BCaT NETWORK USER GUIDE

TABLE OF CONTENTS

**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

About bcatnetwork

youremail@mail.com

Password

☐ I'm not a robot — reCAPTCHA

☐ 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

Create account

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
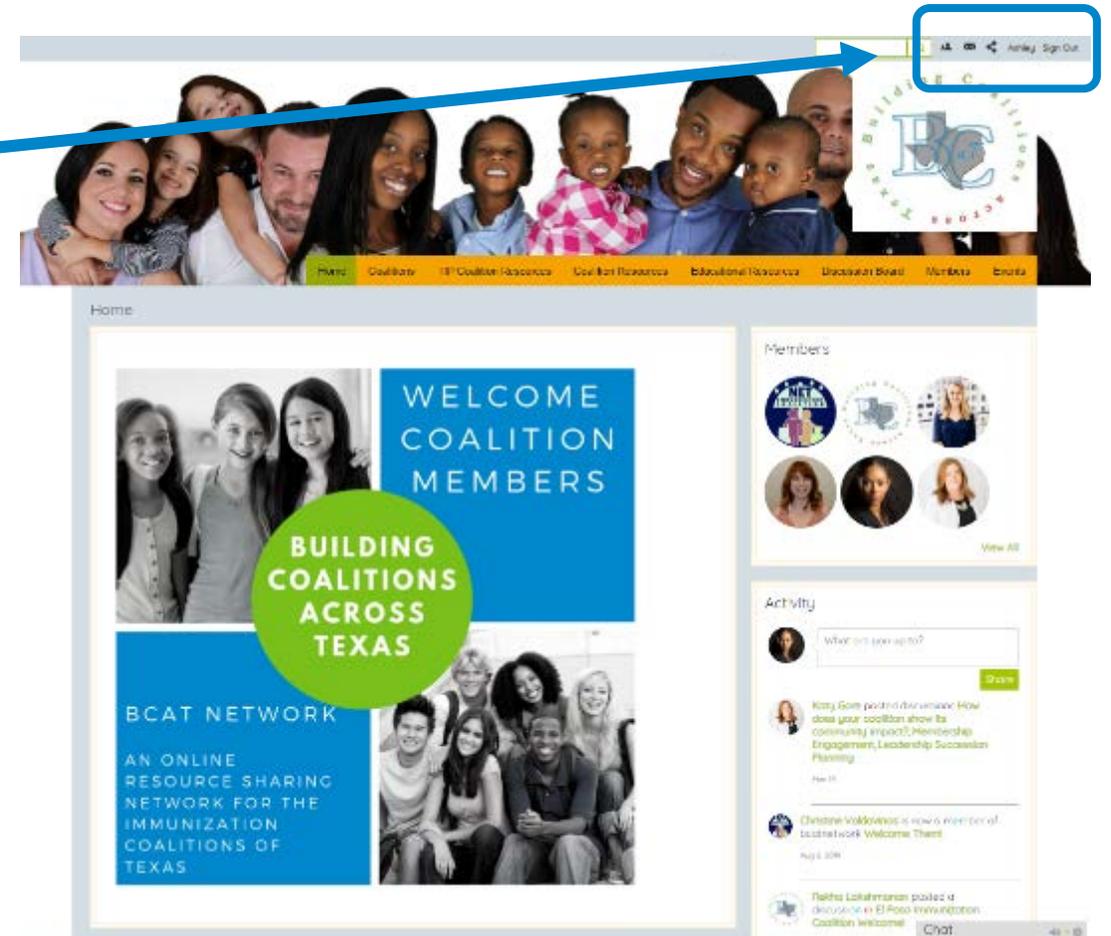- You can upload a profile picture if you would like

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

- 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

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

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

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

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

This is the chat box

You can chat with other coalition members here
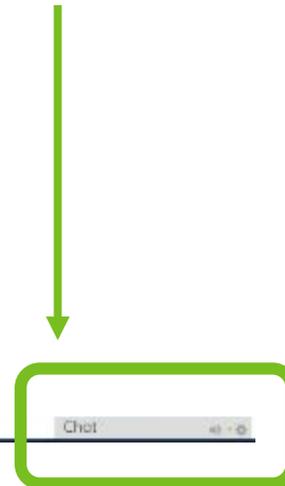
EXPLORE THE SITE

This is the Messaging Center

You can email/message with other coalition members here
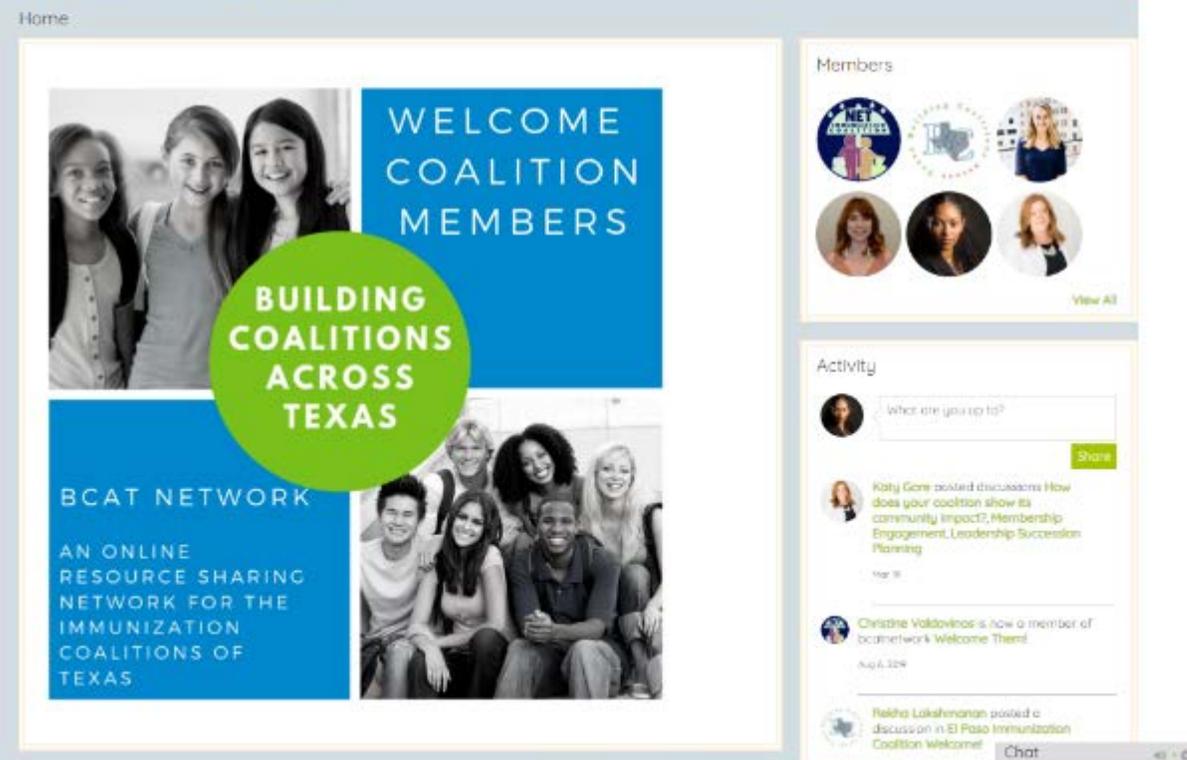
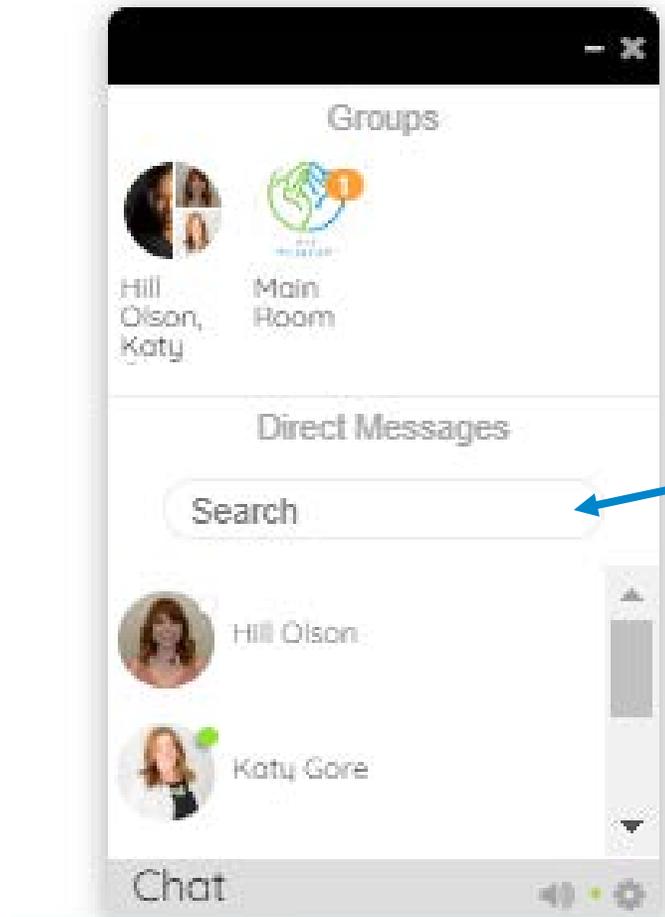# CHAT BOX FEATURES

EXPLORE THE SITE

Chat box

You can chat with other coalition members here
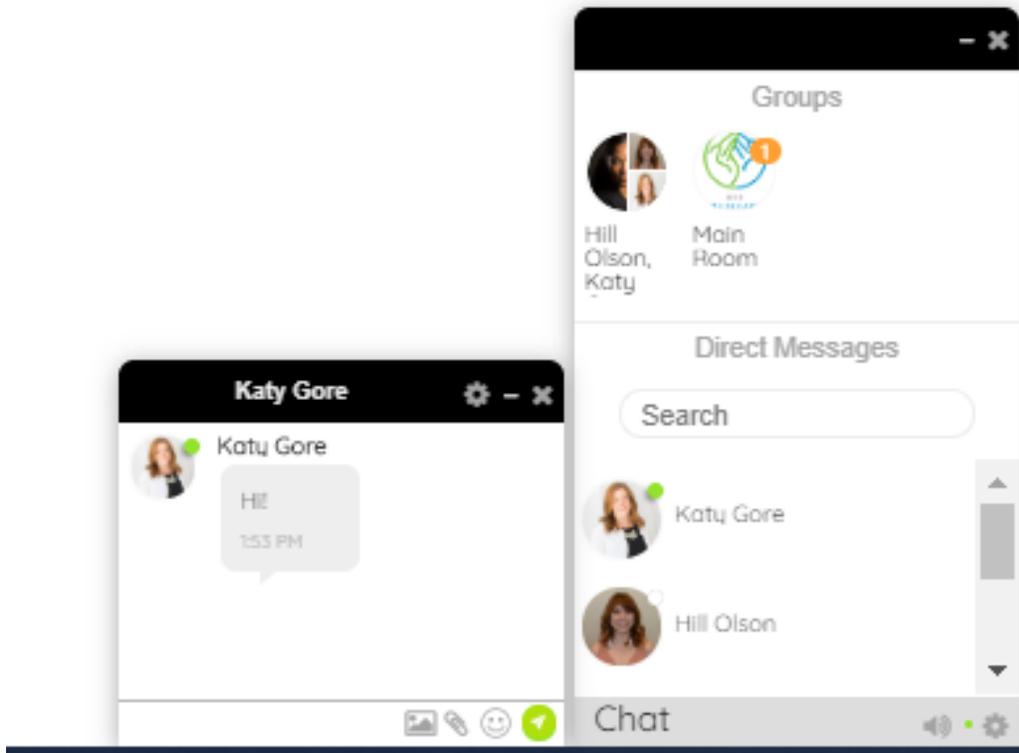
CHAT BOX

- **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
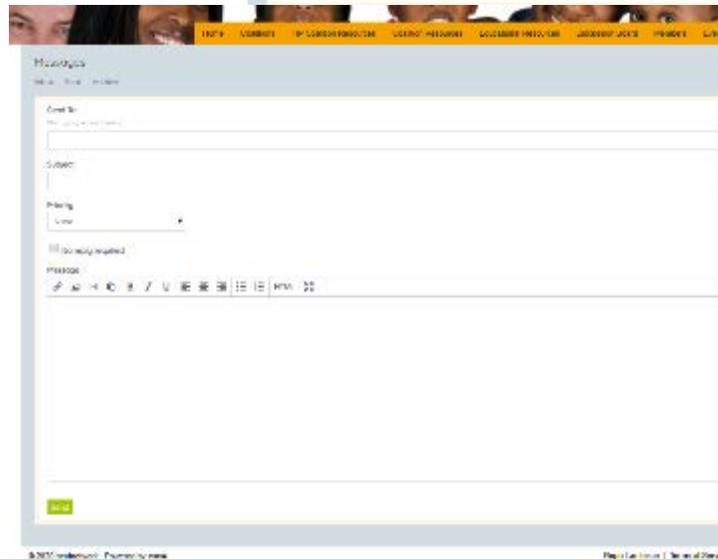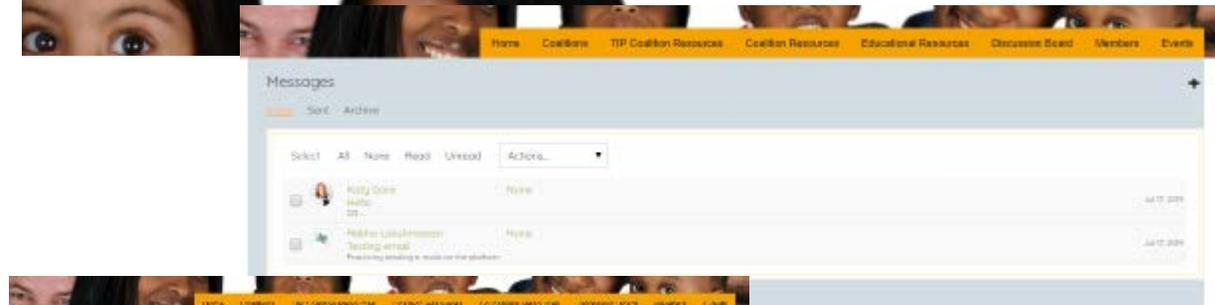
MESSAGE CENTER FEATURES
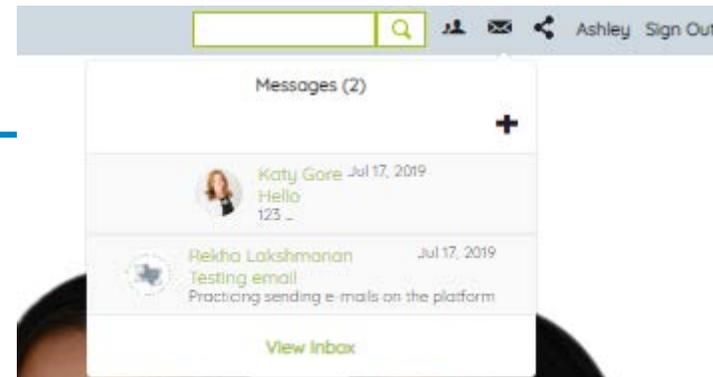
EXPLORE THE SITE

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

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

Coalitions Tab

COALTIONS TAB

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

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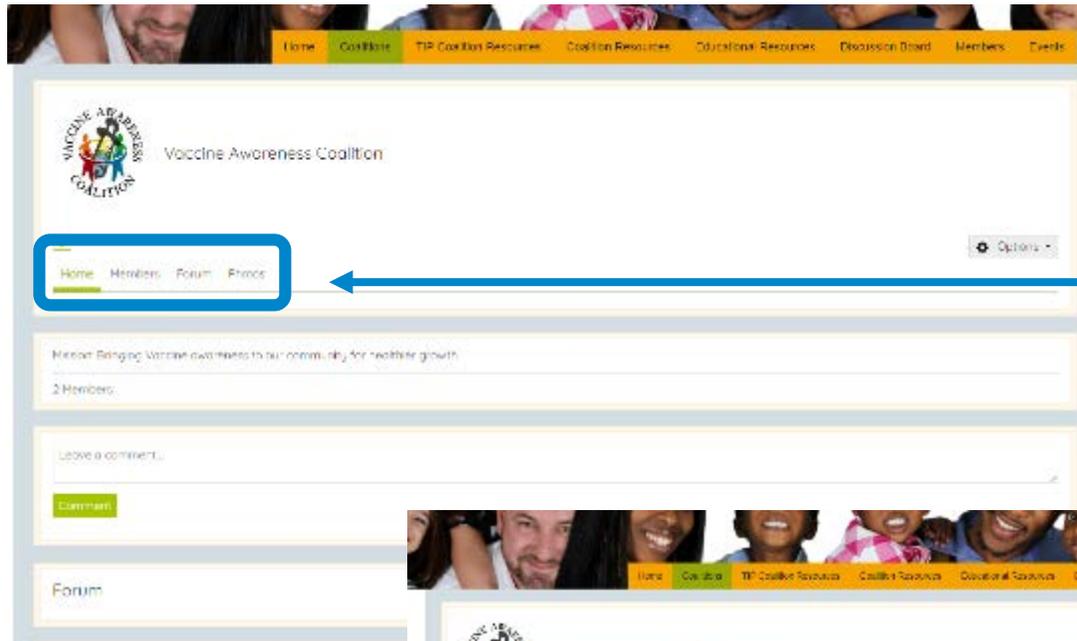
COALITIONS TAB

- **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

TIP Coalition Resources Tab

TIP COALITION RESOURCES

- 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
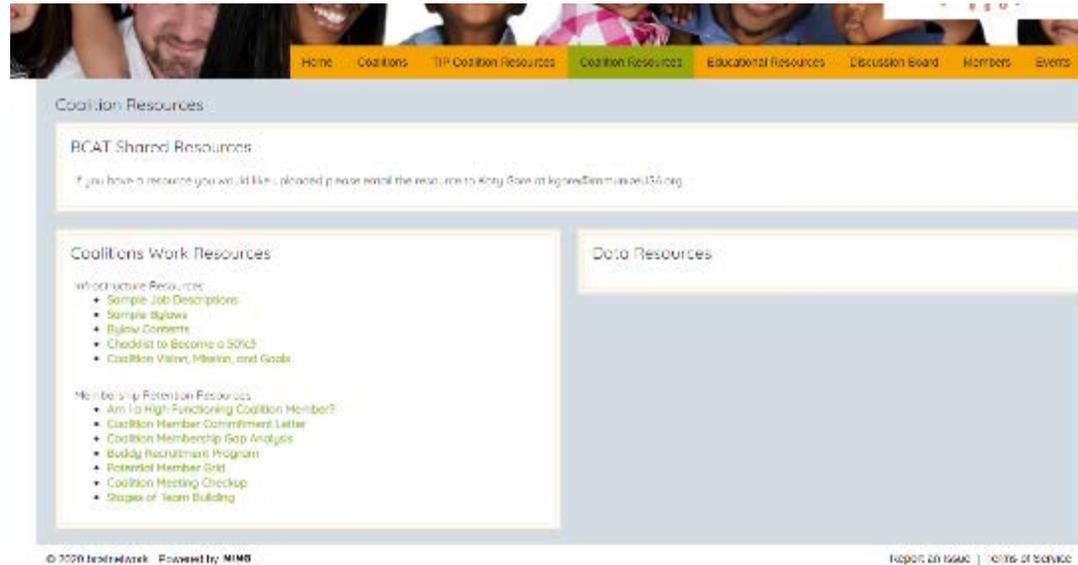
COALITION RESOURCES TAB

EXPLORE THE SITE

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

Educational Resources Tab

EDUCATIONAL 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**
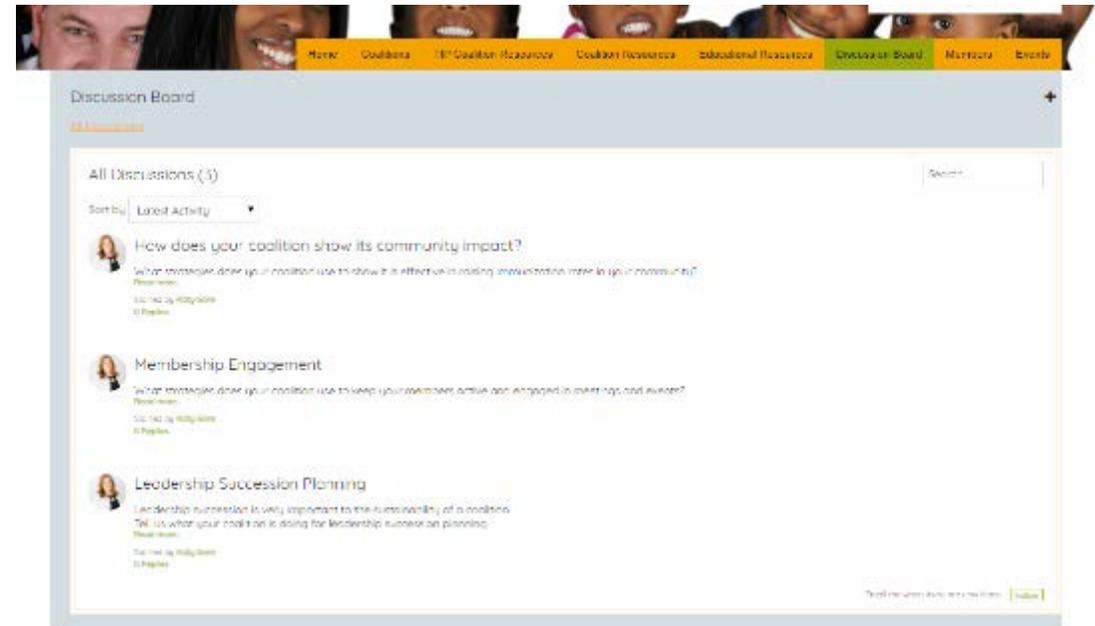
DISCUSSION BOARD TAB

EXPLORE THE SITE

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.
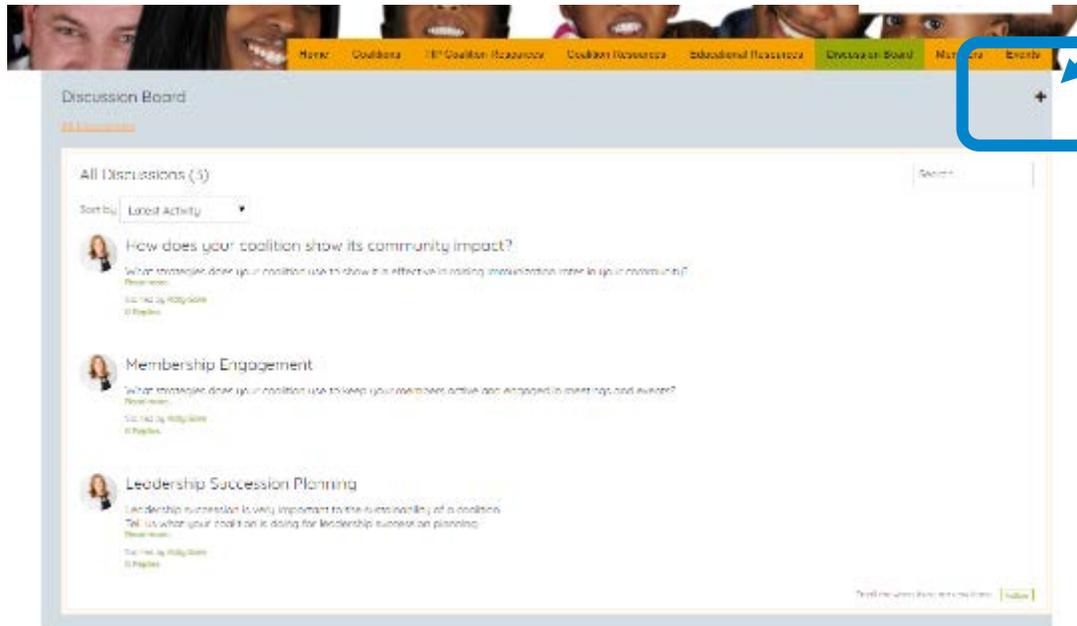
DISCUSSION BOARD

- 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
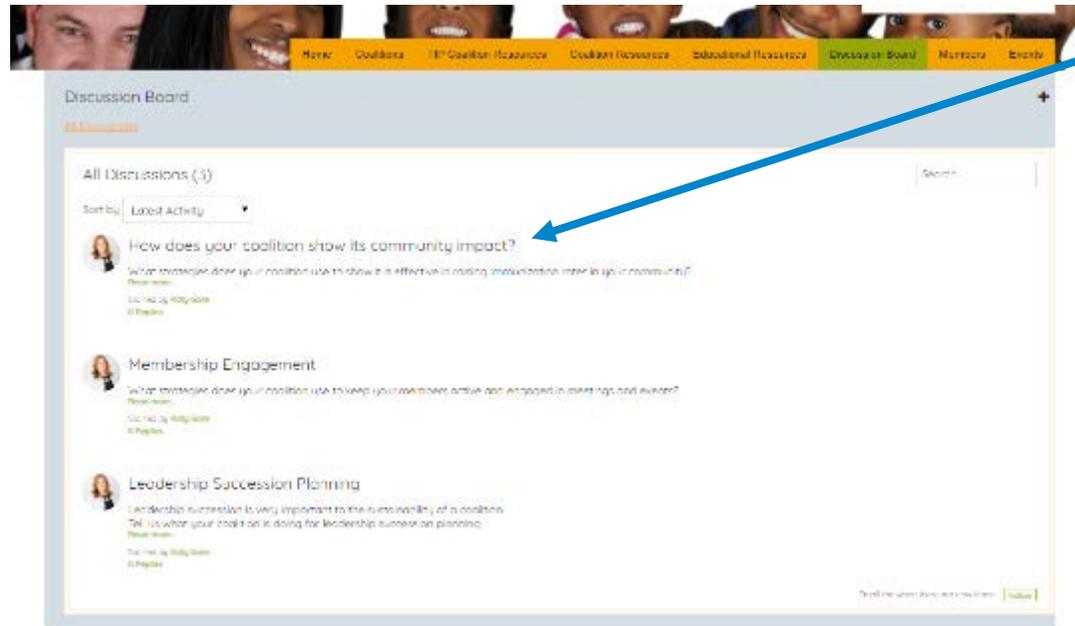
HOW TO POST A DISCUSSION BOARD

- 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
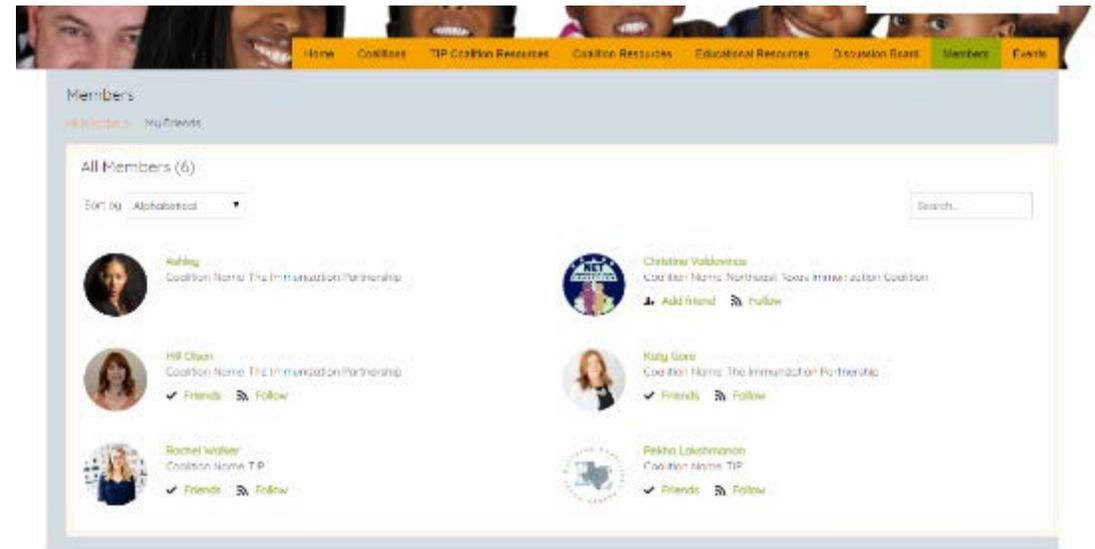
MEMBERS TAB

EXPLORE THE SITE

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
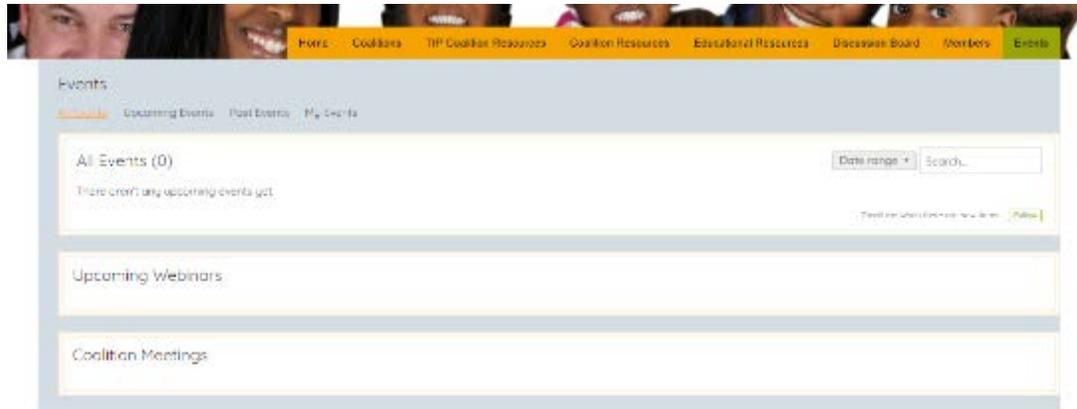
EVENTS TAB

EXPLORE THE SITE

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