LIFELOOP TRAININGS

NEWSLETTERS

How to create and manage newsletters.

INDEX

LIFELOOP TRAININGS

NEWSLETTERS

FAQS

? WHO CAN RECEIVE NEWSLETTERS?

All LifeLoop user types, connections, residents and staff, can receive newsletters. A newsletter can be sent to individual user types or multiple at once.

? WHO CAN MANAGE OR PUBLISH NEWSLETTERS?

Based on staff permissions, those with the Manage Newsletters permission will be able to manage and publish newsletters.

? WHERE CAN NEWSLETTERS BE VIEWED?

Newsletters can only be viewed by logging in to LifeLoop. All recipients are required to have a LifeLoop account.

? CAN I MAKE A NEWSLETTER IN LIFELOOP?

Yes! Newsletters can be created in LifeLoop's Designer feature.

### ? ONCE I UPLOAD A NEWSLETTER IS IT VIEWABLE TO OTHERS?

No. After uploading the newsletter in communication or distributing from the Designer, the newsletter can be replaced or deleted before publishing it to make it viewable to others.

NEWSLETTERS
CREATING NEWSLETTERS

STEP 1

In the Designer tab on the left-hand toolbar, use a branded community template, choose from our LifeLoop Library of already created Newsletter Templates or create a newsletter from scratch by clicking on **+ New Newsletter** on the top right-hand side.
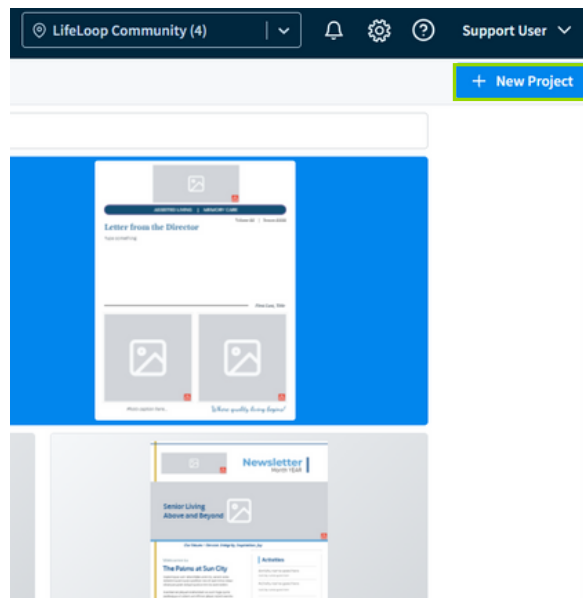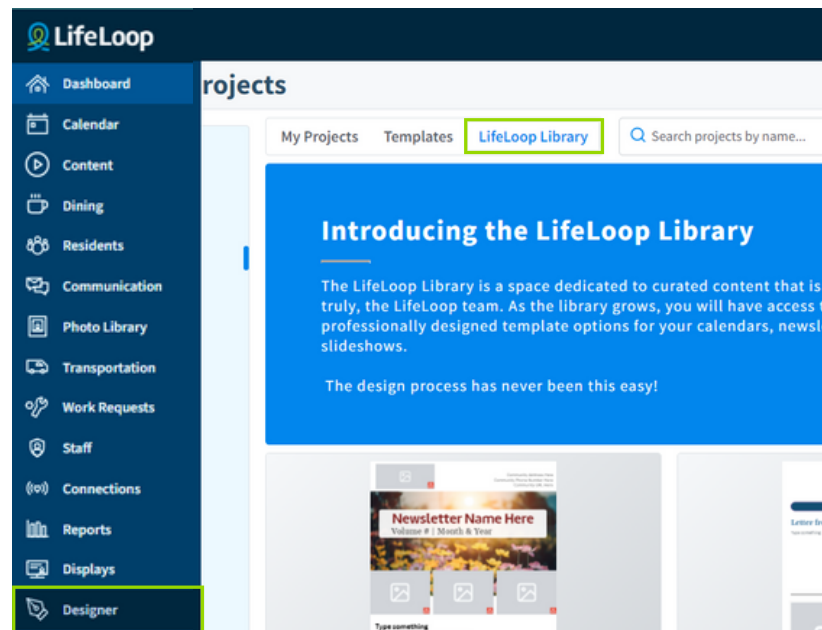
NEWSLETTERS

CREATING NEWSLETTERS

STEP 2

Make adjustments to the newsletter by editing text boxes, adding content and inputting photos.
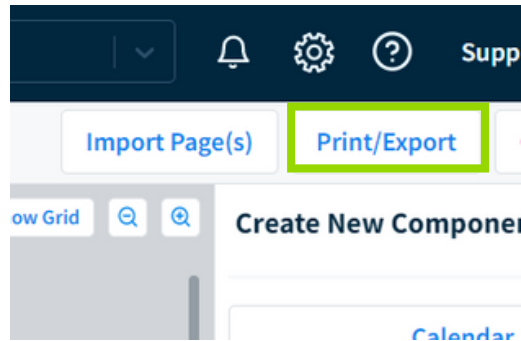

Note: *To learn more about creating newsletters in the LifeLoop Designer feature, register for LifeLoop University Beginner Course: Designer Displays and Photo Management in the Learning Community.*

NEWSLETTERS
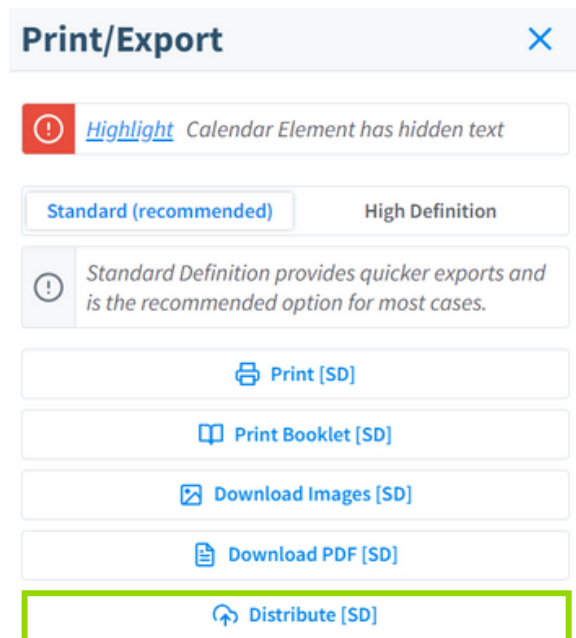
DISTRIBUTING NEWSLETTERS

STEP 1

While inside the Designer Newsletter project, click on **Print/Export.**

STEP 2

Select **Distribute.**

NEWSLETTERS

DISTRIBUTING NEWSLETTERS

STEP 3

Click in the **User Types** field then select who to share the Newsletter with.

STEP 4

Choose the Community(s).

STEP 5

Click **Create**.

Note: The newsletter will not be published until publish is selected in the newsletter section of the communication feature.

NEWSLETTERS

UPLOADING NEWSLETTERS

STEP 1

Click on Communication on the feature menu.

STEP 2

Select **Newsletters.**

Communication	Messages	Announcements	Newsletters	Weekly Summary

STEP 3

To upload a newsletter, click **+ New Newsetter** on the top right-hand side.

+ New Newsletter

STEP 4

In the Name field, enter the name of the Newsletter.

Name (required)

STEP 5

Click in User Types field then select who to share the Newsletter with.

User Types (required)

Select... ⌄

Staff

Resident Connections

Residents

6

NEWSLETTERS
UPLOADING NEWSLETTERS

STEP 6

Choose the Community(s).

Communities (required)

× Assisted Living   × | ⌄

STEP 7

Upload the newsletter by selecting **Add Newsletter PDF**.

Newsletter (required)

🖫 Add Newsletter PDF

STEP 8

Click **Upload Newsletter.**

Upload Newsletter
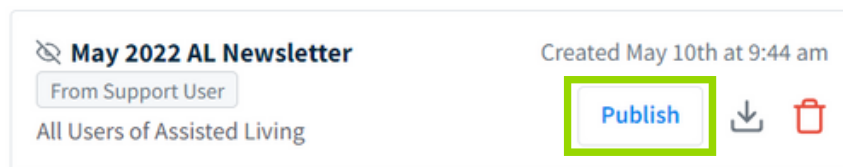
Note: The newsletter will not be published until publish is selected
in the newsletter section of the communication feature.

NEWSLETTERS

PUBLISHING NEWSLETTERS

STEP 1

When the newsletter is ready to be published, click **Publish**. The newsletter will not be sent out until it is published.

> 🚫 **May 2022 AL Newsletter**   Created May 10th at 9:44 am
>
> From Support User
>
> All Users of Assisted Living   **Publish** ⬇ 🗑

Based on user notification settings, users will receive either an in-app, text or email notification once the newsletter is published.

Note: Newsletters cannot be deleted once published. Replacing PDF will provide the option to replace the current PDF to a new PDF.

NEWSLETTERS
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.