TRAVEI

Your TRAVEI manual

TRAVEI is free: no paid plan, no credit card and no end date. This guide shows how to sign in, how to put the app on your phone, how to turn on reminders and what each part does.

It takes about 5 minutes to read. If you prefer, open the app and come back here when you have a question.

Free | No credit card | Phone reminders | Android and iPhone

IN THIS MANUAL

1. TRAVEI in 1 minute
2. Create your account
3. Putting TRAVEI on your phone
4. Turning on notifications
5. Today: start without getting stuck
6. List: dump what's on your mind
7. Patterns and Journey
8. Language style and accessibility
9. Family
10. 🗓️ My day
11. 🗓️ Google Calendar
12. Settings
13. Suggest an improvement
14. Questions and feedback

START HERE

TRAVEI in 1 minute

1. **Dump it.** Write everything that's on your mind in the List. Each comma becomes a task.
2. **Pick one.** The Today screen shows just one task. Write a very small first step.
3. **Start.** Tap "I started". Stuck? Tap "I'm stuck" and swap it for a 2-minute step.
4. **Let your phone remind you.** Turn on notifications and pick a time. Every day TRAVEI nudges you with the first step.

STEP 1

Create your account

1. Open travei.com.br/app.
2. Tap **✦ Create a free account**.
3. Enter **your email** and tap **Send me the link**. Got an invite? Use the invited email.
4. Open the email you get (check spam and the Promotions tab too) and tap the link: you're in.
5. On the **Just one more step** screen, enter what we should call you, tick the box **I'm 18 or older and I accept…** and tap **Start for free**.
6. That's it. No password needed: to sign in again, tap **Sign in with an email link**. If you prefer a password, create one in **Settings**.

The email didn't arrive?

Check spam and the Promotions tab, and make sure the email was typed correctly. If it still hasn't arrived, wait a minute and ask for another link. Already have an account and forgot the password? On the Sign in screen, tap **I forgot my password**.

STEP 2

Putting TRAVEI on your phone

TRAVEI isn't in the app stores: you install it straight from the browser and it gets an icon on your home screen, just like an app. It takes up almost no space.

When you open TRAVEI on your phone, you'll see **Install TRAVEI** at the top. Tap **Install**: on Android it installs right away; on iPhone it shows the steps below.

Android (Chrome)

1. Open **travei.com.br/app** in Chrome.
2. Tap the three dots ⋮ in the top corner.
3. Choose **Install app** or **Add to Home screen**.
4. Confirm. The TRAVEI icon shows up with your other apps.

iPhone (Safari)

1. Open **travei.com.br/app** in **Safari** (it doesn't work in other browsers).
2. Tap the Share button ⬆ in the bottom bar.
3. Scroll and tap **Add to Home Screen**.
4. Tap **Add**. The icon appears on your home screen.

It works on a computer too: just bookmark **travei.com.br/app**.

STEP 3

Turning on phone notifications

With notifications on, TRAVEI nudges you at the time you choose, with the first step of your current task. Kids get a notification as soon as the family sends a reminder.

Android

1. Install TRAVEI on your home screen (step 2) or open **travei.com.br/app** in **Chrome**.
2. Sign in and go to **Settings**.
3. On the **Phone notifications** card, tap **Turn on notifications** and then **Allow**.
4. Tap **Send a test**. A notification arrives in a few seconds.

iPhone

1. **First install** TRAVEI on the Home Screen from Safari (step 2). On iPhone, notifications only work this way, with iOS 16.4 or later.
2. Open TRAVEI **from the icon** and go to **Settings**.
3. Tap **Turn on notifications** and then **Allow**.
4. Tap **Send a test** to check.

Daily reminder to start

After turning them on, switch on **Daily reminder to start** and pick a time. Every day at that time, you get a notification with the first step of your current task. If you tap **Pause TRAVEI** in Settings, the notifications stop.

Didn’t get it?

- **Android:** phone Settings → Apps → Chrome (or TRAVEI) → Notifications → on. Also check that Do Not Disturb is off.
- **iPhone:** Settings → Notifications → TRAVEI → Allow Notifications. Also check Focus (the moon) in Control Center.
- New phone or cleared your browser? Turn it on again in **Settings**. Each device is set up separately.

WORKING

Today: start without getting stuck

The **Today** screen shows just one task, your **current mission**. The idea is that you don't have to decide where to start.

1. Write the task's **first step**, really small. Example: instead of "pay the bills", "open the bank app".
2. Tap **I started** when you start. Starting already counts, even if you stop later.
3. Finished? **Done ✓**.
4. Stuck? Tap **I'm stuck**. Write a step of 2 minutes or less. Example: "just open the file".
5. Today really isn't happening? **Leave it for tomorrow**. No guilt and nothing resets.

The day's other tasks sit below. The little arrow → makes any of them your current mission.

WORKING

List: dump what's on your mind

In the **List**, write everything just as it comes. **Each line or each comma becomes a task.**

Example: *call the dentist, send the report, buy dog food* becomes three tasks.

🎤 **Rather talk?** Tap **🎤 Speak**, next to "What's on your mind?", and say one thing at a time, with a pause between them: each pause becomes a task. Tap **■ Stop** when you're done, check the text and tap **Organize**. The first time, your phone asks for permission to use the microphone.

If it says the browser can't listen, use your keyboard's microphone. On iPhone: Settings → General → Keyboard → turn on **Dictation**. On Android: use Chrome, or the 🎤 on the Google keyboard.

Before saving, choose **For today**, **For tomorrow**, **Choose a day...** (opens a calendar) or **No day**. Then just move between the Today, Tomorrow, Later and Done tabs.

⏰ **Phone reminder:** in the **No reminder** field, choose **at the time**, **15 min / 30 min / 1 hour / 1 day / 1 week before**, or **every so often** (every 30 min, 1 hour, 3 hours or every day, until you do it). In **Custom...** you pick the number and the unit (minutes, hours, days or weeks). For "before", also pick the task's **time**. The reminder arrives on your phone and, when you tap it, TRAVEI opens right on the task, ready to help. Notifications need to be turned on in Settings.

🔁 **Repeating tasks:** in the **Doesn't repeat** field, choose **Every day**, **Every week** (and tap the days), **Every 15 days** or **Every month**. When you mark it "Done", the next one shows up on its own. If a day doesn't work out, it moves to the next date, without piling up overdue tasks. To change it or stop repeating, tap **edit** on the task.

WORKING

Patterns and Journey

Patterns

Shows, over 7, 30 or 90 days, how many things you started, what gets you stuck the most and what time of day you usually start. It's for getting to know yourself, not for judging yourself. Have kids set up in Family? At the top of Patterns there's a button with each child's name: tap it to see what time they start most, what got them stuck and which family requests they did. Only you can see this.

Journey

At the top is **Your real progress**: how many things you started and finished this week compared with last week, a chart of the last 4 weeks, how long it takes you between writing something down and starting it, your best streak of days and how many times you got unstuck. Always you compared with you. Below that is the character. Every start earns points: starting **+20**, finishing **+30**, asking for a smaller step when you're stuck **+5**. You grow by starting, not by being perfect. There are bonuses too: coming back after 2 or more days away **+15**, and a streak from the 3rd day in a row **+5 a day**. And you can lose a little: a day with a planned task and nothing started **−10**; from the 3rd day in a row without starting anything, **−15 a day** (at most 5 days). A phase you've reached stays with you, and while paused (Settings → Pause TRAVEI) you lose nothing. Not into the character? You can turn it off in Settings.

WORKING

♿ Language style and accessibility

In **Settings** → **Language style and accessibility** you change how TRAVEI writes and speaks. It takes effect right away. We don't ask for a diagnosis: choose whatever works best for you.

🗣️ Direct and literal

No metaphors, no double meanings, no irony and no game words. It says what happened and what to do next. Example: instead of "Mission accomplished! 🏆", you see "You finished the task. You earned 30 points." Suited, for example, to autism and social (pragmatic) communication disorder.

🧩 Simple

Short sentences, one idea per sentence, everyday words, also with no metaphors. Example: "Done! You got 30 points." Suited to reading difficulties or to anyone who prefers short sentences.

🔊 Read aloud

Shows the 🔊 button at the top (reads the screen) and on each task and reminder. It can read notices automatically and speak more slowly. It uses your phone's own voice. To write by talking, use 🎤 **Speak** in the List.

👁️ Easier reading

Large or larger text, high contrast and more space between letters and lines (helps people with dyslexia or who lose their place in the lines).

For your kids: in **Family**, open your child's profile and tap ♿ **Language style and accessibility**. You choose the language style, and you also choose the **app language** (Português or English) for your child. Your child can also adjust the voice and text size on their own device.

Low vision and blindness: TRAVEI works with your phone's built-in screen reader (VoiceOver on iPhone, TalkBack on Android), and the 🔊 button helps people with low vision. We're still reviewing every screen with a screen reader; if something isn't read properly, let us know through **Suggest an improvement**.

WORKING

Family

For moms, dads and guardians of kids and teens aged 8 to 17.

1. In **Family**, add your son or daughter (name, birth year and character) and accept the responsibility terms.
2. Tap **Create code**. The code works for 10 minutes. A **link** shows up with it: tap **Send instructions** to send, by WhatsApp or text message, a picture with the steps, the code and a QR code. You can also **Download image** and send the **App guide (PDF)**, made for kids and teens. If your child uses the app in English, everything goes in English: the picture guide, with screenshots of the app and the button for each step marked in red, and a **short video** with captions. The screenshots come in dark mode and in light mode (easier for some kids with low vision or visual sensitivity). In **Family** → **child's profile** → ♿, pick the **Theme**: your child's app opens in that theme and the picture guide goes in the same version.
3. On your child's phone: on **Android**, just tap the link and TRAVEI signs in. On **iPhone**, first add TRAVEI to the Home Screen (Safari → Share → Add to Home Screen), open it from there, tap **I have a family code** and type the code. On iPhone the installed app keeps its data separate from Safari, so the code has to be typed inside the app.
4. That's it. From your app you can send **reminders** (with a ready-made picture or a photo; your child's phone gets a notification if they turn notifications on), **tasks**, and set up the **weekly reward**: choose whether it takes **all the requests** or **at least some** (for example, 5 of 7), and also the **delivery day** (which shows up in your child's treasure chest). And you can follow what got done.

On your child's phone, the **Requests** tab keeps, week by week, the reminders and tasks the family sent, with the pictures.

💡 Tip: how to choose the reward goal

- **Start with a goal your child can reach most weeks** (about 3 out of 4). Winning a few times at the start is what makes a child believe it's worth trying.
- **"At least 5 of 7" usually works better than "all of them".** With all or nothing, one bad day is enough for a child to feel they've already lost and give up on the rest of the week.
- **Watch out for a goal that's too easy**, like 2 of 10: the prize is guaranteed and stops motivating effort.
- **Raise it little by little.** Reached the goal easily for 2 or 3 weeks? Add 1 request. Missed it two weeks in a row? Go back a step. That isn't punishment, it's adjustment.
- **Go for small rewards, agreed on in advance and given on the set day.** For kids with ADHD, the closer the reward comes to the effort, the better it works. That's why it's worth choosing the delivery day.
- **Praise the effort along the way**, not just the result: "I saw you started your homework on your own today" means a lot.

OPTIONAL

My day: your calendar and TRAVEI together

In **My day** you see, on a timeline, the events from your Google calendar, your TRAVEI tasks and the time of your daily reminder. Tap the days at the top to see tomorrow or the week. On your phone, open it from the **My day** card on the Today screen.

1. On a computer, open **calendar.google.com** → ⚙ **Settings**.
2. Under **Settings for my calendars**, click your calendar and scroll to **Integrate calendar**.
3. Copy the **Secret address in iCal format**.
4. In TRAVEI, open **My day**, paste the address and tap **Connect calendar**.

- The secret address gives access to your calendar: only paste it into TRAVEI and don’t send it to anyone.
- Events are read on the spot; tap ↻ to refresh.
- Work calendars (Google Workspace) sometimes don’t show the secret address: that’s blocked by the company.
- To disconnect: at the bottom of the My day screen, tap **Disconnect Google Calendar**.

OPTIONAL

See it in Google Calendar

Your tasks with a set day can show up in Google Calendar, alongside your other events.

1. In TRAVEI, go to **Settings** → **See it in Google Calendar** → **Create calendar link** and tap **Copy link**.
2. Open **calendar.google.com** in a browser, preferably on a computer. The Google Calendar phone app doesn't accept links.
3. Under **Other calendars**, tap **+** → **From URL**, paste the link and tap **Add calendar**.

On iPhone: tap **Subscribe on iPhone** and confirm. The TRAVEI calendar shows up in the Calendar app.

- It's one-way: what you change in TRAVEI shows up in the calendar, but changing the calendar doesn't change TRAVEI.
- Google updates at its own pace: a new task can take a few hours (sometimes up to a day) to show up.
- The link is personal: anyone who has it can see your tasks. If you shared it by mistake, tap **Change link**.

WORKING

Settings

- **What should we call you:** the name shown at the top.
- **Language:** Português or English. It changes the app on this device.
- **Discreet mode:** removes the character and the animations. Points stay.
- **Theme:** dark or light.
- **Phone notifications:** turn on, test and pick the time for the daily reminder.
- **See it in Google Calendar:** create, change or turn off your calendar link.
- **Quiet hours:** no notifications during this time. The daily reminder follows the time you chose.
- **Pause TRAVEI:** stops all notifications without deleting anything. Good for vacations or days when you need quiet.

WORKING

Suggest an improvement

Found something confusing, something that didn't work, or had an idea? On a computer, tap 💡 **Suggest an improvement** in the side menu. On your phone, it's in **Settings**, on the 💡 **Suggest an improvement to TRAVEI** button.

Pick the type, write it your way and send it. The answer shows up right there, under your suggestion, and sometimes by email too. When there's a new answer, a pink dot appears in the menu. You can write in English or Portuguese.

TALK TO US

Questions and feedback

TRAVEI grows with the people who use it, and your feedback really changes the app. What got you stuck, what was confusing, what you wish existed: tell us everything.

The easiest way is Suggest an improvement, inside the app. If you prefer, write to contato@travei.com.br.