lifeloop

LifeLoop University
Beginner courses

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

Course 1

Manage Settings, Calendar Builder, Calendar Designer

[Register here for course 1](#)

First Thursday of each month.

Course 2

Resident, Connection and Staff Management

[Register here for course 2](#)

Second Thursday of each month.

Course 3

Photos, Designer Newsletters and Communication

[Register here for course 3](#)

Third Thursday of each month.

Course 4

Work Requests, Transportation and Reports

[Register here for course 4](#)

Fourth Tuesday of each month.

Course 5

Content, Designer Slideshows and Displays

[Register here for course 5](#)

Fourth Thursday of each month.

Course 1

Live webinar

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 at 11am CT for 1 hour.

Register here for course 1

Course 2

Live webinar

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 at 11am CT for 1 hour.

Register here for course 2

LifeLoop University
Beginner course catalog

Course 3

Live webinar

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 at 11am CT for 1 hour.

[Register here for course 3](#)

Course 4

Live webinar

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 at 11am CT for 1 hour.

[Register here for course 4](#)

LifeLoop University
Beginner course catalog

Course 5

Live webinar

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 at 11am CT for 1 hour.

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.