4. Building a recurring reminder

Greg Smith - 2026-11-19 - Comments (0) - Coaches

TUTORIAL 4

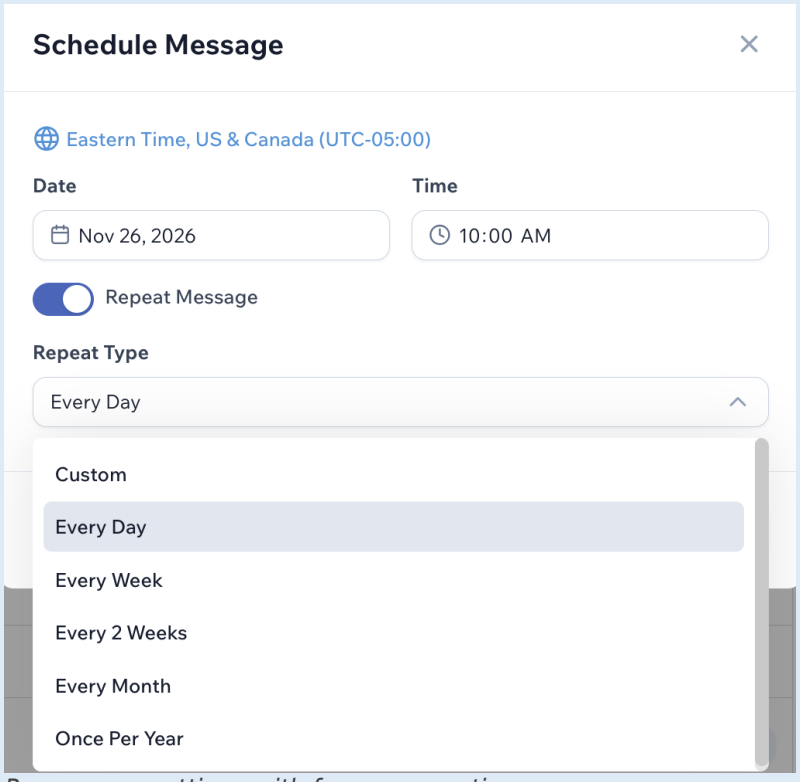
Building a recurring reminder

Recurring reminders power weekly calls, mentorship check-ins, and accountability prompts. The most common mistake is picking the wrong weekday, so always check the first send on the calendar.

Steps

1. **Write the reminder and choose the group.**

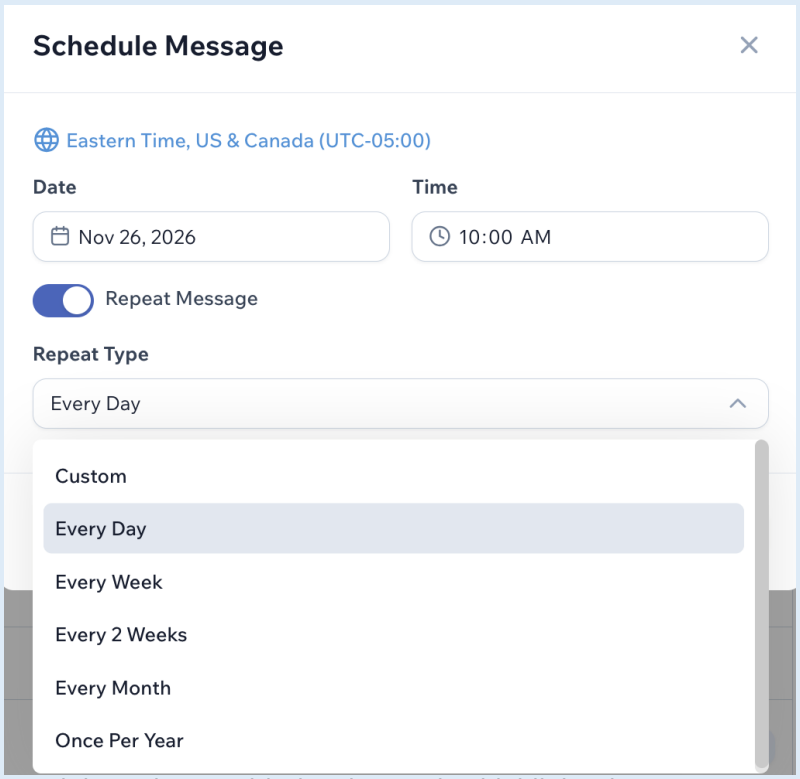
2. **Turn on recurrence and choose how often it repeats.**



Recurrence settings with frequency options

1. **Select the weekday carefully, then set the time and confirm the time**

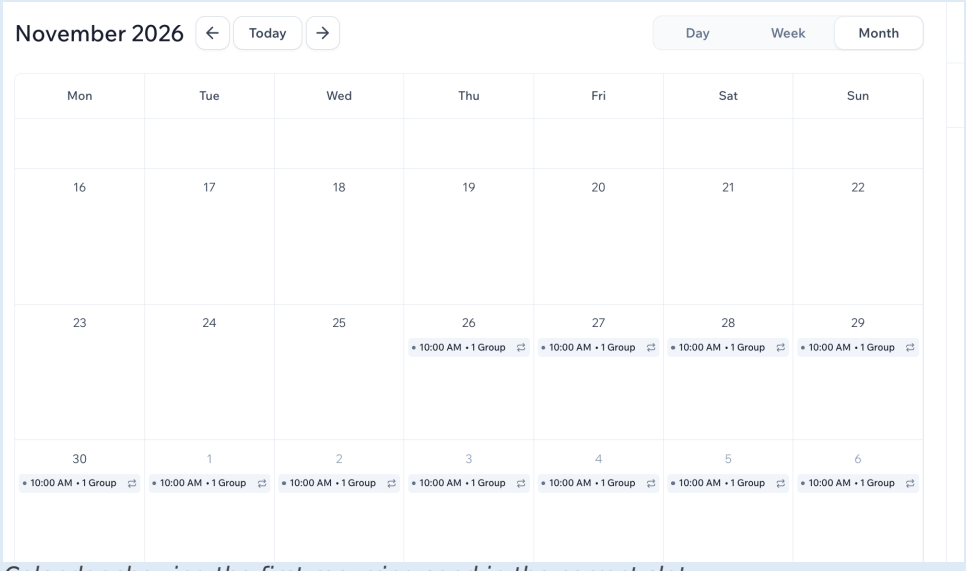
zone.



Weekday selector with the chosen day highlighted

1. **Save the recurring message.**

2. **Open the calendar and confirm the first send lands on the day you expect, and only once.**

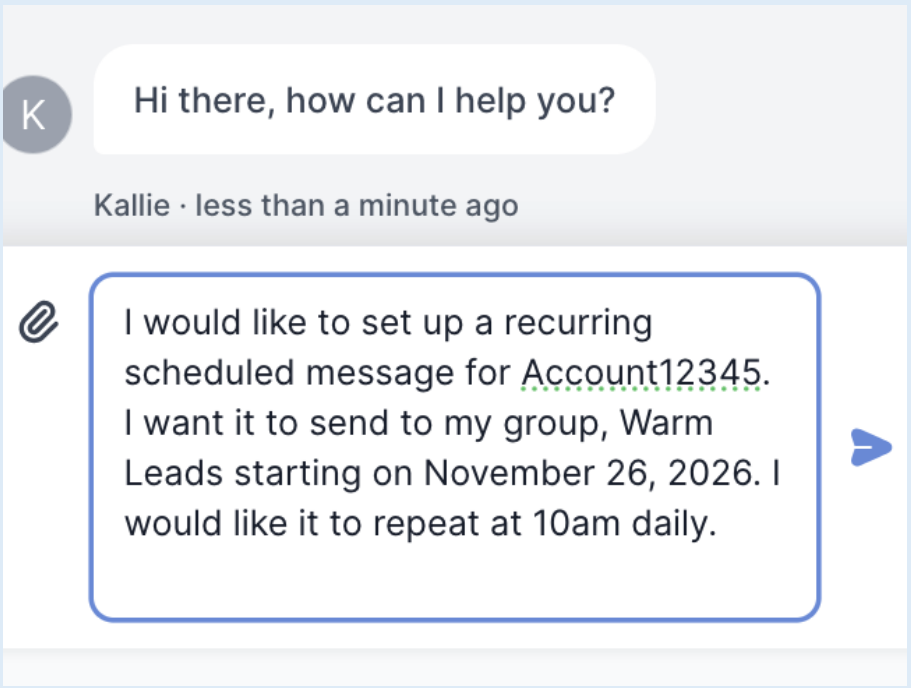


Calendar showing the first recurring send in the correct slot

1. **Plan credits for every repeat, not just the first send.**

Want support to set it up?

Send us the account to use, the group, the day and time, and how often it repeats.



Example support chat requesting a recurring message, with all four details included