# Appointments, documents and staying up to date in Knowing Me

## Appointments

- Keep appointments organised on the calendar in the profile.
- The home screen shows **today's appointments** at a glance.
- **Google Calendar (optional):** if you connect it, your Google Calendar events appear alongside your Knowing Me appointments. The connection is **read-only**, so Knowing Me cannot create, change or delete your Google Calendar events.

**Tip:** after each appointment, add any changes to the profile, such as new medications, a new plan or the next appointment date.

## Documents, photos and notes

Store the paperwork your support team may need, all in one place:

- plans (for example NDIS or aged care plans) and care plans;
- cards and letters;
- photos and videos, for example showing how someone likes to be supported;
- voice recordings and notes.

**Tip:** give files clear names, such as "NDIS plan 2026" or "Seizure plan", so everyone can find them quickly.

## Wellbeing check-ins

A quick daily check-in where the person shares how they're feeling with simple emoji prompts. They can add a voice or text note. Carers and support workers can see recent check-ins to understand how someone is doing.

## Notifications and chat

- **Notification Centre:** shows what's happening across your support network. Choose which alerts matter to you, and turn push notifications on or off.
- **Chat:** shows unread messages, and you can share PDF and Word documents.

## Keeping the profile current

Update once, and everyone with permission sees the latest. We suggest a quick review:

- after a hospital stay or a change in health;
- when a plan is renewed or changes;
- when a worker, therapist or service changes;
- at least every six months.

## Need help?

Email **help@knowingme.com.au**, use the contact form at **knowingme.pro/contact**, or log an issue from inside the app.