

ACTIVITY LOCATIONS & PERSONAL ACTIVITIES

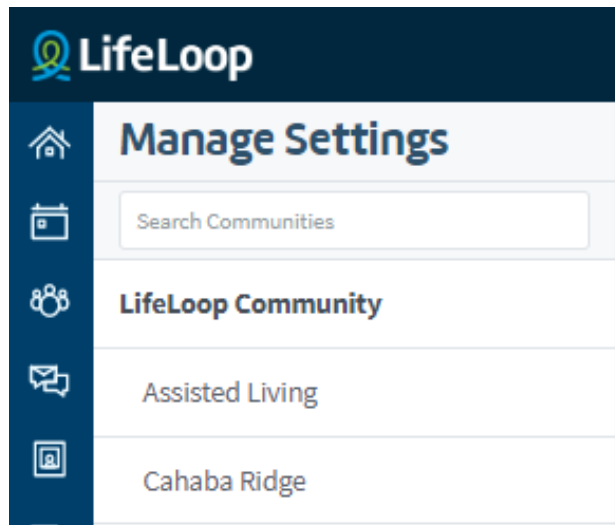
STEP 1

To manage activity locations & personal activities, go to **Manage Settings** (gear icon on the top right of the screen next to your name)*.



STEP 2

Select your campus in **Bold**.




**If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

STEP 3

Under the **Activities** tab, you can now manage Activity Locations and Personal Activity Names.

Activities Maintenance Transportation

 All communities of LifeLoop Community will have access to these activity settings.

▼ Locations

Location Name	Abbreviation	
<input type="text" value="Name"/>	<input type="text" value="Abbreviation"/>	Create Location
<input type="text" value="Dining Room"/>	<input type="text" value="DR"/>	✕
<input type="text" value="Craft Kitchen"/>	<input type="text" value="CK"/>	✕
<input type="text" value="Chapel"/>	<input type="text" value="C"/>	✕

STEP 4

To create a location, type in the name of your Activity Location and an optional abbreviation*, then click the green **Create Location** button. To remove a location click the **X**.

▼ Activity Locations

Location Name	Abbreviation	
<input type="text" value="Back Yard"/>	<input type="text" value="BY"/>	Create Location

**Location Abbreviations appear on Designed Calendar if "add locations to events" is selected.*

STEP 5

Scroll down the page to view **Personal Activity Names**.

✓ Personal Activity Names

Activity Name

Name

Create Option

Reading



One to One



STEP 6

Type the name of your Personal Activity in the blank box and then select **Create Option**. To remove a personal activity click the **X**.

✓ Personal Activity Names

Activity Name

Playing Cards

Create Option

NOTE

Your set personal activities will appear as dropdown options when tracking a personal activity on a resident - you still have the option to type in an activity that is not pre-set.