

Healthy King County

Website Instructions

Communities Putting Prevention to Work
Public Health – Seattle King County

The following instructions will help you learn and navigate the Healthy King County website. If you have additional questions, please contact your project officer.

Sign Up

To access the entire Healthy King County site, you must first sign up as a member. To do this, go to <http://www.healthykingcounty.org>. In the upper right hand corner, click on the “Sign Up” link.

This brings you to the following window:

The screenshot shows a web form titled "Sign Up for HEALTHY KING COUNTY". The form includes the following fields and elements:

- Create a new account...** (Section header)
- Email Address**: A text input field containing "youremail@email.com". A blue arrow labeled "A" points to this field.
- Password**: A text input field with masked characters ".....". A blue arrow labeled "B" points to this field.
- Retype Password**: A text input field with masked characters ".....".
- Birthdate**: Three dropdown menus for month, day, and year, showing "May", "12", and "1980". A blue arrow labeled "C" points to a question mark icon next to the year dropdown.
- reCAPTCHA**: A CAPTCHA window showing the words "vollet" and "tion". Below the words is a text input field containing "vollet tion" and a blue arrow labeled "D" pointing to it. To the right of the input field are icons for refresh, volume, and help. The reCAPTCHA logo and slogan "stop spam. read books." are also visible.
- Sign Up**: A red button with white text at the bottom of the form.

To sign up, enter your email address (A), choose a password (B), select your date of birth from the drop down menu (C) and then enter the words shown in the CAPTCHA window (D). Pay attention to lower and upper case letters, punctuation, and spacing. Then click “Sign Up”

Invite Friends

Once you have successfully signed up for the Healthy King County site, you can invite others to join. To do this, click on the “Invite” link in the main navigation bar. You will be brought to a window that will let you import your contacts from various email accounts (A), or enter email

addresses manually (B). Once you have entered your desired email addresses, you may enter a custom message, (C) and then click “Send Invitations” (D).

The screenshot shows the 'Invite Your Contacts' interface. At the top, there's a section for 'Import From Your Address Book' with logos for Yahoo!, Gmail, Hotmail, and AOL. Below this is a red button labeled 'Import Address Book' with a blue arrow callout 'A' pointing to it. Underneath, there's a 'Don't worry:' section with two bullet points: 'We don't save your password (when you sign in)' and 'You choose which friends to email'. The next section is 'Enter Email Addresses Manually' with a blue arrow callout 'B' pointing to the 'Send To' input field. The input field contains 'newuser@gmail.com, newuser2@gmail.com'. Below the input field, there's a note 'Separate multiple addresses with a comma' and a blue arrow callout 'C' pointing to the 'Your Message (Optional)' text area. The text area contains 'Hi! Please register for this site!'. At the bottom right of the form is a red button labeled 'Send Invitations' with a blue arrow callout 'D' pointing to it. Below the form, there are sections for 'Import From Address Book Application' and 'Share this Invite Link' with a URL: 'http://www.healthykingcounty.org/?xgi=3TJJygotzdpPb'.

Create a Calendar Event



Any registered member can create calendar events to alert other members to interesting events in the areas that are relevant to their issue. To add your own event, click on the “Calendar” link in the main navigation bar (A). Then click on the “+ Add an Event” link at the top right of the page (B).

The screenshot shows the top navigation bar of the website. It has a dark blue background with white text. The navigation items are: 'Home', 'Calendar', 'Groups', 'What We're Doing', 'Resources', and 'YouTube'. A blue arrow callout 'A' points to the 'Calendar' link. Below the navigation bar, on the right side, there is a red button with a white plus sign and the text '+ Add an Event'. A blue arrow callout 'B' points to this button.

This brings you to the page which allows you to enter relevant information regarding the event: Name, Description, Date, Time and Location, etc. (C). It also lets you set privacy settings for your event, which determine which members of the Healthy King County site can see the details. If you wish, you can disable the RSVP option, or “Hide the Guest List”, meaning others will not be able to see who has confirmed attendance (D). When you are finished adding details, click the “Add Event” button (E) to save and post your event to the calendar.

Event Information C D **Privacy**

Name

Event Image  

Add a photo or image as part of your event display

Description

Event Type

Example: Fundraiser, "Birthday Party"

Starts : All Day

Ends :

Location

Add a general location such as "The Fillmore" so your event will show up in area results

Street

City/Town


Website or Map

Add the web address for the venue or link to a Google Map

Phone

Organized By

If you want the host to be someone other than you

Share 

Just added a new event on HEALTHY KING COUNTY

E **Add Event** Cancel

****Please be thorough in your event description – noting whether it is a Tobacco and/or HEAL-related event. This will ensure that everyone understands the event purpose.**

Work Groups


Work Groups are online discussion groups for specific policy areas within CPPW.

To see a list of the work groups, click on the “Work Groups” link in the main navigation (A). Once at the Work Group page, you can click on the title of any Work Group (B) to see more information about that work group.


Main Invite My Page Our Coalition Calendar **Work Groups** A We're Doing Reso

All Groups My Groups


Featured Groups



School Nutrition
4 members



Childcare Policy
2 members
Latest Activity: Oct 31 B



Tobacco Free Healthcare
4 members
Latest Activity: Nov 4

Sort by: Mo

You can then join any work group (C). You must be a member of a group to start a discussion forum (D), write a comment (E), or send a message to all the members in the group (F).

The Discussion Forum should be used when you have a question and would like to get input from other work group members.

The comment wall should be used when members want to direct others to articles, share good news or any other general issue announcement.

Note: Discussions and comments are visible to anyone who joins a Work Group. If you want to discuss something more privately with someone in your Work Group, please use the “Send a Message” feature from that member’s page (under “Our Coalition”).

The screenshot shows a group page for "School Nutrition" on a platform. At the top, there are tabs for "All Groups" and "My Groups". A blue arrow labeled "C" points to a "+ Join School Nutrition" button. Below the group name, there is a "Send Message" button with a blue arrow labeled "F" pointing to it. The page is divided into sections: "Information" (showing 4 members and latest activity on Nov 8), "Members (4)" (with profile icons), "Discussion Forum" (with a "Start a Discussion" button and a blue arrow labeled "D"), and "Comment Wall" (with a "Comment" button and a blue arrow labeled "E"). A message on the comment wall states "You need to be a member of School Nutrition to add comments!" and includes a "Join School Nutrition" link. A comment by Meredith Li-Vollmer is visible, dated November 2, 2010.

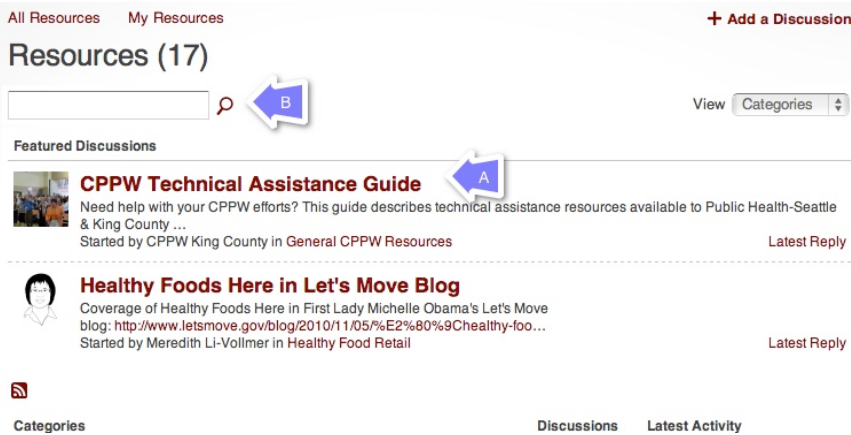
What We're Doing

To write your own post (or to see others'), click on the “What We're Doing” link in the main navigation bar (A). From there, you can add a post (B) or search all the existing posts for keywords (C).

The screenshot shows the "What We're Doing" page. At the top, there is a navigation bar with links: "Main", "Invite", "My Page", "Our Coalition", "Calendar", "Work Groups", "What We're Doing" (with a blue arrow labeled "A" pointing to it), "Resources", and "YouTube". Below the navigation bar, there are tabs for "All Posts", "My Posts", and "Edit Posts". A blue arrow labeled "B" points to a "+ Add a Post" button. Below the tabs, there is a search bar with a magnifying glass icon and a blue arrow labeled "C" pointing to it.

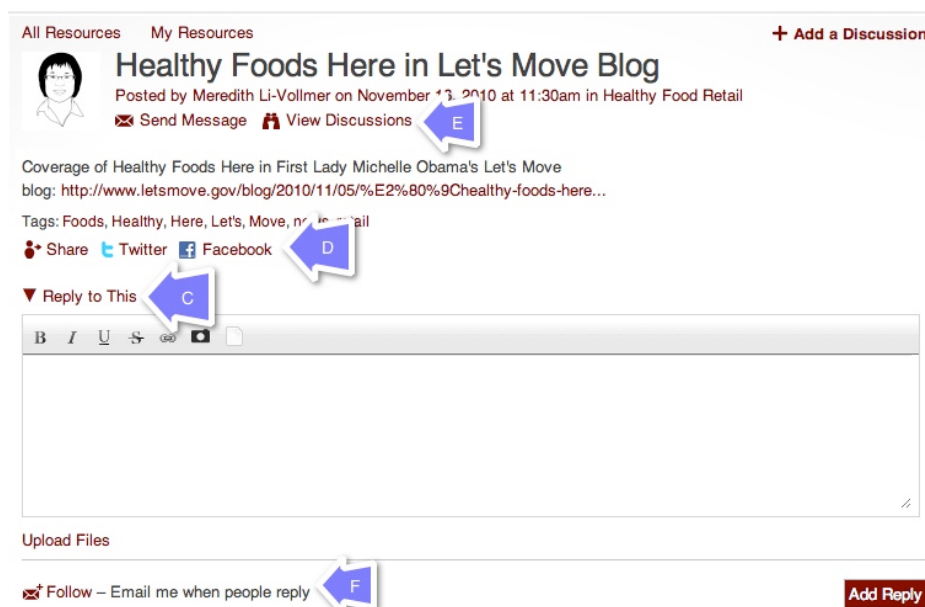
Once you click “Add a Post” you will be taken to the post entry page. Posting your story is as easy as picking a title (D) and then typing the body of the post (E). You can tag your post (F) with keywords (e.g., tobacco, HEAL, school nutrition, safe routes to school) that will help others

The first page displays several discussion topics that you can browse through to find relevant materials on your issue (childcare, community mobilization, etc.). There is also a featured resource (A) at the top, which will be updated based on what materials are being requested most often (recent training presentations, new research, etc.). You can also search by keyword (B) for various resources.



Once you have clicked on resource to review, you can then reply with comments to the article (C) tell your Facebook and Twitter contacts about the posted resource by using the Share, Facebook or Twitter buttons (D), as well as send a message to the person who posted the resource or view other resources (“discussions”) the person has started (E).

One additional feature of the Resources page is the “Follow” function, which allows you to receive email notifications when new resources are posted. There are three levels of notification you can choose to receive. You may choose to receive an email each time someone (1) posts a new resource (starts a new conversation in a specific category) or (2) comments on an existing posted resource. You can activate this notification function by clicking on the “Follow” link at the bottom of each page (F). You’ll have the ability to receive notifications or “follow” any piece of content that was added to the network.



Uploading Resources

As well as searching other resources, you can upload your own to share with the Healthy King County community. To upload your own resources, click on the “Add a Discussion” link from the “Resources” page (A).



From there, you can type the document title in the “Discussion Title” field and a quick description in the “Post” field. You can then assign your document to one of the pre-determined categories using the dropdown menu (e.g., schools, SLBs, CPPW news) (A), add tags (e.g., tobacco, HEAL) to allow others to easily find your post (B), and attach files (C) including photos, PDFs or Word documents. Your final step is to click the “Add Discussion” button at the bottom of the page and your resource will be available to other Healthy King County members (D).

A screenshot of the 'Add a Discussion' form. At the top, it says 'Add a Discussion'. Below that is a 'Discussion Title:' label followed by a text input field. Underneath is a 'Post:' label followed by a rich text editor with a toolbar containing options like 'Size', 'B', 'I', 'U', 'List', 'Link', and 'Image'. Below the text editor is a 'Category:' dropdown menu with 'Access to Parks and Recreation' selected. To the left of the dropdown is a blue arrow labeled 'B' pointing to the 'Tags:' label, which is followed by a text input field. Below the tags field is an 'Attach File(s):' section with three 'Choose File' buttons, each followed by 'no file selected'. A blue arrow labeled 'C' points to the second 'Choose File' button. At the bottom right of the form is a red 'Add Discussion' button and a grey 'Cancel' button. A blue arrow labeled 'D' points to the 'Add Discussion' button. A blue arrow labeled 'A' points to the 'Access to Parks and Recreation' category dropdown.