



QuickStart Guide

How to use: ReadyMode

October 2021
Version 1.0

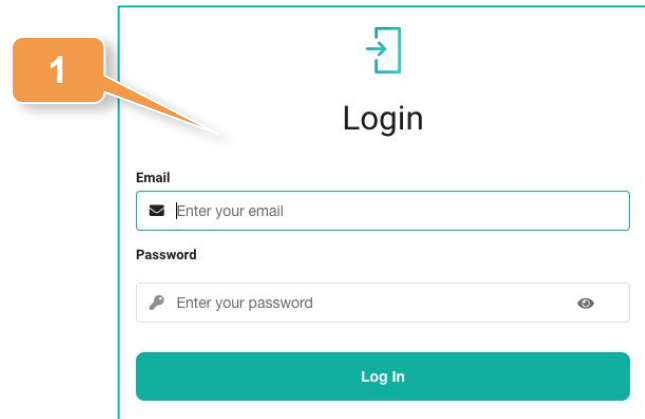


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Logging in and Navigation

1. Login to the ReadyWhen application at: <http://app.readywhen.ca>
2. Expand the ReadyMode section in the left side navigation by clicking the right pointing triangle. Or, click on the **ReadyMode** section title to go to the ReadyMode overview page.
3. From the expanded list, click on the area you would like to open.



1

Login

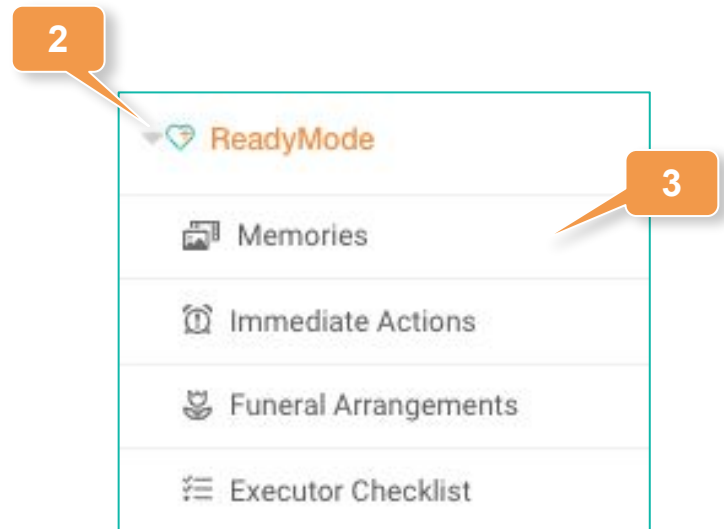
Email

Enter your email

Password

Enter your password

Log In



2

3

ReadyMode

Memories

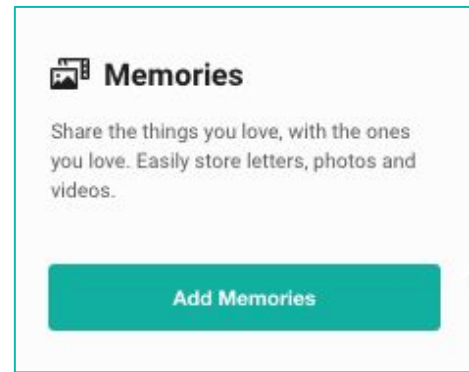
Immediate Actions

Funeral Arrangements

Executor Checklist

Adding Memories

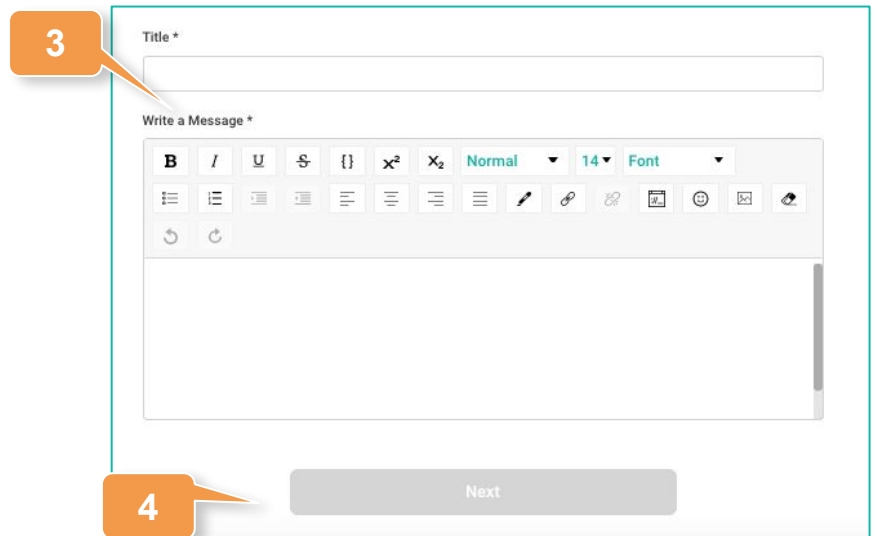
1. Click on **Memories** in the left hand navigation or **Add Memories** from the ReadyMode Overview page.



2. Click **Add Memories**.

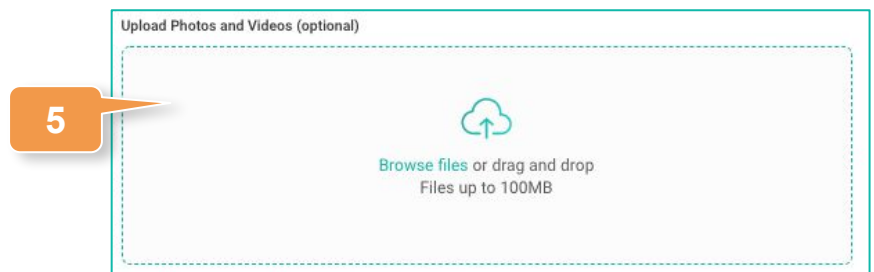


3. At a minimum, add a title for the memory and a message to be sent with it.

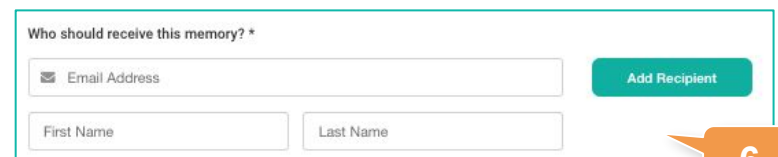


4. Click **Next** to move to the next area.

5. Upload any photos or personalized videos you may have and click **Next** to continue.



6. Add a recipient of this memory by adding the email address and first and last name of the individual. Then click **Add Recipient**.

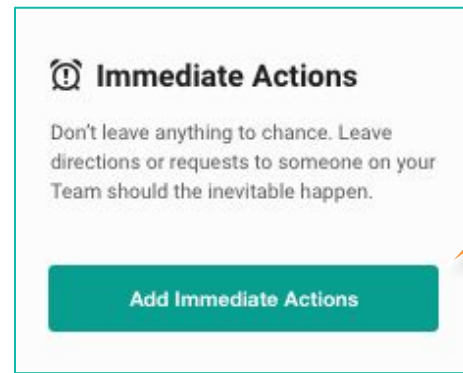


7. Click **Save** to complete the record.

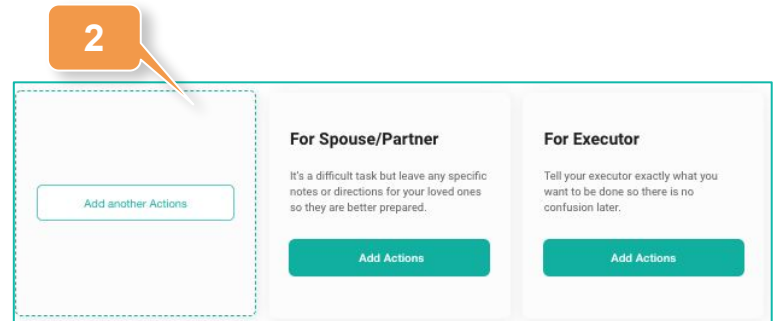


Adding an Immediate Action

1. Click on **Immediate Actions** in the left hand navigation or **Add Immediate Actions** from the ReadyMode Overview page.
2. Choose if you'd like to add an action for a Spouse/Partner, an Executor or another individual.

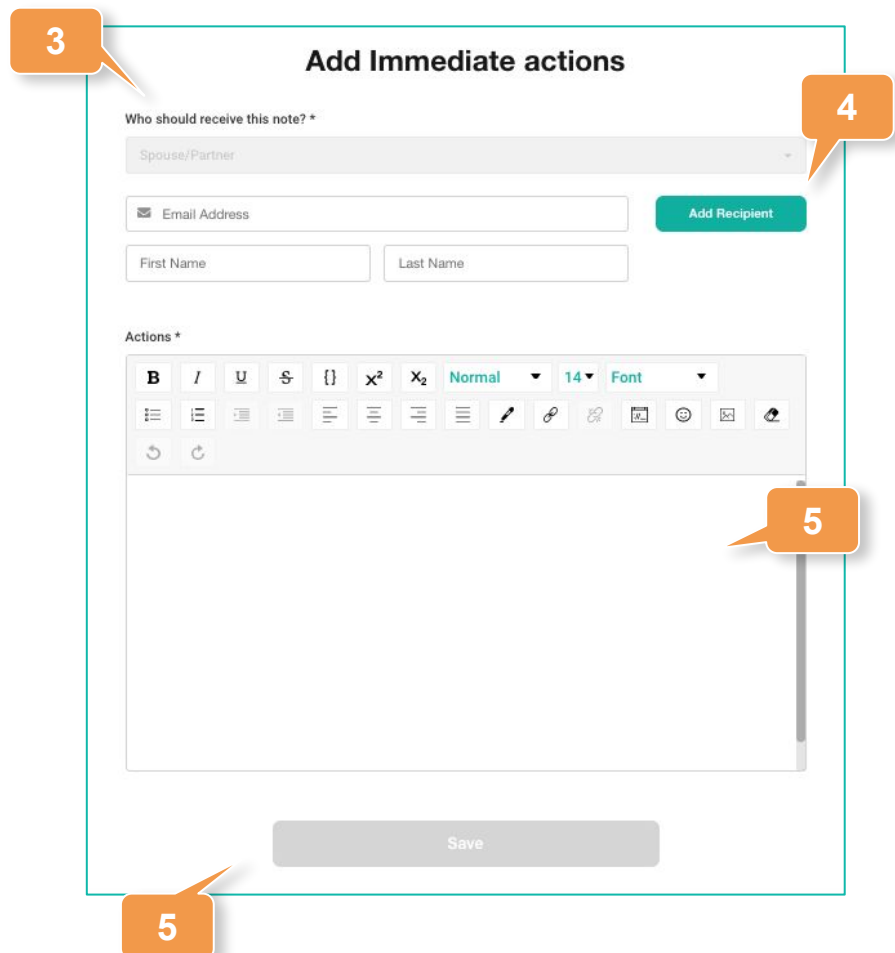


3. Add a recipient of this action by adding the email address and first and last name of the individual.
4. Click **Add Recipient**.



Recipients will only receive these memories after ReadyMode has been activated.

5. Add written instructions for the actions you'd like taken.
6. Click **Save** to complete this record.



Adding Funeral Arrangements

1. Identify whether or not funeral arrangements have been prepaid and, if so, with whom.
2. Identify if you'd like to be buried, cremated or have your body donated, as well as any specific requests you may have.
3. Use the drop to determine if your Executor or Spouse/Partner should receive this note.
4. Click **Save** to complete the record.

Funeral Arrangements

Enter specific funeral arrangements - things you want to be done or information your loved ones need so there is no confusion should something happen.

Add Funeral Arrangements

Add Allergy

Add an Allergy

Type of allergy *
If you have multiple allergies you can add each one individually

How severe are your allergies?
Choose type

Name of condition

Where do you physically keep your medication?

Additional notes

Save

Contact Support

The ReadyWhen Support Team is available to assist if needed. Contact us at:

T: +1.855.908.5292

E: support@readywhen.ca

W: <https://readywhen.com/support>