

Our
Family
Culture™

Parenting with purpose™

USER'S GUIDE



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Welcome to Our Family Culture! We're thrilled to have you join a community of parents and guardians who are committed to being more intentional in their efforts to build safe and healthy family cultures in which their children can grow and thrive. We call it "parenting with purpose."

The centerpiece of the Our Family Culture (OFC) system is the OFC mobile app. We've written this User's Guide to help you navigate each of the elements of the app. We've also included plenty of video tutorials in the Resources section of the app (just look under How-To Videos) if you find videos fit your learning style better.

The OFC System

The OFC system is based upon a very simple concept: if you can clearly articulate the behaviors (we call them "Fundamentals") that you want to be the foundation of your family's culture and you can consistently engage your family in exploring and practicing one of those behaviors in a focused way each week, those behaviors will become internalized over time. The mobile app is the tool that helps you to do that.

By providing an extensive library of Fundamentals, the app makes it simple for you to pick the behaviors that are most meaningful for you. After all, no one knows your family like you do.

Once you've selected your family's Fundamentals, the app delivers daily and weekly content (discussion questions, short videos, scenarios, activities, etc.) specific for your chosen set of Fundamentals. We help you find ways to focus on one Fundamental each week so that, over time, they become your family's language and way of being. There's even an in-app journal so you can easily record and preserve your learnings and reflections as your family grows together.

As we all know, the best way to learn is through repetition; but given the busy schedules most families keep these days, finding the time and energy to keep that repetition going is harder than ever. The OFC app makes the entire process of creating and practicing your Family Fundamentals simple, convenient, and easy.

**APPRECIATE DIFFERENCES APPRECIATE NATURE
BE YOURSELF BOUNCE BACK BUILD
COMMUNITY CELEBRATE CHOOSE YOUR
ATTITUDE CREATE DO THE RIGHT THING DO
YOUR PART FEEL THE MUSIC FIGHT FOR WHAT'S
RIGHT FIND A WAY GO FOR IT HONOR OUR ROOTS
HONOR YOUR WORD INCLUDE OTHERS KEEP AN
OPEN MIND KEEP YOUR COOL LAUGH EVERY DAY
LEAN INTO MISTAKES LEAVE IT BETTER THAN
YOU FOUND IT LET IT GO LISTEN GENEROUSLY
LIVE YOUR FAITH LOVE YOURSELF, BUT NOT TOO
MUCH MAKE A DIFFERENCE MAKE IT YOUR BEST
MAKE YOUR OWN LUCK PRACTICE GRATITUDE
PRACTICE KINDNESS PRACTICE SELF-RELIANCE
PRIORITIZE HEALTH PROTECT OUR PLANET PUT
IN THE WORK ROLL WITH IT SHARE YOUR
FEELINGS SHOW RESPECT SHOW UP FOR
OTHERS SPEND WISELY STICK TOGETHER STICK
WITH IT WALK IN OTHERS' SHOES WONDER,
WONDER, WONDER**

Signing Up

1. To sign up download the Our Family Culture app from the **Apple App Store** or the **Google Play Store**.
2. On the bottom of the Log in Screen, click the link for "Sign up". This will bring you to a screen for creating your account. Note that your email address will become your username. Passwords must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter, one number, and one special character. Click continue.
3. You can enter additional parents/guardians and the names of your children to complete your family setup. Note that you can always make changes to this later by going to Account/Manage Account/Manage Family in the app.
4. After creating your account, you'll enter your payment information. You can use a credit card and choose whether to pay monthly or annually. All new families have a 30-day Free Trial so no charge will be made until the end of the trial period. You can cancel your subscription at any point before then by going to Account/Manage Account/Cancel Subscription in the app.
5. In some cases, people have been given a special coupon code. If you've been given a code, you'll enter it beneath the payment information. Once all information is complete, click submit.
6. After hitting submit, you'll receive a confirmation email to the address you entered to verify your identity. If you don't see it, please be sure to check your spam folder.
7. You can now log in to the app using your username (email address) and password.
8. If you ever forget your password, just click on "Forgot password" on the login screen and you'll be sent an email with a link to reset the password.



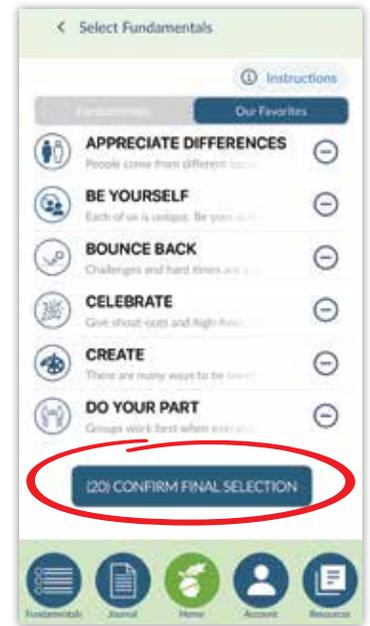
Choosing Your Fundamentals



1. When you log in for the first time, you'll see a Welcome video. It's important to watch this video because it'll provide you with good tips for picking your Fundamentals. In fact, you won't be able to begin selecting your Fundamentals until you've watched the video to the end. After the video is over, click on the button at the bottom that says "Select Fundamentals."
2. There are 44 Fundamentals in the "library" from which you can choose and they're all listed in alphabetical order. You must choose at least 13 and we recommend picking between 13 and 20, but you can select as many as you'd like.
3. There are 2 steps to making your selections. First, click on the heart to indicate those you think you might want to choose. Then click on the Our Favorites tab to see a list of all those you listed as favorites. On the bottom of the screen it will indicate how many you've chosen. You can delete any that you decide you don't want to include by clicking on the "-" sign to the right of the Fundamental.



- You can also drag and drop them to put them in any order that you'd like. Once you feel good about your selections, click on "Confirm Final Selection" and you're all set!
- You'll now see a full list of your family's Fundamentals. Click "Next" at the bottom of the screen and watch one additional video that will prepare you to begin practicing your Fundamentals.
- Know that you can always change your Fundamentals at any point in the future by going to Account/Account management/Manage Fundamentals. Note that only the primary account holder (the one who originally signed up and paid) can manage the family Fundamentals.
- Note: In your Welcome email, you were also given a printable version of the full library of Fundamentals. Some families find it easier to look at them on paper first. If you choose to use the paper version, it's still necessary to transfer your selections to the app by following the steps above.
- Once you've selected your family's Fundamentals, you have easy access to them by choosing the Fundamentals icon on the bottom left of the menu bar in the Home Screen. While this is a quick and easy way to see your Fundamentals, remember that if you want to make changes, you'll do that through the Manage Fundamentals section under Account/Account management.



Weekly Cadence



- The OFC system runs on a weekly cadence starting with Sunday and ending with Saturday, so you'll actually begin your practice on the first Sunday following the completion of your Fundamentals selection.
- Sunday - The app will deliver your new Fundamental (including its full description) and links to the entire week's worth of content. It's best to begin each week with some type of Sunday ritual to review your upcoming week's Fundamental with your family.
- Each day throughout the week, the home screen of your app will display this week's Fundamental and its full description at the top of the screen.
- You'll receive a daily push notification with content specific

- to your Fundamental on Monday, Tuesday, Thursday, and Friday.
- Wisdom Wednesday - each Wednesday, all families receive a short video with a parenting tip or idea that's not specific to any particular Fundamental. These videos will be crowd-sourced, so we'd love it if you would contribute an idea you'd be willing to share with the community.
- You'll see a check box to the right of each day's activity so that you can mark when you've completed it. While we've laid out a simple schedule for you, feel free to alter days and content to fit your own unique family needs and schedule.
- Reflection Saturday - at the end of the week, take a few minutes to reflect with your family on anything you learned, thought about, or discussed during the week. Consider using the journal in the app to record what you learned. See more about using the journal in the next section.





Journal



1. The purpose of the Journal is to give you a place to record your family's thoughts, reflections, and learnings over time. It will be a great vehicle for eventually looking back upon your family's culture-building journey.
2. While Reflection Saturday is a good time to set aside space to reflect and record in the Journal, you can certainly do so at any time throughout the week.
3. Journal entries can be in any form - written, audio, photo, or video.
4. To add a Journal entry, simply click on the Journal icon at the bottom of your app and then select the blue "Add Journey Entry" button. You can tag a specific Fundamental as well as a family member by

using the dropdown boxes. It's also helpful to enter a title for your entry so that you can search for it by title at some later date.

5. To create a written Journal entry, just type into the text box area and then click Save.

6. To create an audio Journal entry, just click the Record Audio button, record whatever you'd like to say, and then click the square stop button to stop the recording. You can play back the recording by hitting the play arrow. If you're satisfied with the entry, click Save. If you're not satisfied, you can click the Clear Recording button and try again.

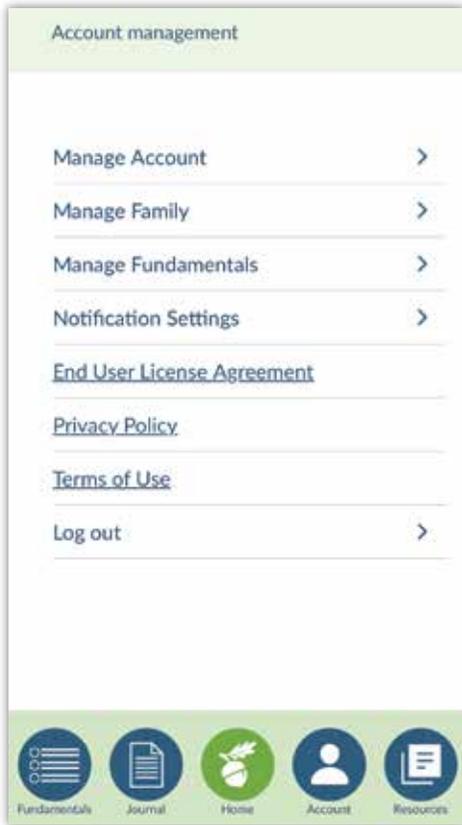
7. To create a photo Journal entry, click on the icon that shows a camera and video camera, and select Photo from the pop-up box. You can either select a photo that's already on your phone or you can use your phone's camera to take a picture. After taking the picture, choose Retake or Use as appropriate. When you're satisfied, click Save. Here again, it's helpful to give the photo a title to make it easier to identify later.

8. To create a video Journal entry, click on the icon that shows a camera and video camera, and select Video from the pop-up box. This will bring you to your phone's photo library where you can select the video you want to upload. Click on the appropriate video and select Add at the top of the page. Enter the title, tag a Fundamental and person as appropriate, and then click Save.

9. To search for a previous Journal entry, click on the Journal icon at the bottom of your app and you'll see a list of entries by date. You can search by title by clicking on the "Search by Title" button and entering a word from the title. Clicking on the funnel icon will allow you to filter your search by Fundamental, family member, or date range. Just enter the criteria you wish to use for your search and then click Apply.



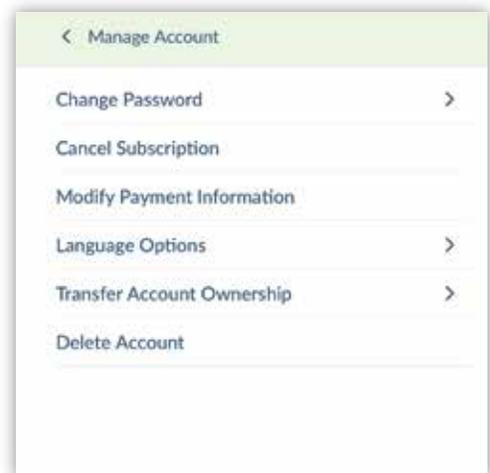
Account



1. The Account function allows you to manage most aspects of your account from family members to payment methods to making changes to your list of Fundamentals.
2. To change your password, select the Account icon at the bottom of your app and then click on Manage Account. Choose Change Password from the menu list. You'll need to enter your old password first, then a new password and then confirm the new password. Remember that passwords need to adhere to the following parameters: They must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter, one number, and one special character. If you've forgotten your current password, you can always click on the "Forgot password" button from the original login screen and you'll receive a link by email to reset your password.
3. To cancel your subscription, click Cancel Subscription from the menu list under Account management. You'll see a pop-up box that will ask you to confirm that you definitely want to cancel. Click Yes and you'll see a confirmation pop up on the bottom of the screen. Note that your subscription will stay active through the end of the last payment period for which you've been charged.
4. To reactive you subscription, click on Reactivate Subscription from the menu list under Account management. You'll see a pop-up box that will ask you to confirm that you definitely want to reactivate. Click Yes and you'll see a confirmation pop up on the bottom of the screen. On the next Sunday, you'll pick up wherever you left off prior to cancelling. Note that there is no additional Free Trial period when

you're reactivating your account.

5. To update or change your payment information, click Modify Payment Information from the menu list under Account management. Here you can fill in your new information and click on Submit. If a payment is declined, you'll receive an email letting you know to update your payment information. You'll have access to all features of the app for 10 days from this notice, but will lose access if you don't update your payment information after the 10 day grace period.
6. If you'd like to change your language preference to something other than English, click on Language Options. In the dropdown box, choose the language you wish to use (currently, the only other language is Spanish). Then click the "Set Language" button to confirm.
7. There are certain capabilities in the app that are limited to only the Primary Guardian (e.g., selecting your family's Fundamentals, entering payment information, etc.). If you wish to transfer ownership of the account to a Secondary Guardian, click Transfer Account Ownership from the menu list under Account management. You'll see a dropdown list of current Secondary Guardians. Select the person you want to become the Account Owner and click OK. That person's name will now appear.



8. Click Transfer Ownership and then Yes to confirm the transfer. Note that the current payment information will be deleted and the new Account Owner will need to enter their own payment information. The new owner will receive a confirmation email letting them know about the transfer and reminding them to log in and to enter their payment information.
9. If you wish to delete your account and purge all information from our system, click Delete Account from the menu list under Account management. A pop-up box will appear explaining the implications of deleting the account and asking you to confirm. If you definitely want to delete, click on Yes and the account will be deleted. Note that cancelling your subscription preserves your family's Fundamentals and all your data should you wish to activate at a later date. Deleting the account, however, wipes out all information.



Manage Family

1. Under Manage Family, you can change how your family name appears as well as add additional parents/guardians and/or children.
2. To change the way the family name appears, simply re-type however you want it to read and then click Save Family Name. Note that the system will automatically add "Family Culture" after your name. For example, if you want the app to show "Smith Family Culture", enter just the word Smith under Family Name. (If you type "Smith Family" the app will show "Smith Family Family Culture.")
3. To add children, toggle to the left column so that the word Children appears in dark blue (Parents/Guardians will become gray). Click on Add Child and you'll see a place to add the child's First Name and Year of Birth. Confirm their entry by clicking the Add Child button. They now appear on the list. You can edit or remove children by clicking on the edit symbol or on Remove.
4. To add another Parent/Guardian, toggle to the right column so that Parents/Guardians appears in dark blue. Then follow the same steps as above.

< Manage family

Family Name
Sweeney

Save Family Name

Children Parents/Guardians

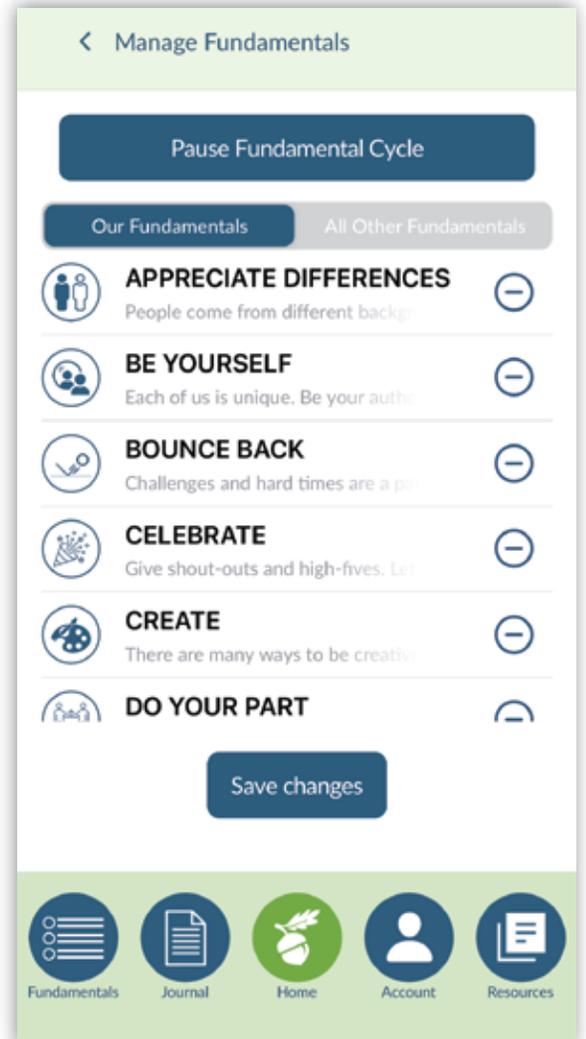
No children added

+ Add Child



Manage Fundamentals

1. You can add or subtract Fundamentals as well as change the order of your family's Fundamentals in the Manage Fundamentals section under Account management.
2. To add a Fundamental to your current list, click on the Account icon on the bottom of your app and choose Manage Fundamentals from the menu list. If you toggle to the left, the heading "Our Fundamentals" will appear with a dark blue background and your family's current Fundamentals will be listed. If you toggle to the right, the heading "All Other Fundamentals" will appear with the dark blue background. Here you can scroll through all the Fundamentals you didn't choose and add new ones by clicking the "+" next to the Fundamental you want to add. If you toggle back to the left, you'll see the new one has been added at the bottom of your list. Click Save changes in order to preserve your change.
3. To subtract a Fundamental from your current list, toggle to Our Fundamentals, and then click the "-" sign next to any Fundamental you'd like to delete. This will remove it from your list. Be sure to click Save changes to confirm the change.
4. You can change the order of your family's Fundamentals simply by toggling to Our Fundamentals and the dragging and dropping the Fundamentals to put them in whatever order you'd like. Once again, be sure to click Save changes to confirm the change.
5. If you'd like to pause your Fundamentals (perhaps during a vacation or other disruption to your routine), you can do so by clicking Pause Fundamental Cycle at the top of the Manage Fundamentals screen. You'll see a calendar where you can select on which Sunday you'd like to resume your weekly practice. Just choose the date and then click Create Pause below the calendar.
6. The system will send a push notification to your phone each day alerting you to the Fundamental of the week and the content for the day. You can set the time at which you'd like to receive the notification by clicking on the Notification Settings arrow under Account Management. This will bring up a scrolling bar where you can choose the time you'd like to receive the notification each day. The times displayed are in your current time zone. Scroll to your preference and then click on Update to confirm the selection.





Resources

The Resources section of the mobile app provides you with a variety of tools to help you and your family in the weekly practice of your Fundamentals.

1. We've assembled a list of children's books and organized them by Fundamental. You can access this list by clicking on the Resources icon on the bottom of your screen and then selecting Children's Books, by Fundamental from the menu list. This will bring you to a list of Fundamentals. Choose the Fundamental you want, click on Select, and you'll see a list of recommended books. Note that you can also see the books associated with this week's Fundamental by clicking on the book icon on the home screen.
2. To help you connect with other families who are part of the OFC community, we've created a Facebook Members Group. To join the group, click on the hyperlinked Facebook Members Group menu item in the Resources section. This will open up a browser and bring you to Facebook.com. Click on Join Group.
3. We've included quite a few videos with tips and tutorials for nearly every aspect of the OFC system. You can see these videos by clicking on Resources and going to the OFC How-To Videos menu item.
4. You can see all previous Wisdom Wednesday videos by clicking on the Wisdom Wednesday Videos menu item in the Resources section. The videos will be listed in order in which they were published, with the most recent one at the top. You can also search previous videos by title, or by topic by clicking on the filter icon and then selecting the appropriate topic tag.





Notifications

From time to time, we'll push out a message to the entire OFC community. This may relate to a product enhancement, a suggestion, or tip for using the system. These messages will appear in the Notifications section which you can access by clicking on the bell icon in the top right corner of the Home screen. When a new notification is available, you'll see a red number in the upper part of the icon. This is your indication that a new notification has been posted.

Submitting a Wisdom Wednesday Video

Since OFC is a community of parents committed to building healthy family cultures, we encourage your suggestions and ideas. In particular, most Wisdom Wednesday videos are contributed by members.

If you have an idea, a suggestion, a tip, something that's worked for your family, consider sharing it with the large community by contributing a Wisdom Wednesday video. There's no need for a fancy camera or production studio. Simply do a short 1 to 2-minute video on your phone, with a vertical orientation, and text it to 714-334-0885. Be sure to include your full name, so we know who it's coming from.



Sharing on Social Media

Throughout many areas of the app, you'll notice a Share symbol. Wherever you see this symbol you can share the associated content on social media or even by email or text. Simply click on the icon and select where you want to share it. This is an easy way to share what you're doing with friends and family.



Contact Us

We're always here to help and can be reached at: OurFamilyCulture.org/Contact.