

# DESIGNER TEMPLATES

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



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# DESIGNER TEMPLATES

## CREATE A PROJECT FROM TEMPLATES

### STEP 1

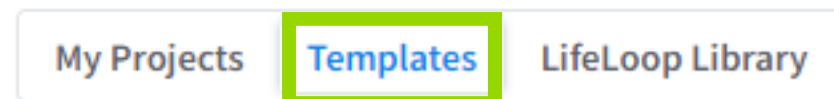
Select **Designer** from the feature menu on the left-hand side of the screen.



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

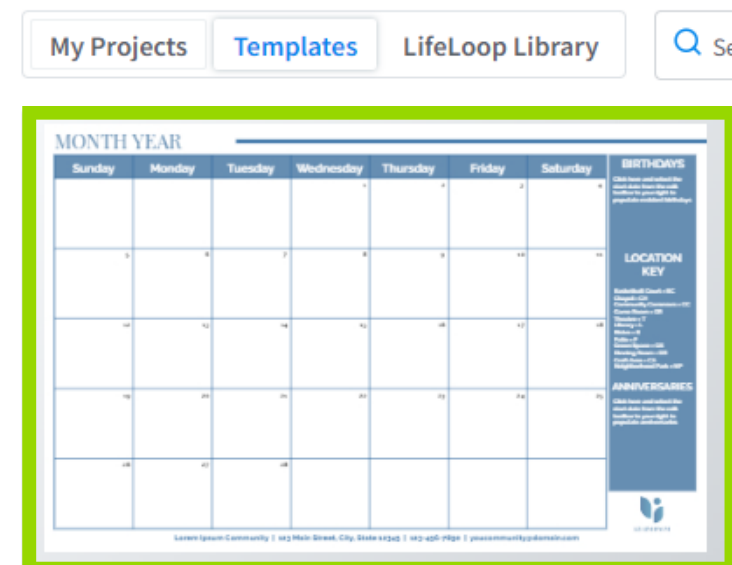
### STEP 2

Select **Templates** on the upper left-hand corner.



### STEP 3

Select a template.



# DESIGNER TEMPLATES

## 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)

IN2L + LIFELOOP DEMO CALENDAR TEMPLATE W/ SIDEBAR

Communities (required)

X Assisted Living Premium X | v

Cancel

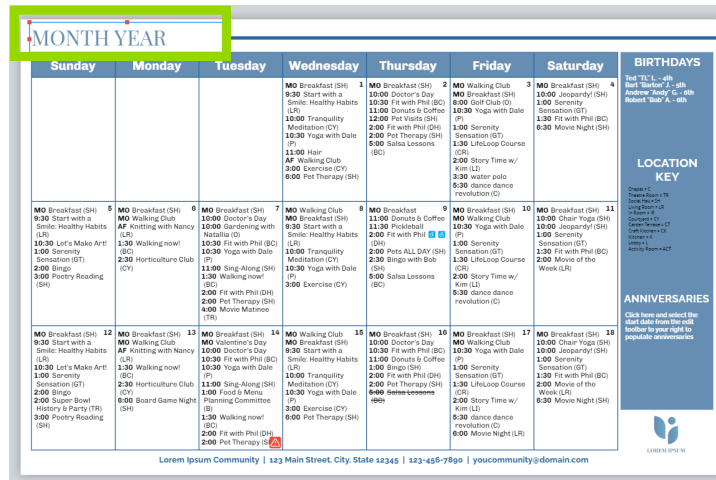
Create Project

# DESIGNER TEMPLATES

## CREATE A PROJECT FROM TEMPLATES

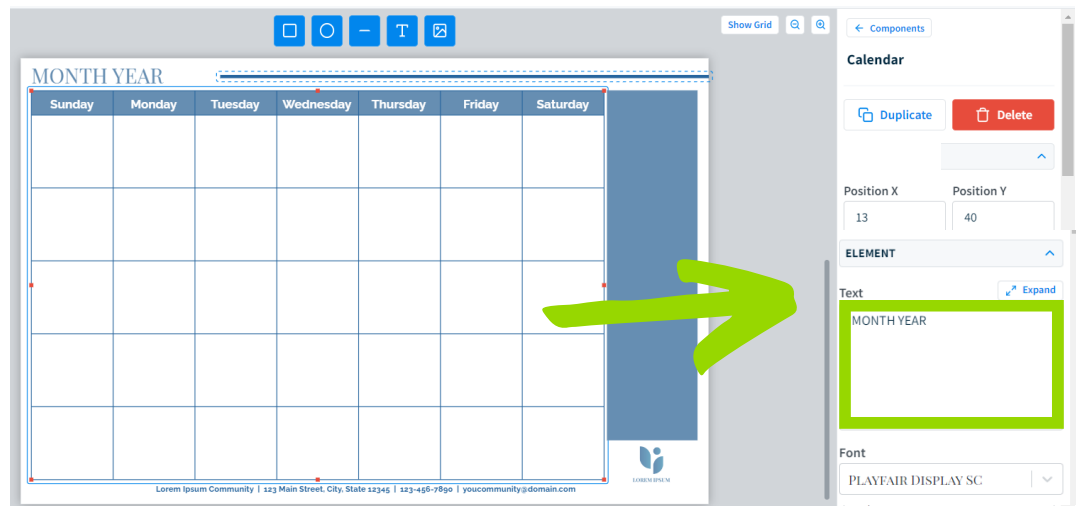
### STEP 5

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



### 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.

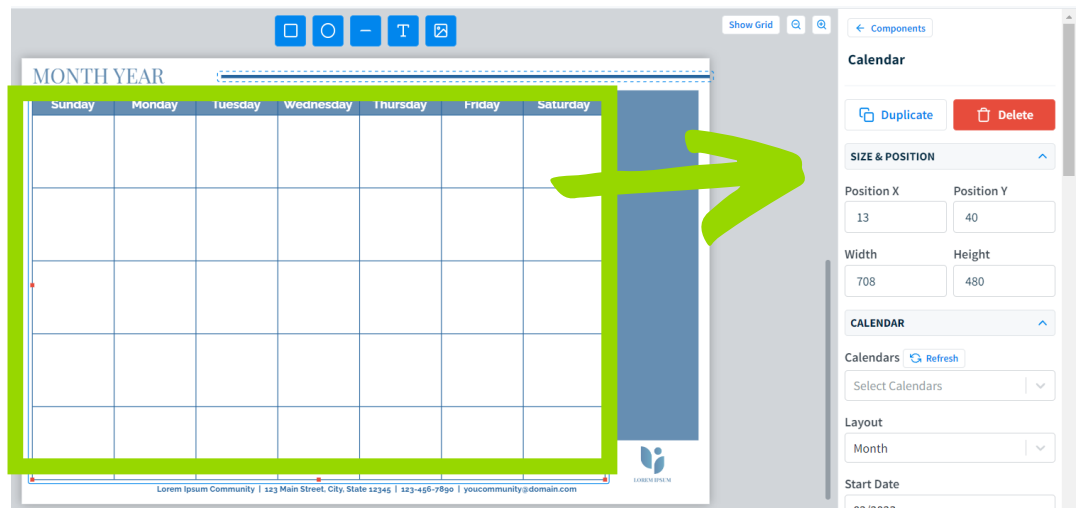


# DESIGNER TEMPLATES

## CREATE A PROJECT FROM TEMPLATES

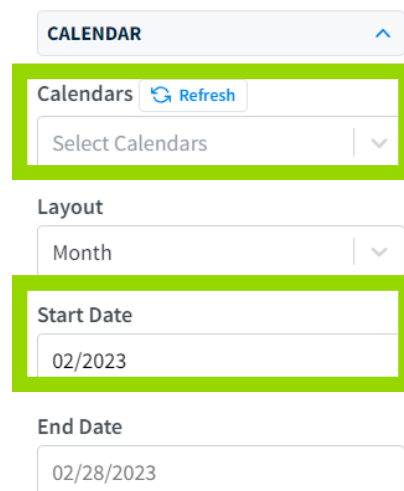
### STEP 7

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.



# DESIGNER TEMPLATES

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							BIR
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			<b>MO</b> Breakfast (SH) 1 9:30 Start with a Smile: Healthy Habits (LR) 10:00 Tranquility Meditation (CY) 10:30 Yoga with Dale (P) 11:00 Hair AF Walking Club 3:00 Exercise (CY) 6:00 Pet Therapy (SH)	<b>MO</b> Breakfast (SH) 2 10:00 Doctor's Day 10:30 Fit with Phil (BC) 11:00 Donuts & Coffee 12:00 Pet Visits (SH) 2:00 Fit with Phil (DH) 2:00 Pet Therapy (SH) 5:00 Salsa Lessons (BC)	<b>MO</b> Walking Club 3 <b>MO</b> Breakfast (SH) 8:00 Golf Club (O) 10:30 Yoga with Dale (P) 1:00 Serenity Sensation (GT) 1:30 LifeLoop Course (CR) 2:00 Story Time w/ Kim (LI) 3:30 water polo 5:30 dance dance revolution (C)	<b>MO</b> Breakfast (SH) 4 10:00 Jeopardy! (SH) 1:00 Serenity Sensation (GT) 1:30 Fit with Phil (BC) 6:30 Movie Night (SH)	Ted "TL" "Bart" "Bar" "Andrew" "Robert" "T"
<b>MO</b> Breakfast (SH) 5 9:30 Start with a Smile: Healthy Habits (LR) 10:30 Let's Make Art! Sensation (GT) 2:00 Bingo 3:00 Poetry Reading (SH)	<b>MO</b> Breakfast (SH) 6 <b>MO</b> Walking Club AF Knitting with Nancy (LR) 1:30 Walking now! (BC) 2:30 Horticulture Club (CY)	<b>MO</b> Breakfast (SH) 7 10:00 Doctor's Day 10:00 Gardening with Natallia (O) 10:30 Fit with Phil (BC) 10:30 Yoga with Dale (P) 11:00 Sing-Along (SH) 1:30 Walking now! (BC) 2:00 Fit with Phil (DH) 2:00 Pet Therapy (SH) 4:00 Movie Matinee (TR)	<b>MO</b> Walking Club 8 <b>MO</b> Breakfast (SH) 9:30 Start with a Smile: Healthy Habits (LR) 10:00 Tranquility Meditation (CY) 10:30 Yoga with Dale (P) 3:00 Exercise (CY)	<b>MO</b> Breakfast 9 1:00 Donuts & Coffee 1:30 Pickleball 2:00 Fit with Phil (DH) 2:00 Pets ALL DAY (SH) 3:30 Bingo with Bob (SH) 5:00 Salsa Lessons (BC)	<b>MO</b> Breakfast (SH) 10 <b>MO</b> Walking Club 10:30 Yoga with Dale (P) 1:00 Serenity Sensation (GT) 1:30 LifeLoop Course (CR) 2:00 Story Time w/ Kim (LI) 5:30 dance dance revolution (C)	<b>MO</b> Breakfast (SH) 11 10:00 Chair Yoga (SH) 10:00 Jeopardy! (SH) 1:00 Serenity Sensation (GT) 1:30 Fit with Phil (BC) 2:00 Movie of the Week (LR)	LO Chess & G. Theatre Res. Social Meet. Living Room in Rooms & Courtyards in Campus Tennis Courts Kitchen & L. Lobby & L. Activity Room ANNI Click here to start date

← Calendar

### Customize Day

↺ Clear All Changes

#### Edit All

#### Breakfast

Morning



#### Walking Club

Morning



#### Knitting with Nancy

Afternoon



#### Walking now!

1:30 pm



#### Horticulture Club

2:30 pm



# DESIGNER TEMPLATES

## 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.

### BIRTHDAYS

Click here and select the start date from the edit toolbar to your right to populate resident birthdays

### ANNIVERSARIES

Click here and select the start date from the edit toolbar to your right to populate anniversaries

#### Birthdays

[Duplicate](#)
[Delete](#)

SIZE & POSITION

ELEMENT

Start Date

02/2023

Number of Columns

1

Spacing

10

Padding

0

Text

[Expand](#)

Click here and select the start date from the edit toolbar to your right to populate resident birthdays

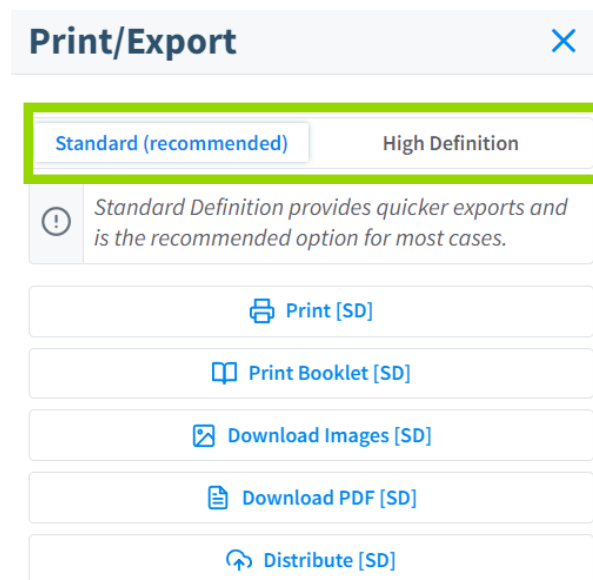


# DESIGNER TEMPLATES

## 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.



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

# DESIGNER TEMPLATES

## 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. Register Here:

<https://ourlifeloop.com/training/staff/lifeloop-university>.



### 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](mailto:Support@OurLifeLoop.com) or your Customer Success Manager.