

DESIGNER ORDER PRINTS

How to order professional prints for
Designer Calendars and Newsletters.



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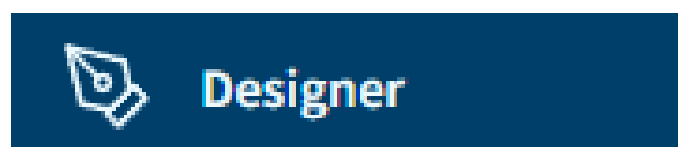
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DESIGNER

ORDER PRINTS

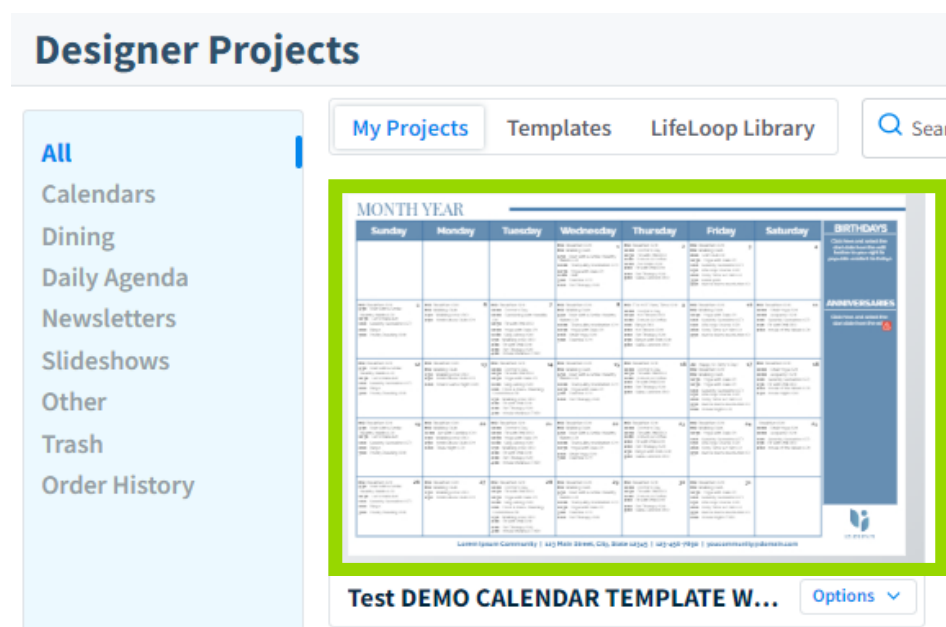
STEP 1

Select **Designer** on the Feature Menu.



STEP 2

Open the Designer project.



Note: To request Order Prints be turned on for the community, contact the community's iN2L + LifeLoop Customer Success Manager or email support@ourlifeloop.com.


DESIGNER

ORDER PRINTS


STEP 3

Select **Order Prints** on the top right-hand corner of the screen.

STEP 4

If red warning symbols  appear on the project, the Order Prints form will not appear. These warning symbols will need to be adjusted on the project in order to access the order form and prevent printing with errors.

Order Prints
×


Highlight Anniversaries: Element has hidden text

STEP 5


Select **page size**, **quantity**, and **paper color option**.

Order Prints
×

Project Type

Page Size (required)

Quantity (required)


 Minimum order quantity is 30 if size smaller than 24x36

Paper Color Option (required)

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ORDER PRINTS

STEP 6

Review the **Estimated Total**.

Estimated Cost

+ \$24.00 Printing

+ \$15.00 Shipping & Handling

Estimated Total

\$39.00

STEP 7

Review the **account** and **shipping info**.

ACCOUNT INFORMATION

First Name *(required)*

Support

Last Name *(required)*

User

Email *(required)*

support@ourlifeloop.com

Phone Number *(required)*

402-915-3860

Community Name *(required)*

Test Order

SHIPPING INFORMATION

Address 1 *(required)*

11421 Davenport Street

Address 2

Shipping Address 2

City *(required)*

Omaha

State *(required)*

Nebraska

Zip Code *(required)*

68154

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STEP 8

Review the design, ensure the **billing email** is correct, and select **Submit**.

BILLING INFORMATION

Billing Email (required)
support@ourlifeloop.com

Design Reviewed (required)
☒ I have reviewed my design and it is ready for printing

Accept Invoice (required)
☒ I understand that I will be invoiced to the billing email I provide for this charge from Activity Connection

Cancel Submit

Note: Print Orders are processed during regular business hours, Monday through Friday. Upon processing, the orders may take 8-10 business days for printing, shipment, and delivery. Materials (paper type) used may vary due to availability.

DESIGNER

CONTINUED LEARNING

➤ VISIT THE LEARNING COMMUNITY

Access LifeLoop training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <https://ourlifeloop.com/training/resident>.

➤ FURTHER QUESTIONS?

Reach out to Support@OurLifeLoop.com.