

Simply Remind Me : Getting Started

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Introduction

Dashboard

The Dashboard is the main screen you see when you log in to Simply Remind Me.

The top part of the dashboard features 3 static "widgets".

The bottom part of the dashboard shows your upcoming reminders in your queue.

Widgets

The below 3 static widgets are provided to all users.

The time is now

This widget shows what Simply Remind Me believes is the current, local time in your timezone. To ensure you receive your reminders on time, this time should be correct.

If this time is incorrect, please click the [Change timezone link](#) in the widget and adjust your timezone accordingly.

Next upcoming event

This widget shows the next upcoming event in your calendar and the date it is due.

The widget includes a link to go directly to the event's page and a link to [create a new event](#).

Reminder credit balance

This widget shows the number of remaining credits you have available to send text message reminders and phone call reminders.

The widget includes a link to buy more credits and to configure your alert settings when your credit balance is low.

Your reminder queue

The bottom part of the dashboard shows a section called “Your reminder queue.”

This shows the reminders that are queued to send to you next. If an event has multiple reminders, you will see each individual reminder in this section.

Each reminder shows you the following details:

- **Event** - the event the reminder is for
- **Destination** - the email address or phone number the reminder will be sent to
- **Date & time** - the date and time the reminder will be sent
- **Status** - an icon showing the status of the reminder (will typically be “queued”.)

Difference between Events and Reminders

Simply Remind Me works with the concept of “events” and “reminders.”

Events

An event is anything you want to be reminded about. It occurs on a given date (for example, a birthday) and can optionally be given a specific time (for example, an appointment.)

Note: an event’s date (and time) does not effect the date and time you receive reminders.

Examples:

- A birthday
- A wedding anniversary
- Taking medication or a pill
- A customer’s appointment
- A doctor’s appointment
- A car’s MOT, tax or insurance renewal

Reminders

A reminder is an email, text message or phone call you receive at a specified date and time to remind you of an event.

A reminder is always linked to an event and an event can have multiple reminders with different methods.

For example: you might want an email reminder a month before your car insurance is due, and a text message a week before. In this case, “renew my car insurance” is the event with its date set to the expiry date of your insurance. The email is a reminder for that event with its date and time set to a month before the event’s date (the insurance’s expiry date) and the text message is another reminder for the same event with its date and time set to a week before the event’s date.