

Adding a Family Manager for In-room LifeShare

This help sheet explains how to create Family Manager Accounts for resident in-room LifeShare accounts. The Family Managers login through the LifeShare Web App or LifeShare Family Mobile App.

How To Add a Family Manager

1. Login to Your LifeShare Admin Account
2. Navigate to Residents and Staff Tab
3. Click on Rooms Channel
4. Expand Your Units By Pushing the + Next to the Name (ex: Assisted Living)

The screenshot shows the LifeShare Technologies web application interface. At the top, there is a navigation bar with the LifeShare Technologies logo on the left and user information (Hello, Callie Moore), My Account, Help, and Logout on the right. Below the navigation bar, there are tabs for CommunityShare, Residents and Staff, and Reports. The main content area is divided into two sections: 'Resident and Staff Management' on the left and 'Residents Without Rooms' on the right. The 'Resident and Staff Management' section has a sidebar with options: Rooms (highlighted), Staff, Groups, and Messages. The 'Residents Without Rooms' section has a 'Create New Resident Account' button and a table with the following data:

Room	Resident	Email	Phone	Device Id
100	James March	james.march@lifesharemail.com		
101				
102				
103				

5. Click on Resident's Name

(Turn Over for the Next Step)

Adding a Family Manager for In-room LifeShare Continued

6. Scroll to bottom of their info on right side there will be a button that says Create Family Manager

Resident Information [Move Out of Room](#)

Email
james.march@lifesharemail.com

Room
100 / LS Senior Living - Assisted Living

First Name

Last Name

Phone (optional)

Comment

Family Manager Accounts [Download Family Handout](#) [Create Family Manager Account](#)

None

7. Enter the Family Manager Name, Email, and a Temporary Password (ex: abc123)

Family Manager Accounts [Download Family Handout](#) [Create Family Manager Account](#)

This will create an account for a family member so that they can manage the LifeShare experience for James March.

First Name

Last Name

Email

Please provide a temporary password for the Family Manager.

New Password

Confirm Password

None

8. Click Create Account and then Print the Family Handout for Family Managers!