iN2L + LifeLoop

CALENDAR

How to create an activity.

IN2L + LIFELOOP TRAININGS

INDEX

CALENDAR
FAQ

? 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 witin 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.

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CALENDAR
FAQ

? **CAN A RECURRING ACTIVITY BE CREATED?**

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

? **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 registraction type can also be set for Time Slots with specific durations and availabiltity per slot. Or the registration can be set to None and no registration is needed or allowed 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.
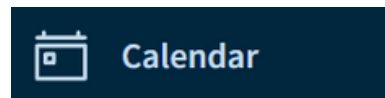
Note: This does not allow the connection to register a resident for an activity. This allows a connection to register to attend the activity themselves.
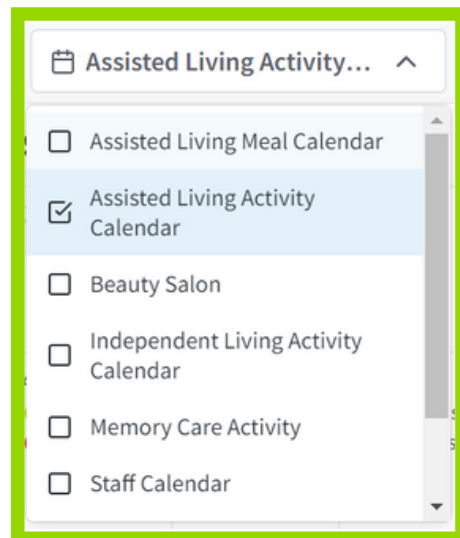
CALENDAR

CREATE A NEW ACTIVITY

STEP 1

Select the **Calendar** icon from the feature menu on the left-hand side.
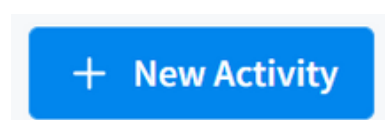
📅 Calendar

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.

📅 Assisted Living Activity... ⌃

☐ Assisted Living Meal Calendar

☑ Assisted Living Activity Calendar

☐ Beauty Salon

☐ Independent Living Activity Calendar

☐ Memory Care Activity

☐ Staff Calendar

STEP 3

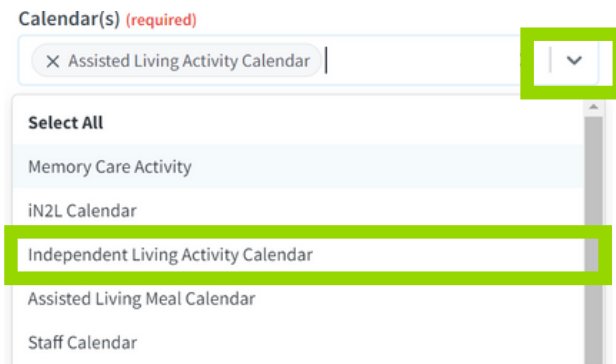Select **+ New Activity** on the top right-hand corner.

+ New Activity

CALENDAR

CREATE A NEW ACTIVITY

STEP 4
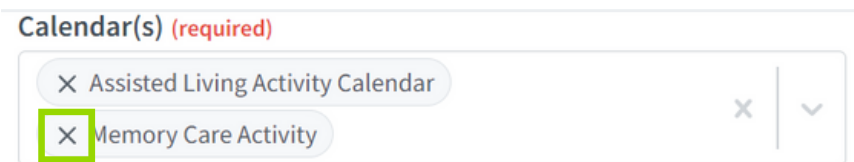
Select the **Calendar(s)** to add the new activity to by utilizing the drop down menu.

Note: The calendar that prepopulates 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.
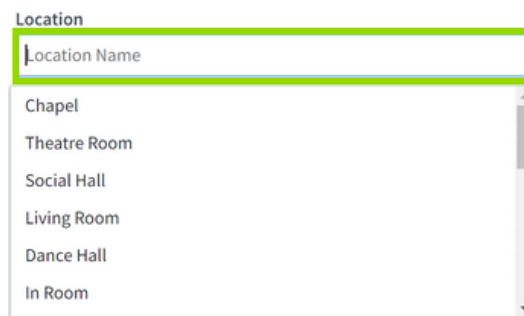

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CREATE A NEW ACTIVITY

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)

Activity Name

Group Exercise
Fit with Phil
Bingo
Chair Yoga
Yoga
Exercise

STEP 6

Add a Location by selecting the **Location Name** box to view and select a preset location.

Location

Location Name

Chapel
Theatre Room
Social Hall
Living Room
Dance Hall
In Room

Note: If locations do not populate, the community settings for Locations has not been completed. Locations can only be created by staff with the Manage Settings permission. Please see the "Manage Settings: Activity Locations & Personal Activities" document to learn how to manage activity locations.

CALENDAR

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
- • Snack

Note: Activity Types and colors are created when the site is set up for all communities and can only be adjusted by Corporate or Community Representatives.

STEP 8

Assign staff to an activity by utilizing the drown down menu to view and select **Staff Assigned**.

Assigned Staff

Staff Assigned	⌄

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

Assigned Staff

Dale	⌄

Dale Demo

To remove any Assigned Staff, select the **X** next to the staff member's name.

Assigned Staff

X Dale Demo	X ⌄

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CREATE A NEW ACTIVITY

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

STEP 10

To add a specific start and end time select **Exact Time.**

Time

Exact Time

03:00 pm   to   04:00 pm

Next, add the start time of the activity in the **First box**.

Time

Exact Time

03:00 pm   to   04:00 pm

Then add the end time of the activity in the **Second box**.

Time

Exact Time

03:00 pm   to   04:00 pm

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CALENDAR

CREATE A NEW ACTIVITY

STEP 11

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

STEP 12

To create a Recurring activity, select **Setup Recurring**.

Recurring

Setup Recurring

STEP 13

Utilize the drop down menu to select the Recurring option of **Days**, **Weeks** or **Months**.

Recurring

never

never
days
weeks
months

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STEP 14

If Days is selected, select the **Recurring every…** box and enter the number of **Days** the activity should recurr.

Recurring every...

| 1 ‹› | days ⌄ |

Then enter the **Start Date** and **Last Date** for the activity.

Start Date (required)

11/29/2022

Last Date

11/29/2024

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

CREATE A NEW ACTIVITY

STEP 15

If Weeks is selected, select the **Recurring every...**box enter the number of **Weeks** the activity should recurr.

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)

Next enter the **Start Date** and **Last Date**.

Start Date (required)

11/30/2022

Last Date

11/30/2024

After weeks, days of week, and dates have been entered, select **Apply Changes**.

Apply Changes

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CREATE A NEW ACTIVITY

STEP 16

If Months is selected, select the **Recurring Every…**box and enter the number of **Months** the activity should recurr.

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**.

Day of Week

Tuesday ∨

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

CALENDAR

CREATE A NEW ACTIVITY

STEP 16 (CONT.)

Next enter the **Start Date** and **Last Date** for the activity.

Start Date (required)

11/29/2022

Last Date

11/29/2024

Once the required information has been entered, select **Apply Changes**.

Apply Changes

STEP 17

Select the **Date** for the activity.

Date

11/29/2022

STEP 18

Select the **Registration Type** needed for the activity.

Registration Type

| Open | Time Slots | None |

CALENDAR
CREATE A NEW ACTIVITY

STEP 19

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 20

To setup time slots for registration, select **Time Slots**.

Registration Type

Open	Time Slots	None

CALENDAR
CREATE A NEW ACTIVITY

STEP 20 (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 in Minutes**.

ⓘ Start Time 12:00 pm, End Time 1:00 pm, Duration 60 mins

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)

30

Availability Per Slot (required)

Maximum registrations per time slot

Connection Availability Per Slot

Maximum connection registrations per time slot

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CALENDAR
CREATE A NEW ACTIVITY

STEP 20 (CONT.)

To allow connections to register, Select the **Maximum Connection Registrations Per Time Slot** box and enter the Connection Availability Per Slot.

Time Slot Duration (required)

30

Availability Per Slot (required)

3

Connection Availability Per Slot

Maximum connection registrations per time slot

Total

2 time slots

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.

Time Slot Duration (required)

30

Availability Per Slot (required)

3

Connection Availability Per Slot

4

Total

2 time slots

Cancel   Apply Changes

CALENDAR
CREATE A NEW ACTIVITY

STEP 21

If no registration is required for the activity, select **None**.

Registration Type

Open	Time Slots	None

STEP 22

To add an activity Description, select the **Description** box to add text.

Description

Description (600 characters)

Cancel   **Create Activity**

STEP 23

When all required fields have been entered, selelct **Create Activity** to create the New Activity.

Description

Description (600 characters)

Cancel   **Create Activity**

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CALENDAR
CONTINUED LEARNING

► **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.

► **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://ourlifeloop.com/training/staff.

► **FURTHER QUESTIONS?**

Reach out to Support@OurLifeLoop.com or your Customer Relationship Specialist.