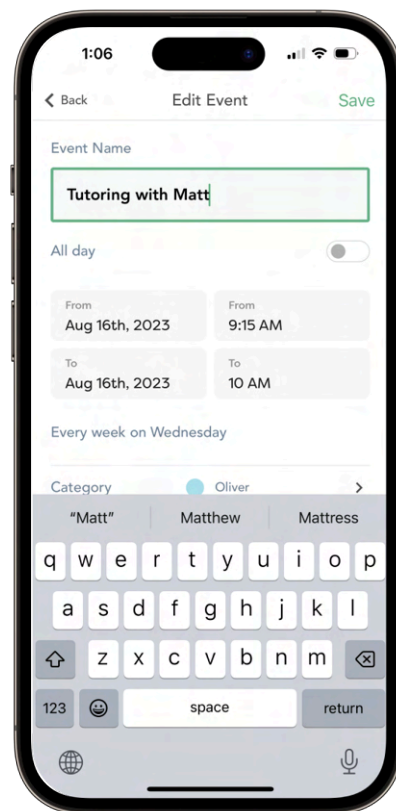
You can currently only edit events created with Skylight and with Google (if you have synced your Google Calendar with 2-way sync).

Note for editing Google events: At this time, you can only edit single instances of a recurring event. You cannot convert one-off events into recurring events or edit recurrence rules.

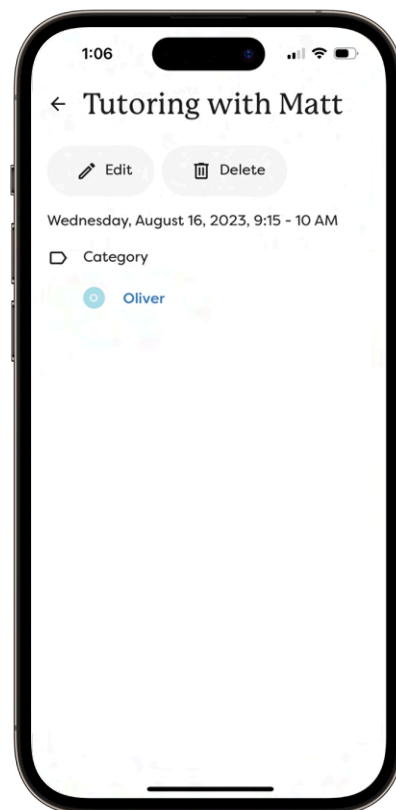
1. Open an Event's details and press **Edit**.



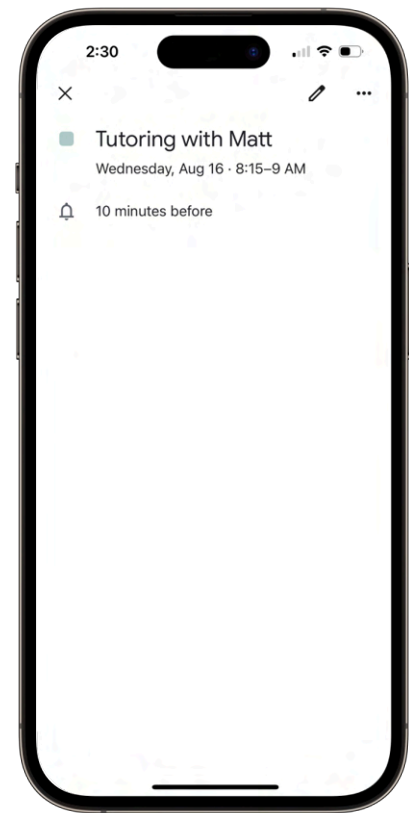
2. Edit your event details and press **Save**.



3. Observe that the event has changed.

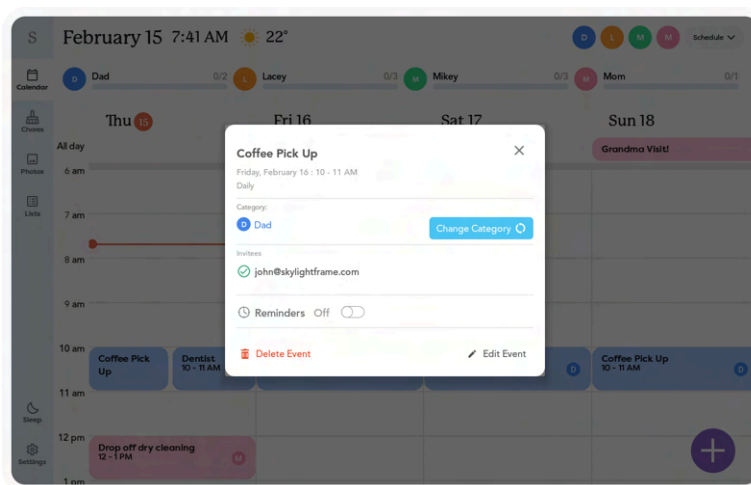


4. If the event is on a 2-way synced Google Calendar, the event changes will appear on your Google Calendar.

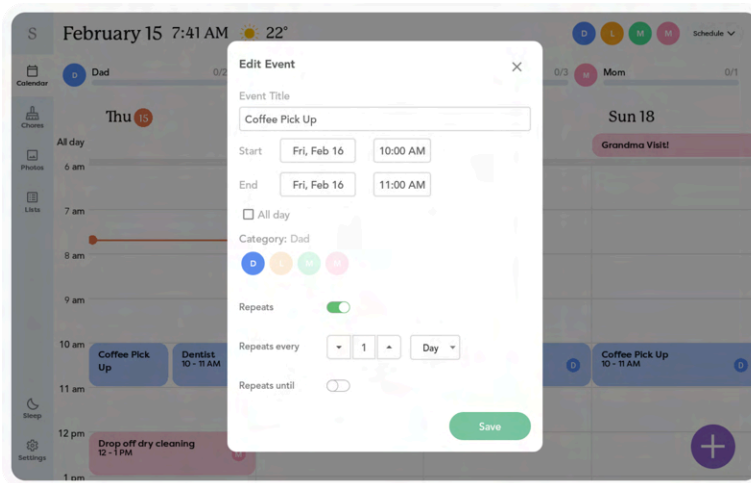


Device

1. Tap an event to view details and press **Edit Event**.



2. Enter your new event details and press **Save**.

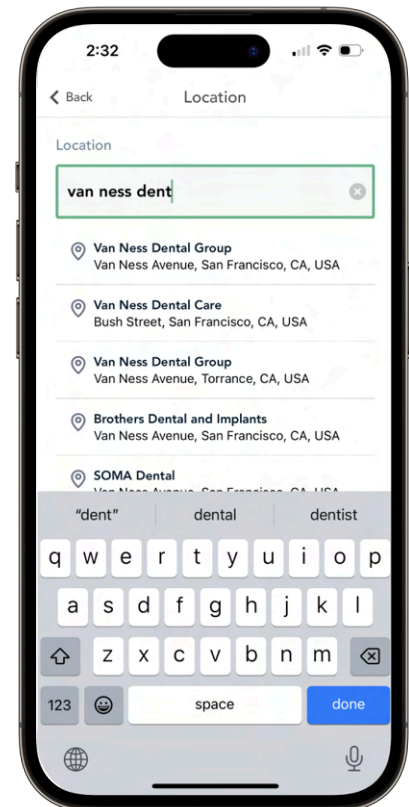


Location

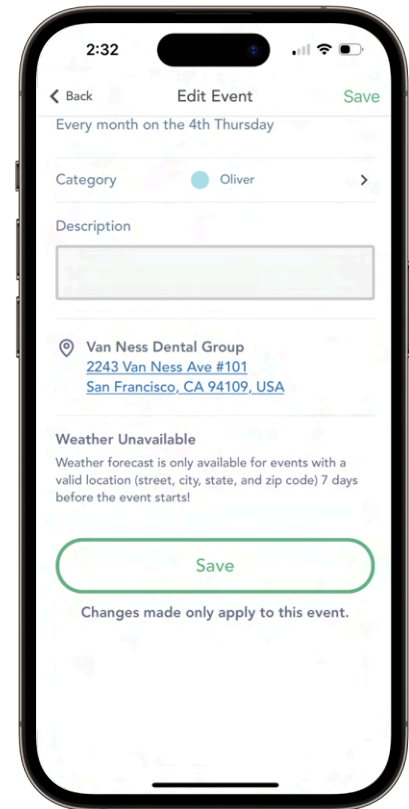
When creating an event, you can enter a location for that event. If the location is recognized as a valid address, the link will become tappable. At this time, location can only be added to events via the app.

App

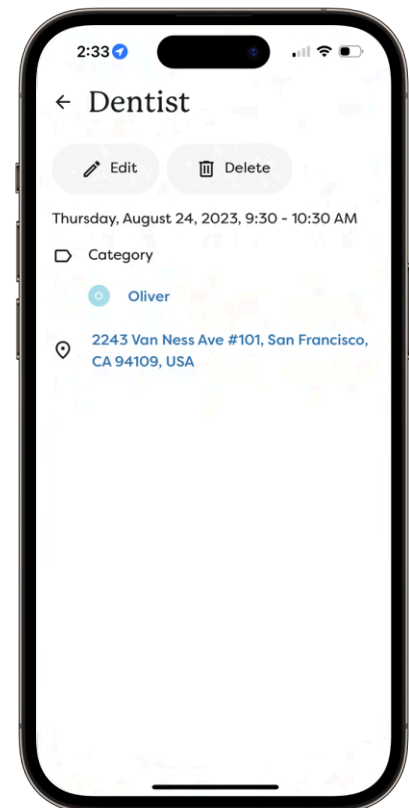
1. Type in the name or address of your location and suggestions will show up.



2. After choosing a valid location, the name and address will be added to your event details.

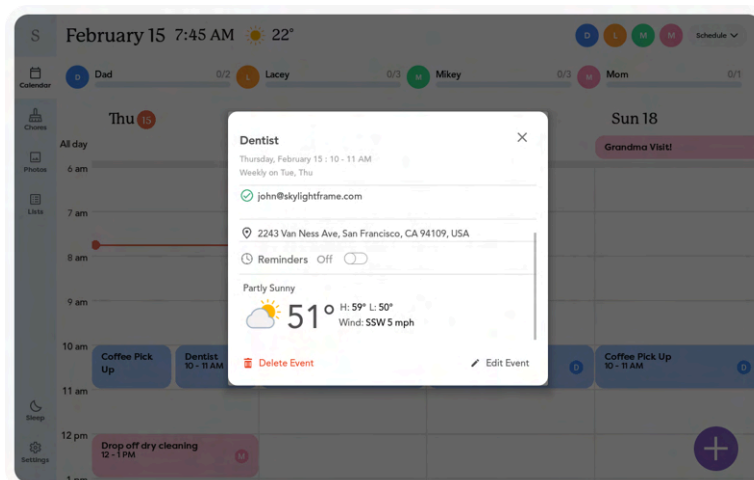


3. The event location is tappable and will open up your phone's native Maps application.



Device

Location will show up under event details if it is added from the app or from a synced calendar.

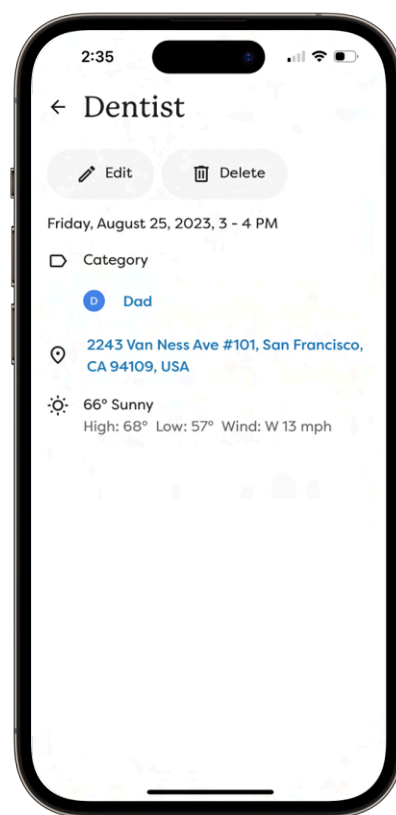


Weather

Your Skylight Calendar can display the current weather as well as the forecast for upcoming events.

App


An event's weather forecast will appear in event details if the event is within 7 days and has a valid address for location.

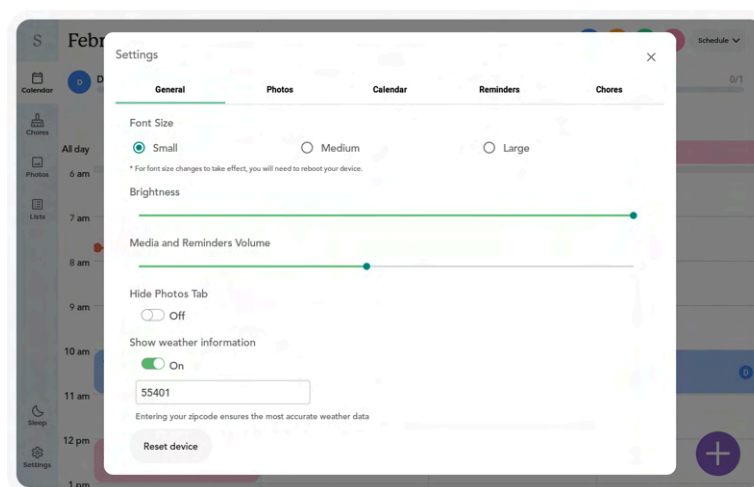


Device

Current Weather

Your Skylight Calendar will show you the current temperature and weather conditions in your area in the top header. By default, weather shown is based on the location for your IP address, but you can enter your ZIP code for more accurate weather data.

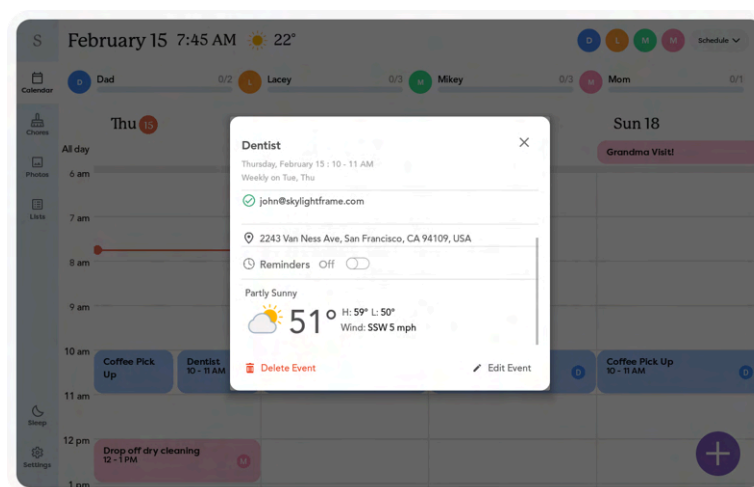
To add your ZIP code, go to Settings  and enter a valid ZIP code under **General**. You will see weather details in the header.



Weather Forecast

An event's weather forecast will show up if the event is within 7 days and has a valid address for location. You can [enter a location](#) using the app.

Tap into an event's details and scroll down to see the weather forecast.



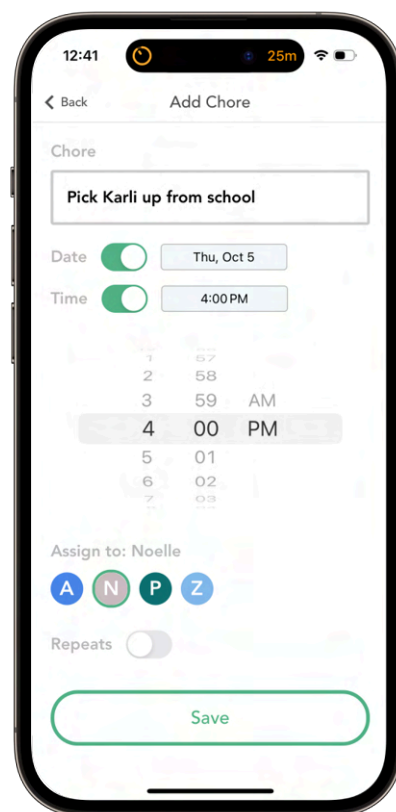
[Back to Table of Contents](#)

Chore Chart

Chores are a great way to keep track of tasks for the whole household. There are different types of chores to account for the different things that need to get done.

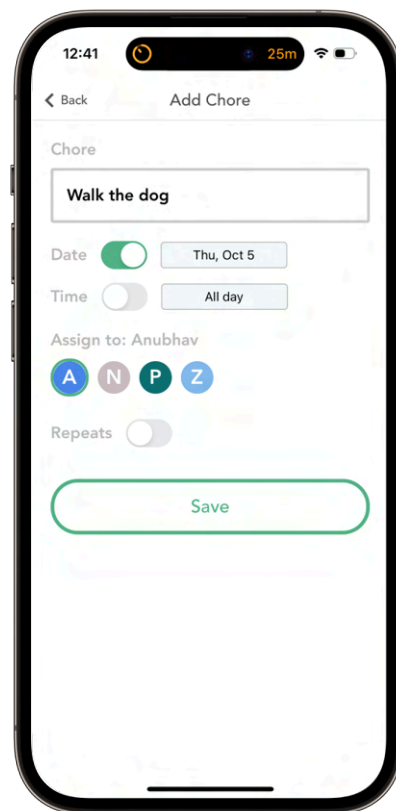
Timed Chores

If you want a chore to get done by a specific time, you can choose to add a time to a chore. Timed chores count towards a day's chore goal.



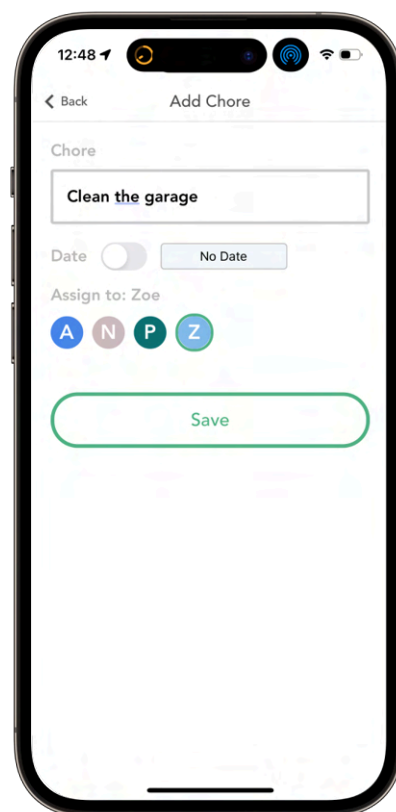
All-day Chores

If you want a chore to get done on a specific day, but not at a certain time, you can choose to add a date to a chore. All-day chores count towards a day's chore goal.



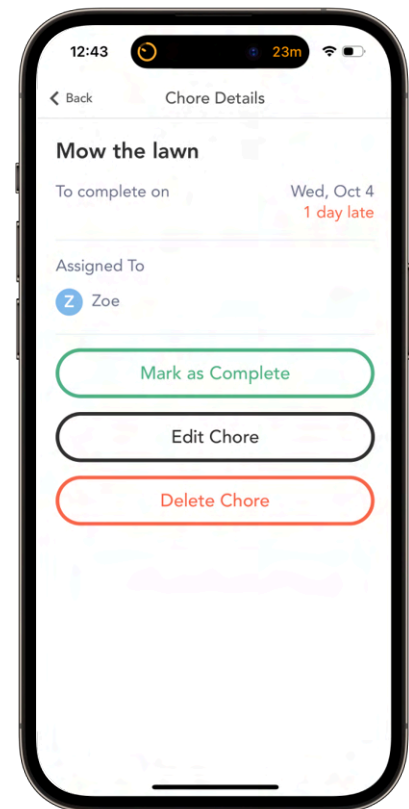
Anytime Chores

If you want a chore to get done at some point, but not on a certain day or time, you can choose to create an anytime chore. Anytime chores count towards a day's chore goal.



Late Chores

If a timed chore or an all-day chore is not completed by the time or date it is due, it will rollover to the next day. Late chores will continue rolling over until they are completed. Late chores count towards a day's chore goal.



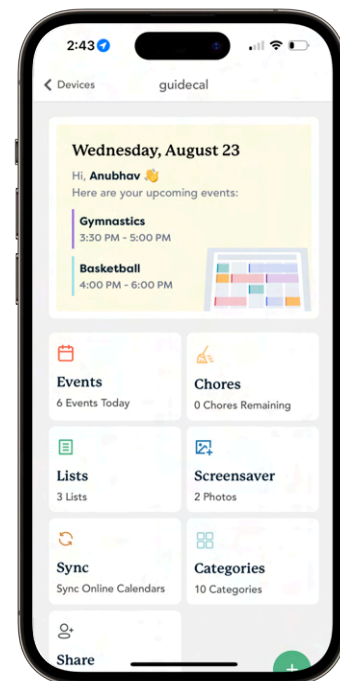
Chore Setup

Start by selecting which members of the family you want to display chores for. There is no limit to the number of family members who can have chores.

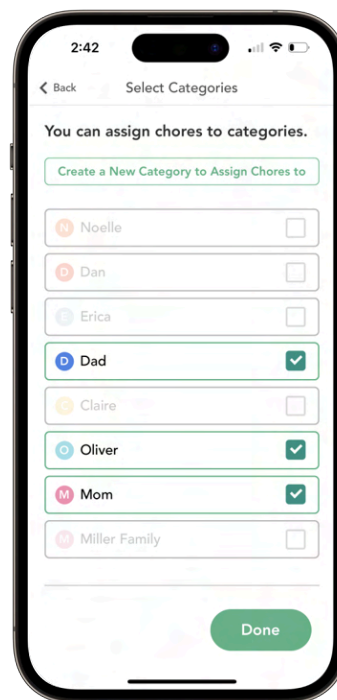
[Create a new Category](#) if you don't already have one for your family members.

App

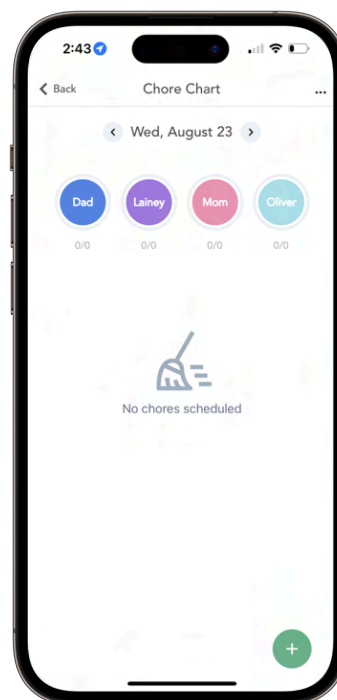
1. Open **Chores** from the home screen.




2. Choose which members of the family you want to display chores for.

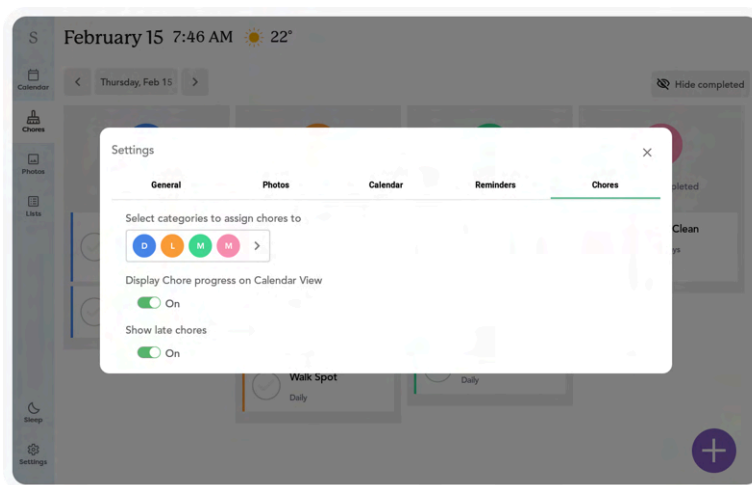


3. Get started creating [chores](#)!

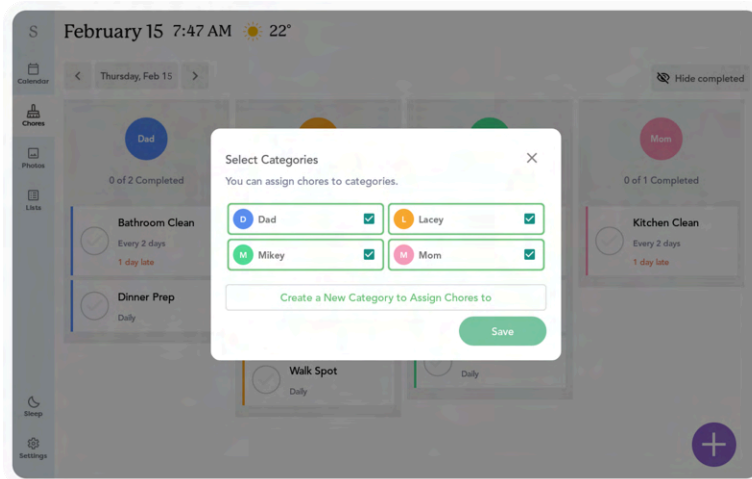


Device

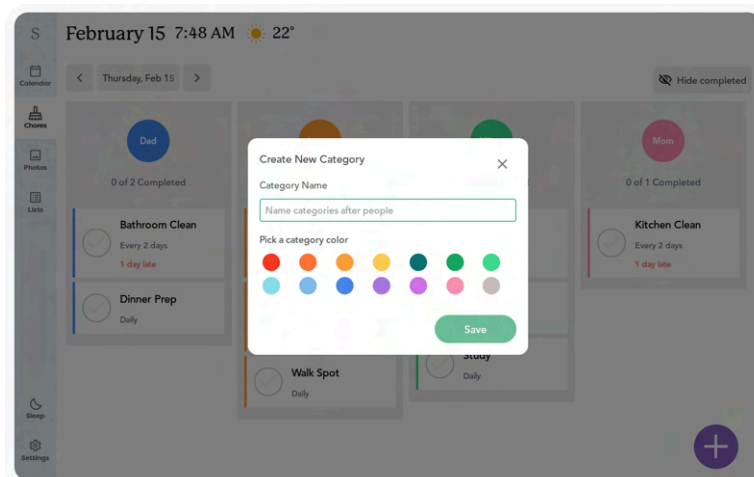
1. Tap the **Chores** tab or tap **Settings**  -> **Chores** to select family members to assign chores to.



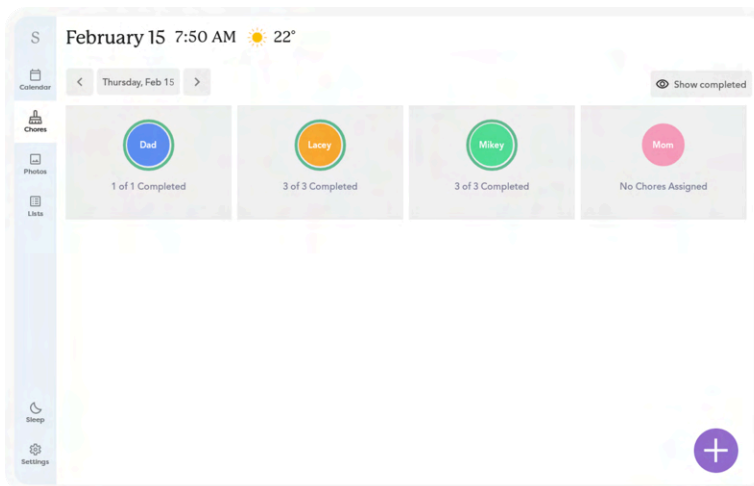
2. Choose which members of the family you want to display chores for.



3. Create a new Category for a member of the family if they are not already in the list.



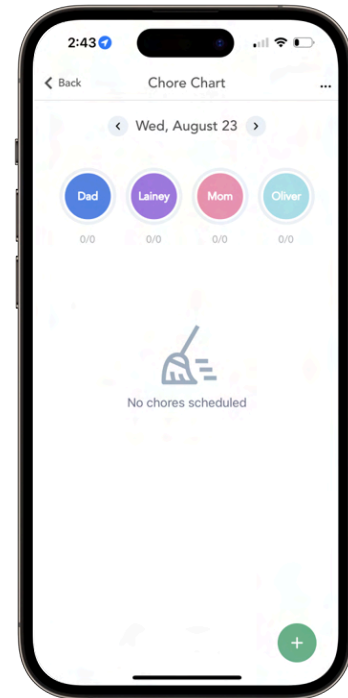
4. Start [creating chores](#)!



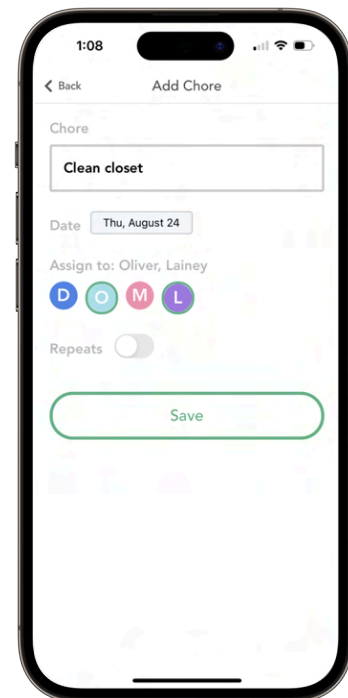
Creating Chores

App

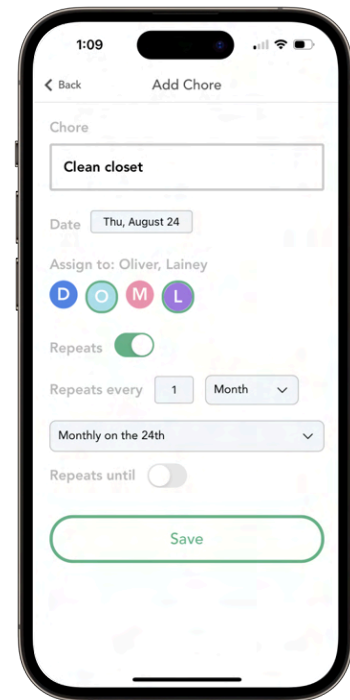
1. Press the green + in the bottom right corner of the Chore Chart screen.



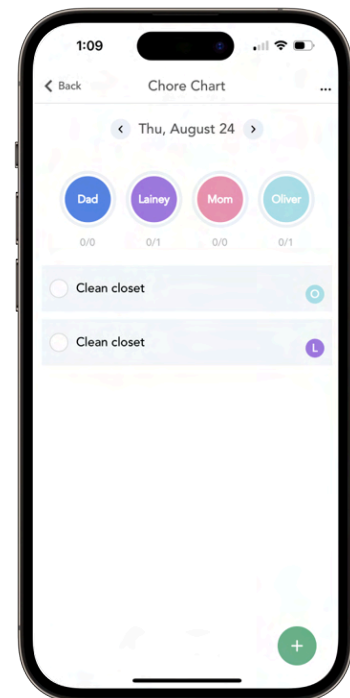
2. Name the chore and assign it to as many members of the family as you would like. This will create a separate chore for each member.



3. If you want the chore to happen every day, week, or month, toggle on **Repeats**.

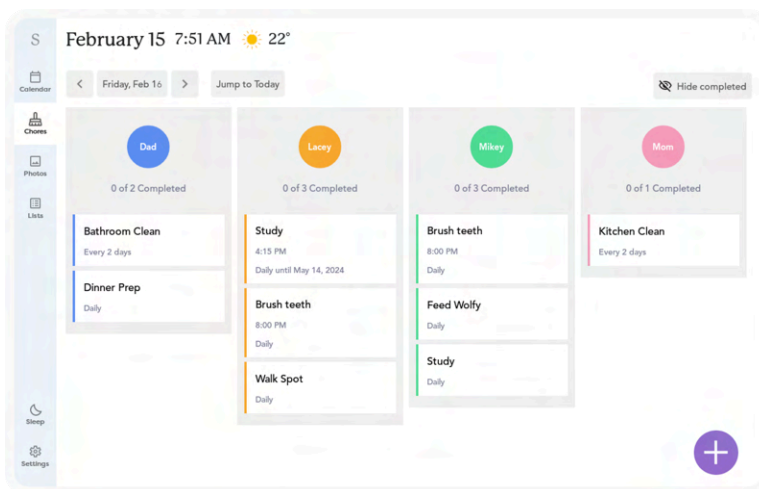


4. Press **Save** and your chores will be created.

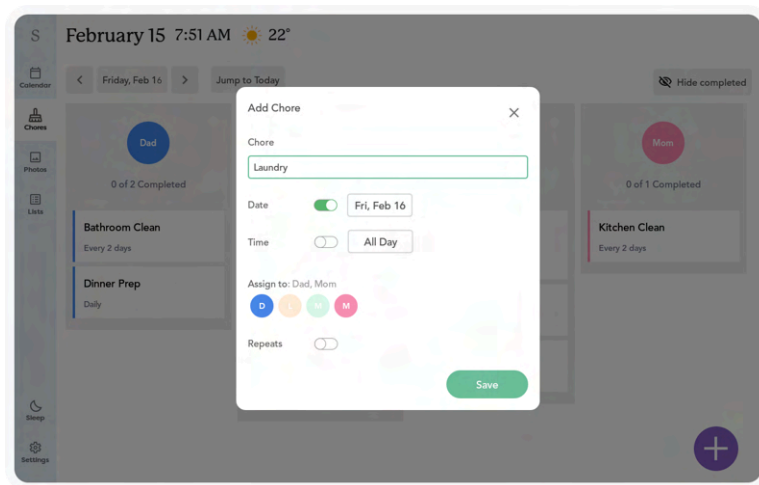


Device

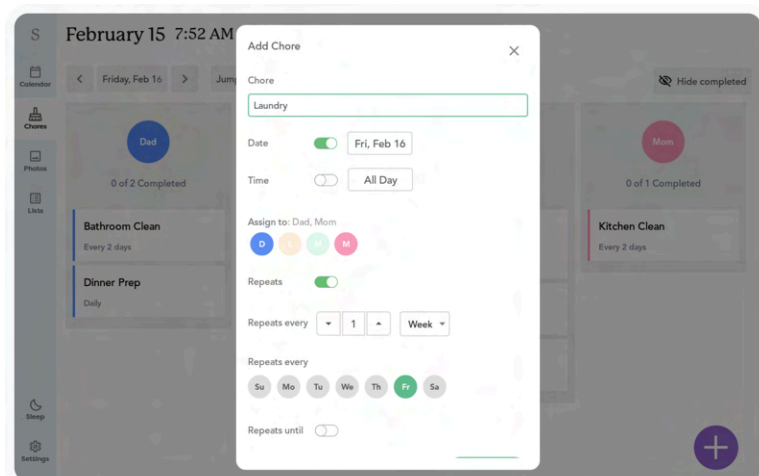
1. Press the purple + in the bottom right of the Chores screen to add a chore.



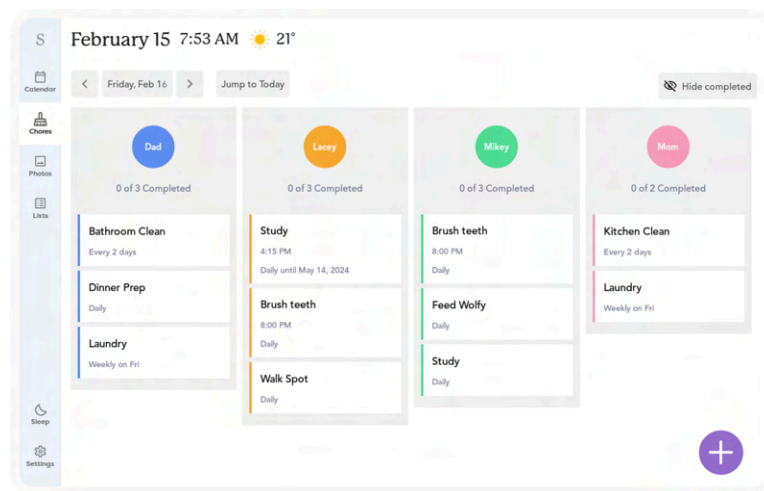
2. Name the chore and assign it to as many members of the family as you would like. This will create a separate chore for each member.



3. If you want the chore to happen every day, week, or month, toggle on **Repeats**.



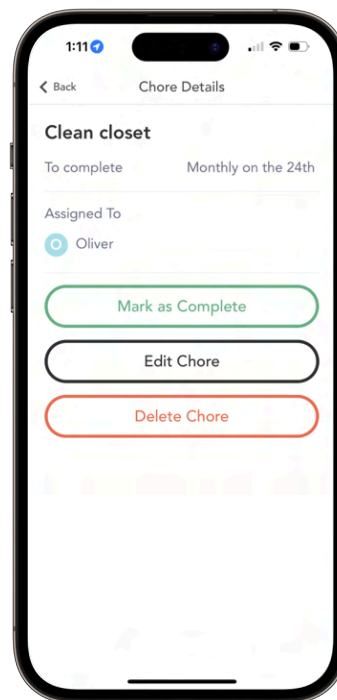
4. Press **Save** and your chores will be created.



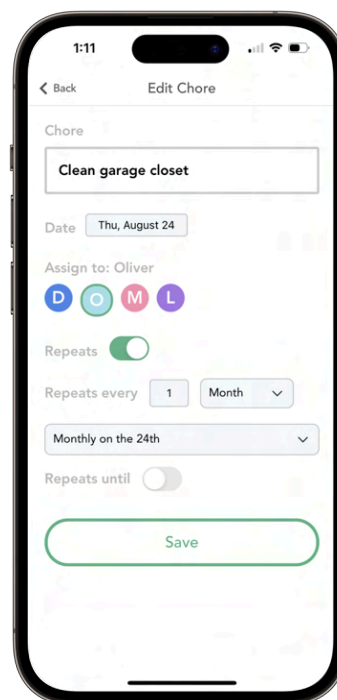
Editing Chores

App

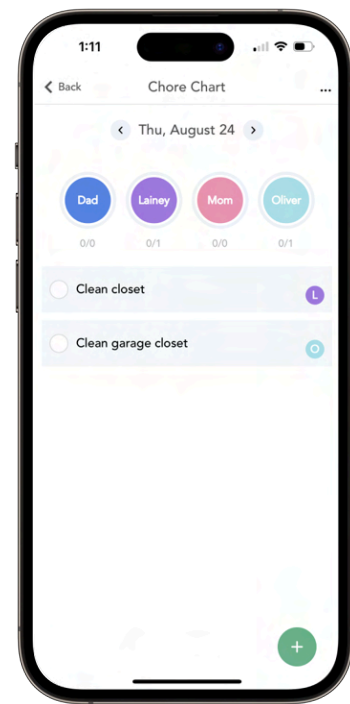
1. Tap the chore and press **Edit Chore**.



2. Edit the chore details, such as changing the name.

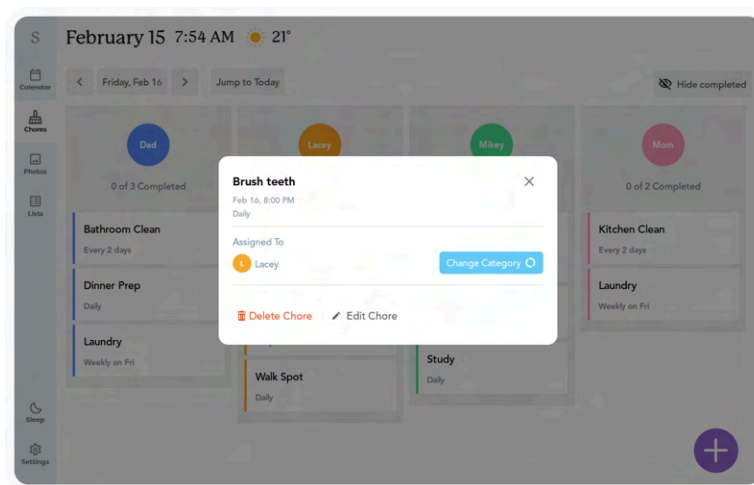


3. Press **Save** and your changes will be applied.

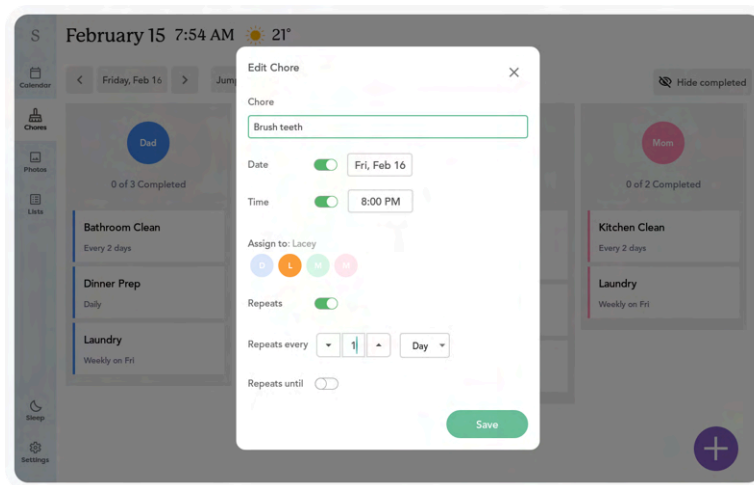


Device

1. Tap the chore and press **Edit Chore**.



2. Change chore details such as the name, date, or recurrence and press **Save**.

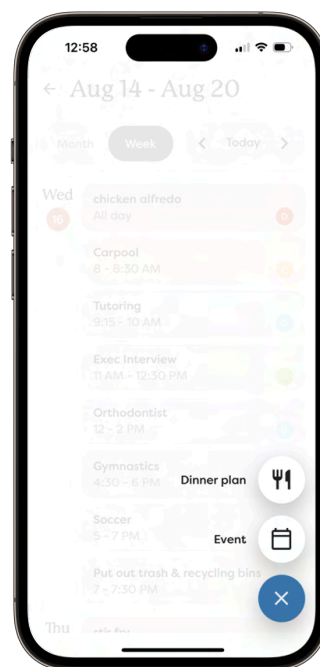


Dinner Plan

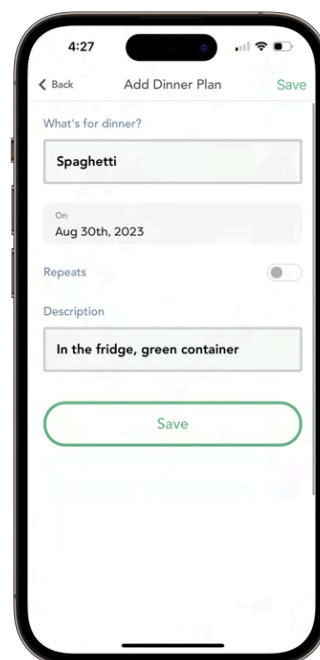
Plan dinner for the whole week or month using the Dinner Plan feature. There are plans to expand the Dinner Plan to more meal options in the future.

App

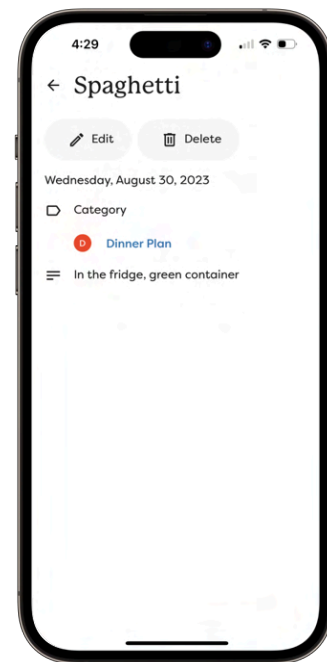
1. Press the blue + in the bottom right corner of the home screen or events screen and choose **Dinner plan**.



2. Enter the dinner name, date, and details, then press **Save**.

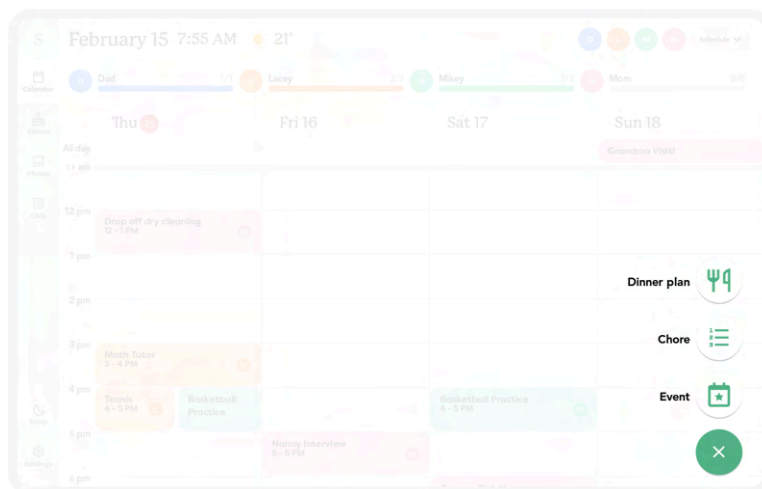


3. Dinner has now been added! You can see this dinner plan in the list of events.

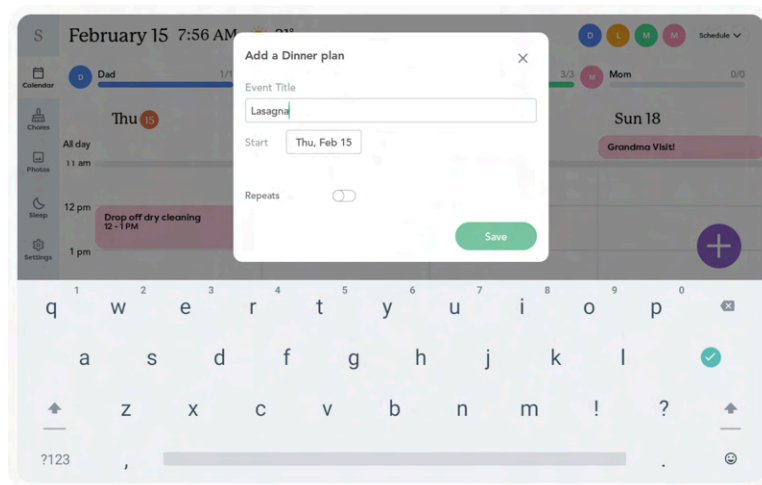


Device

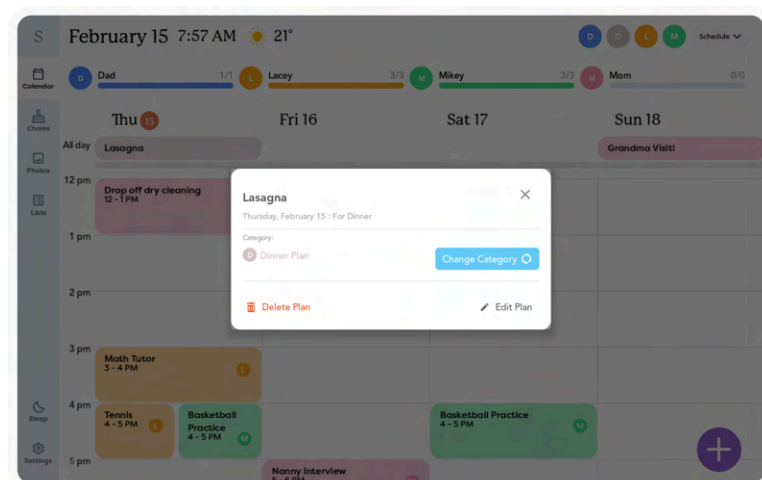
1. Press the purple + in the bottom right and choose **Dinner plan**.



2. Enter the dinner name and date then press **Save**.



3. Dinner has now been added!
You can see this dinner plan in the list of events.



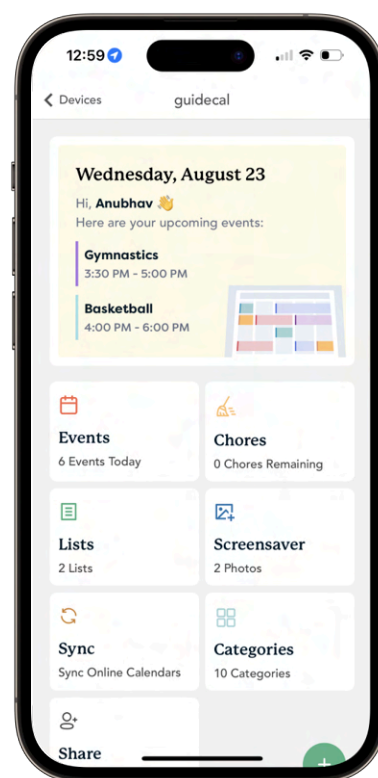
Lists

Lists sync between your Skylight Calendar and the mobile app, keeping the whole family on the same page. You can create as many lists as you want.

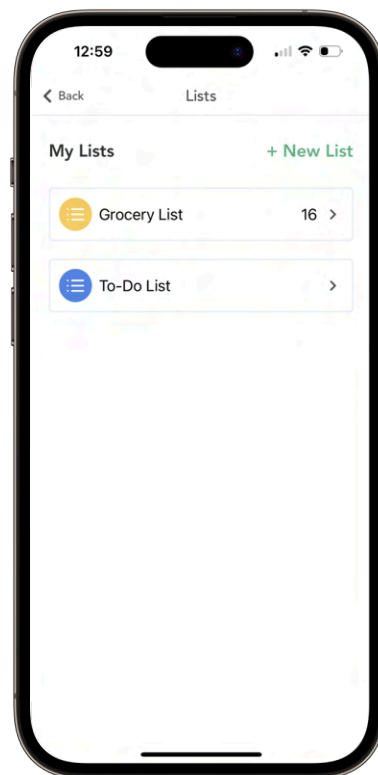
Creating Lists

App

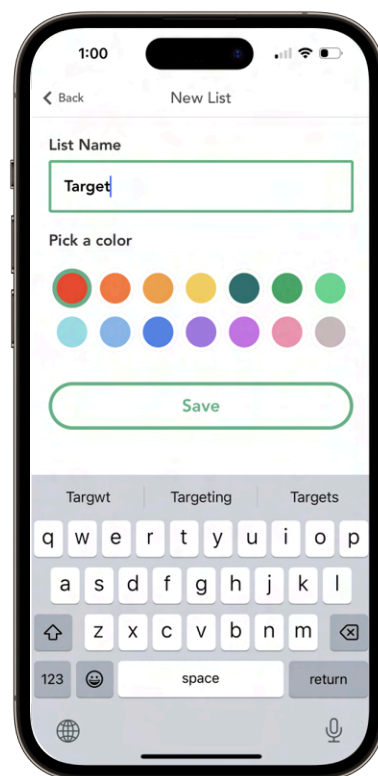
1. Open **Lists** in the calendar home screen.



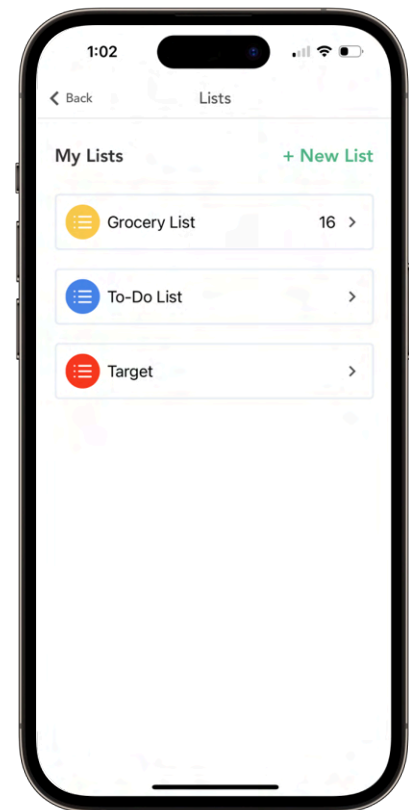
2. Choose + **New List** in the top right.



3. Name your list and choose a color, then press **Save**.

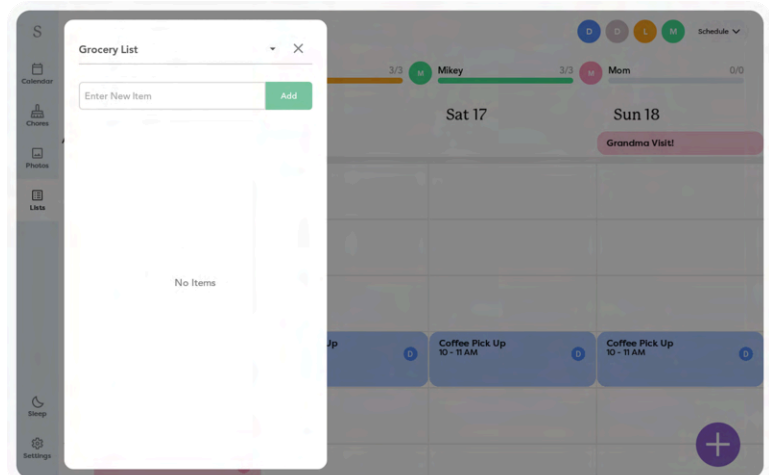


4. Your new list is ready to [add items](#).

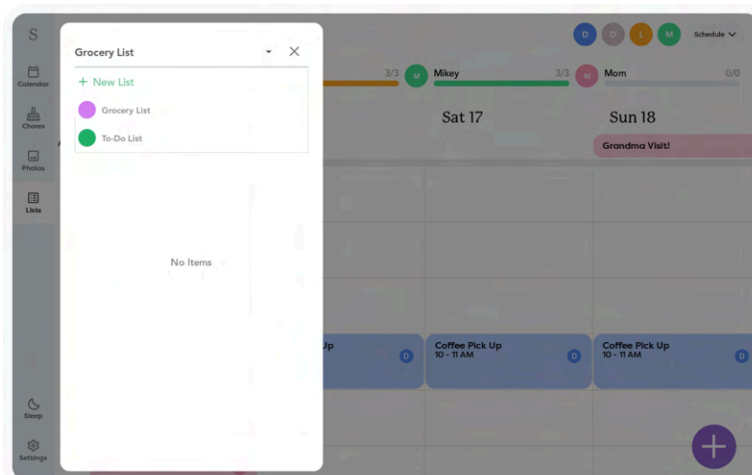


Device

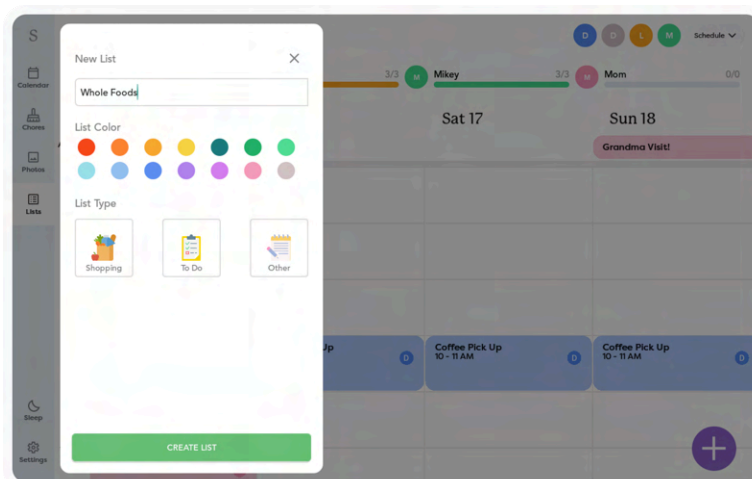
1. Tap the Lists icon in the sidebar to open lists



2. Tap the arrow next to the list name, such as **Grocery List**. Press **+New List**



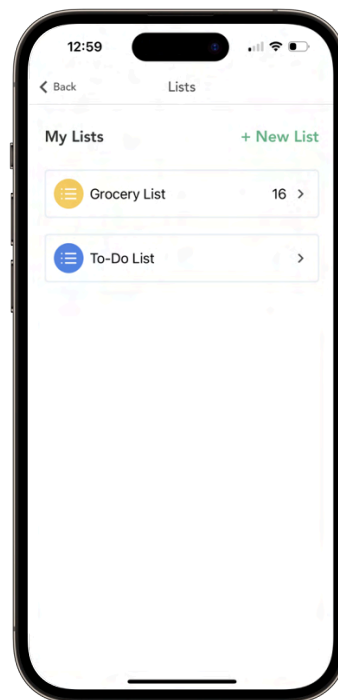
3. Enter the new list name and choose a color and list type. Press **Create List**.



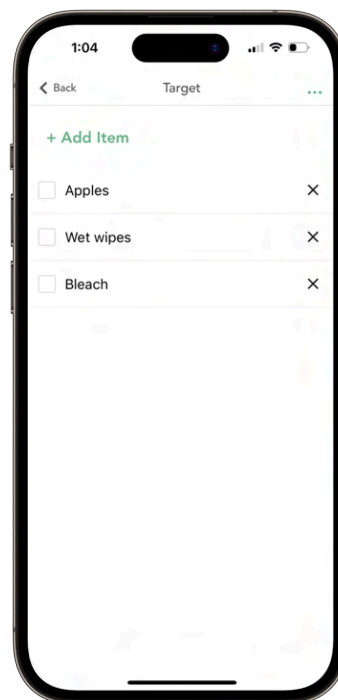
Adding to Lists

App

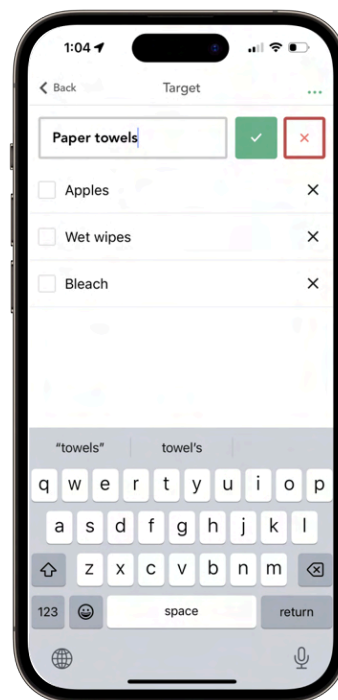
1. Open a list from your collection



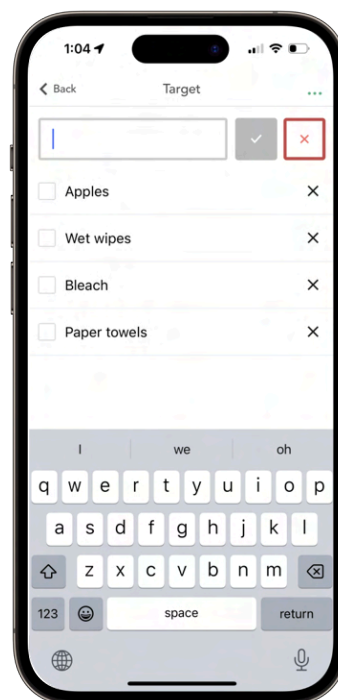
2. Press + **Add Item**.



3. Type the name of your item and press the checkmark.

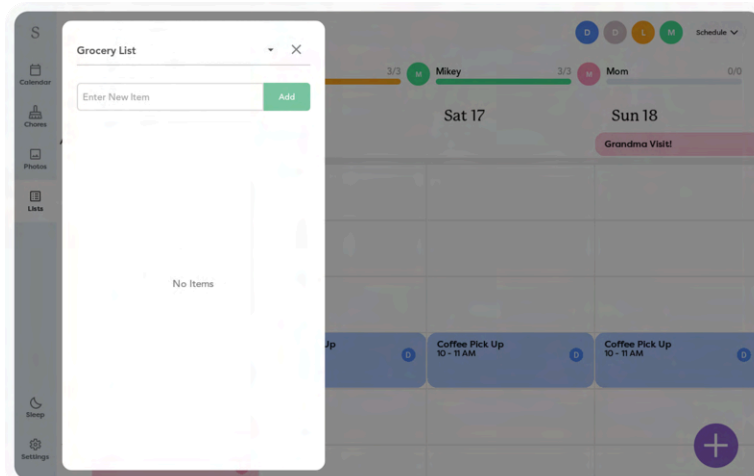


4. Your new item has been added.

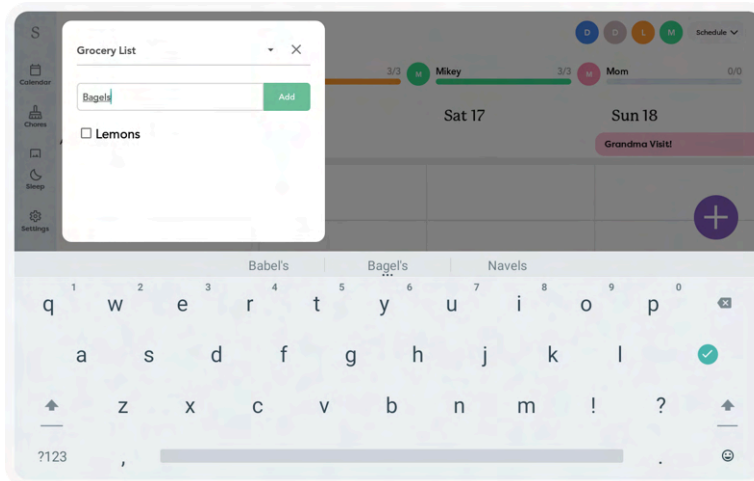


Device

1. Tap the **Lists** button in the sidebar



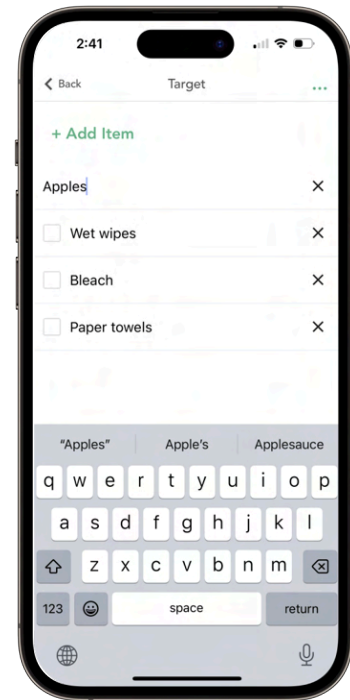
2. Type in a new item and press **Add**.



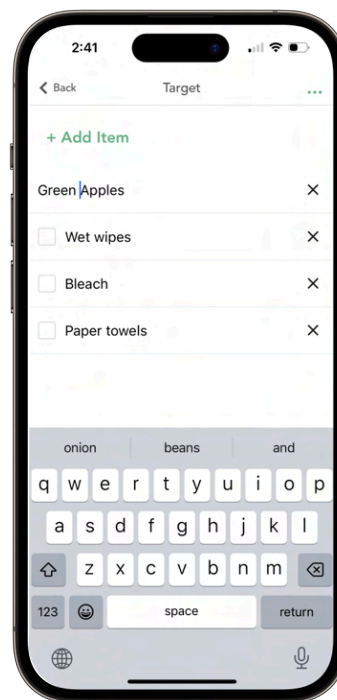
Editing Lists

Currently, you can only edit list items from the app.

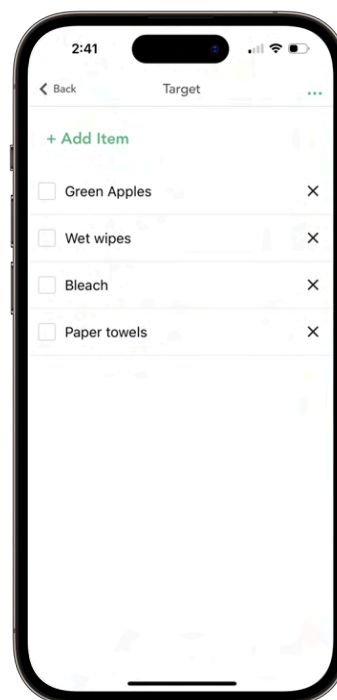
1. Tap the name of the item you want to edit.



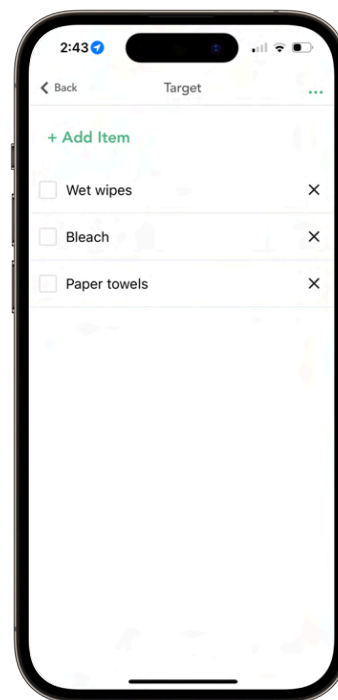
2. Change the name of the item.



3. Press **Return** on your keyboard to save changes.



4. Tap the **X** next to an item to remove it from the list.



Reminders

You can enable reminders on your Skylight Calendar to alert you of upcoming events. Currently, in-app push notifications are unavailable, but we're actively working on making this feature accessible in the near future.

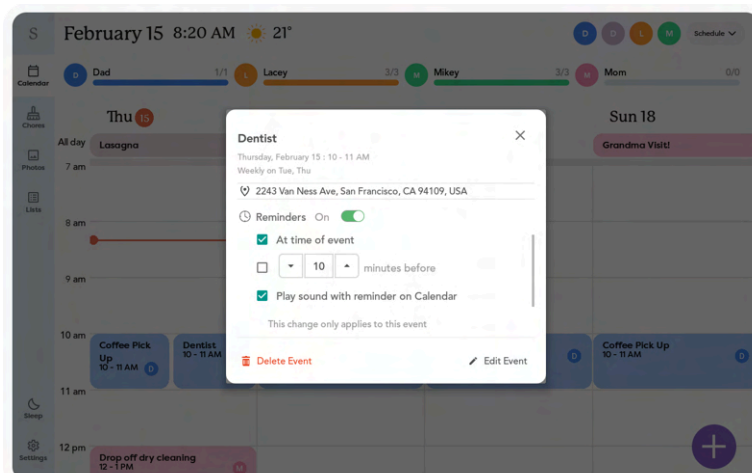
There are three options:


At time of event - When your event is starting, you will receive a reminder

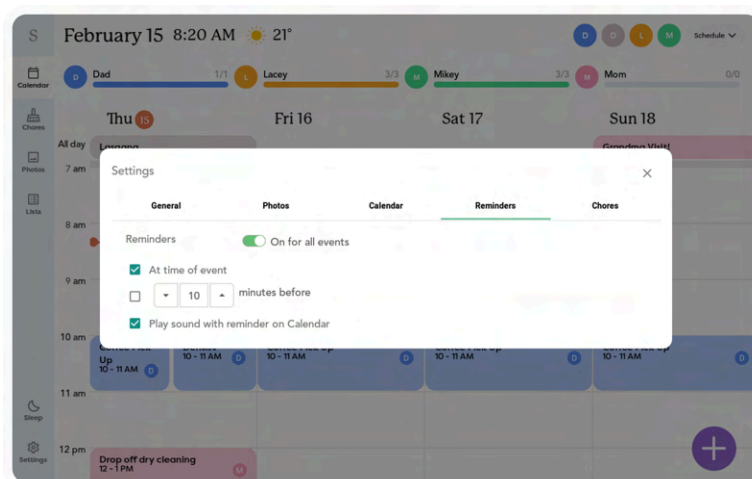
X minutes before - Get reminded minutes before your event starts. Configure any option, such as a notification 5 or 10 minutes before

Play sound with reminder on Calendar - When you receive a reminder, your Calendar will play a sound. Control volume using the buttons at the top or back of the device.

Reminders can be set for a single event by tapping that event to open the event's details.




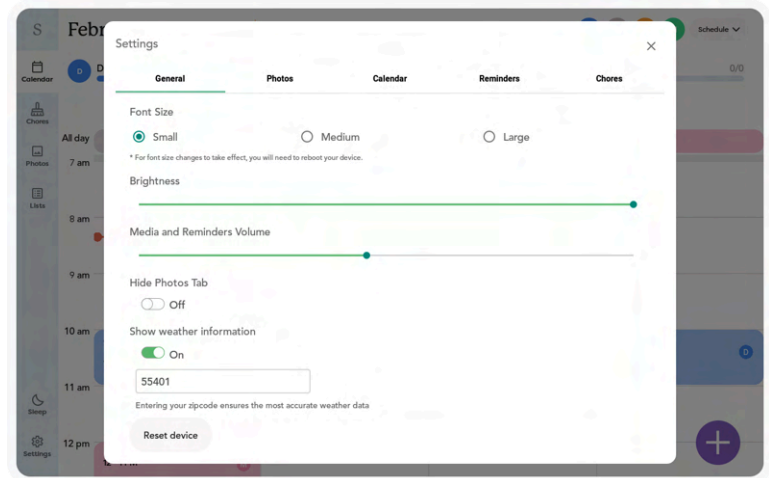
Reminders can be set for **all events** by enabling them in **Settings** .



Font Size

You can configure the font size of your Skylight Calendar to show text smaller or larger.

Choose from Small, Medium, and Large font sizes in **Settings**  -> **General**.



Skylight Plus

Skylight Plus is our premium subscription service that provides access to two exclusive features on Skylight Calendar: [Photo / Video Screensaver](#) and [Magic Import](#).

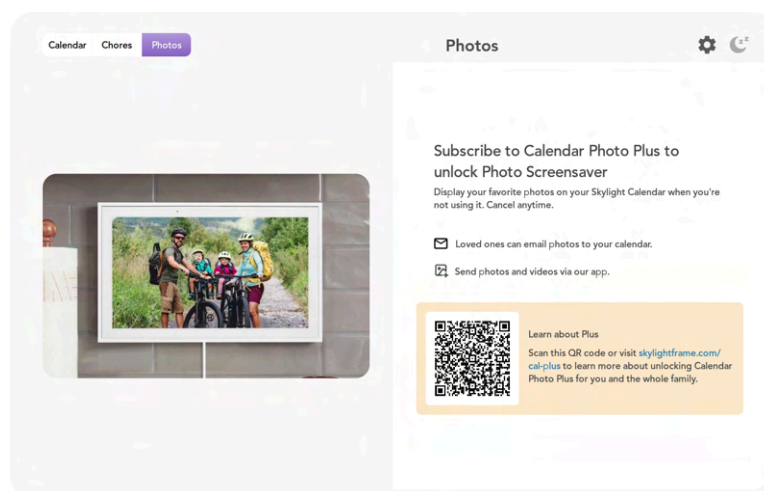
You can use a single Skylight Plus subscription across every Skylight device in your home.

Skylight Plus gives you different features depending on whether you have a Skylight Frame or Skylight Calendar.

Getting Skylight Plus

Skylight Plus can be purchased at skylightframe.com/cal-plus for \$39/year. **Be sure to purchase with the same email address that you used to activate your Calendar.**

Skylight Plus unlocks Photo Screensaver, which is accessible via the Photos tab on the device.




Linking Skylight Plus

Skylight Plus will automatically apply to your account and Skylight Calendar after purchase.

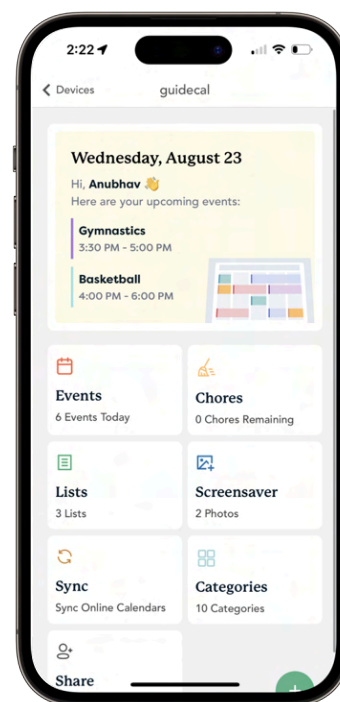
If you purchased Skylight Plus with a different email, you can link Skylight Plus to your Skylight Calendar by going to <https://app.ourskylight.com/share-plus-account>.

Photo and Video Screensaver (Skylight Plus Feature)

Screensaver lets you turn your Skylight Calendar into a digital photo frame when you're not using it.

First, upload photos or videos to your Skylight Calendar via the mobile app. Then, enable Photo and Video Screensaver on your Skylight Calendar in **Settings**  .

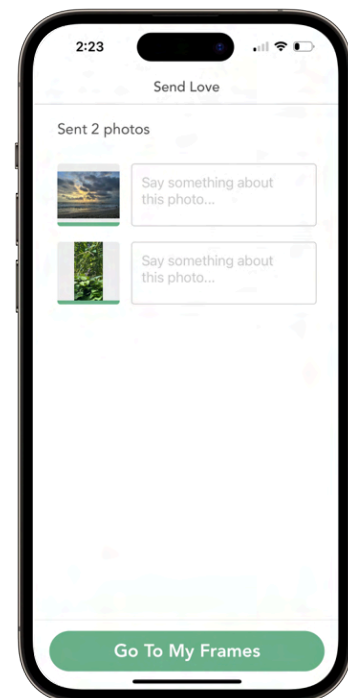
1. Open **Screensaver** in the calendar home screen.



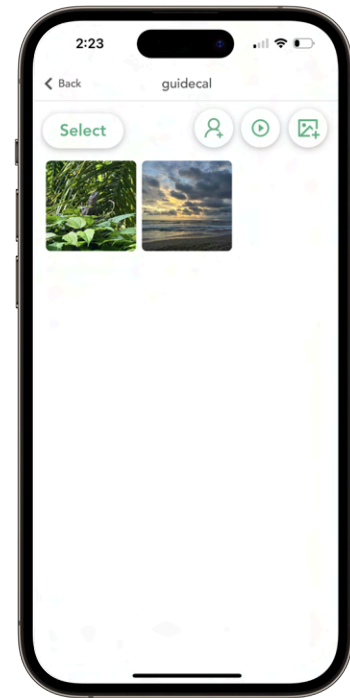
2. Press the upload button in the top right corner (photo with a plus).




3. Upload as many photos as you'd like and add captions.

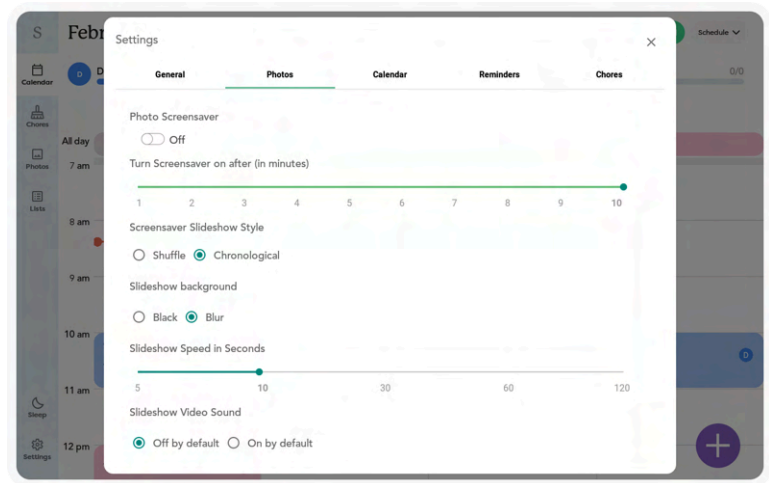


4. See successfully uploaded photos after pressing **Go To My Frames**.



Enable Photo Screensaver

5. Go to **Settings**  -> **Photos** and toggle Photo Screensaver **on**.



6. Your screensaver will automatically start playing.



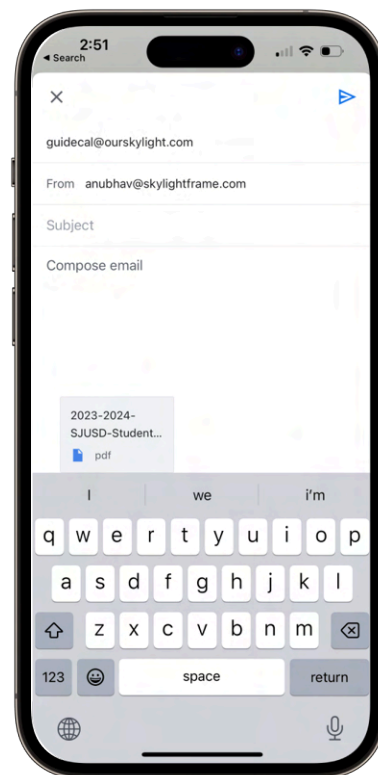
Magic Import (Skylight Plus Feature)

Magic Import is a powerful tool that allows you to forward any email, spreadsheet, PDF, screenshot, or photo of an event and have it magically populate in your Skylight Calendar.

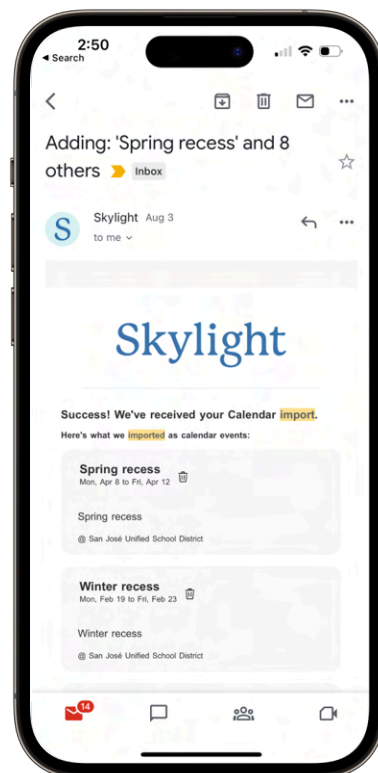
Magic Import supports:

- Emails containing text
- PDFs
- Spreadsheets
- Screenshots or images of any document containing event information

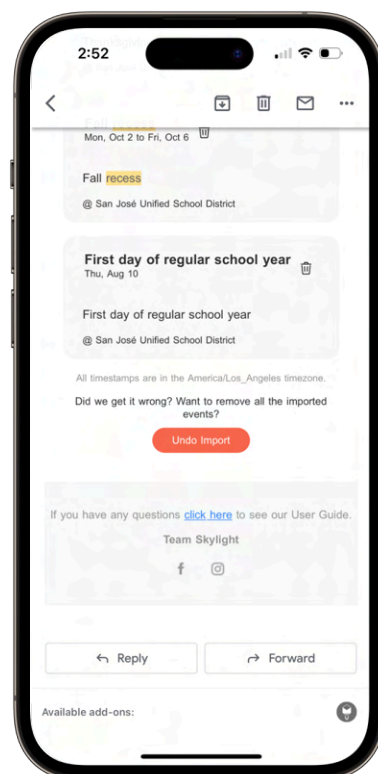
1. To use the feature, send or forward an email with an attachment to your Skylight Calendar address (e.g., yourdevicename@ourskylight.com).



2. Once your file has been received and imported, you'll receive an email from us confirming that the events have been processed.



3. If you'd like to undo or delete event(s), click the **Undo Import** button in that email or the trash can icon next to specific events.



The functionality is continuously developing as we receive additional feedback.

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Categorizing Your Magic Import Events

In the subject line of the email you're sending, simply put the name of the Category you'd like the events to be nested under, and Magic Import will assign them. For example, add a subject line "John". The category must already be created for this to work.

Deleting Your Magic Import Events

Check your inbox for a confirmation email pertaining to your upload. In that email, you'll find a link to reverse the import. You can also [delete these events](#) like other events.

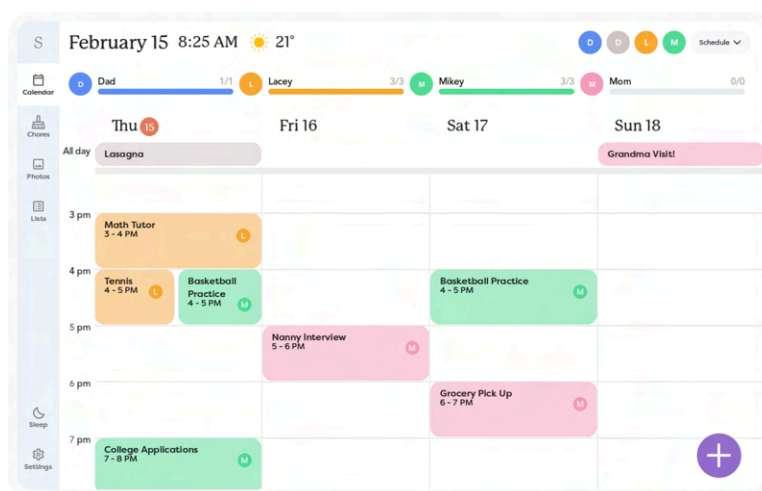
Sleep Mode

Sleep Mode turns off your Skylight Calendar's display during scheduled intervals. **Make sure your device's time zone is set properly in Settings** ⚙️ -> **Configure Time Zone**.

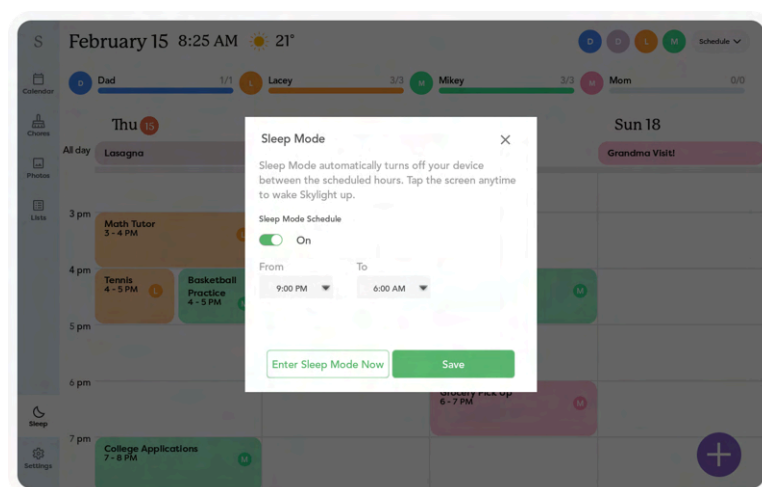
Sleep Mode can only be configured from the device.

Scheduled Sleep

1. Tap the **moon icon** located in the bottom of the sidebar.

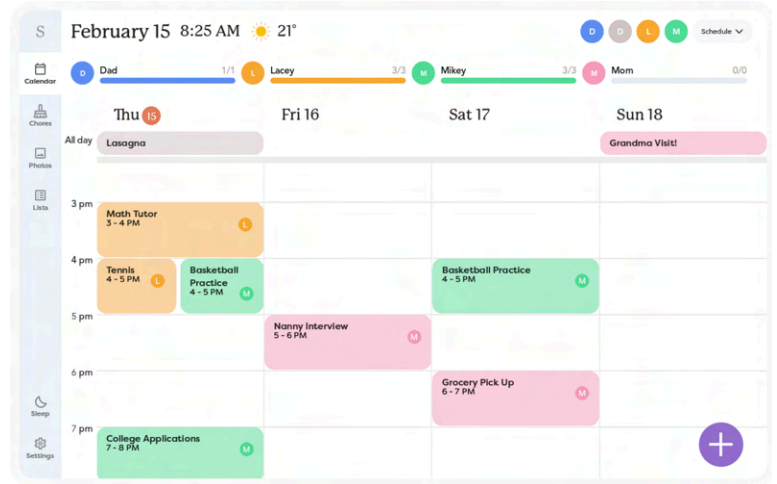


2. Toggle on Sleep Mode Schedule and choose a time for your Calendar to go to sleep and to wake up. Press **Save** to confirm. When your Calendar is in Sleep Mode, you can tap the screen at any time to wake the device up.

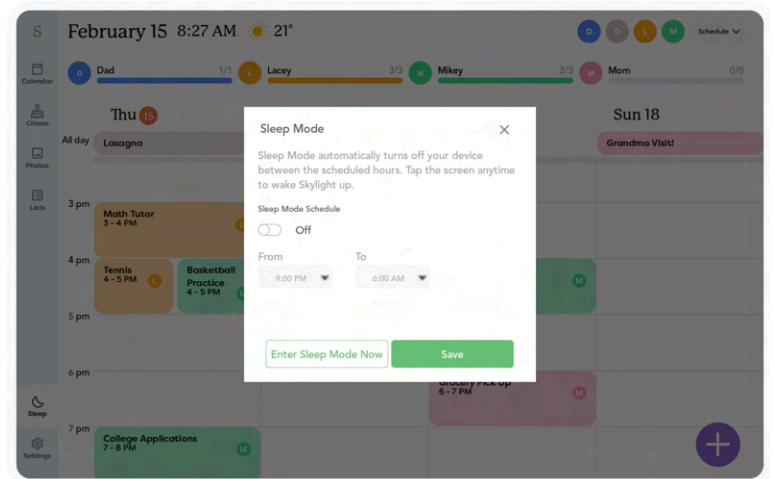


Instant Sleep

1. Tap the **moon icon** located in the bottom of the sidebar.



2. Tap **Enter Sleep Mode Now** to turn off the display. Tap the screen again to wake up your Skylight Calendar.



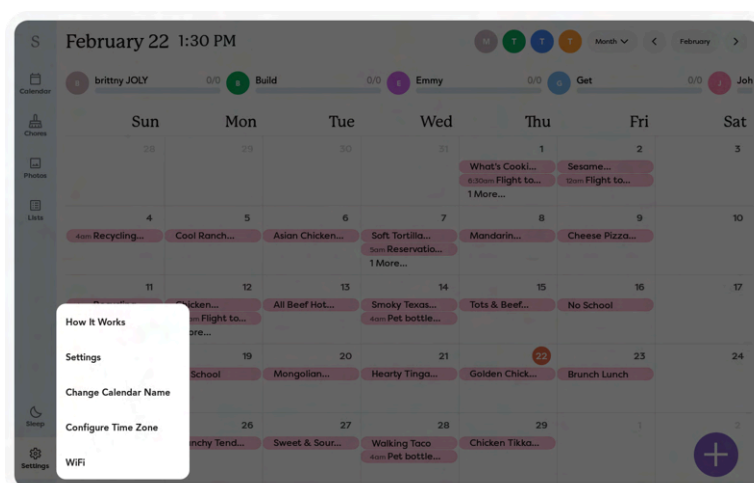
Resetting your Skylight Calendar

If you want to restore your Skylight Calendar to factory settings, you can do so directly from the device. Resetting the device will only unlink your data from the actual device, not delete your data.

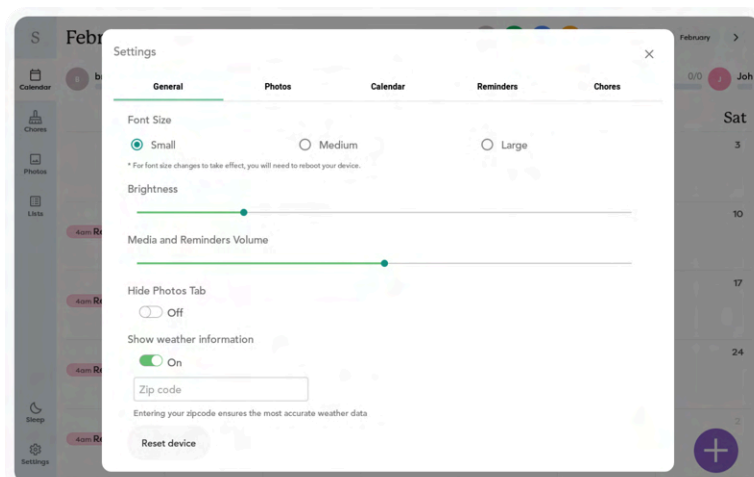
You can reactivate the same Calendar or activate another Calendar using the activation code in the Skylight app.

NOTE: You can only use an activation code once.

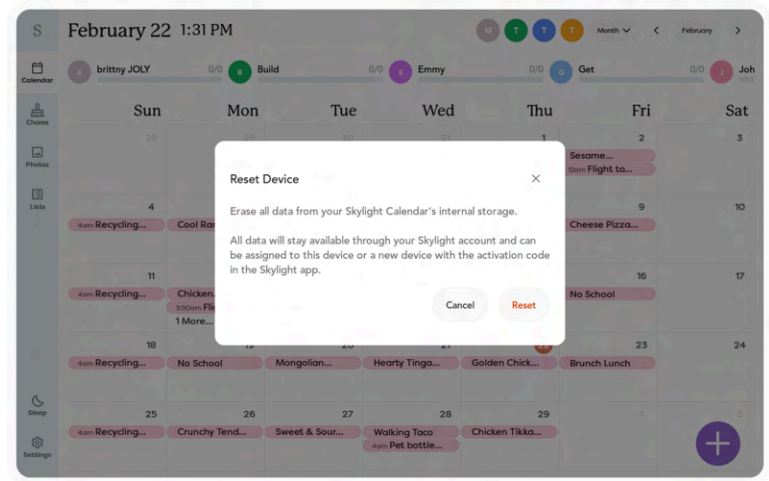
1. Tap **Settings** in the bottom of the sidebar.



2. Press **Reset device** at the bottom.



3. Read through the warnings and press **Reset** if you wish to proceed.



4. Confirm your choice by pressing **Reset**. The device will now reboot.

