

Today's Magnet User Manual

A living help document for owners, admins, and members.

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This is the living help document for Today's Magnet. It is written for household owners, admins, and members who need a practical reference for how the app works, what words mean, and where to go when they need help.

Today's Magnet is a private family coordination space. Think of it as the family fridge: one shared place for events, updates, polls, Wish Lists, reminders, and everyday planning.

How to use this manual

Use this document in three ways:

1. Read the first few sections when you are new to Today's Magnet.
2. Jump to the feature section when you need help doing one task.
3. Update this document as the app changes so it stays useful over time.

If you are helping another family member, start with the vocabulary section. Most confusion comes from the difference between a Household, a Family Circle, a member role, and content visibility.

Quick start

If you are setting up a new household

1. Create the household.
2. Create at least one Family Circle.
3. Add one useful item through Post to Fridge.
4. Invite one person.
5. Check Home to make sure the first useful action is clear.

You do not need a perfect structure on day one. Start with one household, one Family Circle, and one real post.

If you were invited to a household

1. Open the invite link.
2. Sign in with the email address that received the invite.
3. Create your account if prompted.
4. Finish your profile.

5. Open Home.

6. Take one useful action: RSVP, vote, react, comment, or add a small update.

If something seems missing, ask an owner or admin to check which Family Circles you belong to.

Core vocabulary

Household

The Household is the full family space. It is the top-level home for members, Family Circles, settings, events, updates, polls, Wish Lists, notifications, and shared calendar links.

Example: "The Smith Family" can be one household.

Family Circle

A Family Circle is the privacy and visibility layer inside a household. When someone posts an event, update, poll, Wish List item, or occasion, they choose which Family Circles can see it.

Examples:

- Immediate Family
- Grandparents
- Caregivers
- Soccer Carpool
- Holiday Planning

Family Circles are the most important privacy concept in Today's Magnet. When you share something, the key question is: who should see this?

Account member

An account member is a person who can sign in to Today's Magnet. Account members have an email address, a household role, and one or more Family Circle assignments.

Family member without an account

A family member without an account is someone who should appear in the household, events, Wish Lists, or Family Circles but does not need to sign in.

Common examples:

- A young child
- A relative who is tracked in family plans but does not use the app
- A family member whose Wish List should exist even if someone else manages it

Owner

The owner is the top-level controller for a household. There is one owner at a time. The owner can do everything an admin can do and can transfer ownership to another active account member.

Admin

An admin is a trusted household helper. Admins can manage household operations such as members, Family Circles, invites, shared calendar links, and audit history.

Member

A member is a regular household user. Members can use the shared family fridge, view content shared with their Family Circles, and post content, but they cannot manage household operations.

Post to Fridge

Post to Fridge is the main add button. Use it to create:

- Events
- Updates
- Polls
- Wish List content

Home

Home is the daily fridge view. It shows the most useful visible household activity: upcoming events, updates, polls, Wish Lists, comments, reactions, and setup guidance.

Shared calendar link

A shared calendar link is a limited public link for selected event details. It is not the same as full household access. It should not expose comments, polls, Wish Lists, members, Family Circle metadata, RSVPs, or family profile information.

Audit log

The audit log is an admin record of important household operations, such as invites, role changes, ownership transfer, member removal, and shared calendar changes.

Roles and permissions

Role controls what someone can manage. Family Circles control what someone can see.

Those are separate ideas. A person can be an admin and still only see content shared with their Family Circles, except where admin screens intentionally show household operations.

Member

Members can:

- View the household they were invited into.
- See content shared with their Family Circles.
- Use Home, Calendar, Updates, Polls, Wish Lists, comments, reactions, and notifications.
- Post useful things to the fridge.
- See household members and Family Circles in a read-only way.

Members cannot:

- Invite new account members.
- Create, edit, archive, or assign Family Circles.
- Change another person's role.
- Remove people from the household.
- Manage shared calendar links.
- View the admin audit log.
- Manage household operations or admin settings.

Admin

Admins can do everything members can do, plus:

- Manage household settings.
- Create and manage Family Circles.
- Add or remove account members from Family Circles.
- Add family members without accounts.
- Invite new account members.
- Recreate, resend, or revoke pending invites.
- Promote or demote members and admins, except the owner.
- Remove regular members.
- Manage shared calendar links.
- View the audit log.
- Review notification delivery health.

Admins cannot:

- Transfer ownership unless they are the owner.
- Remove the owner.
- Remove another admin unless they are the owner.
- Change their own role.
- Access builder-only tools, such as email template editing or test sends, unless their email is separately allowed as a builder.

Owner

Owners can:

- Do everything an admin can do.
- Transfer ownership to another active member.
- Remove admins.
- Make another active member the owner.

Owners cannot:

- Be removed directly. Ownership must be transferred first.
- Have the owner role changed through normal member role controls.

Multiple admins

A household can have more than one admin. There is only one owner at a time, but multiple trusted people can be admins.

Privacy and visibility basics

Today's Magnet is invite-based. Household content is private to invited members who have access to the right Family Circles.

The Family Circle rule

Before publishing, ask:

Who should be able to see this?

Then choose the smallest Family Circle that makes sense. You can expand access later if needed.

What members see

Members see content shared with the Family Circles they belong to. If a member says they cannot find an event, update, poll, or Wish List, check their Family Circle access first.

What shared calendar links show

Shared calendar links are limited. They are for selected event details only. They should not show:

- Comments
- Reactions
- RSVP details
- Polls
- Wish Lists
- Member names
- Family profiles
- Private Family Circle membership

Wish List claim privacy

Wish List claim privacy matters because gifts and surprises can be ruined if claim information is overexposed. When the app protects claim status, do not assume admin rights should override that surprise privacy.

Main navigation

The exact navigation can vary by screen size, but these are the core areas.

Home

Use Home for the daily fridge view. It is the best place to see what needs attention now.

Home can show:

- A household greeting
- Setup guidance for a new household
- Today or this-week summary content
- Upcoming events
- Polls waiting for votes
- Updates
- Wish List activity
- Comments and reactions
- Quick actions

Calendar

Use Calendar for date-based planning. This is where events become easiest to scan by time.

Updates

Use Updates for announcements, reminders, and family notes.

Polls

Use Polls for quick decisions.

Wish Lists

Use Wish Lists for gift ideas, shopping ideas, birthdays, holidays, back-to-school planning, and other list-based family planning.

More or Settings

Use More or Settings for household information and operations. Members see simpler household information. Owners and admins see the operational areas.

Home

Home is the first place most people should go.

What to look for on Home

Look for:

- What is coming up soon
- Whether anything needs an RSVP
- Whether a poll needs your vote
- Whether there are new updates
- Whether a Wish List has activity
- Whether setup is incomplete

If Home feels quiet

Quiet can be normal. You only see content shared with your Family Circles. If you expected to see more, ask an owner or admin to check your Family Circle membership.

New household setup guide

For a new household, Home may show a setup guide. Use it to:

1. Create a Family Circle.
2. Invite someone.
3. Add the first real fridge post.

The guide is meant to help you start, not force you to finish every household detail immediately.

Member welcome guide

New members may see a short welcome guide. It helps them understand where to look, how to interact, and how to post something useful.

Post to Fridge

Post to Fridge is the main way to add family content.

You can create:

- New event
- Post update
- Start poll
- Wish List content

General posting steps

1. Open Post to Fridge.
2. Choose the type of content.
3. Fill in the required details.
4. Choose the right Family Circle or circles.
5. Review the visibility note.
6. Publish or create the item.
7. Return to Home or the related section to confirm it appears where expected.

Before you publish

Check:

- Is the title or message clear?
- Did you choose the right date or time?
- Did you choose the right Family Circle?
- Is anything sensitive being shared too broadly?

Events

Use events for anything with a date or time.

Examples:

- Sports practice
- School event
- Appointment
- Party
- Trip
- Pickup or drop-off
- Family reminder

Create an event

1. Open Post to Fridge.
2. Choose New event.
3. Add the event title.
4. Choose one or more Family Circles.
5. Add the start date and time.
6. Add an end time if helpful.
7. Mark all-day if the event does not need a specific time.
8. Choose an event type, such as Sport, School, Travel, Party, or Other.

9. Add a location if helpful.
10. Add recurrence if it repeats.
11. Add a reminder if needed.
12. Add participants if the event is about specific people.
13. Create the event.

Event types

Event types help people quickly understand the event. The current types are:

- Sport
- School
- Travel
- Party
- Other

Recurring events

Use recurrence when an event repeats. Depending on the event, you may choose a simple repeat pattern or a custom repeat pattern.

When creating recurring events, check:

- Does the first date look right?
- Should it repeat weekly, monthly, or another way?
- Should it end after a certain number of times?
- Should it end on a specific date?

Reminders

Use reminders when people need a nudge before the event. For time-sensitive family logistics, reminders are often more helpful than another text thread.

RSVPs

Events may allow RSVP responses. Members can open the event or use quick RSVP actions when available.

Common responses:

- Going
- Maybe
- Not going

Event participants

Participants are the people involved in the event. They can be account members or family members without accounts.

Use participants when:

- A practice belongs to one child.
- An appointment is for one person.
- A school event involves specific people.
- A family task needs a clear owner.

Edit or archive an event

Open the event details to manage it. If an event is no longer needed, archive it instead of casually deleting family history.

Public calendar publishing

Admins can share selected event details through a shared calendar link. This is useful when someone needs a limited view of certain events but should not have full household access.

Public calendar sharing should stay narrow. It is not a way to make the full household public.

Schedule import

Schedule import helps turn a pasted, uploaded, or scanned schedule into reviewable draft events.

Use it for:

- Sports schedules
- School calendars
- Camp calendars
- Activity schedules
- PDFs or screenshots that would be tedious to type manually

Import a schedule

1. Open Calendar.
2. Choose the import option.
3. Upload or paste the schedule.
4. Wait for draft events to be created.
5. Review every draft.
6. Watch for low-confidence or duplicate-looking drafts.
7. Choose the correct Family Circle for each event.

8. Create only the events you want.

Important import rule

Schedule import should always have a review step. Nothing should be added to the calendar until you confirm it.

What to check before creating imported events

Check:

- Event title
- Date
- Start time
- End time
- Location
- Family Circle
- Whether the event is a duplicate
- Whether the app was uncertain about the draft

If the schedule is a scanned PDF or screenshot, read the drafts carefully. OCR can help, but it is still worth reviewing.

Updates

Use updates for family announcements and notes.

Examples:

- "Reminder: bring cleats tomorrow."
- "Grandma arrives Friday."
- "School picture day is next week."
- "Dinner plan changed."

Post an update

1. Open Post to Fridge.
2. Choose Post update.
3. Write the message.
4. Choose who can see it by selecting one or more Family Circles.
5. Add a short title if helpful.
6. Choose priority if needed.
7. Post the update.

Update priority

Use priority carefully:

- Normal: everyday notes
- Important: something people should notice
- Urgent: time-sensitive or high-attention information

Do not mark everything urgent. The fridge stays calmer when urgency is reserved for real urgency.

Comments and reactions on updates

Members can use comments or reactions to acknowledge an update without starting another group text.

Polls

Use polls when the family needs a decision.

Examples:

- "What should we do this weekend?"
- "Which dinner night works?"
- "Who can help with pickup?"
- "Which gift should we choose?"

Create a poll

1. Open Post to Fridge.
2. Choose Start poll.
3. Write one clear question.
4. Add at least two choices.
5. Add more choices if needed.
6. Choose the Family Circle or circles that should see the poll.
7. Add a closing date if needed.
8. Create the poll.

Good poll habits

Good polls are simple. Ask one clear question and give choices people can answer quickly.

Avoid:

- Multiple questions in one poll
- Too many choices
- Vague choices

- Polls that should really be an event or update

Vote on a poll

1. Open the poll from Home or Polls.
2. Read the question.
3. Choose your answer.
4. Check back later if totals or a final decision matter.

Close or archive a poll

Admins or the poll creator can close or archive polls where controls are available. Close a poll when the decision is done. Archive a poll when it is no longer useful on the fridge.

Wish Lists

Wish Lists help families collect wants, ideas, and gift details.

Use Wish Lists for:

- Birthdays
- Holidays
- Back-to-school
- Baby showers
- Family shopping ideas
- Gift planning

Wish List vocabulary

Wish List: A list of ideas for one person or purpose.

Wish List item: One idea on a list.

Occasion: A grouping for related Wish Lists, such as Christmas 2026 or Jordan's Birthday.

Owner: The person the list is for. This can be an account member or a family member without an account.

Claim: A private signal that someone plans to get an item.

Create an occasion

Use an occasion when several lists belong together.

1. Open Wish Lists.
2. Choose Create Occasion.
3. Add the occasion name.

4. Choose who can see the occasion using Family Circles.
5. Create the occasion.

Examples:

- Christmas 2026
- Jordan Birthday
- Back to School
- Baby Shower

Create a Wish List

1. Open Wish Lists or Post to Fridge.
2. Choose Create Wish List.
3. Add a title.
4. Choose the owner.
5. Choose an occasion if one applies.
6. Create the list.

Add a Wish List item

1. Open Wish Lists or Post to Fridge.
2. Choose Add item.
3. Choose the Wish List.
4. Choose who can see the item using Family Circles.
5. Add the item title.
6. Add a price if helpful.
7. Add a link if helpful.
8. Add notes such as size, color, store, or context.
9. Add the item.

Claim an item

Claiming an item means you plan to get it. Claim privacy helps protect surprises.

Use claims when:

- You want to avoid duplicate gifts.
- You want other gift-givers to know an item is covered.
- You want to keep the list owner from seeing the surprise.

Release a claim

Release a claim if you no longer plan to get the item. This lets someone else claim it.

Wish List privacy habits

Before adding a Wish List item, choose the Family Circle carefully. For gifts, surprises, and sensitive family planning, smaller circles are usually better.

Comments and reactions

Comments and reactions help family members respond without starting another text thread.

Use comments for:

- Questions
- Extra details
- Clarifications
- Short coordination

Use reactions for:

- Acknowledging something quickly
- Showing you saw it
- Responding without adding noise

If a thread gets too complicated, create a clearer event, update, or poll.

Notifications

Notifications help members know when something needs attention.

Today's Magnet can include:

- In-app notifications
- Email notifications, depending on settings and household configuration
- Delivery health views for admins

Notification Center

Owners and admins can review notification delivery health. This is for understanding what was queued, sent, or failed.

Builder-only tools, such as editing email templates or test notification tools, are separate from normal household admin tools.

Member notification habits

Members should keep profile and notification preferences current so alerts go to the right place.

Settings and household operations

Settings is where household information and operations live.

Members may see a simpler household information view. Owners and admins see more operational tools.

Household profile

Use Household Profile to update:

- Household name
- Description
- Timezone
- Basic setup details

This is an admin area.

Members

Use Members to review:

- Account members
- Member roles
- Family Circle assignments
- Family members without accounts

Owners and admins can manage roles and assignments. Members can view household members and Family Circles in a more limited way.

Add a family member without an account

Use this when someone should appear in events, Wish Lists, and circles but does not need to sign in.

1. Open Settings.
2. Open Members.
3. Choose Add person.
4. Add the person's name and details.
5. Assign them to the right Family Circles.

Edit a family member without an account

Use edit when a name, type, notes, or circle assignment needs to change.

Archive or remove them only when they should no longer appear in new household pickers. Historical events and Wish Lists may keep existing references.

Family Circles

Family Circles decide who can see what.

Create a Family Circle

1. Open Settings.
2. Open Family Circles.
3. Choose the create option.
4. Add a clear name.
5. Add a short description if helpful.
6. Create the circle.
7. Add account members and family members without accounts.

Good Family Circle names

Use names that are obvious to your family.

Good examples:

- Immediate Family
- Grandparents
- Caregivers
- Soccer Carpool
- Holiday Planning

Avoid names that require explanation later.

Edit a Family Circle

1. Open Family Circles.
2. Choose the circle.
3. Edit the name or description.
4. Save changes.

Manage circle members

1. Open Family Circles.
2. Choose the circle.
3. Open Manage circle members.
4. Add or remove account members.
5. Add or remove family members without accounts.
6. Save or let the toggle update.

Archive a Family Circle

Archive a circle when it is no longer useful. Be careful: changing circles can affect what people see.

Invites

Invites bring signed-in adults or older family members into the household.

Before inviting someone

Before you send an invite, decide:

- Which email address should receive the invite?
- Which Family Circle should they start in?
- Should they be a member or eventually become an admin?

Most people should start as members. You can promote them later.

Send an invite

1. Open Settings.
2. Open Invites.
3. Enter the person's email address.
4. Choose their starting Family Circle.
5. Create the invite.
6. Copy the backup invite link if needed.
7. Send or confirm the invite email.

Invite acceptance

The invited person should sign in with the same email address that received the invite. This helps keep household access tied to the intended person.

Recreate or resend an invite link

Use this when an invite was missed, expired, or needs a fresh link. Accepted invites cannot be resent.

Revoke an invite

Revoke an invite if it should no longer be usable. Accepted invites cannot be revoked as invites because the person has already joined; manage the account member instead.

Managing roles

Owners and admins can promote or demote members, with owner protections.

Make a member an admin

1. Open Settings.

2. Open Members.
3. Find the account member.
4. Open Role controls.
5. Choose Make admin.

Use admin access only for people who should help manage household operations.

Make an admin a member

1. Open Settings.
2. Open Members.
3. Find the admin.
4. Open Role controls.
5. Choose Make member.

Role restrictions

The app protects several role actions:

- You cannot change your own role.
- The owner role cannot be changed through normal role controls.
- Only the owner can transfer ownership.
- Only the owner can remove admins.
- Admins can remove regular members, but not other admins or the owner.
- Nobody can remove themselves from the household through admin removal controls.

Removing household access

Removing a member revokes their household access. It does not erase historical audit records.

Remove a member

1. Open Settings.
2. Open Members.
3. Find the member.
4. Open Admin tools.
5. Choose Remove member.
6. Review carefully before confirming.

Removal rules

- Owners and admins can remove regular members.
- Only owners can remove admins.

- Owners cannot be removed directly.
- Transfer ownership before trying to remove the current owner.

Transferring ownership

Ownership transfer changes who controls the household.

Transfer ownership

1. Sign in as the current owner.
2. Open Settings.
3. Open Members.
4. Find the active account member who should become the new owner.
5. Open Admin tools.
6. Choose Make owner.
7. Review carefully before confirming.

After transfer, the previous owner becomes an admin.

Shared calendar

Shared calendar links let admins share selected event details outside the logged-in app.

When to use a shared calendar link

Use it when someone needs limited calendar visibility but does not need full household access.

Examples:

- A caregiver needs selected event times.
- A relative needs a schedule link.
- A household wants a narrow event feed.

Create or manage a shared calendar link

1. Open Settings.
2. Open Shared Calendar.
3. Choose the events or sharing settings.
4. Create or update the link.
5. Share the link only with the intended people.

Revoke a shared calendar link

Revoke a link when it should no longer work. After revocation, the old link should stop opening.

Audit log

The audit log helps owners and admins understand important household changes.

It can include:

- Invite created
- Invite accepted
- Invite revoked
- Invite resent
- Role updated
- Ownership transferred
- Member removed
- Shared calendar link created
- Shared calendar link revoked
- Notification-related admin activity

Use the audit log when

- Someone's access changed unexpectedly.
- You need to check who changed a role.
- An invite was sent or revoked.
- A shared calendar link was created or removed.
- You want a record of important admin actions.

Members cannot view the audit log.

Account and profile

Members should keep account details current.

Depending on the current app screen, profile details may include:

- Display name
- Birthday or family profile details
- Notification preferences

Accurate profile information makes household coordination easier.

Troubleshooting

I cannot see an event, update, poll, or Wish List.

Ask an owner or admin to check your Family Circle membership. You may not belong to the circle that can see the item.

I joined, but the household looks empty.

This can happen if the household is new or if you only belong to a quiet Family Circle. Ask an admin whether more circles should be added to your account.

My invite link does not work.

Ask an owner or admin to check whether the invite is pending, expired, revoked, or already accepted. They may need to recreate or resend the invite link.

I used the wrong email address.

Ask the inviter to send a new invite to the correct email address. Invites are intended to be accepted by the invited email.

I created something, but it is not visible to the right people.

Check which Family Circles you selected. If the wrong circle was chosen, edit or recreate the item with the correct visibility.

The schedule import draft looks wrong.

Do not create the draft event yet. Fix or skip the draft during review. For scanned files or screenshots, OCR may need human review.

A poll is cluttering Home.

Close or archive the poll when the decision is done.

Someone should not have admin powers anymore.

An owner or admin can demote an admin to member, except for protected owner rules. Only the owner can remove another admin.

Someone should no longer access the household.

An owner or admin can remove regular members. Owners can remove admins. The owner must transfer ownership before being removed.

Best practices

Start small

Do not overbuild the household on day one. Create the first Family Circle, post something real, and invite one person.

Use Family Circles intentionally

When in doubt, share with the smallest circle that makes sense. Add more people later if needed.

Keep Home useful

Archive old or stale content when it no longer helps the family coordinate.

Use polls for decisions

If the family is debating something in a text thread, use a poll.

Use updates for announcements

If people only need to know something, use an update instead of a poll.

Use events for time-sensitive plans

If it has a date or time, make it an event.

Use Wish Lists for ideas that need to be remembered

Wish Lists are useful for gifts, shopping, and family planning ideas that should not disappear in chat.

Review imported schedules carefully

Schedule import saves time, but review is still required. Never blindly create all drafts.

Keep admin access limited

Make someone an admin only if they should help manage the household. Most family users can stay members.

Glossary

Account member: A person who can sign in.

Admin: A trusted household helper with management powers.

Archive: Remove something from active use without treating it like it never existed.

Audit log: A record of important household admin actions.

Family Circle: The privacy and visibility group for household content.

Family member without an account: A person represented in the household who does not sign in.

Home: The daily family fridge view.

Household: The top-level family space.

Invite: A secure link that lets someone join a household.

Member: A regular household user.

Occasion: A grouping for related Wish Lists.

Owner: The person with top-level household control.

Post to Fridge: The main place to add events, updates, polls, and Wish List content.

Public calendar link: A limited link for selected event details.

RSVP: A response to an event, such as going, maybe, or not going.

Update: A family announcement or note.

Wish List: A list of ideas for a person or purpose.

Wish List item: One idea on a Wish List.

Manual maintenance notes

Use this section when updating the manual in the future.

Update this manual when

- A new feature is added.
- A role or permission changes.
- The navigation changes.
- A field is renamed.
- A workflow changes.
- Public sharing behavior changes.
- Notification behavior changes.
- A user gets confused about the same thing more than once.

Suggested change log format

Add a short note at the top or bottom of the document:

- Date
- What changed
- Which section was updated
- Who reviewed it

Example:

June 28, 2026: Added schedule import review guidance and clarified Family Circle visibility.