CALENDAR TEMPLATE INSTRUCTIONS

LifeLoop

CREATING & BUILDING YOUR CALENDAR

STEP 1 Go to the **"Calendar"** tab on the left-hand side of your screen and click on the **"Add Activity"** button to add your activities for the entire month.

Note: Always have your calendar fully completed with all activities added before going to the Calendar Designer.

OPEN CALENDAR DESIGNER

STEP 2 Select the calendar you would like to design from the dropbox on the left-hand side and the correct month. Then click on "Calendar Designer" on the right-hand side of your screen.

SELECT THE CALENDAR TEMPLATE

STEP 3

- **"Settings"** will be pulled up on the right-hand side in the designer.
- Scroll down to the **"Templates"** section and click on the desired template.
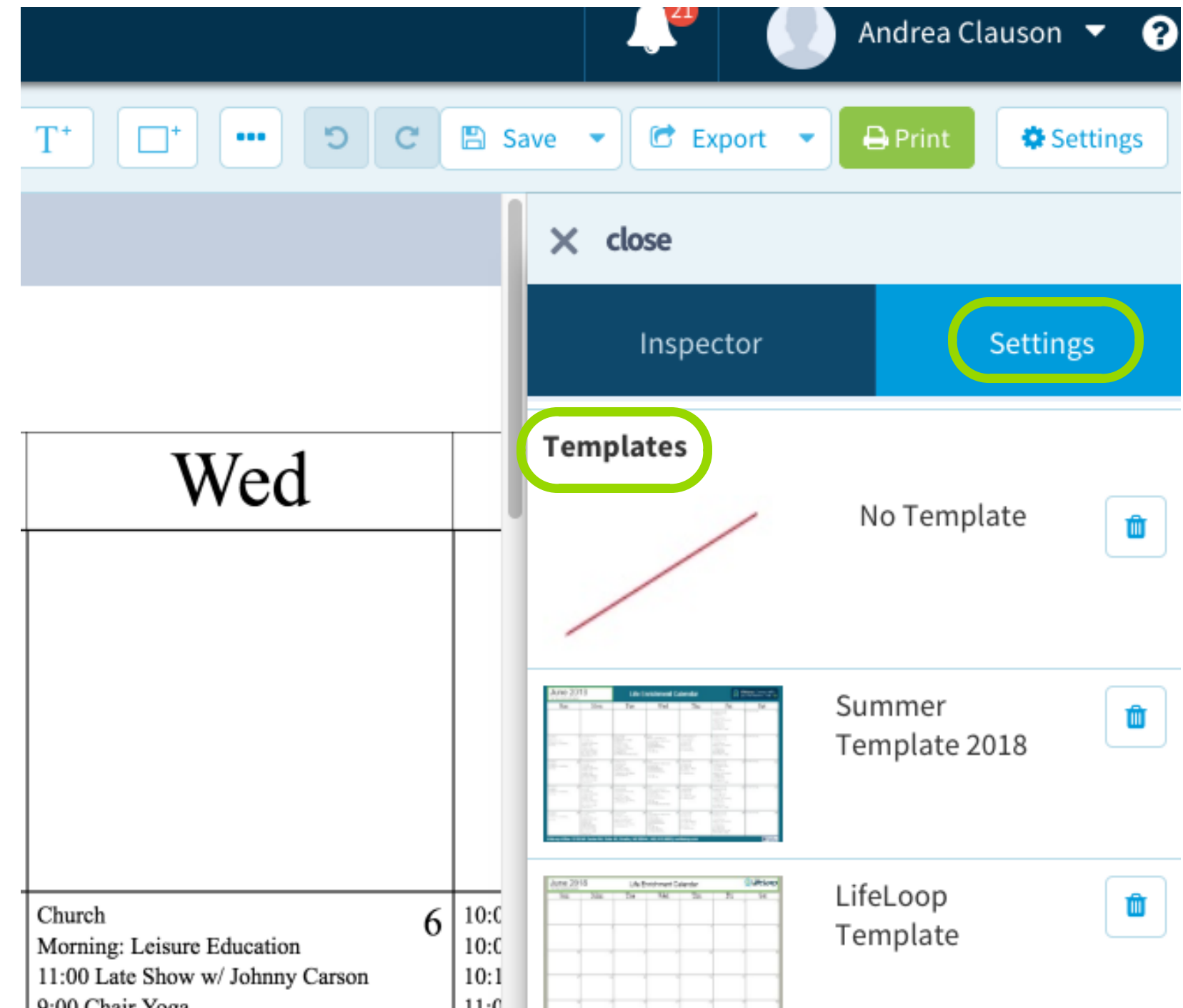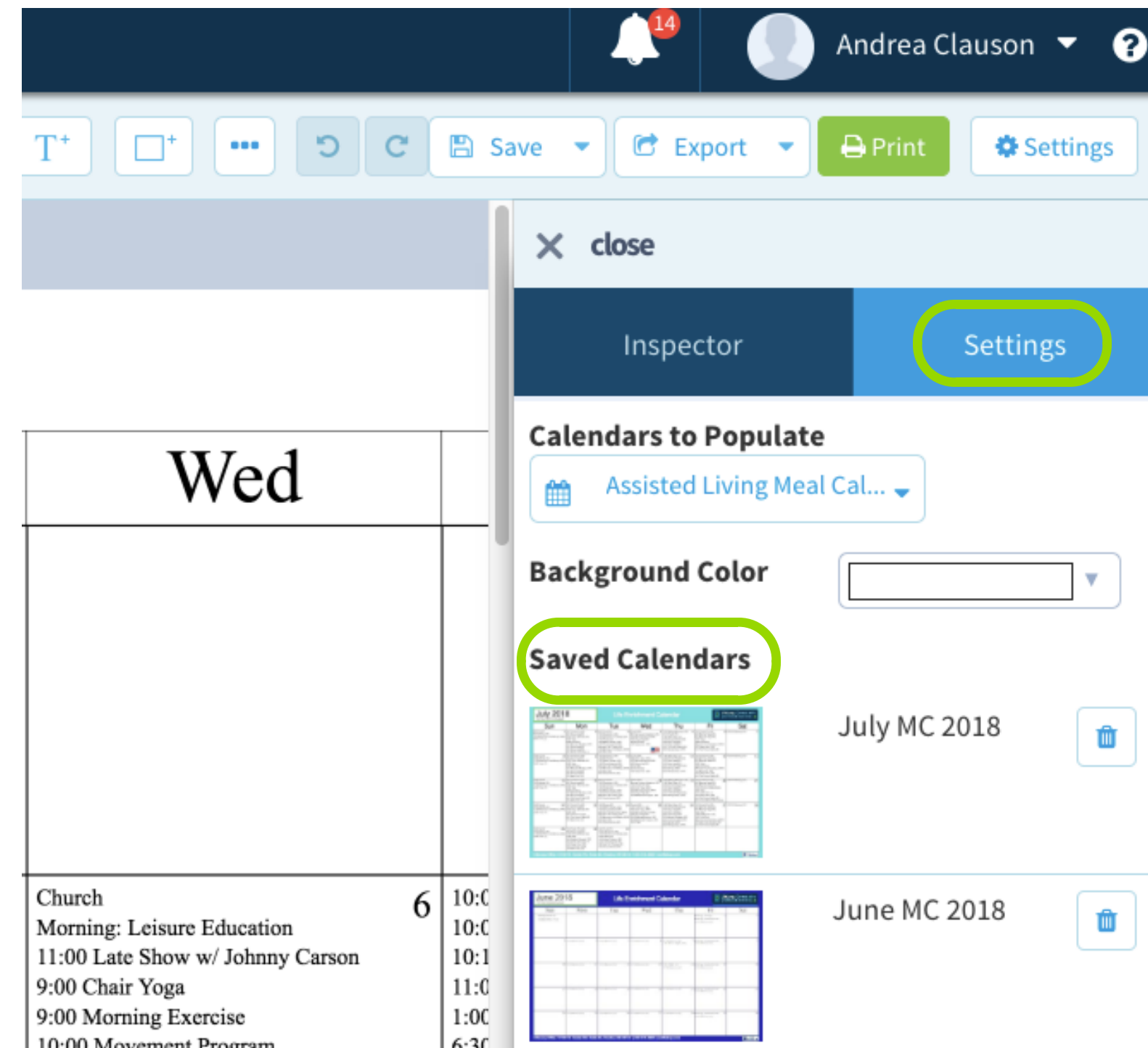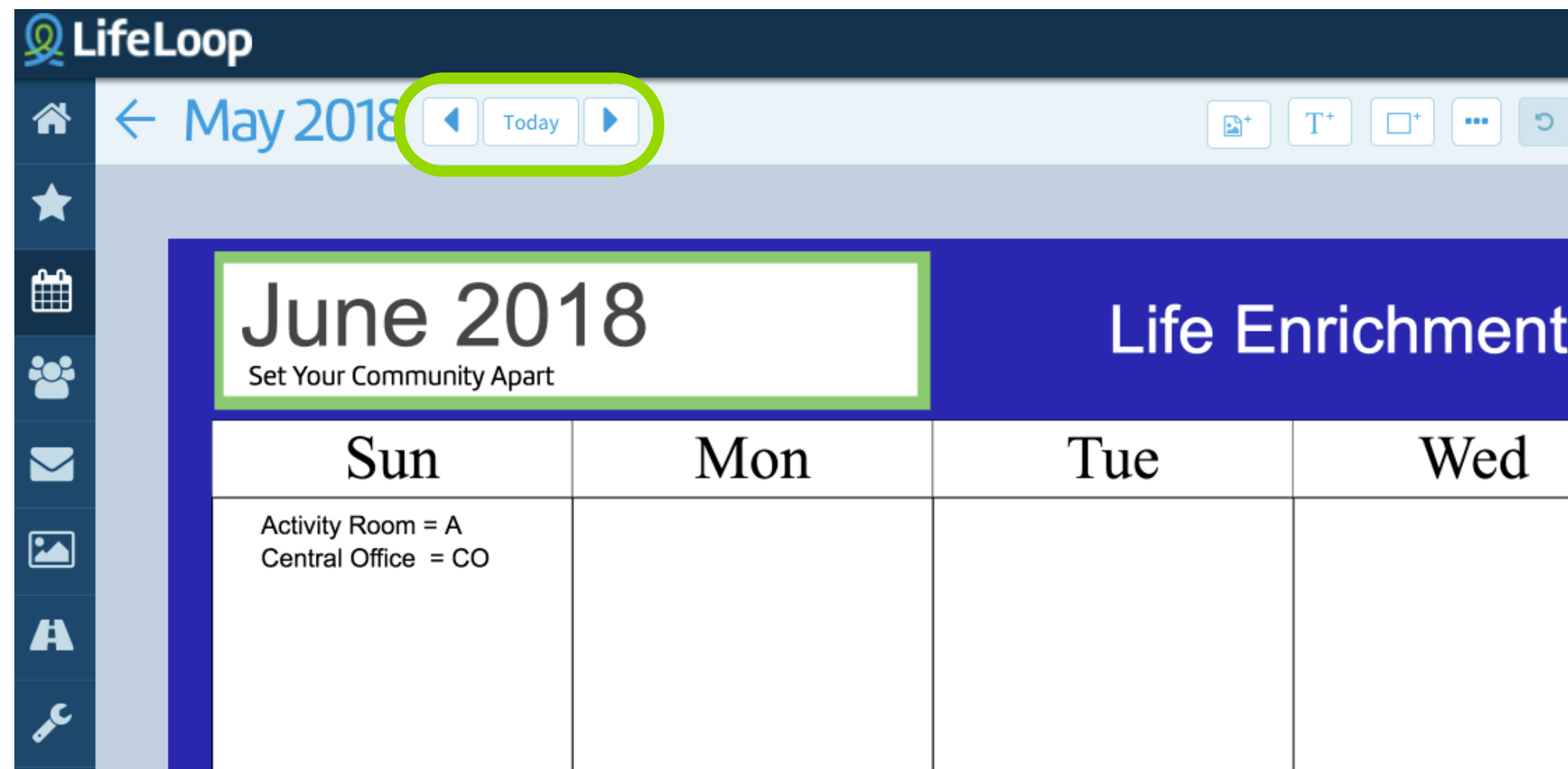
MAKE EDITS TO YOUR CALENDAR

STEP 4

- Make any edits to your calendar as you normally would (e.g. turn locations on, edit activity font size, add holidays and birthdays).
- Once completed making edits save as you normally would and use overwrite for future edits.
- Your Calendar will now be saved in the "Saved Calendars" in the Calendar Designer Settings.

WRONG CALENDAR MONTH

STEP 5 If the template is showing the incorrect calendar month, June instead of May, simply go to the top and click the arrow back and then the arrow forward. You will see the month change to the previous and then correct to the current one.

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Trainings

If you currently do not have any templates in LifeLoop, contact us and we will be happy to customize a template for your specific needs.

CONTACT US:

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