LifeLoop trainings

Order prints

designer

How to order professional prints for designer calendars and newsletters.

lifeloop.com

Version 08.23

lifeloop

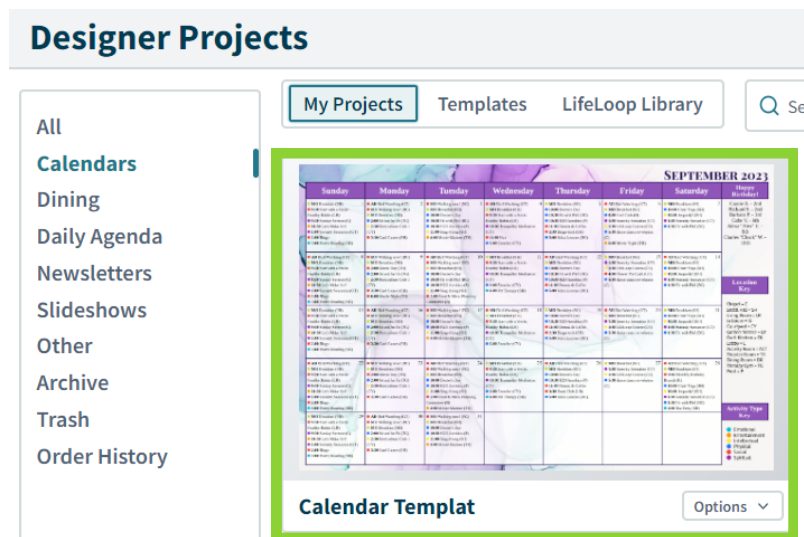# Table of contents

Ordering professional prints

Step 1

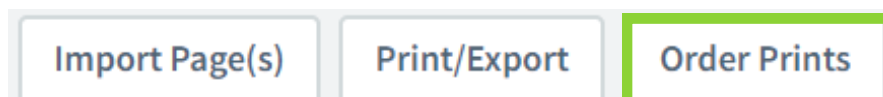Select designer on the feature menu.

Step 2

Open the designer project to be printed.

Note: To request order prints be turned on for the community, contact the community's LifeLoop customer success manager or email support@lifeloop.com.

Step 3

Select **order prints** on the top right-hand corner of the screen.

Ordering professional prints

Step 4

If red warning symbols appear on the project, the order prints form will not appear. These warning symbols will need to be adjusted on the project in order to access the order form and prevent printing with errors.

Step 5

Select **page size, quantity,** and **paper color option**.

Ordering professional prints

Step 6

Review the estimated total.

Estimated Cost
+ $24.00 Printing
+ $15.00 Shipping & Handling

Estimated Total
$39.00

Step 7

Review the account and shipping info.

ACCOUNT INFORMATION

First Name (required) | Last Name (required)
Support | User

Email (required) | Phone Number (required)
support@ourlifeloop.com | 402-915-3860

Community Name (required)
Test Order

SHIPPING INFORMATION

Address 1 (required)
225 N 115th St

Address 2
Shipping Address 2

City (required) | State (required)
Omaha | Nebraska

Zip Code (required)
68154

Ordering professional prints

Step 8

Review the design, ensure the billing email is correct, and select submit.

Note: Print orders are processed during regular business hours, Monday through Friday. Upon processing, the orders may take 8-10 business days for printing, shipment, and delivery. Materials (paper type) used may vary due to availability.

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.

How to order prints

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.