



LifeLoop trainings

Designer templates

Designer

Creating, editing, and utilizing templates in the designer feature.

lifeloop.com

Version 03.24





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Create a project from templates

Step 1

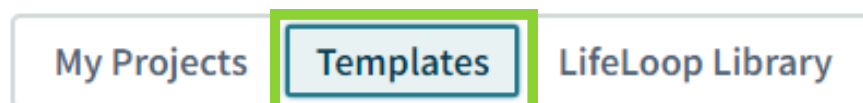
Select **designer** from the feature menu on the left-hand side of the screen.



Note: If you do not see the designer you may not have the current permissions to view designer. Please contact your community representative.

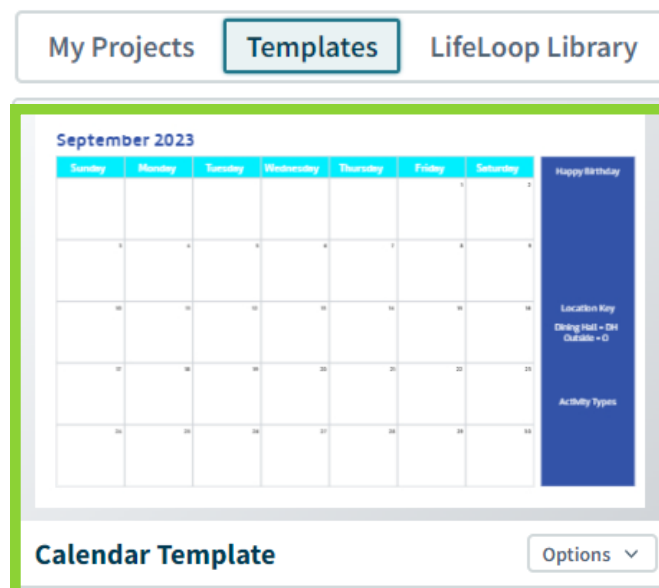
Step 2

Select templates on the upper left-hand corner.



Step 3

Select a template.





Create a project from templates

Step 4


The create project from template form will appear. Enter a project name and choose a community. Select create project.

Create Project from Template ×

Project Name (required)

Communities (required)

× Assisted Living × ▼

Cancel  **Create Project**

Step 5

To edit the month text at the top of a calendar, select the month and year.

Month Year

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|-------------------------------------------------------------------------|
| | | | 1 | 2 | 3 | 4 Happy Birthday! Andrew "Andy" G. - 6th Robert "Bob" A. - 6th |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 Announcements |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |



Create a project from templates

Step 6

The editing tool on the right-hand side of the screen will appear. Select the text box to type the correct month and year.

The screenshot displays a calendar template editor. On the left is a calendar grid with days of the week (Sunday to Saturday) and dates (1 to 28). A green box highlights the header area labeled "Month Year". To the right of the grid is an "ELEMENT" sidebar. A green box highlights a "Text" element in the sidebar, which contains the text "Month Year". A green arrow points from the "Month Year" text in the sidebar to the "Month Year" text in the calendar header. Below the calendar grid is a "Happy Birthday!" section with a list of names and ages, and an "Announcements" section.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

Happy Birthday!
Andrew "Andy" G. - 6th
Robert "Bob" A. - 6th

Announcements

ELEMENT

Text [Expand](#)

Month Year

Font: Arima Madurai

Font Style: **Bold** *Italic*

Font Size: 74

Padding:

Border Radius:

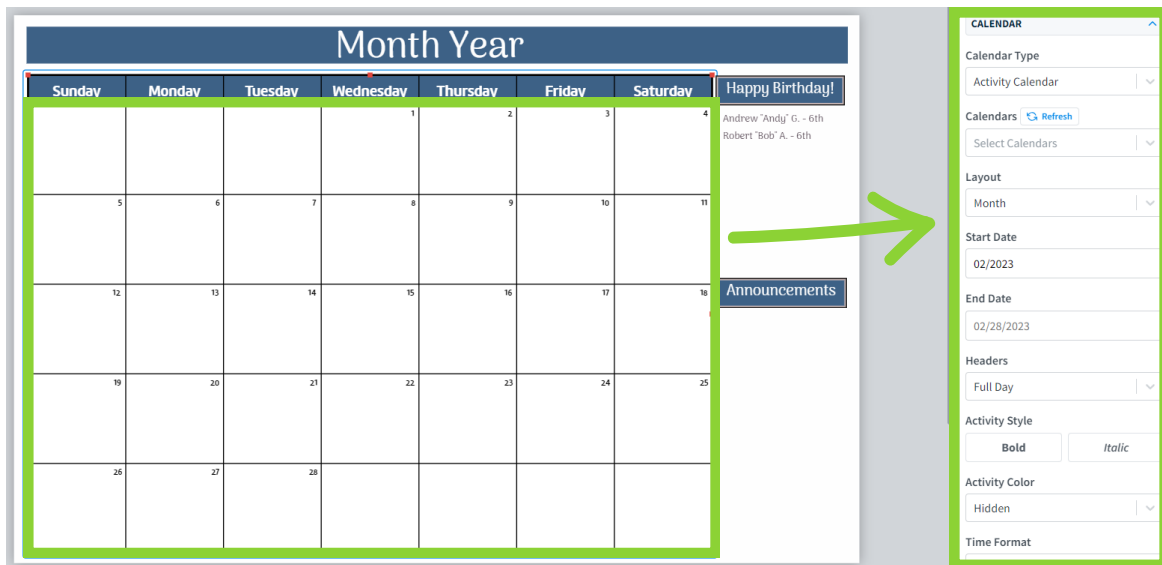
Text Alignment:



Create a project from templates

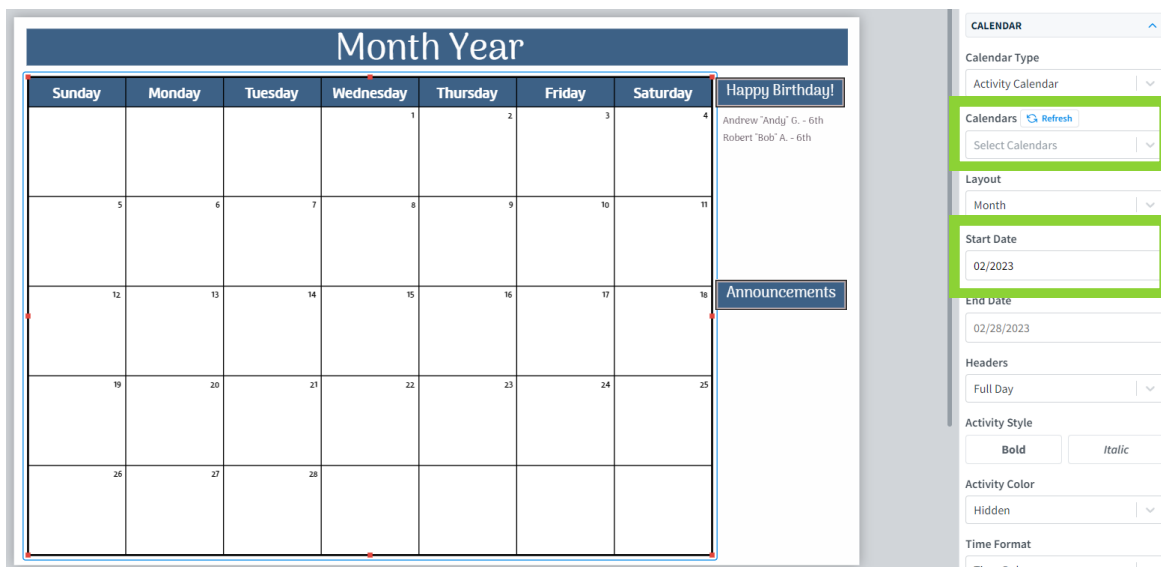
Step 7

To make edits to a calendar, select the blank calendar on the project. The editing tool will appear on the right-hand side of the screen.



Step 8

In the editing tool, select calendars and the start date of the calendar. Use the editing tool to make additional changes, such as font size or style. This will edit all the calendar activities at the same time.





Create a project from templates

Step 9

Select an individual day to make individual activity edits or edits to an entire day's activities.

| Month Year | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | MO Breakfast 9:30 Start with a Smile: Healthy Habits 10:00 Tranquility Meditation 10:30 Yoga with Dale 11:00 Hair AF Walking Club 3:00 Exercise 6:00 Pet Therapy | MO Breakfast 10:00 Doctor's Day 10:30 Fit with Phil 11:00 Donuts & Coffee 12:00 Pet Visits 2:00 Fit with Phil 2:00 Pet Therapy 5:00 Salsa Lessons | MO Walking Club MO Breakfast 8:00 Golf Club 10:30 Yoga with Dale 1:00 Serenity Sensation 1:30 LifeLoop Course 2:00 Story Time w/ Kim 5:30 dance dance revolution | MO Breakfast 10:00 Jeopardy! 1:00 Serenity Sensation 1:30 Fit with Phil 6:30 Movie Night |
| MO Breakfast 9:30 Start with a Smile: Healthy Habits 10:30 Let's Make Art! 1:00 Serenity Sensation 2:00 Bingo 3:00 Poetry Reading | MO Breakfast MO Walking Club AF Knitting with Nancy 1:30 Walking now! 2:30 Horticulture Club | MO Breakfast 10:00 Doctor's Day 10:00 Gardening with Natalia 10:30 Fit with Phil 10:30 Yoga with Dale 11:30 Sing-Along 1:30 Walking now! 2:00 Fit with Phil 2:00 Pet Therapy 4:00 Movie Matinee | MO Walking Club MO Breakfast 9:30 Start with a Smile: Healthy Habits 10:00 Tranquility Meditation 10:30 Yoga with Dale 3:00 Exercise | MO Breakfast 1:00 Donuts & Coffee 1:30 Pickleball 2:00 Fit with Phil 2:00 Pets ALL DAY 3:30 Bingo with Bob 5:00 Salsa Lessons | MO Breakfast MO Walking Club 10:30 Yoga with Dale 1:00 Serenity Sensation 1:30 LifeLoop Course 2:00 Story Time w/ Kim 5:30 dance dance revolution | MO Breakfast 10:00 Chair Yoga 10:00 Jeopardy! 1:00 Serenity Sensation 1:30 Fit with Phil |

Happy Birthday!

Andrew "Andy" G. - 6th
Robert "Bob" A. - 6th

Customize Day

Clear All Changes

Edit All

Breakfast

Morning



Arts and Crafts

10:00 am



Bird Watching

12:00 pm



Sit and Be Fit

1:00 pm



Family Brunch

1:30 pm



Dance Lessons

4:00 pm





Create a project from templates

Step 10

If the template has birthday or anniversary components, select the **text box** to populate the editing tool on the far right-hand side of the screen. Select the **start date** in the editing tool to pull birthdays and anniversaries for that month.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>Happy Birthday!</div><div>Click here to select your birthday start-month in the editor to your right.</div></div> <div><div>Anniversaries</div><div>Click here to select the start date from the editing tool to your right to populate anniversaries.</div></div> | <div><div>ELEMENT ^</div><div><div>Start Date</div><div>02/2023</div></div><div><div>Number of Columns</div><div>1</div></div><div><div>Text ↗ Expand</div><div>Click here to select your birthday start-month in the editor to your right.</div></div></div> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Printing a project

Step 1

Select **print/export** on the top right-hand corner of the screen. Choose either standard or high definition. Next, select print, download as an image, or download as a PDF.

Import Page(s) **Print/Export** Order Prints

Standard (recommended) High Definition

⚠ *Standard Definition provides quicker exports and is the recommended option for most cases.*

🖨 Print [SD]

📖 Print Booklet [SD]

🖼 Download Images [SD]

📄 Download PDF [SD]

🔄 Distribute [SD]

Note: For newsletter projects, additional options are available to print as a booklet or distribute to newsletters in the communication feature.



Resources

Video QR codes

How to scan QR codes



Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Creating a designer calendar from a template



Creating a designer calendar from a LifeLoop Library template



Creating a designer newsletter from a LifeLoop Library template



How to create a newsletter from a LifeLoop Library template





Continued learning

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://training.lifeloop.com/training/staff>.

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.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.