

IMMUNIZE. PREVENT WHAT'S PREVENTABLE

BCaT NETWORK USER GUIDE



THE
IMMUNIZATION
PARTNERSHIP



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**Click the bulleted section to navigate to that section or scroll through to view the entire guide.



The purple icon on each slide will bring you back to the Table of Contents





HOW TO SIGN UP





HOW TO SIGN UP

Sign Up for **bcatnetwork**

I'm not a robot 

I accept the [Terms of Service](#)

I accept the [Privacy Policy](#)

I allow to use cookies and collect my user data according to GDPR Agreement: [View GDPR Agreement](#)

I confirm I am 16 y.o. or older

Already a member? [Sign In](#)

Powered by **NING**

Visit:

<https://bcatnetwork.ning.com/main/authorization/signUp?>

- Type in your email
 - ✓ This will be your login and how all notifications are sent
- Create a password
- Check all the boxes
- Click the green “Create Account” button
- A notification will be sent to TIP to approve your sign up
 - ✓ You will be sent approval notification via email





CREATING YOUR PROFLIE





HOW TO CREATE YOUR PROFILE

- Once you create your account you should be directed to your profile page
- You will need to enter the following:
 - Name
 - Zip Code
 - Coalition Name
- You can upload a profile picture if you would like

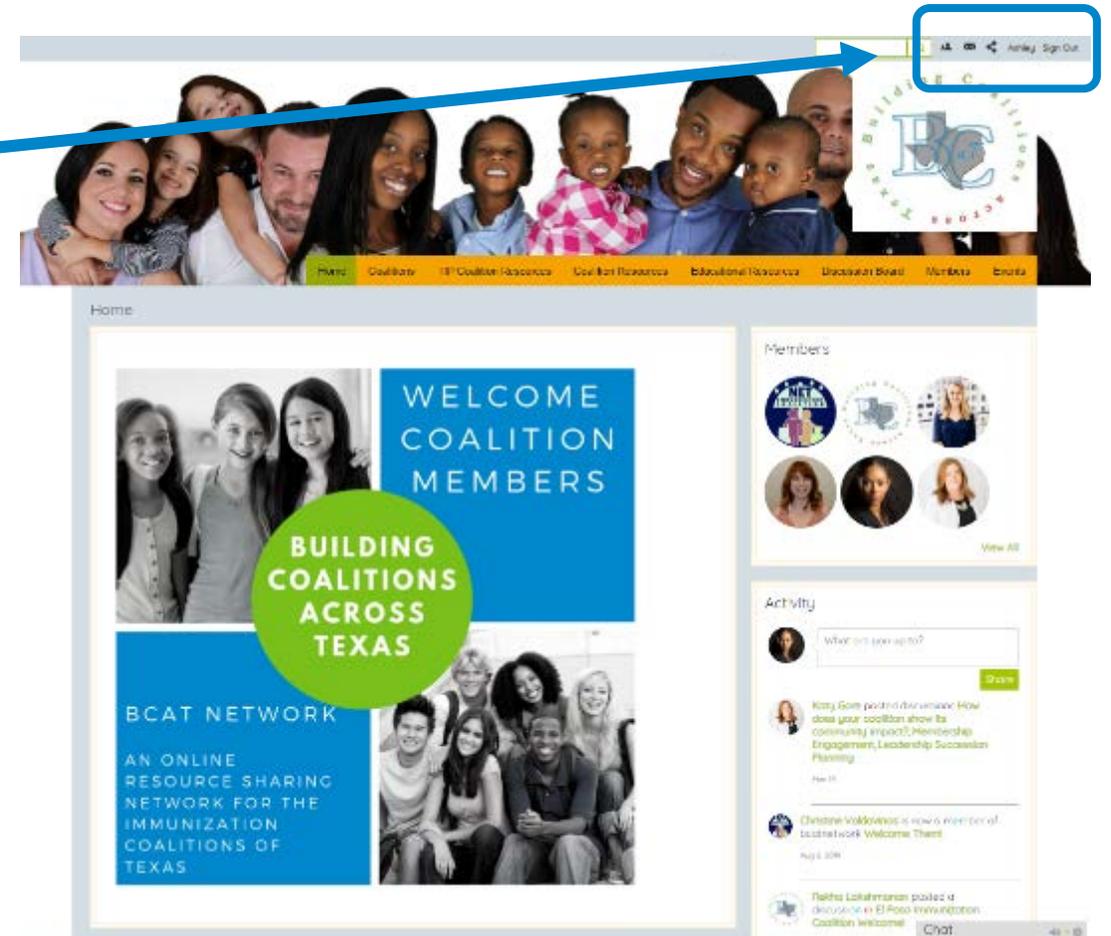
The screenshot shows a web browser interface for creating a profile. At the top, there is a navigation bar with links: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. Below the navigation bar, there are three tabs: Profile, Email, and Connections. The main content area is titled 'BASICS' and contains several input fields: Email Address (filled with 'cblscafe@immunities.org'), Password (masked with dots), Full Name (filled with 'Ashley'), Profile Page Privacy (set to 'Everyone (Public)'), Country (set to 'United States'), Zip Code (filled with '77471'), City, State (filled with 'Hou, TX'), and URL (filled with 'http://boonetworking.com/members/Ashley'). Below the 'BASICS' section is a 'PROFILE QUESTIONS' section with a 'Coalition Name' field filled with 'The Immunization Partnership'. At the bottom of the form, there are 'Update' and 'Cancel' buttons, and a 'Leave Boonetwork' button in the bottom right corner.





HOW TO EDIT YOUR PROFILE

- Find your name at the top of site
- Click on your name to navigate to your personal page





HOW TO EDIT YOUR PROFILE



- Once on your page, click the “Options” button for a dropdown menu
- Click on “Edit Profile”
- This will bring you to the page where you can update your information





HOW TO EDIT YOUR PROFILE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Exits

Profile Email Connections

BASICS

Email Address
cblaud@immunities.org [Change](#)

Password
***** [Change](#)

Full Name
Ashley

Profile Page Privacy
Everyone (Public) ▼

Country
United States ▼

Zip Code 77471
Only use the ZIP for shipment and gear orders.

City, State
Katy, TX

URL
http://boothnetworking.com/members/Ashley

PROFILE QUESTIONS

Coalition Name
The Immunization Partnership

[Update](#) [Cancel](#) [Leave Boothnetwork](#)

- Here you will be able to:
 - Update password
 - Change display name
 - Change language
 - Edit location
 - Change your coalition





HOW TO INVITE YOUR COALITION MEMBERS





INVITING YOUR COALITION MEMBERS

- Create an email to your coalition members
- Send this link:
<https://bcatnetwork.ning.com/?xgi=LhzuhhqSLan3GS>
- Send the BCaT Network User Guide as an attachment in the email:
https://drive.google.com/open?id=1sv_pAGMVLSV7rgyP9E7asAdtEdYi6cmy
- Let your coalition members know to email Katy Gore at kgore@immunizeusa.org if they have any questions





NAVIGATING THE SITE





HOME PAGE FEATURES





EXPLORE THE SITE

The screenshot shows the home page of the BCAT Network website. At the top, there is a navigation bar with a search box and user information (Ashley, Sign Out). Below the navigation bar is a large banner image featuring a diverse group of people and the BCAT logo. The main content area is divided into several sections:

- Home:** A large blue and green graphic with the text "WELCOME COALITION MEMBERS" and "BUILDING COALITIONS ACROSS TEXAS". Below this is a section for the "BCAT NETWORK" described as "AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS".
- Members:** A section displaying circular profile pictures of several members, with a "View All" link.
- Activity:** A section showing recent posts and updates, including a post by "Kitty Gore" and a welcome message for "Christine Voldovinos".

At the bottom of the page, there is a "Chat" button and a small circular logo in the bottom right corner.





EXPLORE THE SITE

This is the navigation bar

You will be able to visit all the different pages of the site by clicking on any of the tabs





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

View All

What are you up to?

Share

Katy Gere posted discussions: How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning
Mar 11

Christine Valdivieso is now a member of bcacnetwork. Welcome Them!
Aug 6, 2024

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition. Welcome!
Hi. This is the El Paso Immunization Coalition's personal page.
Sep 19, 2024

Rekha Lakshmanan is now a member of bcacnetwork. Welcome Them!
Jul 12, 2024

Events

Chat

This is the member box

If you are looking for a member to contact you can easily find them by clicking in the “view all” option





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

What are you up to?

Katy Gere posted discussion: How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning
Mar 11

Christine Valdivieso is now a member of bcatework. Welcome Them!
Aug 6, 2024

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition: Welcome!
Hi. This is the El Paso Immunization Coalition's personal page.
Sep 19, 2024

Rekha Lakshmanan is now a member of bcatework. Welcome Them!
Jul 12, 2024

Chat

This is the activity panel

You will be able to see the most recent activity of the members here. If you want to know more about the activity you can click on it





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

Events

Chat

This is the event box

TIP will list their upcoming events here

Also, coalitions can list their meetings and events here for all members to see





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

View All

Activity

What are you up to?

Share

Katy Gere posted discussions How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning
Mar 11

Christine Valdiviezo is now a member of bcannetwork. Welcome Them!
Aug 6, 2024

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition. Welcome!
Hi. This is the El Paso Immunization Coalition's personal page.
Sep 19, 2024

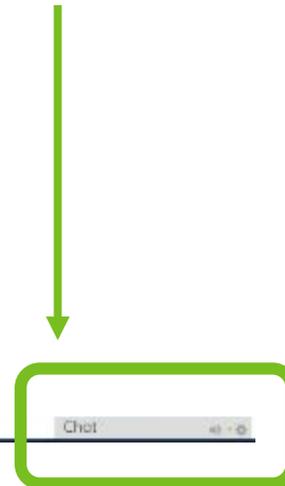
Rekha Lakshmanan is now a member of bcannetwork. Welcome Them!
Jul 12, 2024

Events

Chat

This is the chat box

You can chat with other coalition members here



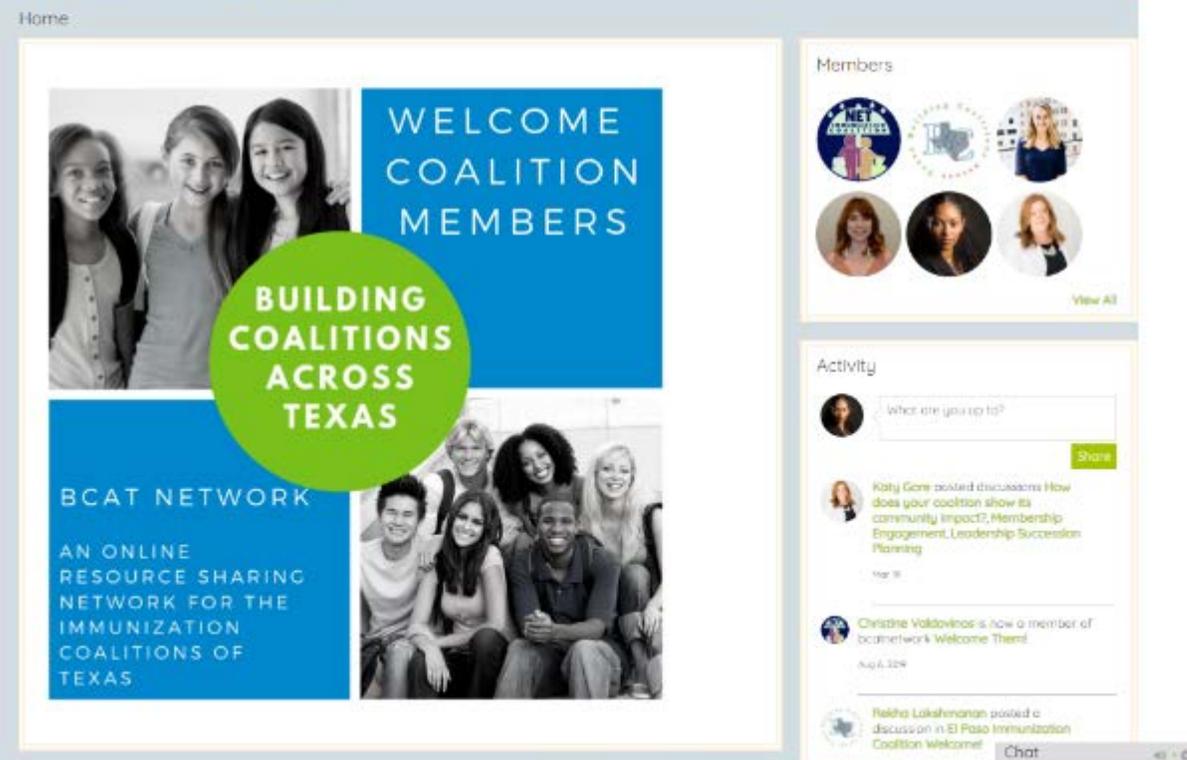


EXPLORE THE SITE



This is the Messaging Center

You can email/message with other coalition members here





CHAT BOX FEATURES





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

What are you up to?

Share

Katy Gere posted discussion: How does your coalition show its community impact? Membership Engagement Leadership Succession Planning
Mar 11

Christine Valdiviezo is now a member of bcannetwork. Welcome Them!
Aug 6, 2014

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition: Welcome!
Hi. This is the El Paso Immunization Coalition's personal page.
Jan 17, 2014

Rekha Lakshmanan is now a member of bcannetwork. Welcome Them!
Jul 12, 2014

Chat

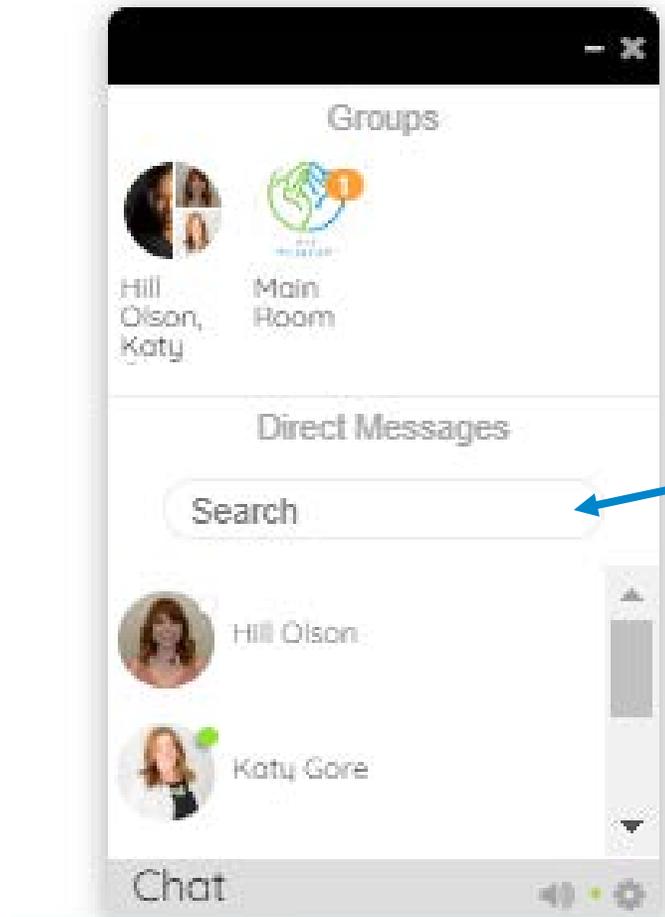
Chat box

You can chat with other coalition members here





CHAT BOX

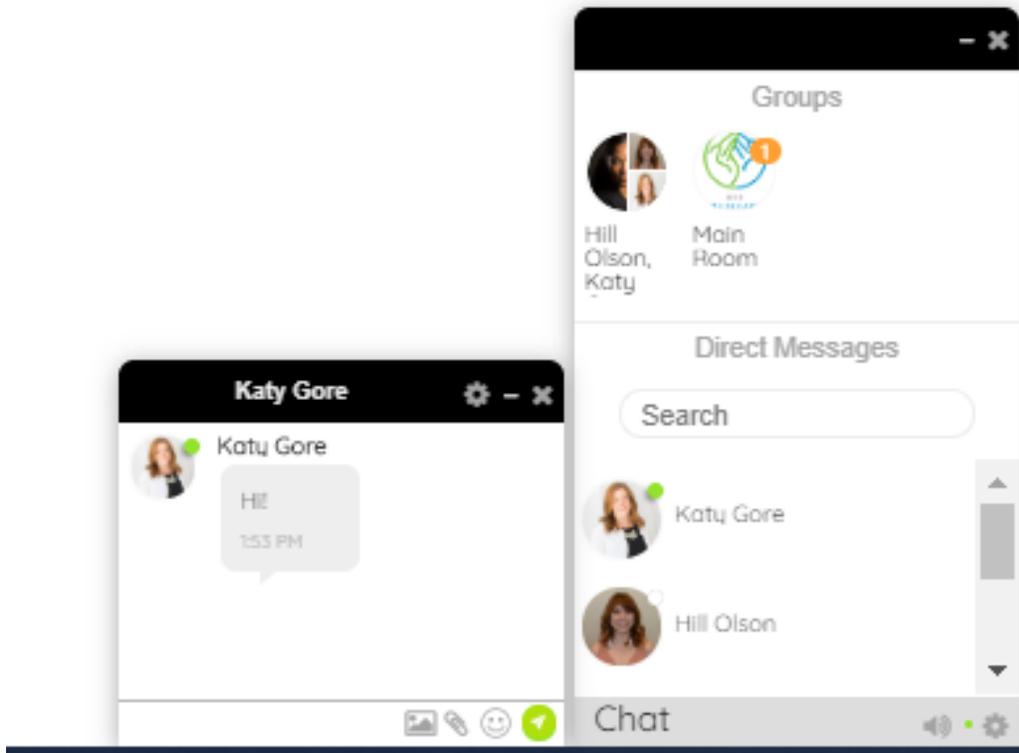


- To Chat with other members simply click on the grey box to open the chat options
- You can search for a member in the search box





CHAT BOX



- You can send individual messages or create group chats





MESSAGE CENTER FEATURES





EXPLORE THE SITE



Messaging Center

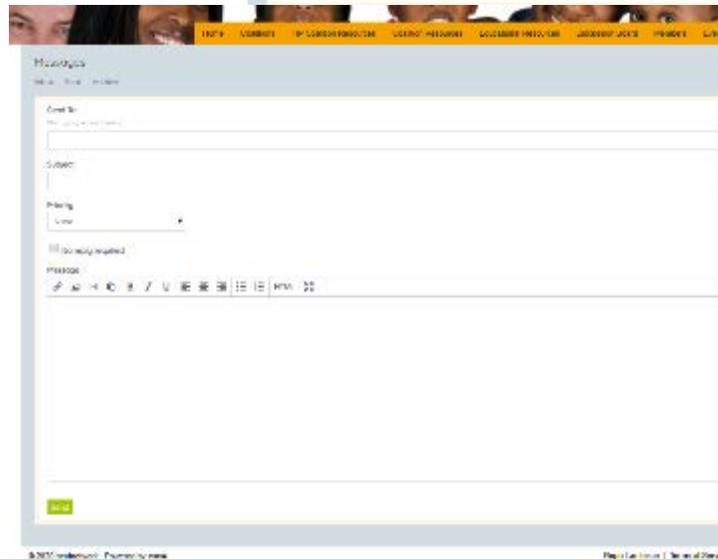
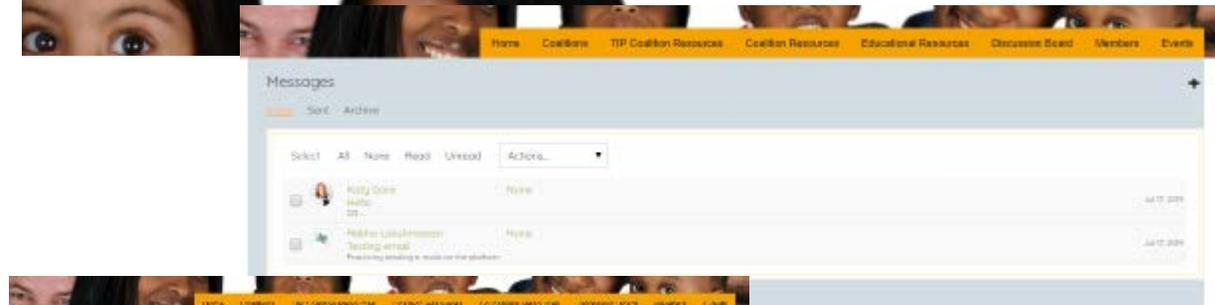
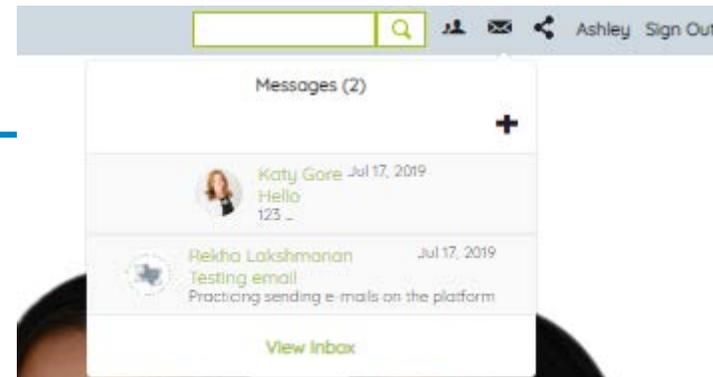
You can email/message with other coalition members here





MESSAGE CENTER

- Click on the small envelope at the top of the screen to see if you have any messages
- To view your entire inbox click on “View Inbox”
- To create new message click on the “+” under the messages center





BCaT NETWORK PAGES





- Home
- Coalitions
- TIP Coalition Resources
- Coalition Resources
- Educational Resources
- Discussion Board
- Members
- Events

Home



WELCOME
COALITION
MEMBERS

BUILDING
COALITIONS
ACROSS
TEXAS

BCAT NETWORK
AN ONLINE
RESOURCE SHARING
NETWORK FOR THE
IMMUNIZATION
COALITIONS OF
TEXAS



Members



[View All](#)

Activity

 What are you up to?
[Share](#)

 Katy Gore posted discussions How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning
Mar 19

 Christine Valdovinos is now a member of bcatnetwork Welcome Them!
Aug 6, 2019

 Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition Welcome!
Chat

Welcome to the BCaT Main Page!

You will be able to visit all the different pages of the site by clicking on any of the tabs.

The next few slides will show you where you can find all the great BCaT resources for coalitions





COALITIONS TAB





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Activity

what are you up to?

Katy Gere posted discussion: How does your coalition show its community impact? Membership Engagement, Leadership Succession Planning

Christine Valdivieso is now a member of bcacnetwork. Welcome Them!

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition: Welcome!

Rekha Lakshmanan is now a member of bcacnetwork. Welcome Them!

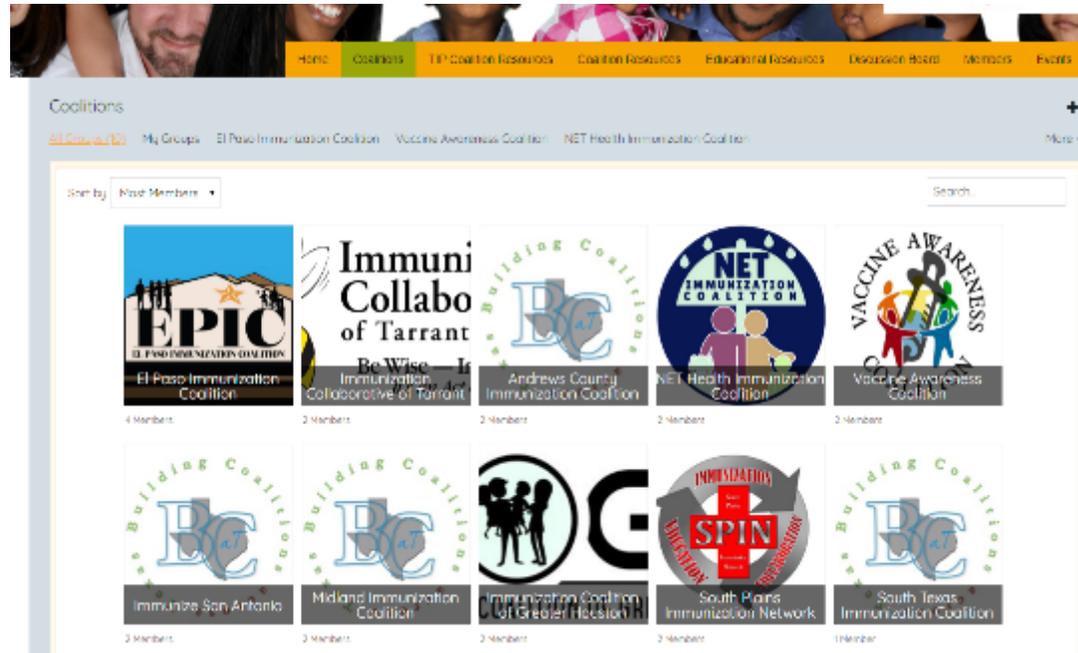
Chat

Coalitions Tab





COALITIONS TAB



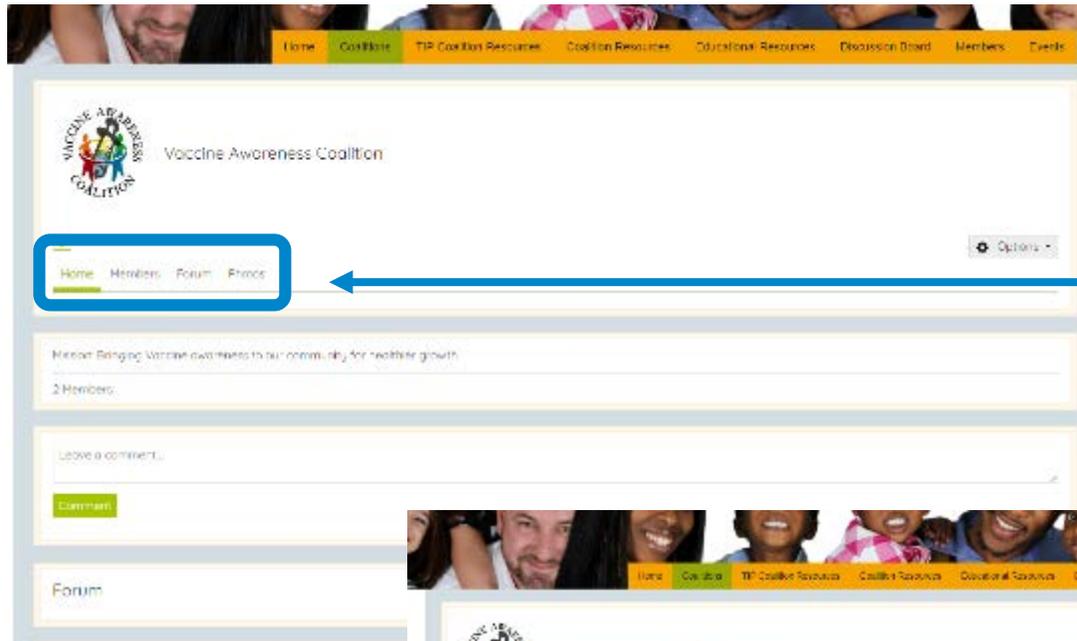
- Each coalition will have their own coalition page within the site.
- It can only be accessed by their assigned coalition members.
- TIP and the coalition chair will have the permissions to invite members to their coalition pages.

If you have logo you would like uploaded please send to Katy Gore at kgore@immunizeUSA.org

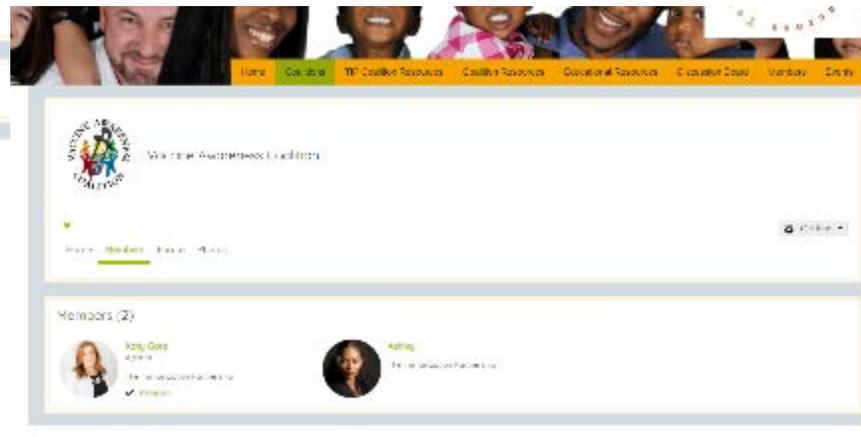




COALITIONS TAB



- This is an example of what the main page for the individual coalition pages will look like
- You can navigate through the pages by clicking on the options





TIP COALITION RESOURCES TAB





EXPLORE THE SITE

The screenshot displays the BCAT Network website interface. At the top, a navigation menu includes the following tabs: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. The 'TIP Coalition Resources' tab is highlighted with a green box, and a green arrow points from this tab to the text 'TIP Coalition Resources Tab' on the right. The main content area features a large banner with the text 'WELCOME COALITION MEMBERS' and 'BUILDING COALITIONS ACROSS TEXAS'. Below this, there is a section for 'BCAT NETWORK' described as 'AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS'. To the right, there are sections for 'Members' (showing profile pictures) and 'Activity' (showing recent posts and updates). At the bottom right, there is a 'Chat' button.

TIP Coalition Resources Tab





TIP COALITION RESOURCES

TIP Coalition Resources

Coalition Capacity Building Resources

- [A Dose of Change: Building Capacity in your Immunization Coalition](#)
- [A Booster Dose of Communications Strategies](#)
- [Coalition Event Planning Toolkit](#)

Coalition Capacity Building Webinars

How to Form a Coalition
Review what a coalition is, discuss the role of a coalition, the necessity, and identify strategies for forming a coalition.

- [Webinar Slides](#)
- [Webinar Recording](#)
- [Evaluation Link](#)

Strategic Planning for Immunization Coalitions
Review what strategic planning is, discuss the importance of strategic planning for coalitions, and identify the steps to the strategic planning process.

- [Webinar Slides](#)
- [Webinar Recording](#)
- [Evaluation Link](#)

How to Develop a Media and Communications Plan for Immunization Coalitions
Review different communication platforms, understand social media for immunization coalitions, discuss traditional media strategies appropriate for immunization coalitions, and identify ways to address press releases that might arise in social media.

- [Webinar Slides](#)
- [Webinar Recording](#)
- [Evaluation Link](#)

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Report an Issue | Terms of Service

- This page offers all coalition members access to:
 - TIP’s Coalition Toolkits
 - ✓ A Dose of Change: Building Capacity in your Immunization Coalition
 - ✓ A Booster Dose of Communications Strategies
 - ✓ Coalition Event Planning Toolkit
 - TIP’s Coalition Capacity Building Webinars





COALITION RESOURCES TAB





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources **Coalition Resources** Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

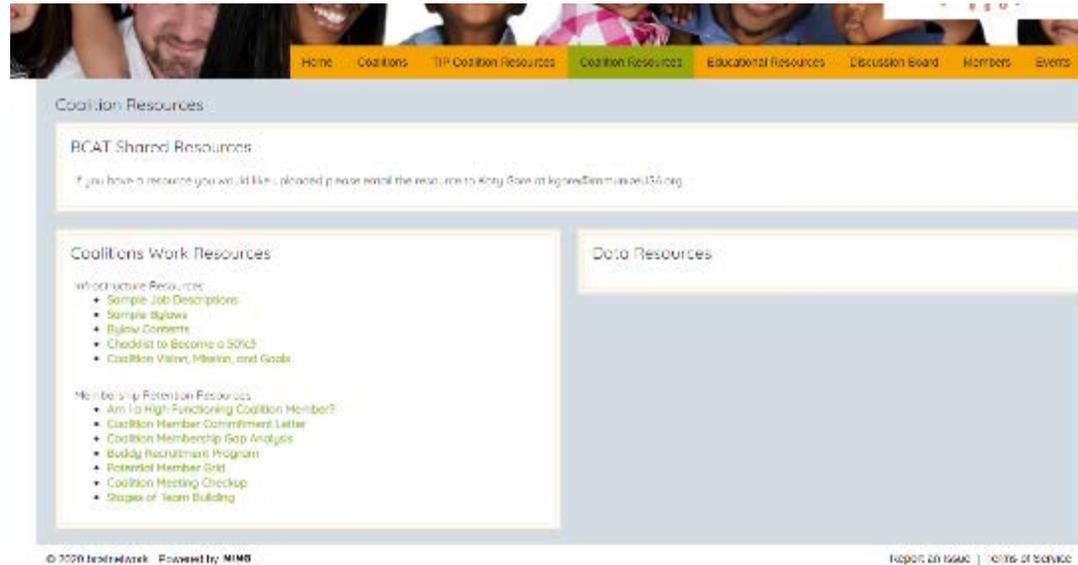
Chat

Coalition Resources Tab





COALITION RESOURCES



- This page offers all coalition members the ability to share their own resources to other coalitions
- Additionally:
 - ✓ TIP will post resources created by them for coalitions
 - ✓ TIP will post links to important data resources coalitions can utilize





EDUCATIONAL RESOURCES TAB





EXPLORE THE SITE

The screenshot shows the home page of the BCAT Network website. The navigation bar at the top includes the following tabs: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources (highlighted with a green box), Discussion Board, Members, and Events. The main content area is divided into two columns. The left column features a large banner with the text 'WELCOME COALITION MEMBERS' and 'BUILDING COALITIONS ACROSS TEXAS' over a photo of three young girls. Below this is a section for the 'BCAT NETWORK' described as 'AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS' with a photo of a group of diverse people. The right column contains a 'Members' section with circular profile pictures and a 'View All' link. Below that is an 'Activity' section with a search bar and a 'Share' button, followed by several activity posts including a discussion post by Katy Gere and two membership announcements for Christine Valdiviezo and Rekha Lakshmanan. At the bottom right, there is a 'Chat' button.

Educational Resources Tab





EDUCATIONAL RESOURCES

Immunization Educational Resources

TIP Educational Resources

Immunization 101
Covers the 2020 immunization schedule, discusses strategies for addressing vaccine-hesitant parents' concerns and vaccine myths.
• [Webinar Slides](#)
• [Webinar Recording](#)

Promoting Immunization Requirements & Addressing Parents' Concerns
Covers required immunizations for students to attend child-care and K-12 schools in Texas, discuss strategies for addressing vaccine-hesitant parents' concerns and vaccine myths.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

Strategies for Increasing Childhood Vaccination Coverage Rates in Texas
Reviews standards for local immunization practices aimed at improving immunization practices in healthcare settings and strategies for improved childhood vaccination rates.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

Strategies for Increasing Adult Vaccination Coverage Rates in Texas
Reviews the Standards for Adult Immunization Practices and strategies for improved adult vaccination rates.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

Strategies for Increasing Pregnant Women's Vaccination Rates in Texas
Reviews adult immunization coverage in Texas, and describe recommended strategies for improving vaccine coverage in pregnant women.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

Strategies for Promoting vaccines in Texas and Educating the Public Regarding Vaccine Safety
Discusses strategies for addressing vaccine-hesitant parents' concerns and vaccine myths.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

Strategies for Increasing Vaccination Rates for First Responders in Texas
Reviews adult immunization coverage in Texas, and describe recommended strategies for improving vaccine coverage in first responders.
• [Webinar Slides](#)
• [Webinar Recording](#)
• [Evaluation Form](#)

BCAT Educational Resources Industry Shared Resources

- On this page you can access:
 - TIP's Immunization Education Webinars
 - Any web events hosted by Coalitions
 - ✓ Coalition Members: To have your recorded event shared on the BCAT site please email the details to TIP at kgore@immunizeusa.org
 - Resources shared by industry
 - ✓ Industry Members: To have your recorded event shared on the BCAT site please email the details to TIP at kgore@immunizeusa.org





DISCUSSION BOARD TAB





EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources **Discussion Board** Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK
AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

Chat

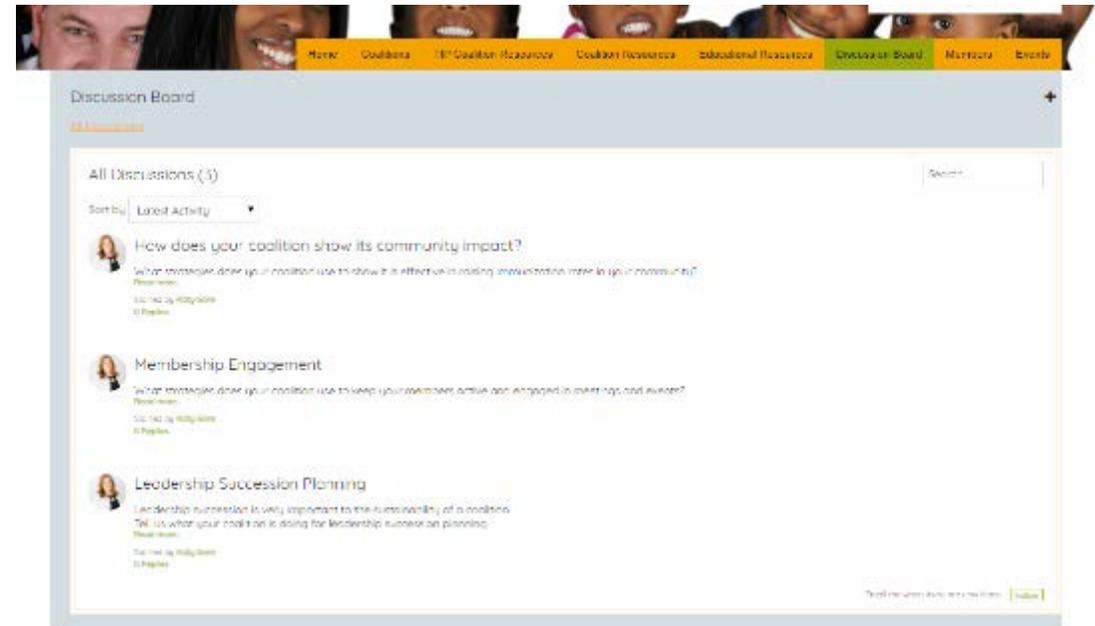
Discussion Board Tab





DISCUSSION BOARD

- TIP will post monthly discussion topics for members to engage in.
 - The goal is to have coalition members share their insight into different topic which might help other coalitions.





DISCUSSION BOARD

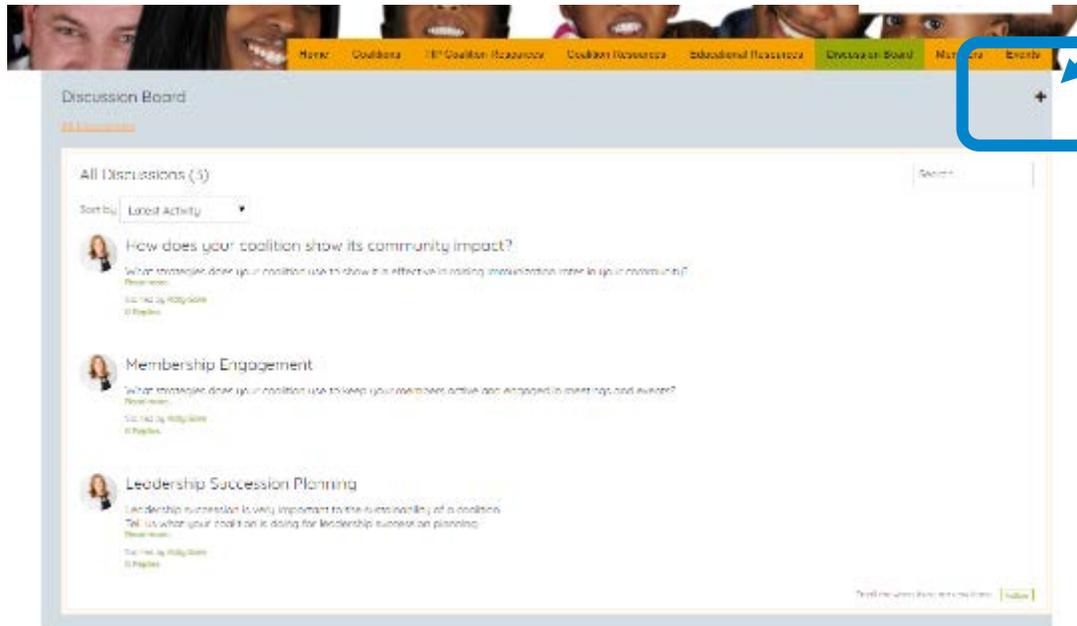
- Additionally, BCaT members can post their own discussion boards if there is a topic they are interested in getting input on





HOW TO POST A DISCUSSION BOARD

- Click on the “+” just below the navigation bar





HOW TO POST A DISCUSSION BOARD

The screenshot shows a web interface for posting a discussion board. At the top, there is a navigation bar with links: Home, Contact, TIP/Calendar Resources, Contact Resources, Educational Resources, Discussion Board, Members, and Events. The main content area is titled "Discussion Board" and contains a form with the following elements:

- A text input field labeled "Discussion Title" with a blue arrow pointing to it.
- A large text area for the message content with a blue arrow pointing to it.
- A URL field containing "https://portal.worship.com/discussion-board/".
- A "Tags" field with a green plus icon.
- A "Visible to:" section with three radio button options: "Everyone (Public)" (selected), "Only network members", and "Only selected members". A blue arrow points to the "Everyone (Public)" option.
- A "Choose a member:" field.
- A "Select a group:" field.
- A "Save and publish" button at the bottom left with a blue arrow pointing to it.

At the bottom of the page, there is a footer with the text "V.2020 built with: Powered by MMS" on the left and "Report an Issue | Terms of Service" on the right.

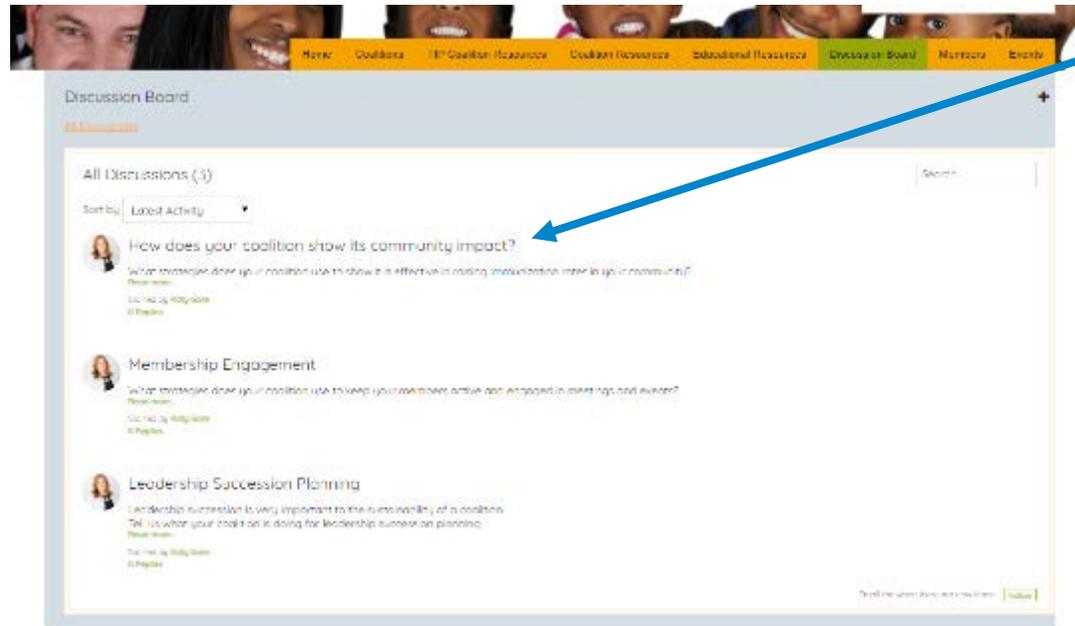
- Add a “Discussion Title”
- Type your question or message in the large message box
- Make the post visible to “only network members”
- Click “Save and Publish”





HOW TO RESPOND TO A DISCUSSION BOARD POST

- Click on the “Discussion Topic” to open the posting





HOW TO RESPOND TO A DISCUSSION BOARD POST



- Type your response in the “Reply” box
- Click “Reply” to post your response





MEMBERS TAB





EXPLORE THE SITE

The screenshot shows a website interface with a navigation bar at the top. The navigation bar includes the following tabs: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Boards, **Members**, and Events. The 'Members' tab is highlighted with a green box, and a green arrow points from the text 'Members Tab' to this tab. Below the navigation bar, the main content area is divided into two columns. The left column features a large banner with the text 'WELCOME COALITION MEMBERS' and 'BUILDING COALITIONS ACROSS TEXAS'. Below this banner is a section titled 'BCAT NETWORK' with the subtitle 'AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS'. The right column contains a 'Members' section with several circular profile pictures and a 'View All' link. Below the 'Members' section is an 'Activity' section with several posts, including one from Katy Gere and one from Christine Valdivieso. At the bottom right of the page, there is a 'Chat' button.

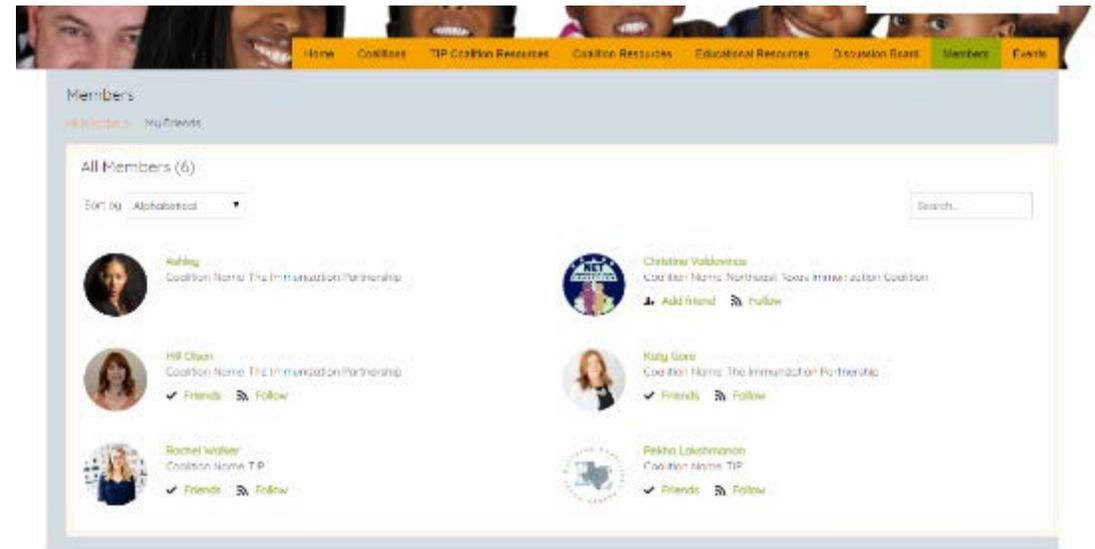
Members Tab





BCaT MEMBERS

- You will be able to view all the members of the BCaT Network on this tab
- You can click on their name to view their profile to learn more about them
- You can also follow their activity or send them a message





EVENTS TAB





EXPLORE THE SITE

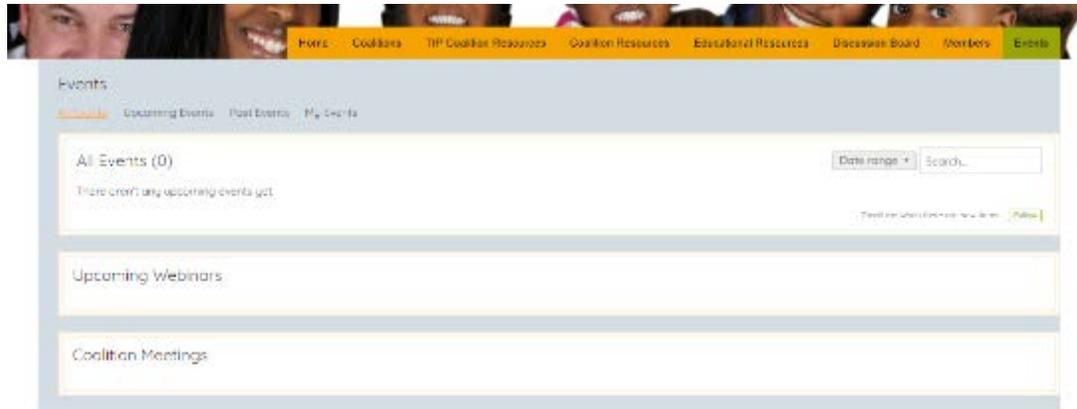
The screenshot shows a website navigation menu with the following tabs: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. The 'Events' tab is highlighted with a green box, and a green arrow points from the text 'Events Tab' to it. Below the navigation menu, the website content is visible, including a 'Home' section with a 'WELCOME COALITION MEMBERS' banner, a 'BUILDING COALITIONS ACROSS TEXAS' graphic, and a 'BCAT NETWORK' section. The right sidebar contains 'Members' and 'Activity' sections. A 'Chat' button is visible at the bottom right of the page.

Events Tab





EVENTS



- TIP will update this page with upcoming events from BCaT members

- To send an event email TIP at kgore@immunizeusa.org





Thank you for joining the BCaT Network!

If you have any questions about the BCaT Network or Coalitions please email Katy Gore at kgore@immunizeUSA.org

