



LifeLoop trainings

Creating an activity

Calendar

How to create an activity on LifeLoop through the web.

lifeloop.com

Version 04.24





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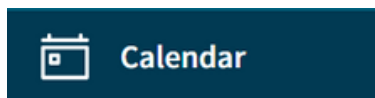
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Create a new activity

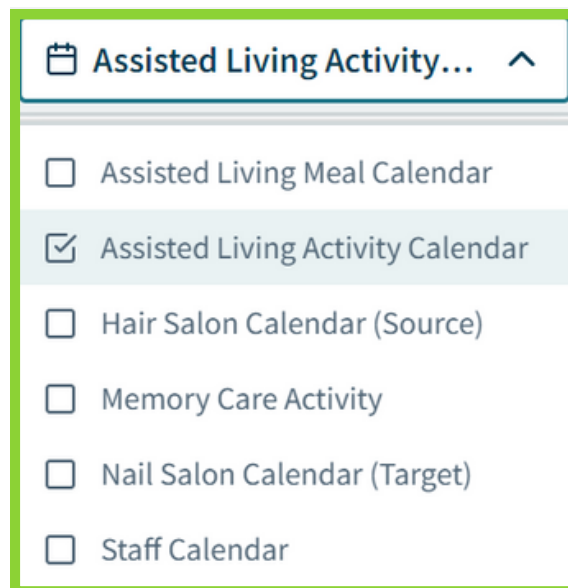
Step 1

Select the calendar icon from the feature menu on the left-hand side.



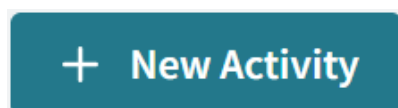
Step 2

Utilize the drop down menu in the upper left-hand corner to select the calendar(s) to view and add the new activity to. Selected calendars will have a check mark.



Step 3

Select + new activity on the top right-hand corner.





Create a new activity

Step 4

Select the calendar(s) to add the new activity to by utilizing the drop down menu.

Calendar(s) (required)

✕ Assisted Living Activity Calendar

✕ ▼

Select All

Memory Care Activity

Note: The calendar that pre-populates in the calendar box will be the calendar(s) selected in step 3. Additional calendars can be added or removed in step 4.

To remove any calendar from the selected list, select the 'x' next to the calendar name.

Calendar(s) (required)

✕ Assisted Living Activity Calendar

✕ Memory Care Activity

✕ ▼



Create a new activity

Step 5

Type the name of the activity in the activity name box or select an activity name from the drop down list of previously used activity names at the community.

Name (required)

Bird Watching

Group Exercise

Fit with Phil

Movie Night

Bingo

Chair Yoga

Step 6

Add a location by selecting the location name box to view and select a preset location.

Location

Chapel

Social Hall

Living Room

In Room

Courtyard

Craft Kitchen

Note: If locations do not populate, the community settings for locations has not been completed. Only staff with 'manage settings' permissions can create locations.



Create a new activity

Step 7

Select the activity type by utilizing the drop down menu.

Type (required)

● Social

▼

● Social

● Physical

● Intellectual

● Spiritual

● Emotional

● Entertainment

Note: Activity types and colors are established during the site setup process for all communities and can only be modified by corporate or community representatives.

Step 8

Assign staff to an activity by utilizing the drop down menu to view and select staff assigned.

Assigned Staff

Staff Assigned

▼



Create a new activity

Step 8 (cont.)

Or type in the staff member's name and select the staff member(s) from the list.

Assigned Staff

▼

Preview Test User

To remove any assigned staff, select the 'x' next to the staff member's name.

Assigned Staff

× Preview Test User

× ▼

Step 9

Create the **time** for the activity by utilizing the drop down menu and selecting the desired time option.

Time

Exact Time

▼

Exact Time

All Day

Morning

Afternoon

Evening



Create a new activity

Step 9 (cont.)

To add a specific start and end time select exact time.

Time

Exact Time

▼

12:00 pm

to

01:00 pm

Next, add the start time of the activity in the first box.

Time

Exact Time

▼

12:00 pm

to

01:00 pm

Then add the end time of the activity in the second box.

Time

Exact Time

▼

12:00 pm

to

01:00 pm

To create an activity set for all day, morning, afternoon, or evening use the drop down menu and select the desired time frame from the list.

Time

Exact Time

▼

Exact Time

All Day

Morning

Afternoon

Evening



Create a new activity

Step 10

To create a recurring activity, select setup recurring.

Recurring

Setup Recurring

Utilize the drop down menu to select the recurring option of days, weeks, or months.

Recurring

never



never

days

weeks

months

If days is selected, select the recurring every... box and enter the number of days the activity should recur.

Recurring every...

1

days





Create a new activity

Step 10 (cont.)

Then enter the start date and last date for the activity.

Start Date *(required)*

03/29/2024

Last Date

03/29/2026

Note: The last date of a recurring activity will auto populate for two years from the start date unless adjusted.

After days and dates have been entered, select apply changes.

Apply Changes

If weeks is selected, select the recurring every... box enter the number of weeks the activity should recur.

Recurring every...

1

weeks



Then select the days of week for the activity to occur on. Selected day(s) will be indicated by the filled in blue circle.

Days of Week

S

M

T

W

TH

F

S



Create a new activity

Step 10 (cont.)

If weeks is selected, select the recurring every... box enter the number of weeks the activity should recur.

Recurring every...

weeks

Then select the days of week for the activity to occur on. Selected day(s) will be indicated by the filled in blue circle.

Days of Week

S

M

T

W

TH

F

S

Next, enter the start date and last date for the activity.

Start Date *(required)*

03/29/2024

Last Date

03/29/2026

After weeks, days of the week, and dates have been selected and entered, select apply changes.

Apply Changes



Create a new activity

Step 10 (cont.)

If months is selected, select the recurring every... box enter the number of months the activity should recur.

Recurring every...

1	months	▼
---	--------	---

Select the week of month from the drop down menu.

Week of Month

First	▼
First	
Second	
Third	
Fourth	
Last	

Then use the drop down menu to select the day of week.

Friday	▼
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	



Create a new activity

Step 10 (cont.)

Next, enter the start date and last date for the activity.

Start Date (required)

03/29/2024

Last Date

03/29/2026

Once the required information has been entered, select apply changes.

Apply Changes

Step 11

Select the date for the activity.

Date

03/29/2024

Step 12

Select the registration type needed for the activity.

Registration Type

Open

Time Slots

None



Create a new activity

Step 13

With an open registration type selected, select the max number of registered residents box and enter the maximum residents allowed to register, or leave this box empty if no limit.

Maximum Residents

Max number of registered residents

Select the allow connections to register box for connection registration or leave unchecked if connections can not register for the activity.

Connections

☐ Allow connections to register

Note: Selecting this box will generate a blue heart next to the activity on the calendar, notifying users that connections may register for this activity. This allows a connection to register to attend the activity themselves.

Step 14

To setup time slots for registration, select time slots.

Registration Type

Open

Time Slots

None



Create a new activity

Step 14 (cont.)

Select setup time slots.

Registration Type

Open	Time Slots	None
------	-------------------	------

Time Slots *(required)*

Setup Time Slots

Enter the time slot duration by clicking in the duration in minutes box and selecting the desired duration.

Time Slot Duration *(required)*

Duration in minutes
10-minutes
15-minutes
30-minutes
45-minutes
1-hour

Select the availability per slot by selecting the maximum registrations per time slot box and entering the desired number.

Time Slot Duration *(required)*

15

Availability Per Slot *(required)*

Maximum registrations per time slot



Create a new activity

Step 14 (cont.)

To allow connections to register, Select the maximum connection registrations per time slot box and enter the desired number.

Connection Availability Per Slot

Maximum connection registrations per time slot

Note: The total number of time slots will calculate based on start time and end time created in step 11 and the time slot duration selected.

Once the required fields are completed, select apply changes to save time slots.

Availability Per Slot **(required)**

4

Connection Availability Per Slot

4

Total

4 time slots

Cancel

Apply Changes

Step 15

If no registration is required for the activity, select none.

Registration Type

Open

Time Slots

None



Create a new activity

Step 16

To add an activity description, select the description box to add text.

Description

Description (600 characters)

Step 17

To add an attachment to an activity, select + add attachments.

Attachments



No Attachments to Show

+ Add Attachments

Step 18

When all required fields have been entered, select create activity to create the new activity.

Create Activity



FAQs

Who can create new activities?

Staff with the manage activities permission can create new activities and edit current activities.

Can activities be created on the mobile app?

Activities can be created and edited on both the web and on the mobile app.

Can an activity be added to more than one calendar?

Yes, the same activity can be added to multiple activity calendars within the community at once.

Will staff be notified when assigned to an activity?

Yes, when a staff member is assigned to an activity, the staff member will receive a notification when the activity is created. The staff member will also receive a reminder notification one hour prior to the activity. The notification received will depend on the staff members notification settings.

Can a recurring activity be created?

Yes, an activity can be created with any daily, weekly or monthly recurring pattern.



FAQs

What are the different registration types?

Activities can have an open registration with the option of a maximum number of residents that can register. The registration type can also be set for time slots with specific durations and availability per slot. Or the registration can be set to none and no registration is needed for the event.

Can connections register for activities?

Yes, an activity can be created to allow for connections to register. Activities with a blue heart next to the activity on the calendar will indicate connections can register for that specific activity.

Note: This does not allow the connection to register a resident for an activity. This allows a connection to register to attend the activity themselves.



Resources

Video QR codes

How to scan QR codes



Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

How to create an activity





Continued learning

Visit the Learning Community

Access LifeLoop marketing collateral and 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://training.lifeloop.com/training/staff>.

Attend a University Course

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.