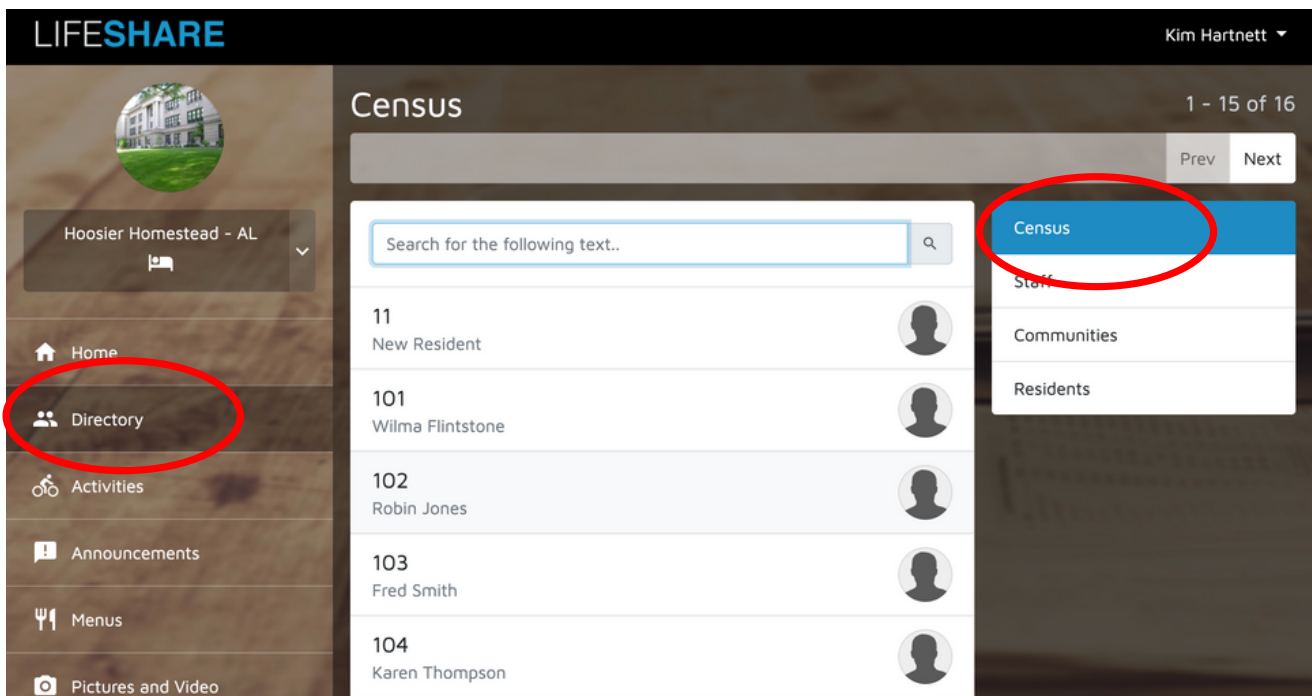


Creating a Family Manager for In-room LifeShare

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.

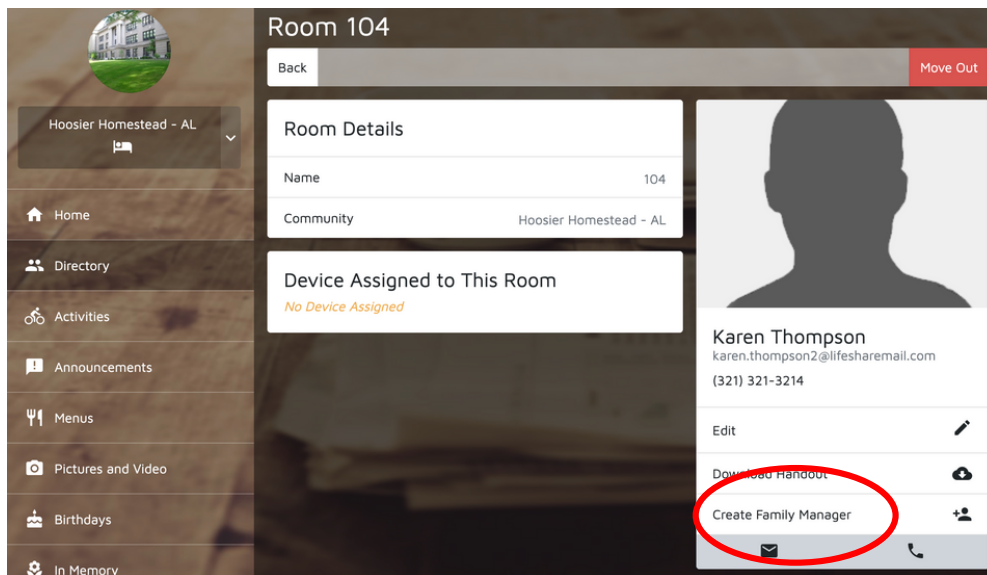
How To Add a Family Manager

1. Login to Your LifeShare Admin Account
2. Navigate to Directory
3. Click on Census
4. Click on Resident's Name

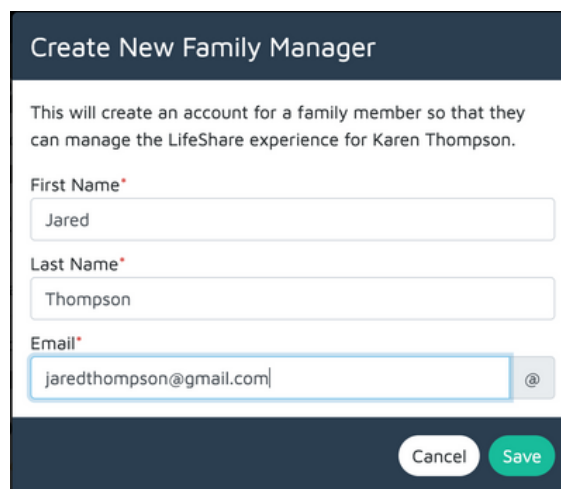


Creating a Family Manager for In-room LifeShare, Cont.

5. Click on the Create Family Manager button on bottom right-hand side of screen. You can also download a family handout here as well.



6. Enter the Family Manager Name and Email. A welcome email with login information will be automatically sent to the Family Manager.

A screenshot of a mobile form titled "Create New Family Manager". The form contains the following text: "This will create an account for a family member so that they can manage the LifeShare experience for Karen Thompson." Below this are three input fields: "First Name*" with the value "Jared", "Last Name*" with the value "Thompson", and "Email*" with the value "jaredthompson@gmail.com". At the bottom of the form are two buttons: "Cancel" and "Save".