OnCue User Guide

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Welcome to OnCue

OnCue.info shows what is happening around the world as live countdowns, and helps you keep track of the moments that matter to you. It has zero tracking and no algorithms: you choose what you follow.

With a free account you can pin countdowns, follow topics, get reminders, chat privately with other members, buy and sell locally on onQ Market, and find local businesses and events. Businesses can list themselves, advertise and sell as Vendors.

How to use this guide: each section covers one feature, what it does, then numbered steps. Words in **bold** are buttons or menu items exactly as you see them on the site. You can open almost everything from the **account menu** at the top right of every page (your picture and name, or ☰ if you're not signed in).

Getting started

An OnCue account is free and takes under a minute; you can sign up with your email, your Google account or your Nichey account.

Create an account

1. Open the account menu (☰) at the top right and choose **Sign in**, then **Sign up**.
2. Choose one way to join:
    - **Sign up with Google:** pick your Google account. Google has already confirmed your email, so your account is ready straight away.
    - **Sign up with Nichey:** log in to Nichey.net if asked, approve OnCue, then confirm your name and email on the "One more step" page.
    - **Email and password:** enter your name, email and a password of at least 10 characters.
3. If you used email and password, open the confirmation email OnCue sends and click its link. Reminder and daily emails only start once your email is confirmed.

Sign in

- Use **Sign in with Google**, **Sign in with Nichey**, or your email and password on the sign-in page.
- With Google or Nichey you type your Google or Nichey password, on their own page. OnCue never sees it.
- **Forgot your password?** Choose **Forgot password?** on the sign-in page and follow the emailed link. This also lets members who joined with Google or Nichey set an OnCue password.

Personal or business account

Every account starts as a **personal account**. If you run a business, you can switch to a **business account** from your Profile (see *Business accounts* below). Business accounts are checked by the OnCue team before business features switch on.

The home page

The home page is a live board of countdowns ("cues") for upcoming events, with the latest news running across the top.

Part of the page	What it does
News ticker	Headlines scroll across the top. Use the ‹ and › arrows to step through them, and ⏸ to pause.
Topic buttons	All, ★ My feed, My watchlist, and topics such as Sports, Space, Tech or Weather onQ. Tap one to show only those cues.
Featured stories	Top stories first, then a fresh mix from every news source.
Live & upcoming	Countdown cards, each ticking down to its start time in your own time zone.
Results and **Trending context**	Finished events and background stories.

Using a countdown card

- **Pin** saves it to your watchlist (see the next section).
- **Share** copies a link to that card.
- 📅 **Add to calendar** adds it to Google Calendar, Apple/iPhone Calendar, Outlook.com, or as a .ics file.
- **Ask AI** opens the Ask AI window with a question about that event.
- Some sports and contests offer a **one-tap prediction**: pick who you think will win, and see the result afterwards.

Your time and look

- **Time zone:** times show in your device's time zone. To change it, open the account menu and choose the time zone item.
- **Day or Night:** switch with **Day/Night** in the account menu. Signed-in members keep their choice on every device.

Watchlist, topics and reminders

Pin the events you care about and OnCue reminds you before they start, by email, by phone or browser notification, and in your own calendar.

Pin a countdown

1. Sign in, then press **Pin** on any card on the home page.
2. Find everything you've pinned under **My watchlist** on the home page, or in **My watchlist & topics** in the account menu.
3. Press **Pin** again to unpin it.

Follow teams and topics

1. Open **My watchlist & topics**, then the **Follow teams & topics** section of your Profile.
2. Choose the teams and topics you care about and save.
3. Matching cards get a **Following** tag, appear in ★ **My feed** on the home page, and lead your daily email.

Reminder and daily emails

In your Profile, under **Email**, switch on the emails you want and press **Save email settings**:

Email	When it comes
Remind me before my pinned events start	About an hour before each pinned countdown begins
Daily "Today on Cue"	Each morning: what starts in the next 24 hours, results and top stories
Monthly "Nichey Brief"	Once a month: highlights from the Nichey network
News and announcements from OnCue	Now and then, never more than a few a month

Every email has an **unsubscribe** link at the bottom.

Phone and browser notifications

1. In your Profile, go to **Phone & browser notifications** and press **Turn on notifications**, then allow them when your browser asks.
2. Press **Send me a test** to check.
3. You'll get a notification about 10 minutes before each pinned event. On iPhone and iPad, first install OnCue (Share → **Add to Home Screen**) and open it from there.

Your OnCue calendar

Add your watchlist to the calendar on your phone or computer once, and it stays up to date by itself.

1. In your Profile, open **Your OnCue calendar** and copy the private link.
2. In your calendar app, choose **Add calendar**, then **From URL** or **Subscribe**, and paste it.
3. Pinned events and countdowns in the topics you follow appear, each with a 30-minute reminder. Keep the link private: anyone with it can see your countdowns.

Your account menu and Profile

The account menu at the top right of every page opens everything you use; your **Profile** holds your settings.

In the account menu: Home, Local Businesses & events, onQ Market, Ask AI, Quick Note, Read the Nichey Brief, Invite friends, Messages, My watchlist & topics, My countdowns, My business & ads (business accounts), Support OnCue, Admin (staff only), Day/Night, your time zone, and Sign out. Choose your name at the top of the menu to open your Profile.

What's on your Profile

Section	What you can do
Follow teams & topics	Choose what appears in ★ My feed
Your OnCue calendar	Subscribe to your countdowns in your own calendar
Invite friends	Get your invite link and see who joined
My countdowns	Make a live countdown page for your own event
Email	Choose which emails you get
Phone & browser notifications	Turn reminders on for this device
Your picture & details	Add a picture and (privately) your gender
Account type	Switch to a business account, or back
Profile details	Change your display name
Appearance	Day or Night mode, or the site standard
Linked accounts	Link or unlink Google and Nichey
Change password / Delete account	Keep your account secure, or close it

Add or change your picture

1. In **Your picture & details**, press **Choose a picture** and pick a photo. Phone photos are fine: OnCue turns them the right way up and crops a square.
2. Press **Save**. To remove it, tick **Remove my picture** and save.

Link Google or Nichey

1. In **Linked accounts**, press **Link my Google account** or **Link my Nichey account** and approve.
2. From then on, you can sign in with that account. Press **Unlink** to stop; you'll then sign in with your email and password.

Delete your account

In **Delete account**, enter your password and confirm. This permanently deletes your login, pins, listings, messages and picture. It can't be undone.

Messages

Messages lets you chat privately, one to one, with other OnCue members, without sharing your phone number or email.

Start or open a chat

1. Press the round 💬 button at the bottom right of any page, or choose **Messages** in the account menu. A red number shows unread messages.
2. Search for a member by name or member number, or press 💬 **Message** on a Local Businesses card, an onQ Market listing or a vendor page.
3. Type and press Enter. New messages appear within a few seconds, and "Seen" shows when they've read yours.
4. The window stays open as you move around the site.

Stay in control

- **Block** someone from inside the chat: they can't message you again until you unblock them.
- **Report** a message to the OnCue team if it's abusive, a scam or spam.
- **Delete or hide** a conversation to clear it from your list.
- **Email alerts:** if you have unread messages, OnCue emails you at most once an hour. The email never contains the message itself. Turn it off in your Profile under **Email**.

Good to know: to keep spam out, you can send up to 20 messages a minute (1,000 characters each), and there's a daily limit on starting chats with new people. Replying in a chat you already have is never limited. Members usually need a confirmed email to start a new chat.

Local Businesses and events

Local Businesses is a directory of approved OnCue businesses, plus public countdowns for local events, that you can search by what, where and type.

Find a business

1. Choose **Local Businesses & events** in the account menu, or **Local Businesses** at the bottom of any page.
2. Fill in **What are you looking for?** (for example "pizza" or "plumber"), **Where?** (a city and state, or a ZIP code) and, if you like, a **Type**. Press **Search**.
3. On a business card, use **Website**, **Call** or **Map**, or 💬 **Message** to chat with the owner.

Browse by type in your ZIP code

1. Enter your ZIP code in **See what's in your ZIP code** and press **Show**. OnCue remembers it on this device.
2. Boxes appear for each type of business (Restaurants, Home services, and so on) with how many are listed there. Tap a box to see them.
3. Use **Nearby ZIPs too** to widen the area, **Change place** to pick another, or **Everywhere** to forget the ZIP.

Events and countdowns

Press ⏱️ **Events & countdowns** at the top of the page to see public countdowns for local events, such as garage sales, parties and openings. They search and filter the same way.

If something looks wrong, press ⚑ **Report** on the card.

Personal countdowns

Make a live countdown for your own party, garage sale, opening or any event, with its own page to share. The price per month is shown on the page before you pay (it was $2.95 a month at the time of writing), and nothing renews by itself.

Make one

1. Choose **My countdowns** in the account menu (or the **My countdowns** section of your Profile).
2. Enter the title, type of event, date and time, time zone, place and ZIP code, and any details or a link.
3. Tick **Show it publicly** if you'd like it listed in **Events & countdowns** on the Local page.
4. Press **Save**. It's saved as a draft.
5. Choose how many months it should show, then pay by card, PayPal or OnCue credit. OnCue suggests the shortest choice that keeps it showing until your event.

Share it

- Your countdown has its own page with the live countdown, **Add to calendar** and share buttons. Copy its link from **My countdowns**.
- Anyone with the link can see the page. Use a town or area, never a home address, in a public listing.
- **Public listings** are checked quickly by the OnCue team (usually within a day) before they appear in Events & countdowns. Your own page works straight away.

onQ Market

onQ Market is a free local noticeboard for buying, selling, giving away and finding things. There are no payments on OnCue: buyers and sellers arrange everything themselves in Messages.

Browse and search

1. Choose **onQ Market** in the account menu or at the bottom of any page.
2. Pick **All**, 🏷️ **For sale** or 🔎 **Wanted**.
3. Choose where to look:
    - 🏠 **Near home** shows items in your home ZIP. Press **Set home ZIP** the first time (it's shared with Local Businesses and kept only on this device).
    - 📍 **Somewhere else** lets you search by **ZIP code**, **Town or city** and **State**, for example when you're travelling. Your home ZIP doesn't change.
4. Add what you're looking for, a **Category**, and tick **Nearby ZIPs too** to widen the area. Press **Search**.
5. Open a listing to see its photos, price, place and description, then press 💬 **Message the seller**.

Can't find it? Post a **Wanted** listing and let sellers find you.

Post an item

1. Press **+ Post an item**.
2. Choose **For sale** or **Wanted**, then add a title, category and description. Don't include your phone number or address.
3. Set the price: an **Amount**, **Make an offer** or **Free**. On a Wanted post, this is the most you'd pay, or **Any price**.
4. Enter the ZIP code, town and state where the item is. Only these are shown, never your address.
5. Add up to 4 photos (vendors can add more). Phone photos are turned the right way up, shrunk, and their hidden location data is removed.
6. Read ▸ **Things that can't be listed** and ▸ 📜 **Read the onQ Market Agreement** (or press the **?**), then tick **I agree to the onQ Market Agreement**.
7. Press **Post it**. Your listing is live straight away.

Things that can't be listed: weapons, ammunition and explosives; drugs, medicines and prescription items; alcohol, tobacco and vapes; animals; adult items or services; counterfeit, stolen, recalled or unsafe goods; anything illegal. Web links aren't allowed in listings.

Manage your listings

Open **My listings** to see each listing's status and views, then:

- **Edit** it, or ✔ **Mark as sold** (or **Mark as found** for Wanted). **Show again** undoes that.
- 🔄 **Renew** for another 30 days when it's close to ending (listings last 30 days).
- ⏳ **Keep it up longer** for a small monthly fee, paid 1, 3, 6 or 12 months ahead.
- **Delete** removes it and its photos for good.

Limits and the Extra Posting Pass

Everyday members can post a set number of new listings a day and keep a set number live at once; My listings shows your limits. If you need more, buy an 🎟️ **Extra Posting Pass** from My listings or the

message you see when you reach a limit. It's paid ahead by the month, never automatically, and you get an email 3 days before it ends.

Staying safe

- Meet in a busy public place in daylight, and bring someone if you can.
- Never pay in advance, and never send gift cards, wire transfers or crypto.
- Keep the chat on OnCue. Be wary of anyone who pushes you to another app, sends links, or asks for codes sent to your phone.
- If something feels wrong, walk away and press ⚑ **Report**.

Business accounts

A business account lets you list your business in Local Businesses, advertise on OnCue, and sell on onQ Market as a Vendor. Every payment is shown before you pay and handled on Stripe's or PayPal's secure page; OnCue never sees your card.

Switch to a business account

1. In your Profile, go to **Account type**, choose **Business**, and fill in your business name and location.
2. Press **Save**. The OnCue team checks new business accounts first; nothing is charged in the meantime.
3. Once approved, business features switch on. Your Profile shows the status (Waiting, Active, On hold, Paused).

Business accounts are free for now. If a monthly business fee starts, you'll be told first and can choose a plan and payment method under **Billing** in your Profile.

List your business in Local Businesses

1. In your Profile, open **Local Businesses listing**, choose a type and add a short description, website, phone and ZIP code. Press **Save**.
2. Choose how many months to show it (1, 3, 6 or 12) and pay. You get a reminder email a week before it ends, and nothing is charged automatically.

Advertise

1. Press **Advertise** at the bottom of any page to see prices, then open **My business & ads** in the account menu.
2. Build your ad: a headline, text, a picture or short video, and a button link. Pick the start and finish dates to see the total.
3. Pay, then press **Submit for approval**. The OnCue team checks it; if it's declined, your payment is refunded automatically.
4. Approved ads show in the ad box only between their dates.

Sell as an onQ Market Vendor

Vendor plans are for approved business accounts, and they're an option for anyone who switches to one. Choose 🏪 **Vendor plans** in onQ Market.

Plan	Price (set by OnCue)	New listings a month	Live at once	Photos	Featured
Standard Vendor	$4.95 a month or $49.50 a year	50	100	6	none
Vendor Plus	$9.95 a month or $99.50 a year	200	400	8	3
Vendor Premier	$19.95 a month or $199.50 a year	1,000	2,000	10	10

All plans keep your listings up while the plan is active, and give you a Vendor badge and your own vendor page. **Featured** listings show first in searches; press ⭐ **Feature** on a listing in My listings. Pay for 1, 3 or 6 months or a year at a time; nothing renews automatically, and you'll get an email 7 days and 1 day before a plan ends. Changing level carries the time you have left over by value. Prices and allowances may change; the plans page always shows the current ones.

OnCue credit and receipts

- **OnCue credit:** business accounts can add money ahead of time under **Billing** and spend it on OnCue fees, ads, listings and vendor plans. It can't be withdrawn as cash or sent to another member.
- **Receipts** are emailed for every payment.

More features

Feature	What it does	How to use it
Ask AI	Opens the AI assistant or search site you pick, with your question, in a new tab. OnCue never sees or stores the question.	Choose **Ask AI** in the account menu, press **Ask AI** on a card, or press Ctrl+K.
Quick Note (by Nichey)	Writes a quick note on Nichey.net.	Choose **Quick Note** in the account menu; it opens in a new tab.
Nichey Brief	Monthly highlights from the Nichey network.	Choose **Read the Nichey Brief** in the account menu. A **New** tag shows when there's a new one. Get it by email in your Profile under **Email**.
Invite friends	Your personal invite link.	Choose **Invite friends** in the account

Feature	What it does	How to use it
	Anyone who opens it and joins within 30 days counts as invited by you.	menu or at the bottom of any page, then copy and share the link.
Support OnCue	Optional donations of any amount; everyone gets the same OnCue either way.	Choose **Support OnCue** in the account menu, pick an amount, and pay by card or PayPal.
Install the OnCue app	Opens OnCue like an app, from your home screen or desktop.	Press 📲 **Install the OnCue app** at the bottom of any page and follow the steps for your device.

Invite badges: 1 friend joined earns *Inviter*, 5 earn *Super inviter*, and 25 earn *OnCue ambassador*. A business account also gets $2.95 of OnCue credit when a business it invited pays its first business fee.

Installing on each device:

- **Chrome or Edge:** press the button and confirm. If OnCue is already installed, look for it in your Start menu or Applications.
- **iPhone or iPad:** open OnCue in Safari, tap the Share button, then **Add to Home Screen**.
- **Android:** browser menu (⋮), then **Install app**.
- **Safari on a Mac:** File, then **Add to Dock**. Firefox on a computer can't install apps.

Safety, privacy and reporting

OnCue has zero tracking, never sells your information, and gives every member a way to report problems to a real person.

Report something

1. Press ⚑ **Report** on a business listing, public event, ad or onQ Market listing, or use **Report** on a message inside a chat.
2. Choose what's wrong (spam or a scam, wrong or misleading, offensive, private information shown, or something else) and add a note if you like.
3. Press send. Reports are confidential, and the OnCue team reviews them.

Your privacy

- Your email, phone and address are never shown to other members. Messages are private between the people in the chat.
- Your gender, if you add it, is visible only to you and OnCue's admins.
- If you sign in with Google or Nichey, OnCue gets only your name, email and picture, nothing else from those accounts.
- OnCue uses only its own cookies: to keep you signed in and remember choices like Day/Night and your ZIP code. No advertising or tracking cookies.

Policies

Read the full **Privacy Policy** and **Terms of Use** from the links at the bottom of every page. OnCue.info is managed by NeCoSys and is also covered by the NeCoSys policies.

Quick answers and help

Question	Answer
Is OnCue free?	Yes. Paid extras (personal countdowns, business listings, ads, vendor plans, longer market listings and the Extra Posting Pass) are optional and paid ahead. Nothing renews automatically.
I'm not getting reminder emails.	Confirm your email (Profile → **Email** → **Send confirmation email**), switch the reminders on, and check your spam folder.
A countdown shows the wrong time.	Check your time zone in the account menu.
I signed in with Google and it opened a different account.	OnCue links Google to the account with the same email. Unlink it in **Linked accounts**, sign in to the account you want, and link it there.
I joined with Google or Nichey and have no password.	You don't need one. To also sign in by email, use **Forgot password?** on the sign-in page.
Why can't I post more market listings today?	Everyday members have daily and live limits. Mark sold items, wait until tomorrow, or get an Extra Posting Pass.
Someone asked me to pay in advance or send a code.	Don't. Stop the conversation and press **Report**.
How do I stop all emails?	Use the unsubscribe link in any email, or switch them off in your Profile.

Still stuck? Email the OnCue team at devteam@necosys.co.