CORE ALBERTA MASTER HOW TO GUIDE

Current as of September 30, 2021
For further inquiries, please contact healthyaging@calgaryunitedway.org
Individual guides of each topic are also available for your reference.

WHAT IS HEALTHY AGING CORE ALBERTA?

CORE stands for Collaborative Online Resources and Education. It is an online hub and **sector-building tool** to bring together the community-based senior serving (CBSS) sector, which includes direct service providers and their allied partners from all different systems and at all levels from across Alberta.

CORE connects CBSS staff and volunteers to researches and academics, health agencies, government, and other allied professionals, activating them to think and function as a network.

CORE is a powerful knowledge mobilization and sector-development tool designed to:

- Provide up-to-date information, resources, and training opportunities
- Make it easier to communicate, coordinate, and collaborate to build sector capacity
- Galvinize the sector to develop a collective and cohesive system voice

WELCOME TO CORE!

We are pleased to have you join us and we hope that the following guides help you as you navigate the richness of what is available on the CORE platform.

1. How to Become a CORE Member

2. How to Add, View, and Edit CORE Content

3. How to Join a CORE Group

4. How to Connect with Other CORE Members

1. How to Become a CORE Member

Go to **https://corealberta.ca/** and click on **sign up** for a free membership.
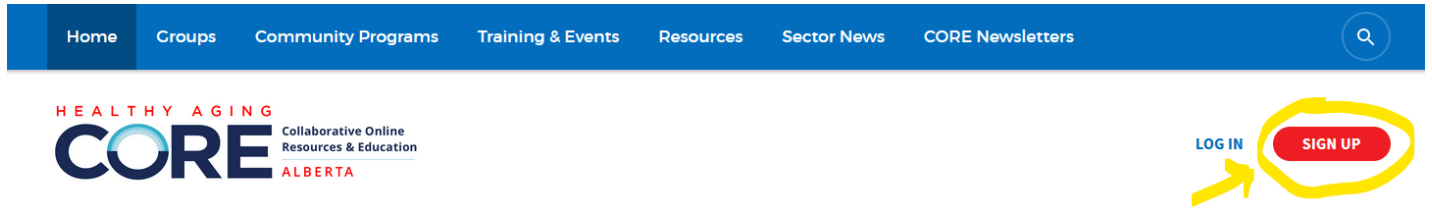
Complete the Email Address and Username fields to create your profile.

If you believe that you may have previously signed up for a membership, you can click on log in and try logging in.

This will take you to the log in screen.

If you don't remember your password, you can click on **Forgot password?** You can type in the username or email address that you believe you have used and click submit.

You can also email **healthyaging@calgaryunitedway.org** if you can't remember your username or email address. Please provide your name so that the Healthy Aging team can assist you.

RESET PASSWORD WITH USERNAME OR EMAIL

Username or email address *

[   ]

Password reset instructions will be sent to your registered email address.

Don't have an account yet? Sign up

SUBMIT

Going back to the account set-up, you can enter an Invite Code under your email address and username if you have been provided with one that allows you to join a specific group.

If you do not know what this is, you can skip this field and move on to the Profile section.

Invite Code

[   ]

If you have an invitation code for a group, enter it here to be added to the group.

Profiles help us get to know each other on CORE but you can share as much information as you are comfortable with. As most CORE users are other professionals in the seniors-serving sector, we recommend putting your First and Last Names in which are required fields. Profile images are not required.

Profile

NAMES AND PROFILE IMAGE

First name *

[   ]

Last name *

[   ]

Profile image

Browse... No file selected.

⊘ Upload requirements • For best results, use an image that is centred or is square.

The Organization field is required; however, including your Role allows others to know what you do as well.

ROLE AND ORGANIZATION

Role

[   ]

Organization *

[   ]

The next part of your profile helps us to locate you for statistical purposes or contact you if necessary. Most members will use their organization's contact information for these fields.

PHONE NUMBER AND LOCATION

Phone number

Address

Country

Canada

Street address

City   Province   Postal code

- None -

The next section allows you to more fully share about your work and your interest in CORE Alberta.

SELF INTRODUCTION, EXPERTISE AND INTERESTS

Self introduction *

Expertise

Separate multiple values by a comma.

Interests

Separate multiple values by a comma.

After completing these fields, you will need to answer an authentication question. Click on CREATE NEW ACCOUNT.

CAPTCHA

Math question * 11 + 9 =

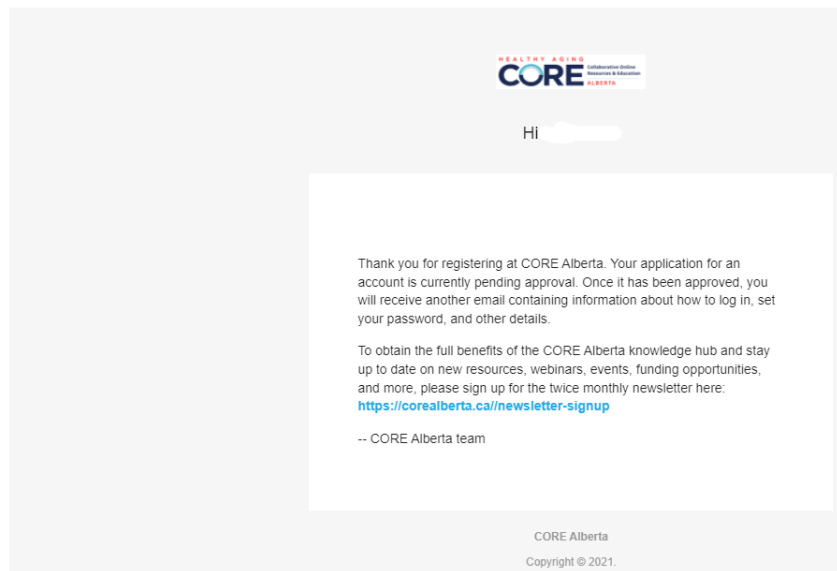Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

CREATE NEW ACCOUNT

Please check the email account that you used to sign up for your membership. An email like the following should appear in your inbox. You can also check your spam filters in case this email lands in your junk mail.

CA CORE Alberta <admin@corealberta.ca>

To.

CORE Healthy Aging Collaborative Online Resources & Education ALBERTA

Hi

Thank you for registering at CORE Alberta. Your application for an account is currently pending approval. Once it has been approved, you will receive another email containing information about how to log in, set your password, and other details.

To obtain the full benefits of the CORE Alberta knowledge hub and stay up to date on new resources, webinars, events, funding opportunities, and more, please sign up for the twice monthly newsletter here: **https://corealberta.ca//newsletter-signup**
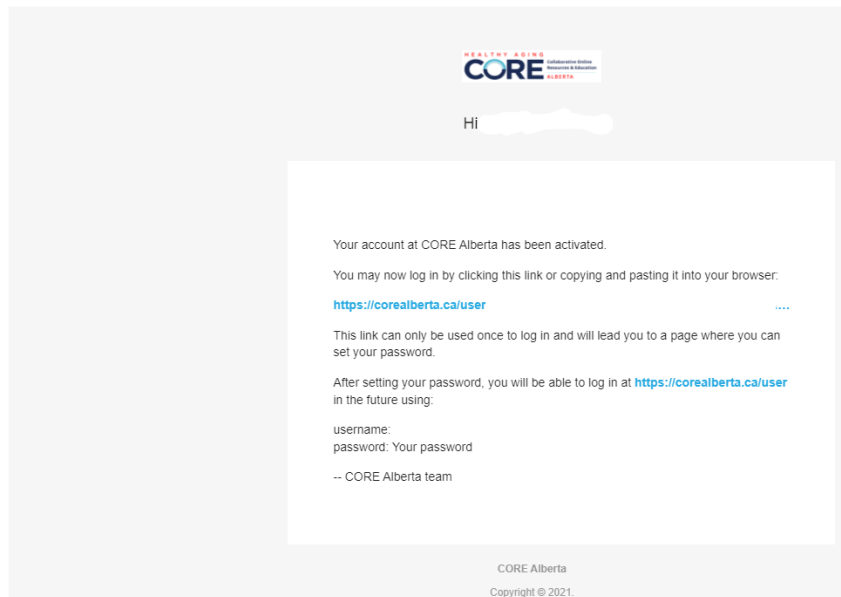
-- CORE Alberta team

CORE Alberta
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If your membership is approved, you will receive the following notification with a link to activate your account. Once you click on the link (the first one listed), you can set up the password for your new CORE account.

Account details for   at CORE Alberta (approved)

CA CORE Alberta <admin@corealberta.ca>

To:

CORE Healthy Aging Collaborative Online Resources & Education ALBERTA

Hi

Your account at CORE Alberta has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

https://corealberta.ca/user   ....

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at **https://corealberta.ca/user** in the future using:

username:
password: Your password

-- CORE Alberta team

CORE Alberta
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Now you can log into your account when visiting **https://corealberta.ca** and clicking on **log in** through the upper right-hand corner.

After logging in, you will see the following menu options. If you are interested in reviewing your profile and making any changes, you can click on the icon with a person's head within a circle.
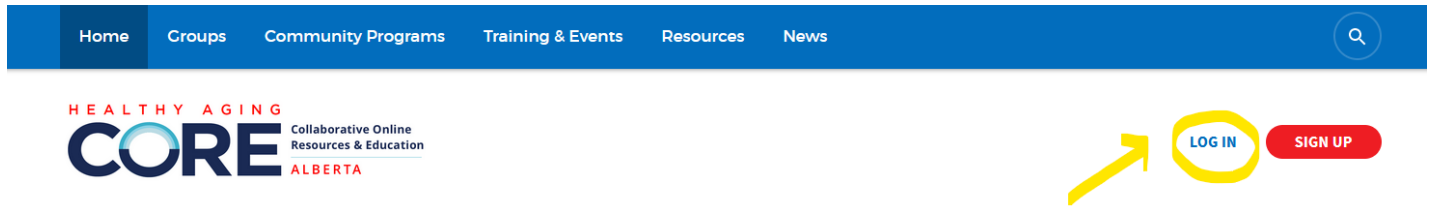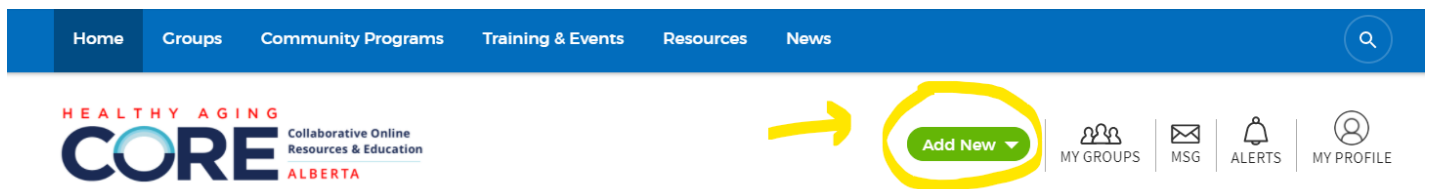
With this menu, you can view your groups, read messages from other members, and view alerts for your account.

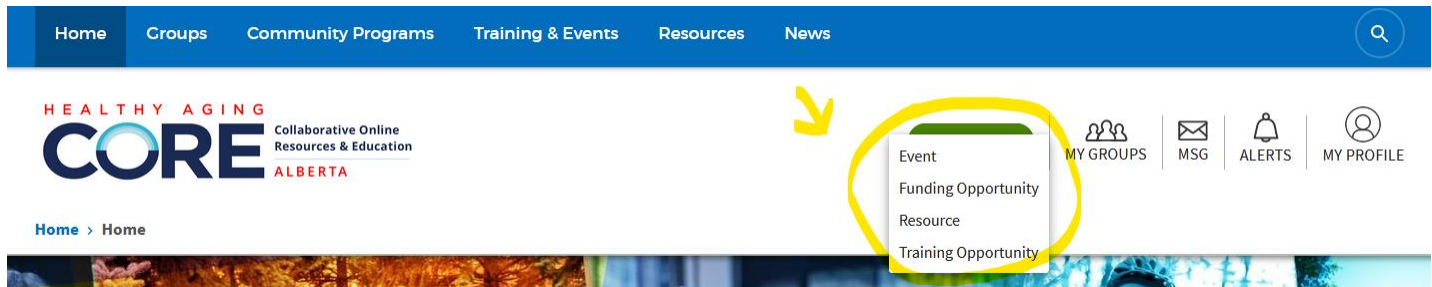# 2. How to Add, View, and Edit CORE Content

Go to **https://corealberta.ca/** and **log in** through the upper right-hand corner. If you are not a CORE member, you can **sign up** for a free membership.

After logging in, you will see a green button appear that says **"Add New"**.

Click on the green button to see the following options:

Each post is reviewed by a Content Manager so you have the opportunity to go back and make changes; however, it is helpful to make a note that your post is in progress so that it does not get published before you are ready.

We want the information on CORE Alberta to be relevant and interesting to other CORE members. To ensure success for your posts, you can consider the following questions prior to posting:

- Would you click on this post to learn more? Would you share this post with your network?
- Is the information helpful to the seniors-serving sector or to organizational development?
- Is the event accessible to members? With most events taking place online for free, this has removed the barrier of travelling offsite and (some) registration fees. Others may not be as useful (webinars in New Zealand time).
- If the information and event is dated, is there still a benefit to going back to it? Recordings are welcome!

We look forward to your contributions and hope that this guide empowers you to share information in a much more accessible and timely manner for your work!

Let's walk through adding an **Event**, **Funding Opportunity**, **Resource**, and **Training Opportunity**. Comprehensive information is provided for Events with the others types of posts showing the slight variations.

CREATE EVENT

A new page will be created for you when you add a post. Let's look at each field (fields with a red asterisk are required).

POST TO A GROUP

Post to a group?

- None - ▾	⟳

Items not posted to a group ("None" selected) will be seen by everyone. Items posted to open groups will only be seen by logged in members. Items posted to closed groups will only be seen by logged in members of that group.

- If you are not part of any groups, the default setting will be "**none**" so that everyone can view your post.
- If you are a part of any groups, you will need to post your information **twice** if you want everyone plus the group to view your post. If you only want the group to view your post, you do not need to duplicate your post.

TITLE

Title *

- Please keep in mind that the title will **form the web address**. If you keep it shorter, it may be easier to point people to the right place. It is okay if your title is more descriptive if you want to make it clearer though.

KEY IMAGE

Key Image

Include an image that will be displayed on listing pages. If you do not upload a picture, a default will be used. For best results use images that are at least 900 pixels wide x 500 pixels in height.

Image

| Browse... | No file selected. |

❷ Upload requirements

- Adding a picture helps your information stand out. If you are having trouble locating graphics, here is a post about free stock image websites you can use. Once you upload the image, you can play around with cropping.

WEBSITE

Website

URL

This must be an external URL such as http://example.com.

Link text

- For the "Link text" field, you can type in "**Event Link**" or "**Registration Link**" to keep your post looking cleaner if the URL is long and looks unsightly.

BODY
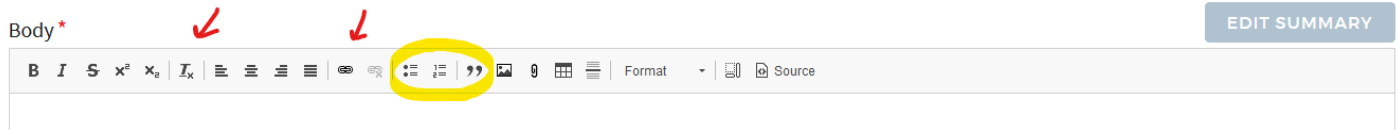
- This is where you can place your event description. If you are copying and pasting your information from an email or website, you can clear the text of its formatting by clicking on the icon with a **Tx** (first red arrow).
- You can add links through the link button (second red arrow) or remove them with the button beside it.
- Common formatting options are highlighted, including **lists and the quote function** which will automatically indent your quotations.
- A best practice is to add the link to the end of your body again as a Call to Action. Examples include: "**REGISTER HERE**", "**READ MORE HERE**", "**WATCH VIDEO HERE**".

ATTACH A FILE

- It is better to **attach a file here** than inside of the body as this field is more prominent.

DATE & TIME

- Please see the note regarding **event series**. The times are in the 24-hour clock format.
- Don't forget to **convert to Mountain Time** if the event is hosted in a different time zone!

LOCATION

- For **virtual** events: under Location Name, type in "**Zoom**" or "**Online**" and skip the Address field.
- For **in-person** events: under Location Name, type in the venue and add the Address.

ORGANIZER

Organizer

[   ]

Name of the group organizing this activity.

- If your organization uses an acronym, please add the **full name of the organization first** and then the acronym to make it easier for other members to identify you. "Edmonton Chamber of Voluntary Organizations (ECVO)" is more helpful to understand than "ECVO".

SUBJECT AREA & CATEGORIES

Check as many as apply. These terms will help others find your activity and help describe related content.

Subject Area

☐ Ageism   ☐ Caregiving   ☐ Education, Recreation, & Arts

☐ Food & Nutritional Support   ☐ Funding Development   ☐ Home Support

☐ Housing   ☐ Information, Referral, & Advocacy   ☐ International Innovation

☐ Organizational Development   ☐ Physical Activity   ☐ Safety, Security & Personal Planning

☐ Social Connectedness   ☐ Transportation   ☐ Volunteer Management

☐ Wellness & Mental Health

Categories

☐ Best Practices   ☐ Leadership & Development   ☐ Mentorship & Coaching

☐ Policy & Planning   ☐ Provincial Resources   ☐ Research & Evidence

☐ Success Stories   ☐ Training

- These checkboxes are in a way subjective so you can do your best to guess which ones are applicable.
  - Almost all events fall under "Information, Referral, & Advocacy" so it's safe to choose this option.
  - Anything financial can fall under "Safety, Security & Personal Planning".
  - There isn't a health category so you can select "Wellness & Mental Health".
  - Anything related to non-profits can go under "Organizational Development" and "Leadership & Development".
  - Community planning can fall under "Housing", "Social Connectedness", and "Policy & Planning".
  - You can choose a number of options. For instance, at events with panelists, you can select "Best Practices" and "Success Stories" if they are sharing about their experiences.

SAVING

Once you are done, click on "Save" at the bottom right-hand corner of the page.

→ SAVE

CREATE FUNDING OPPORTUNITY

Adding a **Funding Opportunity** to CORE is very similar to adding an Event, except that you do not need to specify a Category for your opportunity. There is also **two** differences as detailed below.

ONGOING

☐ Ongoing
This is used to show a opportunity with no set end date.

- Some funding opportunities are continuous, so selecting the "**Ongoing**" box removes the Date & Time fields.

SUBJECT AREA

Check as many as apply. These terms will help others find your activity and help describe related content

Subject Area

☐ Ageism   ☐ Caregiving   ☐ Education, Recreation, & Arts
☐ Food & Nutritional Support   ☐ Funding Development   ☐ Home Support
☐ Housing   ☐ Information, Referral, & Advocacy ☐ International Innovation
☐ Organizational Development   ☐ Physical Activity   ☐ Safety, Security & Personal Planning
☐ Social Connectedness   ☐ Transportation   ☐ Volunteer Management
☐ Wellness & Mental Health

- You do not need to categorize the funding opportunity.

CREATE RESOURCE

Adding a **Resource** to CORE is very similar to adding an Event, except for **three** differences as detailed below.

WHAT KIND OF RESOURCE IS THIS?

What kind of resource is this? *

| - Select a value -   ▼ |

- Select a value -
Audio
Document
Image
Multimedia
Video
Website

- If you are linking directly to a PDF file, please select "**Document**". If you are linking to a website that contains the PDF file, please select "Website" instead (often, other types of resources may be linked to on that webpage).
- Most often, you will use the options of "Multimedia" (if you are linking to a course with video, audio, and other types of information), "Video", and "Website". "Image" is rare as posters tend to be on PDF files.

EMBED A VIDEO

Embed a Video

[   ]

If your video is on Youtube or VIMEO you can enter the URL here. If you include a video, the preview for the video will become the header image for this resource.

- If you are linking to a YouTube video on a website that is not YouTube, please ensure that the embed part of the link does not appear. You can do that by hovering on the bottom left-hand corner of a video where the option to "**Watch on YouTube**" appears:
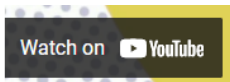
- Right click on this menu and select "**Copy link address**":
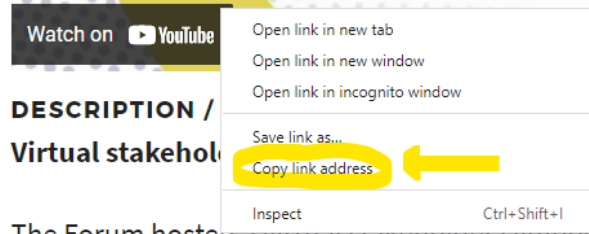
- In this example, the copied link address is https://www.youtube.com/watch?v=W4IJTrrf_zE&feature=emb_imp_woyt. If you put this into a new browser window, the embed portion of the link (**text after the ampersand**) will disappear to give you the link of https://www.youtube.com/watch?v=W4IJTrrf_zE instead. This is the link you want to embed.

AUDIENCES

Audience

☐ Academics

☐ Caregivers, seniors & volunteers

☐ Funders

☐ Health Authorities

☐ Politicians & policy makers

☐ Service providers

- This is the only time that you will be asked to identify what audience your resource is best for. Most of the time, the information you post will fall under "**Caregivers, seniors & volunteers**" or "**Service providers**".

CREATE TRAINING OPPORTUNITY

Adding a **Training Opportunity** to CORE is very similar to adding an Event, except that you do not need to specify a **Category** for your opportunity.

MAKING CHANGES

To **edit your posts**, you can go back to Your Profile:
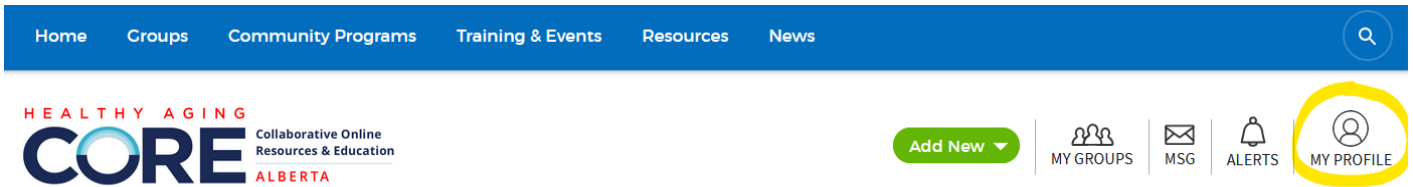
Once you click on your profile, you will see a blue bar underneath your name. Click on "**Contributed Content**" to view your posts.

Once you click on "Contributed Content", you will see a list of your Pending Content and your Contributed Content (items that have been published). Underneath the unpublished posts, you have the option to select "**Edit**":
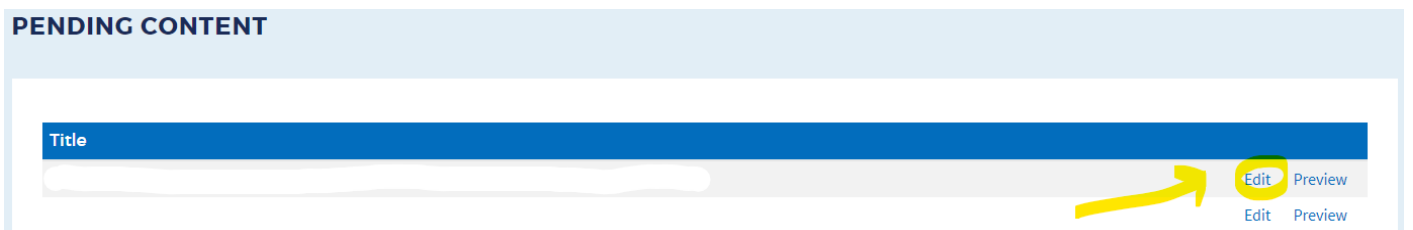
Clicking on "Edit" takes you right back to your original post.

3. How to Join a CORE Group

Go to **https://corealberta.ca/** and **log in** through the upper right-hand corner. If you are not a CORE member, you can **sign up** for a free membership. Please read the guide on **How to Become a CORE Member** if you have questions.

There are many advantages to joining groups, including the opportunity to meet other people with similar interests, to better collaborate with others in organizations that may be different than yours, to post content-specific items that fit the theme of the group you are part of, and more. Here is some background information about a **CORE group** that may help you as you decide to join.

WHAT IS A CORE GROUP?

One of the key features of the CORE platform is Groups, which are digital spaces for CORE members to come together around a particular topic, area of practice, or collaborative work. CORE Groups are community-led and managed, and can perform different functions to support the work of seniors-serving organizations. There are two types of groups:

- An **open** group is accessible and open to ALL CORE members. CORE members can see any resources and discussions shared in the group as well as participate and join or leave the group at any time.
- A **closed** group is suitable for group activity that may include documents (meeting agendas, reports, etc.) and discussions that are more private or focused on a specific project. Hosting a closed group on CORE make it more convenient for members to access all group-related information in one place. Membership to a closed group is by invitation. Requests to join must be approved by group managers.

CURRENT CORE GROUP TYPES

1. **Discussion Group**
    a. Information and learning focused, members share and discuss the latest resources, training, and research while seeking out answers to your questions on a topic or theme.
2. **Community of Practice**
    a. Expanding a practice area by collaborating with others, sharing innovation practices, and hosting training opportunities or workshops.
3. **Working Group**
    a. Groups working on specific projects can use the platform to host their documents and collaborate to achieve their goals and objectives.
4. **Training Group**
    a. Groups interested in offering cohort-based training opportunities can use closed or open groups to offer this to members.

OPEN GROUPS

With this in mind, you can view all groups on CORE by selecting the menu item at the top of the page.
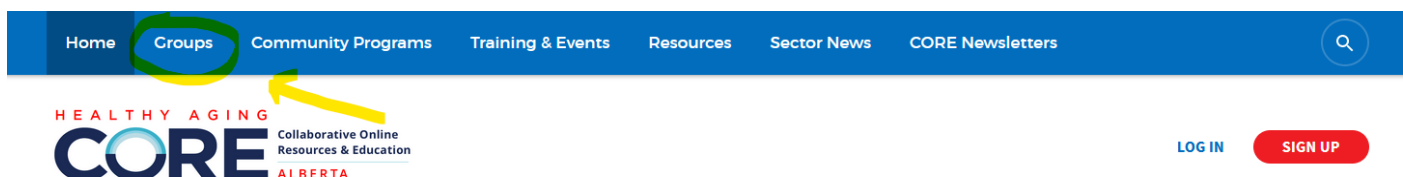
This will bring you to the page for all CORE groups. You can browse through all of the groups or type in any keywords of topics that matter to you. You also have the option of viewing only Open Groups or Closed Groups under the **Group Type** filter option.

Once you see a group that interests you, click on **Go**. Doing so takes you to that group's page. You will see in the upper right-hand corner of the page that you can click on **Join.**

After you click **Join**, you will be taken to a confirmation page where you can indicate that you would like to join by clicking on **Join Group**. If you accidentally clicked to this page and do not want to be a part of the group, you can choose **Cancel** to take you back.

By confirming your group membership, you will see that when you return to the group page, your status has changed to **Joined** in the top right-hand corner of the page.

If at any time you would like to leave a group, click on the word **Joined** in the top right-hand corner of the page to open a menu. You will then see the option to **Leave Group.**

When you click on **Leave Group**, you will be brought to another confirmation page to indicate that you no longer wish to be part of the group.

Leaving the group will now remove it from the list of groups on your profile, which is where you will be taken after you click that option. You always have the option to re-join a group at a later time using the same steps above.

CLOSED GROUPS

If you see a closed group that you would like to join, the process is the same where you would click on **Request Invitation** to send an email to the Group Manager(s) at the bottom right-hand corner of the group that you are interested in.

If you do not have a default email service set up on your **computer**, you can also right-click on **Request Invitation** and choose **Copy Email Address**.

You can now copy the email address(es) in a new email in the email provider of choice. Please share the name of the group in the subject line and share your reasons for wanting to join the closed group. The Group Manager(s) should respond to you directly via your email and if approved, grant you access to the group.

If you are approved, you will see this group appear in your list of CORE Groups.

WHAT IF THERE ISN'T A GROUP FOR WHAT YOU ARE INTERESTED IN?

If you are interested in creating a group that does not currently exist, there are resources available on CORE to help you establish a new group, set up the team's roles including the leadership structure, provide roles for group members, and learn how to plan events through a Quick Start Guide and FAQs. Groups work closely with each other and with the CORE Alberta team. Further information is also available on CORE group expectations and support.

4. How to Connect with Other CORE Members

Go to **https://corealberta.ca/** and **log in** through the upper right-hand corner. If you are not a CORE member, you can **sign up** for a free membership. Please read the guide on **How to Become a CORE Member** if you have questions.

To connect with other CORE members, you must be a member of a CORE group. To join a CORE Group, please read the guide on **How to Join a CORE Group.** After logging in, you will see the option for **My Groups.**
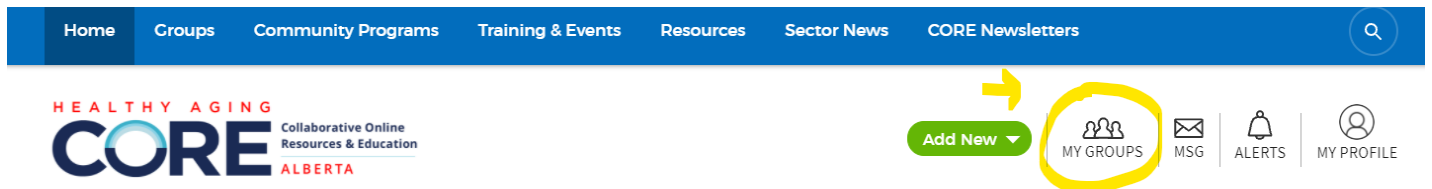

If you have an Invite Code for a group, you can enter that code into this field.

Otherwise, if you continue down, you can see the groups that you have joined. You can see that for the Social Connection, Wellness, and Mental Health CORE Group, there is a checkmark beside the word **Joined**.
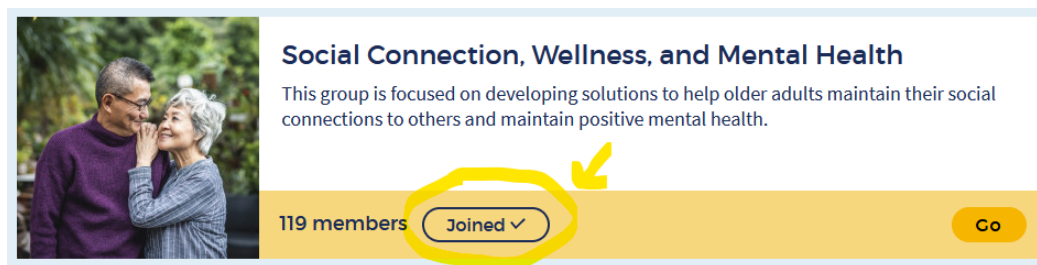
Click on **Go** to view the group and its menu. You can click on **Members** to see who else belongs to the group.
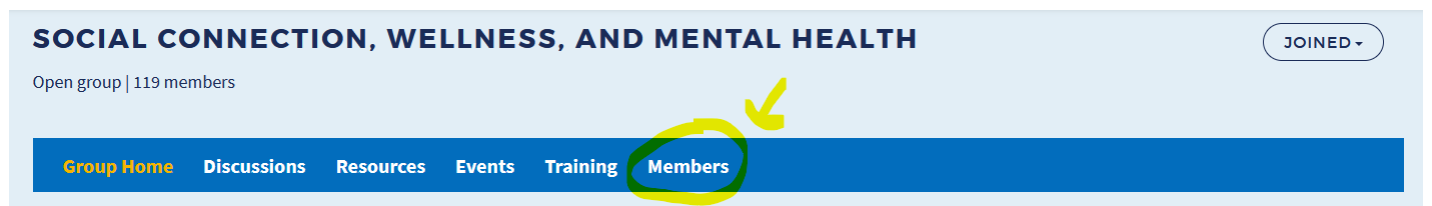
You can see the names of people who are part of the group, including the **Group Managers**. Feel free to browse through and read the profiles of other members whom you may want to connect with.

PRIVATE MESSAGES

When you are on the members page of a group you belong to, you will see the option to send a **Private Message** to another CORE member.

When you click on **Private Message**, you will be taken to a page where you can compose your message to that member.

Once your message has been delivered, you will see it in your own **Private Message Box**.

You can continue your correspondence with the other member and respond to messages, much like a chat window by clicking on the message which will open up a new page with your dialogue. The blank spaces to the top will represent the names of the people you are in private discussion with on CORE.

You: 4 minutes ago

Hello, I am sending this as a test message for the How To Guide.
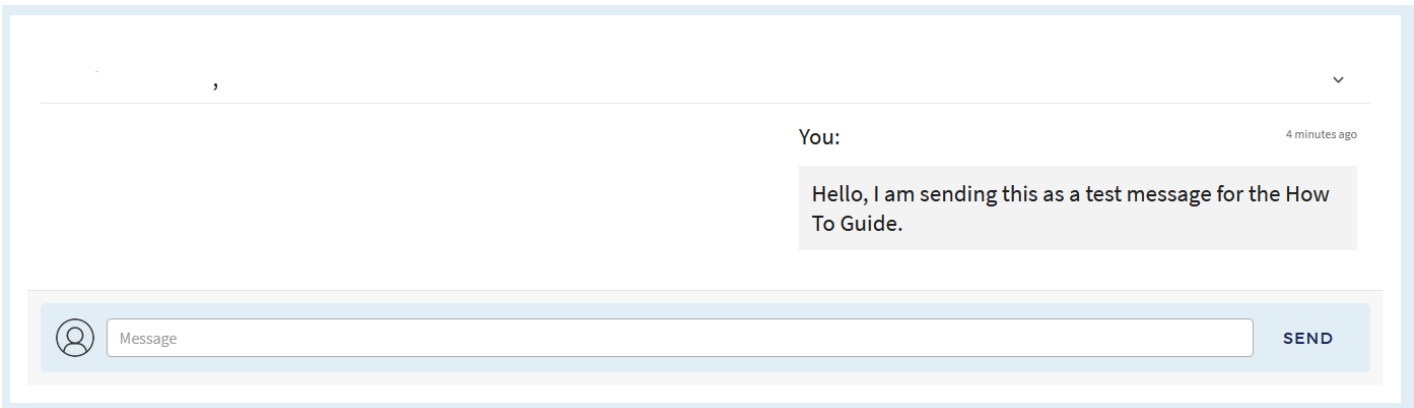
| Message | SEND |

If at any time you would like to retrieve your messages, you can click on the **MSG** icon at the top of the CORE page.
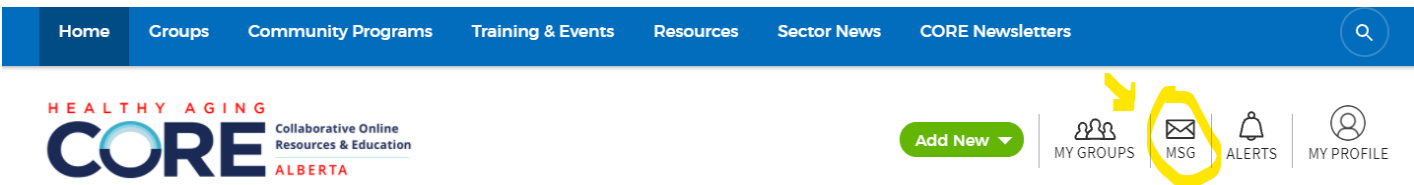
DISCUSSIONS

Another form of interaction with other CORE members is through group discussions. You can access this by clicking on **Discussions** to view what has been posted for your group.
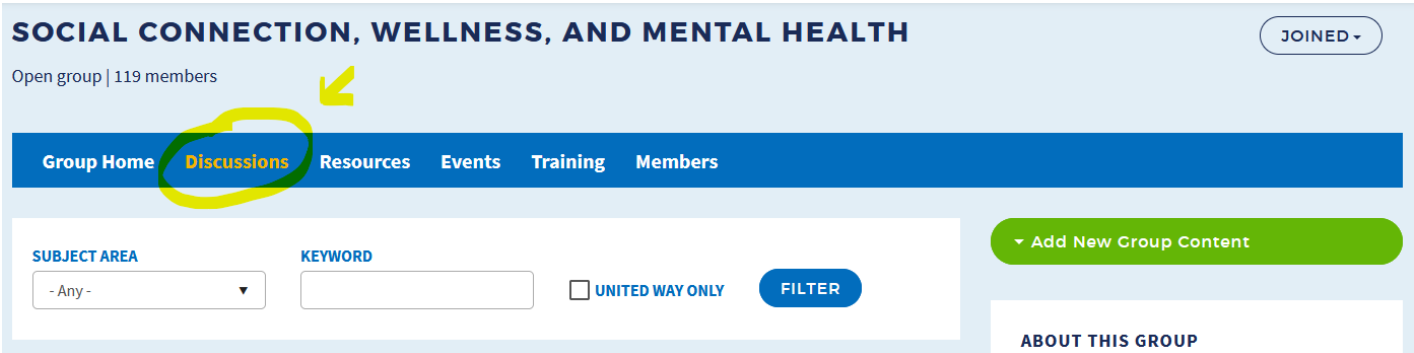
There are options for filtering information if there is a lot of content. Alternatively, if there are no discussions for your particular group, please feel free to begin one!

Over time, you will get to know more members as you connect informally on CORE, attend group and CORE events, or even work together to plan events. We hope that CORE provides you with the opportunity to cultivate new connections and that your own work is enriched by your growing network. We look forward to seeing new forms of collaboration result from your membership on CORE.