IMMUNIZE. PREVENT WHAT'S PREVENTABLE

BCaT NETWORK USER GUIDE



T H E I M M U N I Z A T I O N P A R T N E R S H I P



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





HOW TO SIGN UP





HOW TO SIGN UP

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bout bcatnetwork	Password
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	i confirm i am 10 y.o. or older
	Create account
	Already a member? Sim in



https://bcatnetwork.ning.com/main/autho rization/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

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• 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: <u>https://bcatnetwork.ning.com/?xgi=LhzuhhqSLan3GS</u>
- Send the BCaT Network User Guide as an attachment in the email:

<u>https://drive.google.com/open?id=1sv_pAGMVLSV7rgyP9E7as</u> <u>AdtEdYi6cmy</u>

• Let your coalition members know to email Katy Gore at <u>kgore@immunizeusa.org</u> if they have any questions





NAVIGATING THE SITE





HOME PAGE FEATURES























Home Capition TIP Copition Resources Capition Resources Home	Educational Resources Discussion Bloard Members Events	
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COALITIONS ACROSS TEXAS	Activity What are your up to? Income Katly Gare posted to constant How does your cost of a constant How does your cost of a constant.	TIP will list their upcoming events here
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This is the Messaging Center

You can email/message with other coalition members here





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CHAT BOX FEATURES





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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







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



BCAT NETWORK

AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS



Members



Activity

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

Christine Valdovinos is now a member of boatnetwork Welcome Them!

Aug 6, 2019

Reicha Lakshmanan posted a discussion in El Paso Immunization Coalition Welcomel Chat

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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





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COALTIONS TAB



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

- 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

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- 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

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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





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WELCOME COALITION MEMBERS	Members ()) ()) ()) ()) ()) ()) ()) ()	Coalition Resources Tab
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• 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





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• 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





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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

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• 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







HOW TO POST A DISCUSSION BOARD

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	 Type your question or message in the large mess box 	sage
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HOW TO RESPOND TO A DISCUSSION BOARD POST



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Click on the "Discussion Topic" to open the posting



HOW TO RESPOND TO A DISCUSSION BOARD POST



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- Type your response in the "Reply" box
- Click "Reply" to post your response





MEMBERS TAB





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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





	Members	
WELCOME COALITION MEMBERS BUILDING	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Events Tab
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EVENTS

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All Events (0)	Date range + Scords.
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Upcoming Webinors	

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

• To send an event email TIP at <u>kgore@immunizeusa.org</u>





Thank you for joining the BCaT Network!

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

