

CALENDAR TEMPLATE INSTRUCTIONS

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.

The screenshot shows the LifeLoop web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, Activities, Calendar, Residents, Messages, Photo Library, Transportation, and Maintenance. The main area displays a calendar for June 2018. At the top of the calendar area, there's a header with 'June 2018', an 'Export Month Calendar' button, and 'Day'/'Month' view toggles. Below this is a row of buttons: 'Assisted Living Activity ...', '+ Add Activity' (highlighted with a green circle), and 'Calendar Designer'. The calendar grid shows days of the week (Sun-Sat) and dates. Activities are listed for various dates, such as 'Morning Yoga', 'Fitness', 'Church', 'Leisure Education', and 'Late Show w/ Johnny ...'. A LifeLoop logo is in the bottom right corner.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 <ul style="list-style-type: none">Morning YogaMorning YogaFitnessMore...	2 <ul style="list-style-type: none">SilWi
3 <ul style="list-style-type: none">ChurchBakingSitterciseMore	4 <ul style="list-style-type: none">Group ExerciseSitterciseYogaMore	5 <ul style="list-style-type: none">Fit with PhilSing a longDevotions on TuesdayMore	6 <ul style="list-style-type: none">ChurchLeisure EducationLate Show w/ Johnny ...More	7 <ul style="list-style-type: none">Making MemoriesSitterciseGuest SpeakerMore	8 <ul style="list-style-type: none">Morning YogaMorning YogaSitterciseMore	9 <ul style="list-style-type: none">SilWi

OPEN CALENDAR DESIGNER

STEP 2

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

The screenshot shows the LifeLoop web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, Activities, Calendar, Residents, Messages, Photo Library, Transportation, and Maintenance. The main content area is titled "June 2018" and features a calendar grid. A dropdown menu for "Assisted Living Activity ..." is highlighted with a green circle. To the right of the calendar, there are buttons for "Export Month Calendar", "Add Activity", and "Calendar Designer", with the latter also highlighted by a green circle. The calendar grid shows dates from the 27th of May to the 9th of June, with various activities listed for each day.

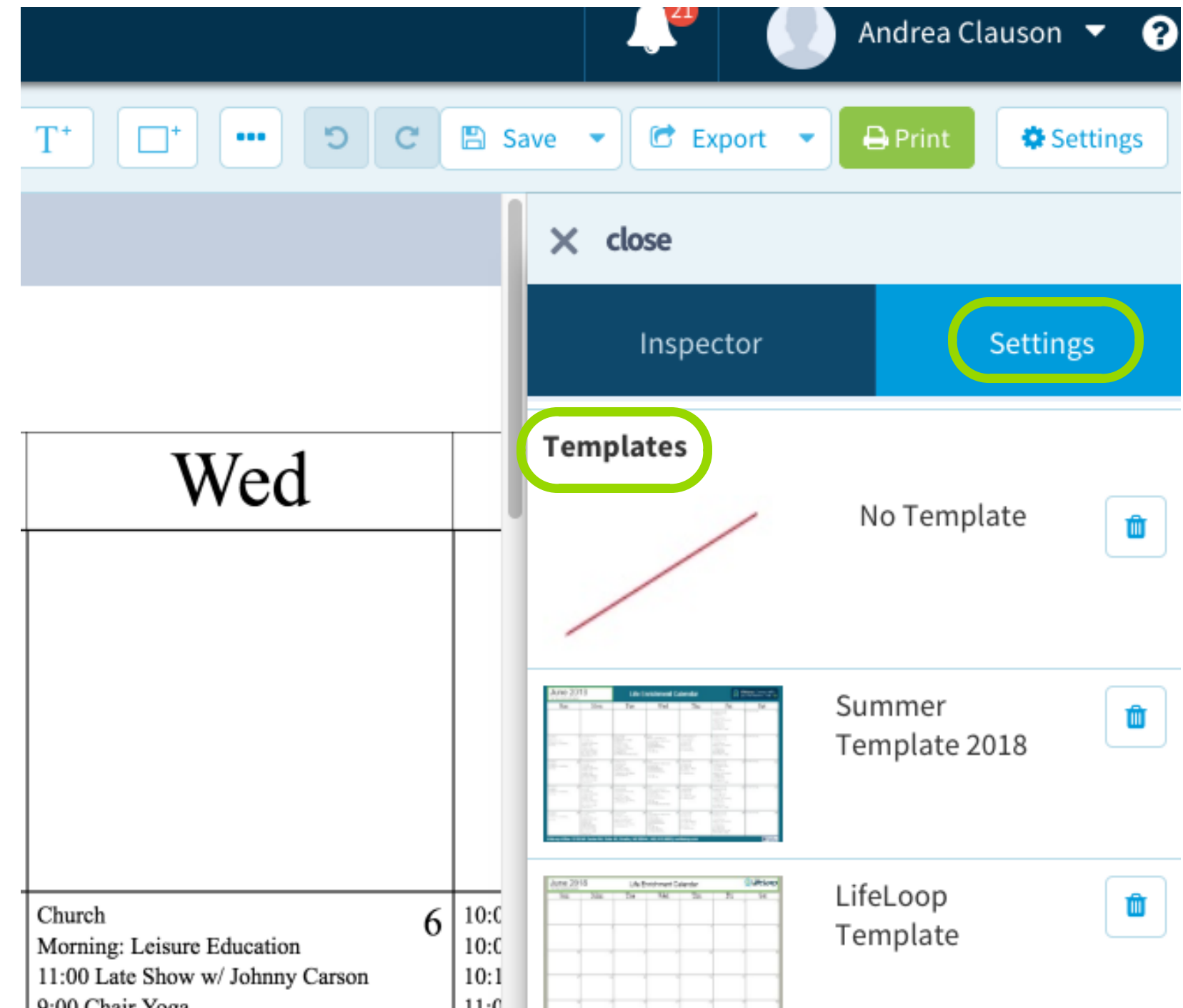
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SELECT THE CALENDAR TEMPLATE

STEP 3

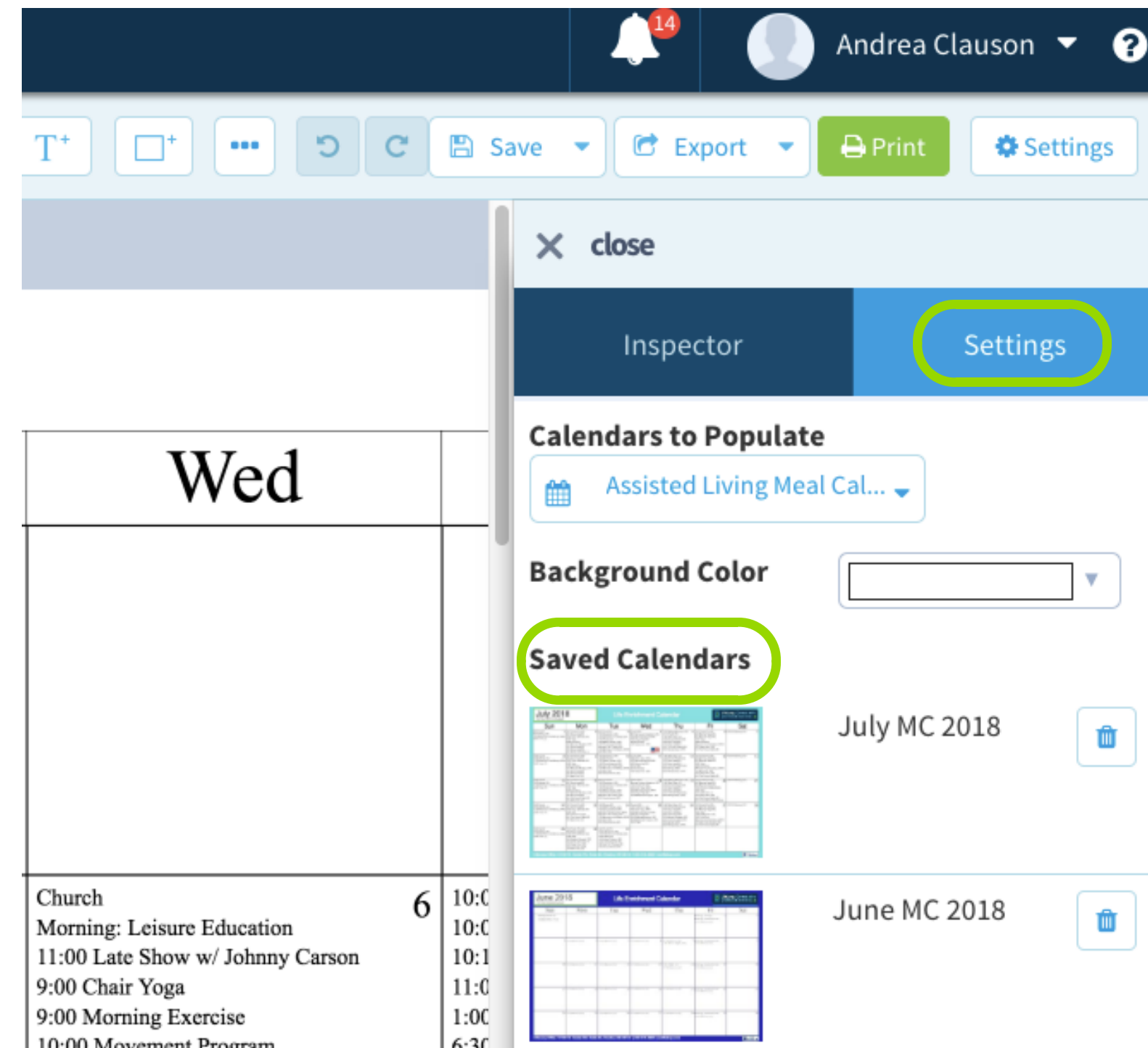
- **"Settings"** will be pulled up on the right-hand side in the designer.
- Scroll down to the **"Templates"** section and click on the desired template.



MAKE EDITS TO YOUR CALENDAR

STEP 4

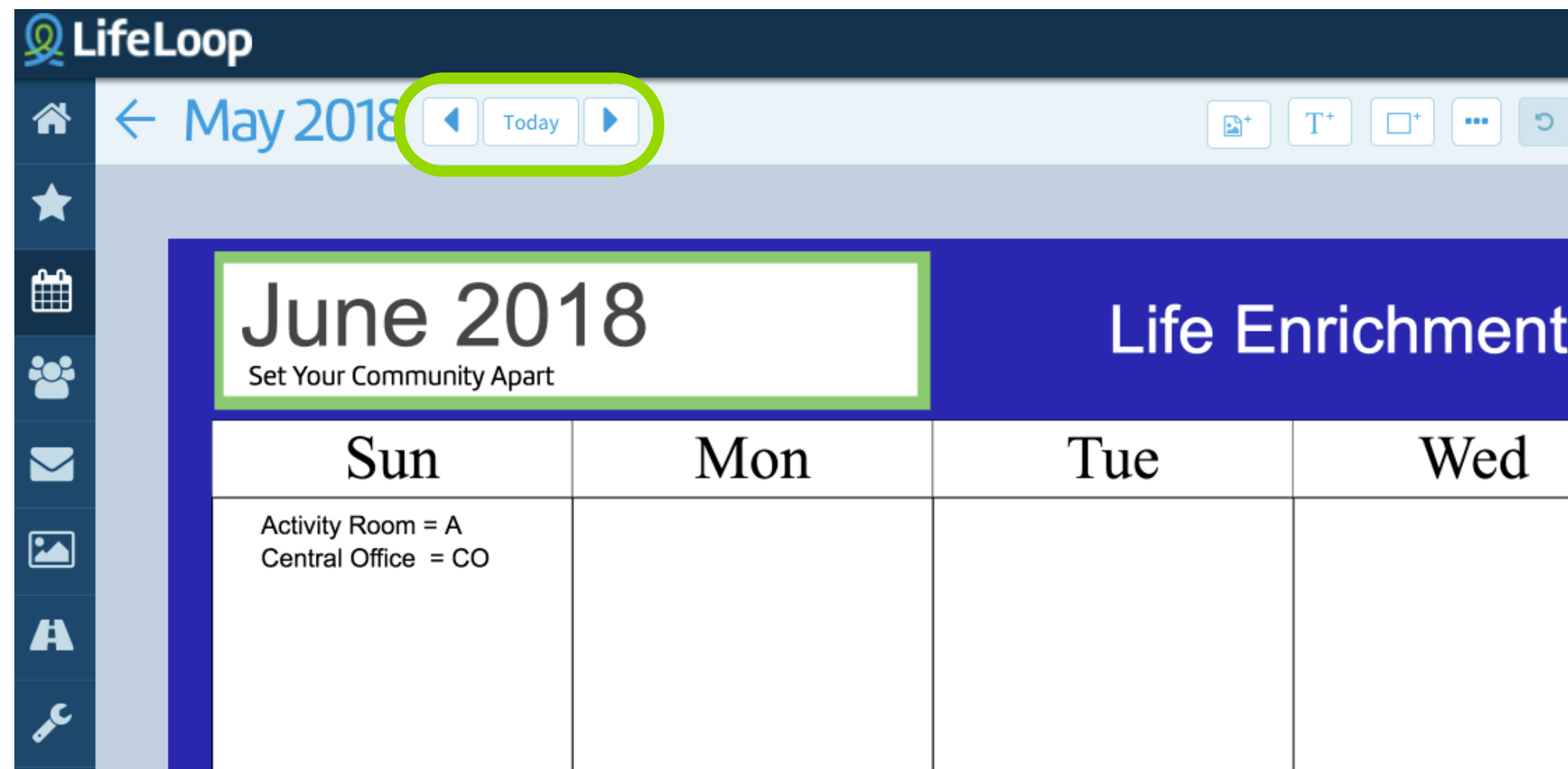
- Make any edits to your calendar as you normally would (e.g. turn locations on, edit activity font size, add holidays and birthdays).
- Once completed making edits save as you normally would and use overwrite for future edits.
- Your Calendar will now be saved in the "Saved Calendars" in the Calendar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



The screenshot shows the LifeLoop web application interface. At the top, the navigation bar displays 'May 2018' with left and right arrow buttons. These arrows are highlighted with a green circle, indicating the correct action to take. Below the navigation bar, the main content area shows 'June 2018' in a white box with a green border, which is also highlighted. To the right of this box is a dark blue header for 'Life Enrichment'. Below the header is a calendar grid with columns for Sun, Mon, Tue, and Wed. The Sun column contains the text 'Activity Room = A' and 'Central Office = CO'. The LifeLoop logo is in the top left corner, and a vertical sidebar with various icons is on the left. A LifeLoop logo is also in the bottom right corner of the slide.

LifeLoop

← May 2018

Today

June 2018

Set Your Community Apart

Life Enrichment

Sun	Mon	Tue	Wed
Activity Room = A Central Office = CO			

LifeLoop
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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