

CALENDAR

How to create an activity on the mobile app.



INDEX

Section 1	FAQ.....	pg 1-2
Section 2	Create an Activity on the mobile app..	pg 3-24
Section 3	Continued Learning.....	pg 25

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 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 member's notification settings.

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 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 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 AN ACTIVITY ON THE MOBILE APP

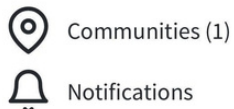
STEP 1

Select the **Hamburger Icon** from the top left-hand side of the screen.



STEP 2

Select **Calendar** from the feature menu.



STEP 3

Select the **Plus Sign In A Circle** on the top right corner.

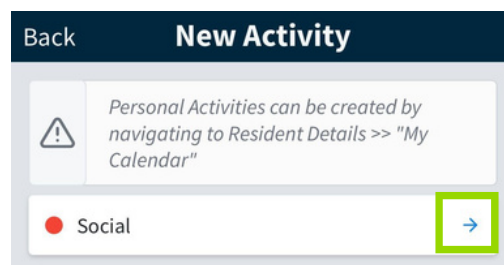


CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 4

Select the **Blue Arrow** next to the activity type to view and select the Activity Type from the menu.



Select the **Activity Type**. The selected activity type will have a green check mark.

Activity Type	Done
● Social	<input checked="" type="checkbox"/>
● Physical	<input type="checkbox"/>
● Intellectual	<input type="checkbox"/>
● Spiritual	<input type="checkbox"/>
● Emotional	<input type="checkbox"/>
● Entertainment	<input type="checkbox"/>
● Snack	<input type="checkbox"/>
● Meal	<input type="checkbox"/>

Select **Done** on the top right-hand corner to return to the New Activity page when complete.

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.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 5

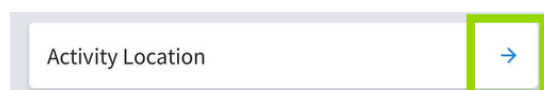
Select the **Activity Name** box and type in the Activity Name.



Activity Name

STEP 6

Select the **Blue Arrow** to view and select the Activity Location.



Activity Location

Select the **Activity Location** from the list. The selected location will have a green check mark.

Activity Location	Done
Social Hall	
Chapel	
Theatre Room	
Social Hall	
Living Room	
Dance Hall	
In Room	

When complete, select **Done** on the top right-hand corner to return to the New Activity page.

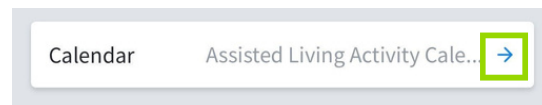
Note: If locations do not populate, the community settings for Locations has not been completed. Locations can only be created by staff with the Manage Settings permission. Please see the "Manage Settings: Activity Locations & Personal Activities" document to learn how to manage activity locations.

CALENDAR

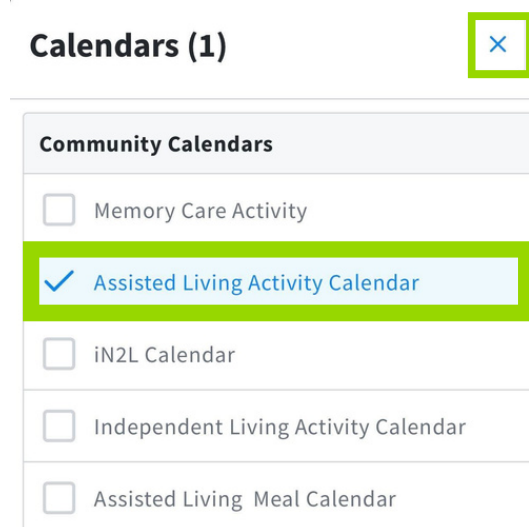
CREATE AN ACTIVITY ON THE MOBILE APP

STEP 7

Select the **Blue Arrow** to view and select the Calendar(s).



From the menu, select the **Calendar(s)** to add the activity to. Selected calendar(s) will have a blue check mark.



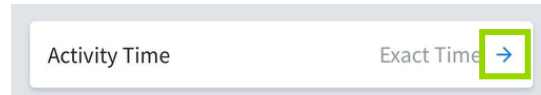
Once completed, select the **X** on the top right corner to return to the New Activity page.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

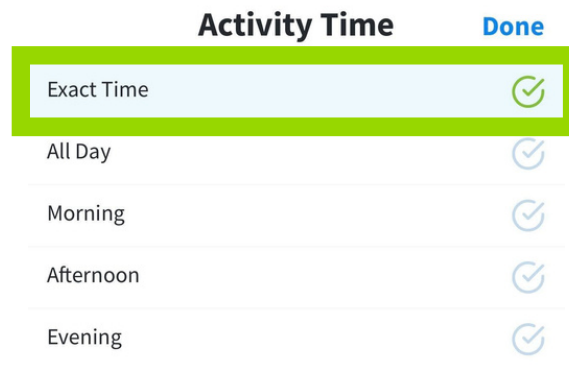
STEP 8

Select the **Blue Arrow** to view and select the Activity Time.



Activity Time Exact Time →

Then, select the **Activity Time**. The selected time will have a green check mark.

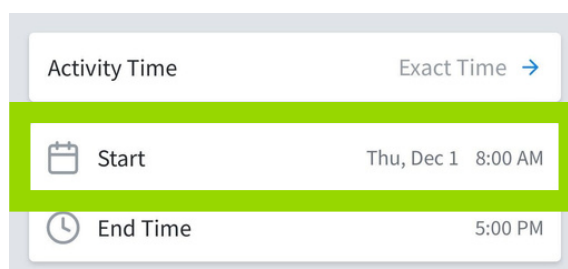


Activity Time	Done
Exact Time	✓
All Day	✓
Morning	✓
Afternoon	✓
Evening	✓

Once complete, select **Done** on the top right corner to return to the New Activity page.

STEP 9

If the activity will have an Exact Time, select **Start** to enter the date and time for the activity.



Activity Time Exact Time →

Start	Thu, Dec 1 8:00 AM
End Time	5:00 PM

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 9 (CONT.)

Then, scroll to select the correct **Date** and **Time**.

Start

Mon Nov 28	8	57	
Tue Nov 29	9	58	
Wed Nov 30	10	59	
Thu Dec 1	11	00	AM
Fri Dec 2	12	01	PM
Sat Dec 3	1	02	
Sun Dec 4	2	03	

Done

When complete, select **Done**.

Next, select **End Time** to create the activity End Time.

Activity Time [Exact Time →](#)

Start Thu, Dec 1 8:00 AM

End Time 5:00 PM

Then, scroll to select the correct **End Time**.

End Time

10	57	
11	58	
12	59	AM
1	00	PM
2	01	
3	02	
4	03	

Done

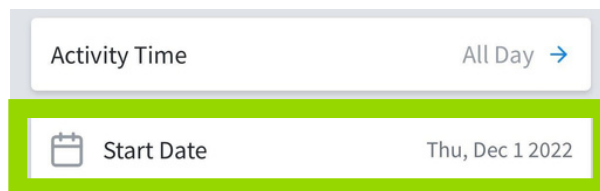
When complete, select **Done**.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 10

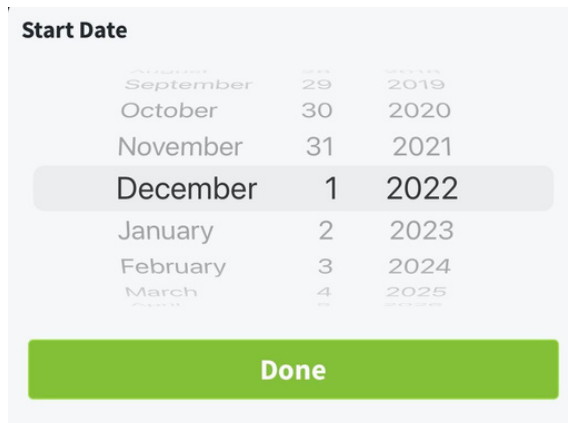
If **All Day**, **Morning**, **Afternoon**, or **Evening** is selected as the Activity Time, select **Start Date** to enter the date of the activity.



Activity Time All Day →

Start Date Thu, Dec 1 2022

Then, scroll to select the correct **Start Date**.



Start Date

September	29	2019
October	30	2020
November	31	2021
December	1	2022
January	2	2023
February	3	2024
March	4	2025

Done

When complete, select **Done** to return to the New Activity page.

STEP 11

To create a Recurring Activity, select **Recurring**.



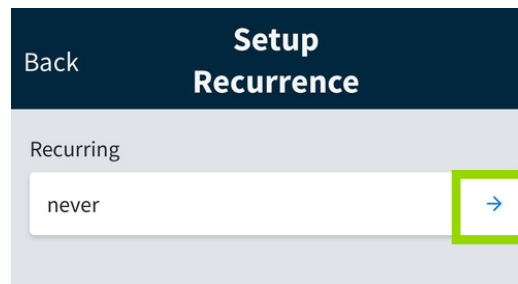
Recurring Setup →

CALENDAR

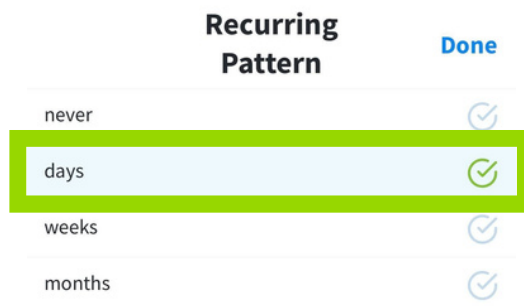
CREATE AN ACTIVITY ON THE MOBILE APP

STEP 12

Select the **Blue Arrow** to Setup Recurrence.



Then select the **Recurring Pattern** from the list. The pattern selected will have a green check mark.



When complete, select **Done** on the top right corner to return to the Setup Recurrence page.

STEP 13

If the Recurring pattern of Never is chosen, select **Save** at the bottom of the page.



CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 14

If Days is selected as the Recurrence Pattern, select the **Recurring every...** box to enter the number of days.

Back Setup Recurrence

Recurring every...

1 days

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Select **Start Date** to enter the date.

Back Setup Recurrence

Recurring every...

1 days

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Then, scroll to select the correct **Start Day**.

Start Date

September	29	2019
October	30	2020
November	31	2021
December	1	2022
January	2	2023
February	3	2024
March	4	2025

Done

When complete, select **Done**.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 14 (CONT.)

Next select **Last Date** to enter the last date for the activity.

Back Setup Recurrence

Recurring every...

1 days

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Then, scroll to select the correct **Last Date**.

Last Date

September	29	2021
October	30	2022
November	31	2023
December	1	2024
January	2	2025
February	3	2026
March	4	2027

Done

When complete, select **Done**.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 14 (CONT.)

When the Setup Recurrence is complete for Days, select **Save**.

Back

Setup Recurrence

Recurring every...

1 days

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Cancel Save

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 15

If Weeks is selected as the Recurrence pattern, select the **Recurring Every...** box to enter the number of weeks for the activity to recurr.

Back Setup Recurrence

Recurring every...
1 weeks

Days of Week
S M T W TH F S

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Then select the **Day(s) of the Week** for the activity to occur on. Selected days will be highlighted in the full blue circle.

Days of Week
S M T W TH F S

Next, select **Start Date** to set the Start Date.

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 15 (CONT.)

Then, scroll to select the correct **Start Date**.

Month	Day	Year
September	29	2019
October	30	2020
November	31	2021
December	1	2022
January	2	2023
February	3	2024
March	4	2025

Done

When complete, select **Done**.

Next select **Last Date** to enter the last date for the activity.

Back Setup Recurrence

Recurring every...

1 days

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Scroll to select the correct **Last Date**.

Month	Day	Year
September	29	2021
October	30	2022
November	31	2023
December	1	2024
January	2	2025
February	3	2026
March	4	2027

Done

When complete, select **Done**.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 15 (CONT.)

When the Setup Recurrence is complete for weeks, select **Save**.

Back Setup Recurrence

Recurring every...

1 weeks

Days of Week

S M T W TH F S

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Cancel Save

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 16

If Months is selected as the Recurrence pattern, select the **Recurring Every...** box to enter the number of months for the activity to recur.

Back Setup Recurrence

Recurring every...

1 months →

Week of Month First →

Day of Week Thursday →

Start Date Thu, Dec 1 2022

Last Date Sun, Dec 1 2024

Then select **Week of Month** to choose the week of the month.

Back Setup Recurrence

Recurring every...

1 months →

Week of Month First →

Day of Week Thursday →

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 16 (CONT.)

From the **Week of Month** page, choose the week of the month. The selected week will have a green check mark.

Week of Month	Done
First	<input checked="" type="checkbox"/>
Second	<input type="checkbox"/>
Third	<input type="checkbox"/>
Fourth	<input type="checkbox"/>
Last	<input type="checkbox"/>

When complete, select **Done** on the top right-hand corner.

Next select the **Day of Week** box to select the day.

Day of Week	Thursday →
-------------	------------

From the **Day of the Week** page, select the day. The selected day will have a green check mark.

Day of Week	Done
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>
Sunday	<input type="checkbox"/>

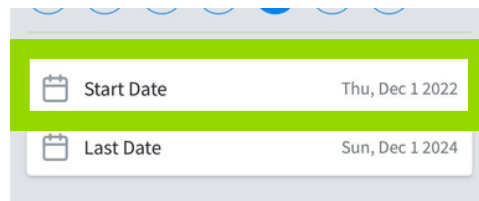
When complete select **Done** on the top right-hand corner.

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

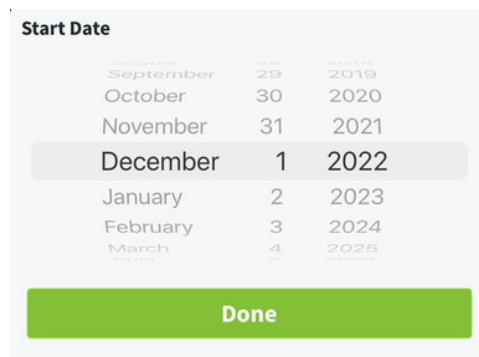
STEP 16 (CONT.)

Next, select **Start Date** to set the Start Date.



Start Date	Thu, Dec 1 2022
Last Date	Sun, Dec 1 2024

Then, scroll to select the correct **Start Date**.

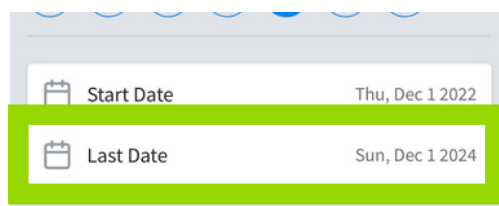


Start Date		
September	29	2019
October	30	2020
November	31	2021
December	1	2022
January	2	2023
February	3	2024
March	4	2025

Done

When complete, select **Done**.

Next select **Last Date** to enter the last date for the activity.



Start Date	Thu, Dec 1 2022
Last Date	Sun, Dec 1 2024

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 16 (CONT.)

Scroll to select the correct **Last Date**.

Last Date		
September	29	2021
October	30	2022
November	31	2023
December	1	2024
January	2	2025
February	3	2026
March	4	2027

Done

When complete, select **Done**.

When the Setup Recurrence is complete for months, select **Save**.

Back Setup Recurrence

Recurring every...

1 months →

Week of Month First →

Day of Week Monday →

Start Date Mon, Dec 5 2022

Last Date Thu, Dec 5 2024

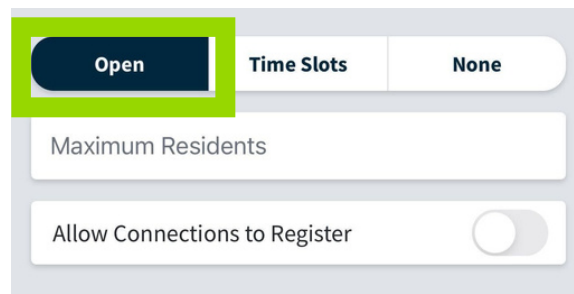
Cancel Save

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 17

Create the registration type. If the registration type **Open** is selected, additional options including setting the **Maximum Residents** that can register and **Allow Connections to Register** will appear.

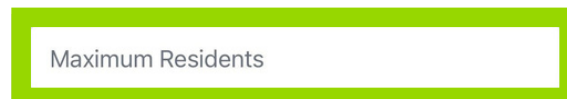


Open Time Slots None

Maximum Residents

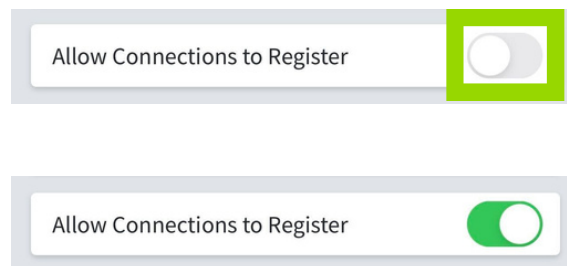
Allow Connections to Register

To set **Maximum Residents**, select the box and enter the desired number.



Maximum Residents

To Allow Connections to Register, select the **Circle** to turn this option on.



Allow Connections to Register

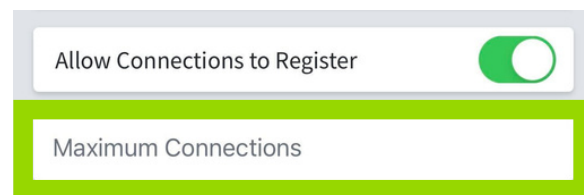
Allow Connections to Register

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 17 (CONT.)

Once Allow Connections to Register has been turned on, select the **Maximum Connections** box to enter the maximum number allowed to register.

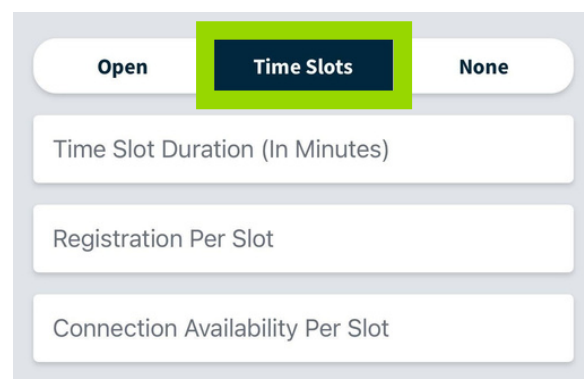


Allow Connections to Register ☒

Maximum Connections

STEP 18

Select **Time Slots** to create an activity with time slots.



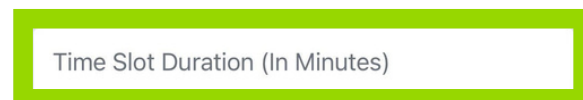
Open **Time Slots** None

Time Slot Duration (In Minutes)

Registration Per Slot

Connection Availability Per Slot

After Time Slots is chosen, select the **Time Slot Duration (in Minutes)** box and enter the time desired.



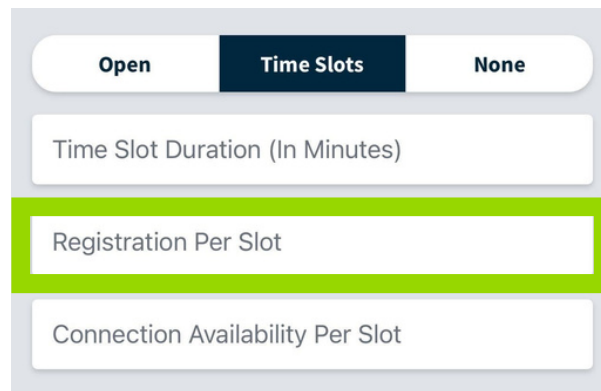
Time Slot Duration (In Minutes)

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 18 (CONT.)

Set Registration Per Slot by selecting the **Registration Per Slot** box and enter the desired number.



Open Time Slots None

Time Slot Duration (In Minutes)

Registration Per Slot

Connection Availability Per Slot

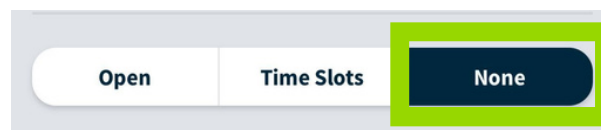
To allow Connections to register, select the **Connection Availability Per Slot** box and enter the desired number or leave blank if no connection registration is required.



Connection Availability Per Slot

STEP 19

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



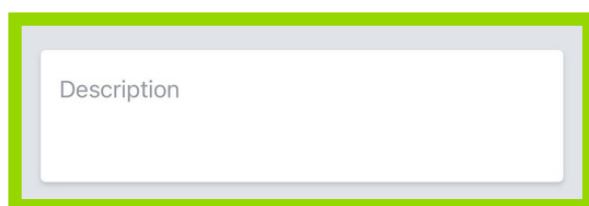
Open Time Slots None

CALENDAR

CREATE AN ACTIVITY ON THE MOBILE APP

STEP 20

To add an activity description, select the **Description** box and add a description.

A screenshot of a mobile app interface showing a text input field. The field is labeled 'Description' and is highlighted with a thick green border. The background is a light gray.

STEP 21

When all fields have been completed, select **Create Activity**.

A screenshot of a mobile app interface showing a green button with the text 'Create Activity' in white. The button is highlighted with a thick green border. The background is a light gray.

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.