

LifeLoop University

Beginner Course Catalog



Course 1



Manage Settings, Calendar Builder, Calendar Designer

Description:

In this training, learn how to manage your account settings, build your activity calendar, and design your printable calendars.

Audience:

Life Enrichment/Activity Staff, Front Desk Manager, Business Office Manager, Concierge, Executive Director, Marketing

Occurrence:

First Thursday of each month.

[Register Here for Course 1](#)

Course 2



Resident, Connection, and Staff Management

Description:

In this training, learn how to manage resident lists and profiles, register and track resident attendance, manage the three types of connections, and manage staff and their permissions.

Audience:

Life Enrichment/Activity Staff, Front Desk Manager, Business Office Manager, Concierge, Executive Director

Occurrence:

Second Thursday of each month.

[Register Here for Course 2](#)



Course 3



Photos, Designer Newsletters and Communication

Description:

In this training, learn how to manage your photo library, design a newsletter, and how to best utilize the communication feature to communicate with residents, connections, and staff.

Audience:

Life Enrichment/ Activity Staff, Front Desk Manager, Marketing & Sales, Business Office Manager, Executive Director

Occurrence:

Third Thursday of each month.

[Register Here for Course 3](#)

Course 4



Work Requests, Transportation, and Reports

Description:

In this training, learn how to setup, input, and manage transportation, setup, input, and manage work requests, and run reporting for both work requests and transportation.

Audience:

Maintenance Crew and Director, Front Desk, Concierge, Transportation Director, Drivers

Occurrence:

Fourth Tuesday of each month.

[Register Here for Course 4](#)



Course 5



Content, Designer Slideshows, and Displays

Description:

In this training, learn how to navigate the iN2L Content feature in LifeLoop, create slideshows for your display, and create and manage displays.

Audience:

Life Enrichment/ Activity Staff, Front Desk Manager, Marketing & Sales, Business Office Manager, Executive Director

Occurrence:

Fourth Thursday of each month.

[Register Here for Course 5](#)

All courses are conducted by a live trainer at 11am (CT).
Course schedule is subject to potential changes due to the observance of holidays.