

Mini ClockGuru — Quick Reference

A time management tool that is so easy, even a child can use it.

1. Getting Started

Open the app at miniclockguru.com → watch the **short presentation** (2 min) or the **full presentation**, then tap **Buy now: CA\$29.99 or US\$21.99 per year**, plus taxes. **Full refund within 15 days of purchase, no questions asked.**

Your **license key** (it starts with MCG-) arrives by email: tap **“Already have a license key?”** and enter it. On another device, enter the same key: your schedules follow.

7 days before your membership ends, a yellow reminder with a **Renew** button appears at the top of the screen. It never renews automatically.

2. Child Profiles

Settings → **Child & Style**: + add a child · rename · delete.

Each child has their own schedule, routines, task analyses, picture style and settings. Enter a **nickname** rather than the child's real first name.

3. Settings at a Glance

- **Parent Lock** — a PIN so only you can open Settings
- **Child & Style** — child + picture style: Boy, Girl, Ages 7–12, Teens or Symbols; color or B&W; or your own photos
- **Level of Support** — More (default) / Less / Least: remove visual help as the child gains confidence
- **Sound & Alerts** — bell before the end, spoken activity names, notifications, grown-up clock
- **Accessibility** — keep screen on, reduce animations, high contrast, dark screen for nights and naps
- **Schedule / Routine / Task Analysis** — the 3 modes (section 4)
- **Backup** — save, restore, share

Tap **Save** to keep your changes.

4. The 3 Modes

Mode	What it is	Starts
Schedule	The whole day, Mon–Sun or a school cycle (Day 1, Day 2...), each activity with start/end times. Ring counts down.	By itself
Practice Routine	Several activities in a row, each with minutes (morning routine). Ring, bell, ■ Pause, planned vs actual time.	At a set time or ►
Task Analysis	One activity in small numbered steps (brushing teeth). No timer: the child taps I'm done ✓.	►

The main screen shows the mode selected when you tap **Save**. Switching modes never erases anything. **View progress** shows routines and tasks over time.

5. Building a Schedule

Settings → **Schedule / Routine / Task Analysis** → **Schedule**:

- Pick a day (Mon–Sun) · + **Add activity** → picture, name, start/end time
- Round button: work (green) or reward / free time (orange)
- **Copy this day to...** · **Clear day(s)...**
- Your own photos: **My Images** → **Upload a photo**

6. School Cycle & Appointments

- **School cycle** — Type of schedule → **School cycle with calendar**: cycle length (6–12 days), first day of school (Day 1), last day. Day buttons become D1, D2... D0, Sat, Sun
- **Holiday or ped day** — tap the date in the calendar → **Make it a Day 0**. Count off? **Correction: today is** → OK
- **Show the cycle day on the clock screen** — “Day 3” above the clock
- **Appointment** (doctor, party, outing...) — tap the date → **Add or change appointments**. The other activities make room for it
- **Coming up** box on the clock: the day before, then the day itself (uncheck **Show upcoming appointments on the clock screen** to hide it)

7. During the Day

The ring shows the time left; the **Before / Now / After / Then** pictures give context. A few minutes before the end, the picture lights up **yellow** (and the bell rings, if on); a **blue** flash marks the change of activity.

8. Dark Screen & Wake Alarm

For any **Nap/Sleep** activity, and at night (from **8:00 p.m.** or after the last activity):

- The screen goes quiet and dark (☾ + wake-up time)
- It lights back up shortly before wake-up (adjustable in Settings → Accessibility)
- At the end of a nap or sleep, an alarm rings until the child taps **Stop**

Important: the alarm only rings while Mini ClockGuru is open on the screen. Leave the device on the app, plugged in, with “Keep screen on” turned on.

9. Backup, Sharing, Language & Sync

- **Backup** (Settings) — Export / Import, return to a previous version
- **Share as one file** — for a teacher or another parent (they will need a license key). If you added photos, choose **Don't include my photos**
- **Language** — EN / FR buttons switch the whole app instantly
- **Sync** — the same license key on every device: the latest saved schedule follows

10. Quick Troubleshooting

- **Schedule not on the other device?** Same license key on both, and each online once after saving.
- **Lost or missing license key?** It's in the Mini ClockGuru email you received after your purchase. Check your junk folder, or write to contact@miniclockguru.com.
- **Hourglass or dark screen with a moon?** Normal: nothing planned, or night time.
- **No cycle day or Coming up box?** Check the two boxes in section 6. Cycle day wrong? Check each Day 0.

11. Installing an App Icon

- **Windows/Mac (Chrome/Edge)** — tap **Install App** at the top right
- **iPhone/iPad (Safari)** — tap **Install App** for the steps, then Share → Add to Home Screen → Add
- **Android (Chrome)** — menu → Install app / Add to Home screen

12. Help

At the top right of the screen: **Presentation** (video) · **User's Guide** · **Quick Reference** · **Privacy**. Questions: contact@miniclockguru.com

Only in the User's Guide: school cycle and appointments (Section 7), routines and task analysis step by step (Section 8), showing Mini ClockGuru on a TV (Section 17), turning an old tablet or phone into a Mini ClockGuru clock (Section 18).