DocketFam Menu

Your complete family guide | October 2026

Welcome to DocketFam

DocketFam is one shared place for your family's calendar, chores, rewards, bills, birthdays and private messages, and it works like an app on every phone. Here is the full menu of what is inside.

Menu	What it is for	Who uses it
Add to phone screen	Put the DocketFam icon on your home screen	Everyone
Today	The day at a glance, plus the week-ahead card on Sundays	Everyone
Calendar	Events, repeats, reminders and sharing	Everyone
Chores and points	Earn points for chores, track balances	Kids earn, parents manage
Rewards shop	Spend points; kids ask, parents approve	Everyone
Messages	Private chats, groups and the Family Board	Everyone
Family	Members, kid or adult profile, birthdays, friends	Parents manage
Bills	Due dates and paid status	Parents
Notifications	Reminders, birthdays, morning briefing, Sunday summary	Everyone
Settings	Notification switches, Display mode and home details	Everyone

Add DocketFam to your phone screen

DocketFam is a web app, so there is nothing to download from an app store. Adding it to your home screen gives it an icon, a full-screen view, and (once you turn them on) push notifications. Do this once on every family phone.

iPhone or iPad (use Safari)

It must be Safari. Other browsers on iPhone cannot add the app properly.

1. Open Safari and go to **docketfam.com**.
2. Sign in with your family login so you land on the app.
3. Tap the **Share** button, the square with an arrow pointing up. It is at the bottom of the screen on iPhone and at the top on iPad.
4. Scroll down the share sheet and tap **Add to Home Screen**. If you do not see it, scroll further or tap Edit Actions.
5. Keep the name DocketFam (or rename it) and tap **Add** in the top right.
6. Go to your home screen and open DocketFam from its new icon. Always open it from this icon, not from Safari.
7. Turn on notifications: open **Settings** inside DocketFam, tap **Enable** next to Push notifications on this device, and tap **Allow** when your phone asks. On iPhone this only works once the app has been added to the home screen and opened from the icon (iOS 16.4 or newer).

Android phone (use Chrome)

1. Open Chrome and go to **docketfam.com**.
2. Sign in with your family login.
3. Tap the **three dots** menu in the top right corner.
4. Tap **Add to Home screen**. On some phones it reads **Install app**.
5. Confirm the name and tap **Add** (or Install). If Android offers to place the icon automatically, accept.
6. Find the DocketFam icon on your home screen or in your app drawer and open it from there.
7. Open **Settings** inside DocketFam, tap **Enable** next to Push notifications on this device, and tap **Allow** when asked.

Samsung Internet or Firefox on Android

Tap the menu button, then **Add page to**, then **Home screen** (Samsung Internet) or **Install** (Firefox). The rest is the same as Chrome.

Check that it worked

- The DocketFam icon sits with your other apps.
- Opening it shows DocketFam full screen, with no browser address bar.
- You stay signed in the next time you open it.

If something goes wrong

Problem	Fix
No Add to Home Screen option on iPhone	You are not in Safari. Open docketfam.com in Safari and try again.
No notification prompt on iPhone	Open the app from the home screen icon, not Safari, then tap Enable in Settings. Check the phone is on iOS 16.4 or newer.
Tapped Don't Allow by mistake	Phone Settings, then Notifications, then DocketFam, and switch on Allow Notifications. Android: long-press the icon, App info, Notifications.
Signed out after adding	Sign in once from the home screen icon. It remembers you after that.

Signing in and family profiles

Everyone in the household uses the same DocketFam family, and each person picks their own profile so the app shows their view.

- **Sign in:** use the family login, or your personal login if a parent set one up for you. A personal login keeps your private messages private even on a shared phone.
- **Pick your profile:** choose your name when the app opens. You can switch from the profile control in the app.
- **Kid or adult profile:** when a parent adds a member they choose a kids profile or an adults profile. Kids profiles see a simpler app, ask for rewards and can only read chats they are in. Parents can change a member's type later on the Family page with the Change control.
- **Stay signed in:** once DocketFam is on your home screen, it remembers you.

Today and the Calendar

Today shows what is happening now: today's schedule, events and chores completed, and what not to forget. On Sundays a card at the top shows your week ahead.

Calendar holds every family event. To add one, open Calendar and tap to add an event, then fill in:

- **Title, date and time** of the event.
- **Who it is for:** one person or Everyone. Each person has their own colour.
- **Repeat:** none, daily or weekly, for things like swimming every Tuesday.
- **Reminder:** DocketFam sends a push notification before it starts.
- **Private:** mark an event private and it stays out of the shared family view.

Tap any event to edit it or remove it. Anyone can share an event with people outside the family using the Share button, which offers WhatsApp, Messages, Mail, Copy link and More. Guests who receive the link can see the event without signing in.

Chores, points and the Rewards shop

Kids earn points by finishing chores, and spend them in the Rewards shop. Parents stay in control of both.

For kids

1. Open Chores and tick off a chore when it is done to earn its points.
2. Open the Rewards shop and see your balance and the rewards you can afford.
3. Tap **Ask** on a reward you want. A parent gets a notification.
4. When a parent answers, you get a notification: approved or not this time. Points come off only when a parent approves.

You can cancel a request before it is answered. You cannot send the same request twice while one is waiting.

For parents

1. A notification tells you when a kid asks for a reward.
2. Open the Rewards shop to see waiting requests, and tap **Approve** or **Decline**.
3. Tap **Manage** to edit the reward list: add, rename or remove rewards and set the points cost. Each reward has a name, an emoji and a cost.
4. If no reward list has been saved, the starter list is Game time (200 points), Choose dinner (300) and Movie night (500).

Messages

Messages work like WhatsApp: you only see chats you are part of.

- **Direct chats:** tap a person to chat privately. Only the two of you see it.
- **Groups:** anyone can create a group, name it, and add or remove people. You can leave a group, and members can rename it. Groups are never created automatically.
- **Family Board:** one shared place everyone can read and post, for announcements like "dinner at 6".
- **Send more than text:** attach a photo, record a voice note, reply to a message, react to it, or delete a message you sent.
- **Notifications:** you get a push when a new message arrives.

What parents can and cannot see

Who	Can see
You	Your own chats and groups
A parent	Their own chats, plus kids' chats in read-only mode
Another parent	Never your private chats with the other parent

Who	Can see
A kid	Only their own chats and the Family Board

Parents cannot send messages inside a kid's chat; they can only read it.

Family, birthdays, bills and guests

- **Family page:** shows every member with their colour and points. Parents add a member by choosing a kids profile or an adults profile, and can change it later with Change.
- **Birthdays:** save birthdays for family members and friends. Friends can be shared with the household or kept visible only to you. DocketFam reminds you on the day and a few days ahead.
- **Bills:** add a bill with its amount and due day. Mark it Paid when done. Unpaid bills show up in your week-ahead summary.
- **Guest invites:** share an event link with someone outside the family. They can see the event without joining DocketFam.

Notifications

Notifications arrive as push messages on every phone that has pressed Enable in Settings.

Notification	When it arrives	Who gets it
Event reminder	Before an event starts	The people the event is for
Daily briefing	Each morning	Everyone with notifications on
Birthday reminder	On the day and a few days ahead	Everyone
New message	When someone messages you	The people in that chat
Reward request	When a kid asks for a reward	Parents
Reward answer	When a parent approves or declines	The kid who asked
Sunday week-ahead summary	Every Sunday at 6 pm, home time	Everyone with notifications on

The Sunday week-ahead summary

Parents get "Your week ahead": how many events are coming, the busiest day, birthdays and bills due. Kids get "Your week": the chore points they earned this week and how many more they need for the next reward. Tap the notification to open the app. On Sundays the same summary also appears as a card at the top of Today. Turn it off in Settings with the Sunday week-ahead summary switch.

Settings and troubleshooting

Settings holds the notification switches (event reminders, birthday reminders, Sunday week-ahead summary), the Enable button for push notifications on this device, the Help and guide link, Display mode,

and your home details such as time zone. Notification switches apply to the whole household. Display mode is set separately on each device.

Display mode (idle screen)

Turn on Display mode in Settings on a kitchen tablet or wall screen. After the idle time you choose (5, 10, 15 or 30 minutes) with no taps, DocketFam shows your family picture, the clock, today's schedule and upcoming birthdays. Tap anywhere to return to the app. It only shows shared items, never messages or private events. Dim at night makes the screen darker from 10 pm to 6 am. Display mode is off by default and is set separately on each device.

Problem	Fix
Not getting notifications	Open Settings in DocketFam and tap Enable. Then check the phone's own notification settings for DocketFam.
Something looks out of date	Close the app fully and reopen it from the home screen icon.
I see someone else's profile	Switch to your own name from the profile control.
A kid cannot see a chat	Kids only see chats they are part of. Ask a parent to add them.
Lost the home screen icon	Repeat the steps in Add DocketFam to your phone screen.

Tip: each person should have their own login, so private messages stay private even when phones are shared.