

Build Your Own Family HQ

A free copy-and-paste prompt that turns your family's chaos into one calm page. If you can fill in blanks, you can do this.

Works with: Gemini (free), Canva Code (free) and DeepSeek, or any AI chat that can write a web page.

Three steps

- 1 Open your AI tool**
Easiest: Gemini at gemini.google.com with any free Google account. Prefer another? Use Canva Code inside Canva (free), or chat.deepseek.com. ChatGPT and Claude work too.
- 2 Copy and fill in the prompt**
Copy the prompt on the next pages. Replace every **[highlighted bracket]** with your own details. The examples inside show you what to write.
- 3 Press send, then save**
Your AI builds the page. Copy the code it gives you, paste it into Notepad (or Notes), and save it as **Family-HQ.html**. Open that file on your phone or computer. In Canva, you can import that HTML to edit the design.

QUICK TIPS

Initials or nicknames, not full names. Add the district, not the school name, and skip addresses and phone numbers. Never paste anything you would not share in a class WhatsApp group.

Not sure what to write? Type your best guess. You can fix anything afterwards by chatting with Gemini, for example "change Wednesday piano to 4:30pm".

No helper, or only one child? Write "none" or delete that line.

Want it on your home screen? Open the file in your phone's browser, then choose "Add to Home Screen".

The next pages come as a plain text file too, which is easier to copy and paste than from a PDF.

The Prompt

Copy everything in the boxes below into Gemini. Replace each [bracket] with your own details.

START

I am not a tech person, so please keep everything simple and friendly, with no jargon.

Please build me a "Family HQ": a one-page website that shows my family's weekly schedule in one place. Create it as ONE complete HTML file with all the styling built in (no outside links or libraries), so I can save it and open it on my phone or computer.

Below is my family's information. Anything I left blank or wrote "none", please skip or make a sensible guess, and do not ask me lots of questions first.

ABOUT MY FAMILY

(Replace each [bracket] with your own details. Delete any line that does not apply. First names only is fine.)

Adults: [first names, e.g. Mia and Daniel]

Child 1: [name, age or grade, school - e.g. Leo, Grade 2, Sunrise Primary School]

Child 2: [name, age or grade, school - or write "none"]

Helper or caregiver: [name and days they work - e.g. Auntie Rosa, Monday to Friday 8am-6pm - or "none"]

Grandparents or other family helping: [e.g. Grandma picks up on Fridays - or "none"]

OUR WEEKLY ROUTINE

School hours and who does drop-off / pick-up: [e.g. Leo: school 8:30am-3:15pm. Mia drops off, Rosa picks up]

Activities for each child: [e.g. Leo: Monday piano 4pm, Wednesday swimming 5pm, Saturday soccer 10am]

Adults' fixed commitments: [e.g. Daniel works late on Thursdays, Mia has yoga on Tuesday 7pm]

Lunches: [e.g. Leo takes a packed lunch Mon/Wed/Fri, school lunch Tue/Thu]

Anything the helper must remember every day: [e.g. water bottle in the bag, homework folder signed]

DATES TO REMEMBER

Add school holidays, special events and appointments: [e.g. Oct 14 - school closed (teacher day), Oct 31 - Halloween parade, Dec 20 to Jan 3 - winter break]

WHAT THE PAGE SHOULD CONTAIN

1. A friendly title at the top, like "The [Family Nickname or Initial] Family HQ": [your family name]
2. "Master Week": a Monday-to-Friday grid showing everyone's day at a glance, with each child in their own colour.
3. One card for each child with a simple timeline of their day.
4. A "Helper Sheet" written in short, clear sentences that someone new could follow without any extra explanation.
5. "Key Dates": a colour-coded list of the dates I gave above.
6. A lunch plan showing which days are packed and which are ordered.

LOOK AND FEEL

Colours I like: [e.g. soft blue and warm yellow / calm greens / pastel pink and grey]

Style: warm and calm, rounded cards, large easy-to-read text, a menu that stays at the top so I can jump to each section. It must look good on a phone screen first, then on a computer.

WHEN YOU ARE FINISHED

1. Give me the complete HTML code in one block that I can copy.
2. Then explain in 4 simple steps how to save it as a file (for example, "Family-HQ.html") and open it on my phone.
3. Finally, tell me 3 easy things I can type to change it later (for example, "make the text bigger" or "add a section for grandparents").

After it is built: easy changes to ask for

"Make the text bigger." · "Add a section for grandparents." · "Change Leo's colour to green." · "Add a weekend section." · "Make it print on one A4 page."

Want the deeper version? The Family Ecosystem Playbook adds the helper handover, a typhoon plan and what to do when the plan is right and the morning still falls apart. Follow @CharmingBCBA or visit charmingbcba.com to hear when it opens.

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This is a general organizing tool for families, not clinical advice.