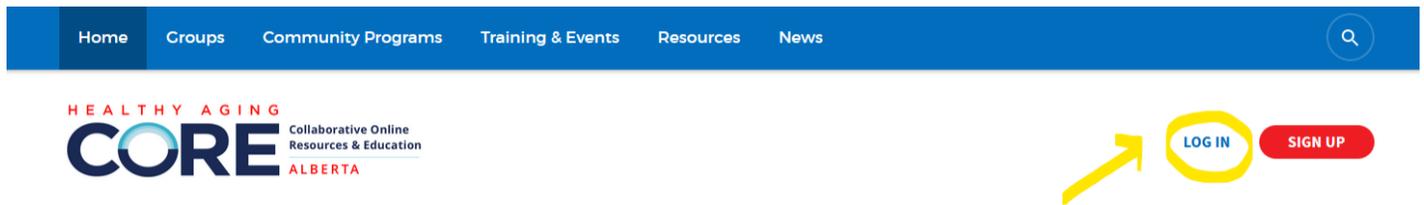


# How to Add, View, and Edit CORE Content

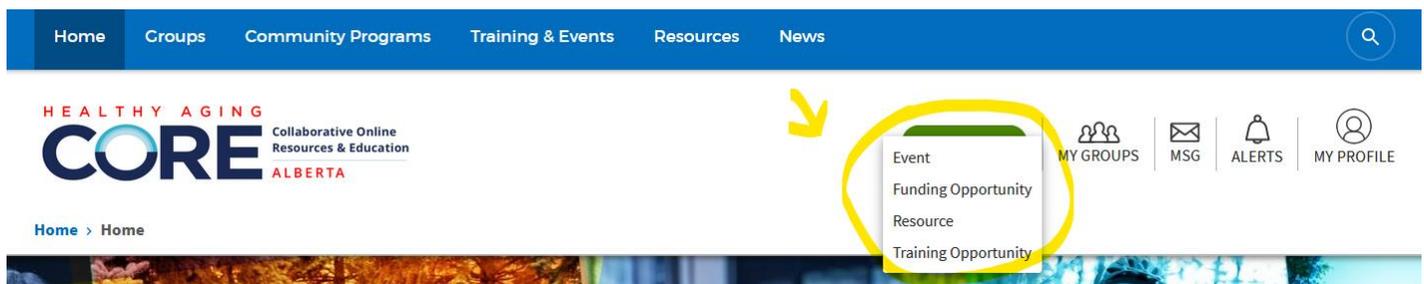
Go to <https://corealberta.ca/> and [log in](#) through the upper right-hand corner. If you are not a CORE member, you can [sign up](#) for a free membership.



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?

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

 No file selected.

 [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

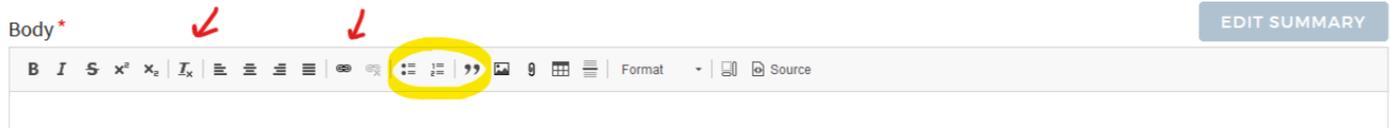
URL

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

Attach a file

No files selected.

[Upload requirements](#)

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

## DATE & TIME

Date & Time

Start date \*

End date \*

If this event will span over several days and has multiple hours of operation, please specify those times in the body of the description for the activity.

- 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

Location

Location Name

Address

Country

- 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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Ageism                     | <input type="checkbox"/> Caregiving                        | <input type="checkbox"/> Education, Recreation, & Arts        |
| <input type="checkbox"/> Food & Nutritional Support | <input type="checkbox"/> Funding Development               | <input type="checkbox"/> Home Support                         |
| <input type="checkbox"/> Housing                    | <input type="checkbox"/> Information, Referral, & Advocacy | <input type="checkbox"/> International Innovation             |
| <input type="checkbox"/> Organizational Development | <input type="checkbox"/> Physical Activity                 | <input type="checkbox"/> Safety, Security & Personal Planning |
| <input type="checkbox"/> Social Connectedness       | <input type="checkbox"/> Transportation                    | <input type="checkbox"/> Volunteer Management                 |
| <input type="checkbox"/> Wellness & Mental Health   |  |   |

### Categories

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Best Practices    | <input type="checkbox"/> Leadership & Development | <input type="checkbox"/> Mentorship & Coaching |
| <input type="checkbox"/> Policy & Planning | <input type="checkbox"/> Provincial Resources     | <input type="checkbox"/> Research & Evidence   |
| <input type="checkbox"/> Success Stories   | <input type="checkbox"/> 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.



## 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

Food & Nutritional Support

Housing

Organizational Development

Social Connectedness

Wellness & Mental Health

Caregiving

Funding Development

Information, Referral, & Advocacy

Physical Activity

Transportation

Education, Recreation, & Arts

Home Support

International Innovation

Safety, Security & Personal Planning

Volunteer Management

- 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 -
- Audio
- Document
- Image
- Multimedia
- Video
- Website

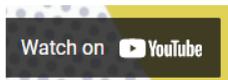
- If you are linking directly to a PDF file, please select “**Document**”. If you are linking to a website that contains the PDF file, please select “**Website**” instead (often, other types of resources may be linked to on that webpage).
- Most often, you will use the options of “**Multimedia**” (if 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

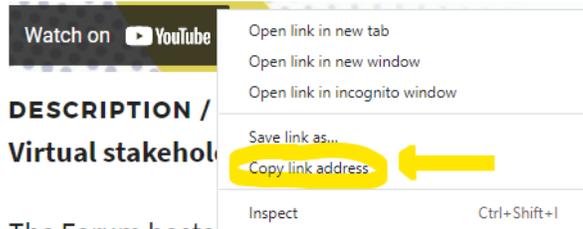
Embed a Video

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](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](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

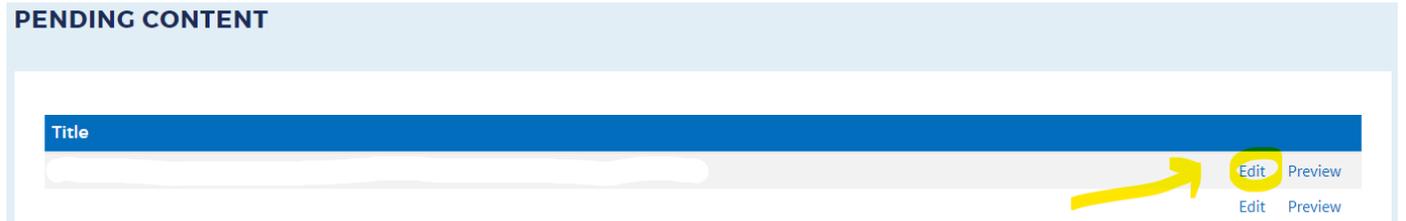
To **edit your posts**, you can go back to Your Profile:



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.

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

To join a group, you can visit the guide on **How to Join a CORE Group**.

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