

## User Guide – Violence Against Women Forum Collaboration Site

The collaboration website aims to facilitate the exchange of information among agencies and practitioners in the VAW Service System Forum (Ontario Central West Region).

### This website will help you:

- find minutes and proceedings from committee meetings, symposiums, and other events relating to the service system forum
- share discussion and exchange information with others in the network
- search a directory of service providers belonging to the service system

You will need to log in using your assigned username to access most of the site. Access is restricted to VAW Forum agency staff. Some portions of the site are made available to the general public.

### Finding your way around

This site organizes information into interest groups. There are three types of groups:

**VAW Forum – CWR:** This group includes all members of the collaboration website. It is a place to share information that is relevant to the entire network.

**Committees:** Committee minutes, documents, announcements, and discussions relevant to a particular committee's work. Membership is reserved to members of each respective committee.

**Interest Groups:** Discussions, documents, announcements, and events, categorized around particular topics of interest, for example "Second Stage Housing" or "Sexual Assault Counseling." Group membership is open to all who want to follow a specific topic.

You can **navigate between groups** using the main menu bar at the top of your screen.

The **site homepage** aims to highlight information that is new or information that site administrators have featured for easy access. After you log in, you will see a section for "highlights", "recent discussions", and "recent documents".

**Getting Started:** We suggest you begin by looking inside the "VAW Forum – CWR" group (the first item in the main menu). Explore the information posted there, and get a feel for how groups are organized. Then make your way over to the Interest Groups and join a few topic areas where you would like to stay up-to-date.

## Joining interest groups

Within each group, certain content and features may only be available if you have signed up for membership in a particular group. The following table summarizes the levels of access:

Public user	Logged-in user	Interest Group member or Committee member
View all “public” content	View all “public” content	<i>Only in groups the user has joined:</i>
No access to discussions	View and participate in “public” discussions	View public and private content
No access to the agency directory	Access the agency directory	Post new content

Joining a group means:

- you have access to all posted documents and other content
- you can contribute new content to the group.
- you will receive email updates when there is activity in your group

*Note that you can only elect to join interest groups. Committee groups are by invite only.*

To join an interest group:

1. Click “Interest Groups” in the main menu
2. Find the group you want to join, and click the “Join” link listed to the right
3. When prompted, confirm your membership request
4. Congratulations! You are now a member of the group.

To leave an interest group:

1. Navigate to the group (Interest Groups > click the group name)
2. In the group menu (top left screen), you will see a link “My membership”. Click it.
3. In the following screen, click “Leave this group” and confirm.

## Posting content

*You must join a group before you can post content. See above for directions.*

**Important:** When posting content, you have an option to make your post available to the wider public. Be sure to think through the implications of exposing your information beyond the circle of service system professionals. To protect confidentiality, discussions are never exposed publicly.

You can post Announcements, Committee Minutes, Discussions, Events, or Documents to any group that you have joined. You will be prompted to choose one or more target groups during the posting process

To post a piece of content to the site:

1. You must be logged in.
2. Using the black menu bar (very top of screen), under “Create Content”, select the type of content that you want to post.
3. Fill in the form according to the tables below.
4. Click “Save”.

*Regardless of what type of content you are posting, you will be asked to provide:*

Title	A meaningful title for the content, which is displayed in lists across the site.
Groups	Your target audience. You must select one or more groups. The content will appear in any group you select here.
Description / Body	For some pieces of content (Announcement, Event, Discussion Topic), this is the main part. Enter details about your event or announcement, or outline questions for your discussion, here. For others (Committee Minutes, Document Folder), this can be a brief summary, or left empty.

*You may optionally provide:*

Image	An image to display when users view the content. It will automatically be sized appropriately after being uploaded.
Notifications	You can select whether or not you want your change to be included in the daily notifications sent out to all group members.
Log Message	A log message helps to track changes over time.

*You may be asked to provide other fields, depending on your content type:*

Event	Date	Date and time for the event
	Location	Location for the event. The site will display a map to the location if address and postal code are provided.
	File Attachments	Any files you want to include as part of the event announcement (agendas, posters, etc.)
Committee Minutes	Meeting Date	The date the meeting took place.
	Documents	The actual minutes, in Word or PDF format.
Document Folder	Documents	Any documents you want to include within this folder. Accepts Word, Excel, PowerPoint, and PDF documents.

### If you wish to stop receiving emails from the site:

1. Log in using your assigned username and password.
2. In the black menu bar (very top of screen), click "My account"
3. On your profile screen, click "Edit"
4. Scroll down to "Messaging and Notification Settings". De-select "Automatically enable notifications for any groups that I join"
5. Click Save
6. Now switch over to the "Notifications" tab
7. Click "Cancel all your subscriptions", and confirm.

### Resetting your password:

If you have forgotten your password, you can request access to the site in order to reset it:

1. Visit to the site homepage.
2. Below the login button, click "Request new password"
3. Enter your username or email address, and click "Email new password"
4. An email will be sent to the email address that is on record for your user account. Open this email and follow the directions contained inside.

*Last update: June 20, 2013*