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 <u>Groups</u>, 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

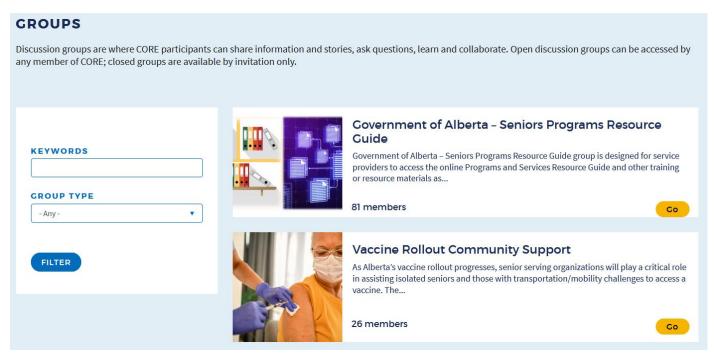
a. Groups interested in offering cohort-based training opportunities can use closed or open groups to offer this to members.

OPEN GROUPS

With this in mind, you can view all groups on CORE by selecting the menu item at the top of the page.



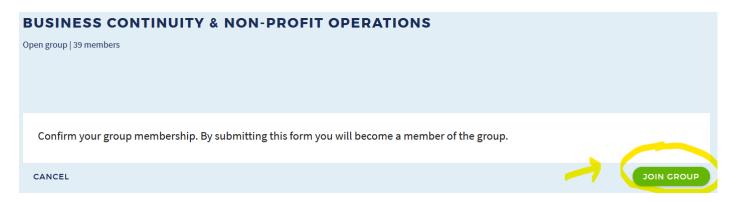
This will bring you to the page for all CORE groups. You can browse through all of the groups or type in any keywords of topics that matter to you. You also have the option of viewing only Open Groups or Closed Groups under the **Group Type** filter option.



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.



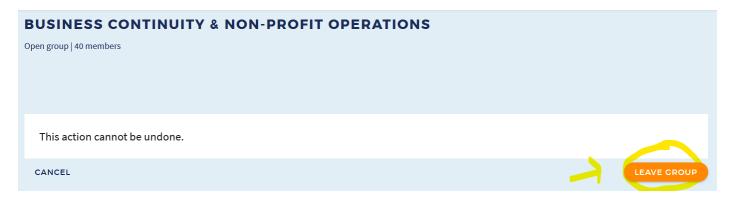
By confirming your group membership, you will see that when you return to the group page, your status has changed to **Joined** in the top right-hand corner of the page.



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.

To learn how to join CORE, you can visit the guide on **How to Become a CORE Member.**

To learn how to add information to your group or to the CORE website in general, you can visit the guide on **How to Add, View, and Edit CORE Content.**

To connect with other members, you can visit the guide on **How to Connect with Other CORE Members.**