



ACFP Networks: Getting Started

Alberta College of Family Physicians



ALBERTA COLLEGE *of*
FAMILY PHYSICIANS



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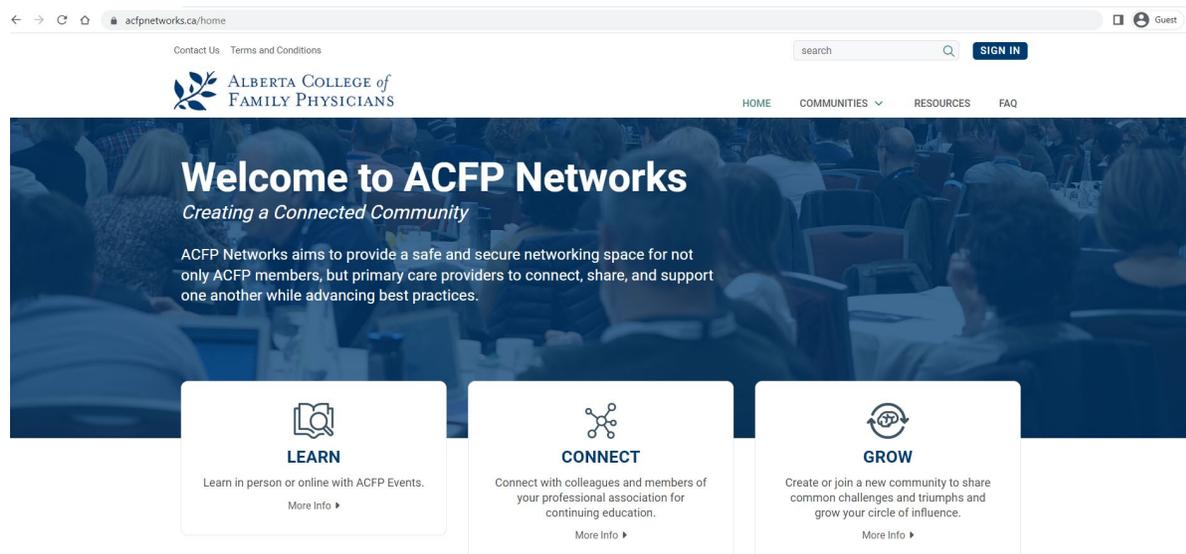
INTRODUCTION

The following document is intended to provide guidance for signing in and engaging with the new community platform – ACFP Networks.

Should you have any issues with this new platform, please do not hesitate to contact community@acfp.ca.

GETTING STARTED

Access the site at www.acfpnetworks.ca



The screenshot shows the homepage of ACFP Networks. At the top, there is a navigation bar with links for 'Contact Us' and 'Terms and Conditions', a search bar, and a 'SIGN IN' button. Below the navigation bar is the ACFP logo and a main header area with the text 'Welcome to ACFP Networks' and 'Creating a Connected Community'. The main content area features three columns: 'LEARN' (Learn in person or online with ACFP Events), 'CONNECT' (Connect with colleagues and members of your professional association for continuing education), and 'GROW' (Create or join a new community to share common challenges and triumphs and grow your circle of influence). Each column has a 'More Info' link.

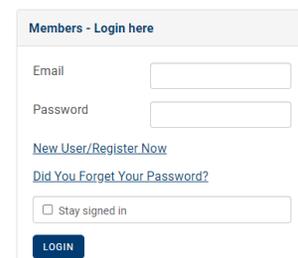
CREATING AN ACCOUNT

Click the **SIGN IN** button located in the top right-hand corner of the site.



This screenshot is similar to the previous one, but the 'SIGN IN' button in the top right corner of the navigation bar is circled in red to highlight it.

This will redirect you to the “Login or Register” page. From here, click on the **New User/Register Now** button.



The screenshot shows the 'Members - Login here' form. It includes fields for 'Email' and 'Password', a 'New User/Register Now' link, a 'Did You Forget Your Password?' link, a 'Stay signed in' checkbox, and a 'LOGIN' button.

This will direct you to the **Create Account** page. ACFP Networks requires an email, your first and last name, and a password.

Create Account

Already have an account? [Click here](#) to login.

Not registered yet? [Create an account](#)

*Email

*First Name

*Last Name

Occupation

Company Name

*Password

*Confirm Password

Remember Password?

[CREATE ACCOUNT](#)

* Indicates that the field is required

Once you have filled out the form, press the **Create Account** button. Your request to join ACFP Networks will be confirmed by the Community Manager (community@acfp.ca) and you will receive an email once approved.

RETURNING TO THE WEBSITE

Once registered, you can sign back in through similar steps. Click on the **SIGN IN** button (top right-hand corner of site).

[Contact Us](#) [Terms and Conditions](#)

[SIGN IN](#)

From the **Login or Register** page, enter your email address you registered with for ACFP Networks and your password.

Login or Register

Members - Login here

Email

Password

[New User/Register Now](#)

[Did You Forget Your Password?](#)

Stay signed in for 5 days

[LOGIN](#)

COMMUNITIES

Creating a Connected Community.

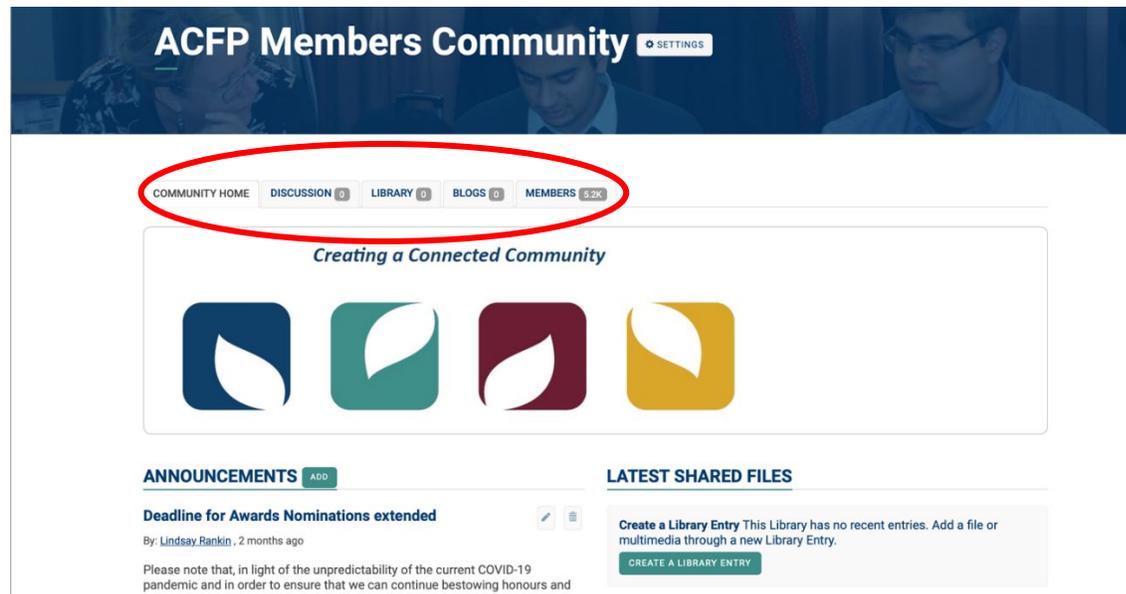
On the homepage, ACFP Networks members can make connections, share best practices, commonalities, and challenges through a variety of communities. Click on **COMMUNITIES** in the menu bar at the top of the site to navigate the available communities you can join!

A Submenu will pop up that will allow you to see **ALL COMMUNITIES** – all the communities within ACFP Networks, or **MY COMMUNITIES** – which is where you will see all the communities you have specifically joined.



Once you've joined a community, you'll be able to add or reply to a **DISCUSSION**, upload, or download documents from that community **LIBRARY**, or read articles/member commentaries under **BLOGS**. You can also see which other **MEMBERS** belong to that specific community.

ANNOUNCEMENTS are also found on each community homepage that broadcast ideas and/or reminders across the entire ACFP Networks.



RESOURCES

[Contact Us](#) [Terms and Conditions](#)

search

Welcome to ACFP Networks

Creating a Connected Community

ACFP Networks aims to provide a safe and secure networking space for not only ACFP members, but primary care providers to connect, share, and support one another while advancing best practices.

POST A MESSAGE

SHARE A FILE

POST A MESSAGE with one community and lend your voice to the conversation! Does your post apply to more than one community? Why not *Cross Post* it and save yourself the copy and paste! Feel free to enhance your message with attachments.

There are also a couple of unique features in posting a message to any discussion.

- 1) You have the ability to mention/tag someone in your message. Much like many social platforms, if you use the @ symbol and then begin typing the individual's name you can select them from the list of names. Select the correct person and continue with your message. The person you mentioned will receive a notification that you mentioned them.
- 2) You can also classify or categorize your posts with hashtags. Much like social media, you will be able to use hashtags to classify threads by topic and search for related discussions with that specific hashtag. For example, #peerreview, #CMN, etc. When adding a hashtag start with the # symbol and begin typing your hashtag. If a hashtag is already being used, it will pop up as you type. Whether you are creating a new hashtag or using an existing one, if you've done so correctly, the hashtag will display as a link. If not, it will just display as regular text and you may want to try again.

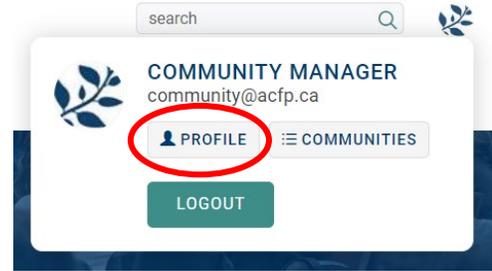
SHARE A FILE (links, files, webinars, YouTube videos) directly to a library you think your peers or committees would benefit from!

With either option, we encourage you to help build libraries and add perspectives to a variety of topics.

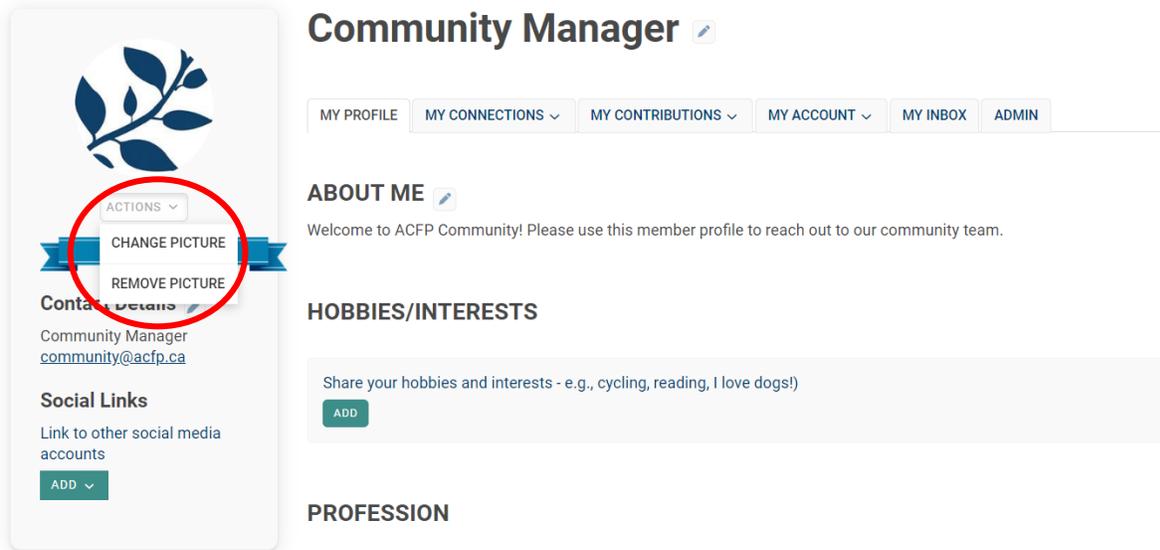
EDITING PROFILE, PRIVACY, AND PREFERENCES

One of the first things you will want to do upon signing up to ACFP Networks is build your **profile**.

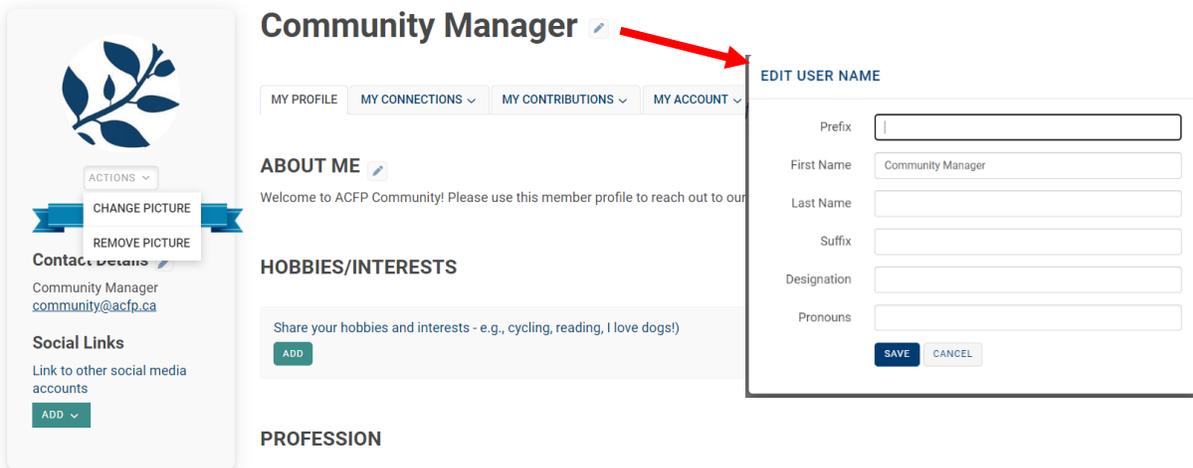
To access your profile, simply click on your initials or the image in the top right corner (the same location of the sign in button).



In getting started, we recommend adding a **photo** and share a little bit about yourself by completing the **ABOUT ME**, **HOBBIES/INTERESTS**, and **PROFESSION** sections.



Want to add your designations or pronouns? You can do that by clicking on the pencil icon by your name. Be sure to hit save once you have made the **EDIT USER NAME** changes you would like to see.

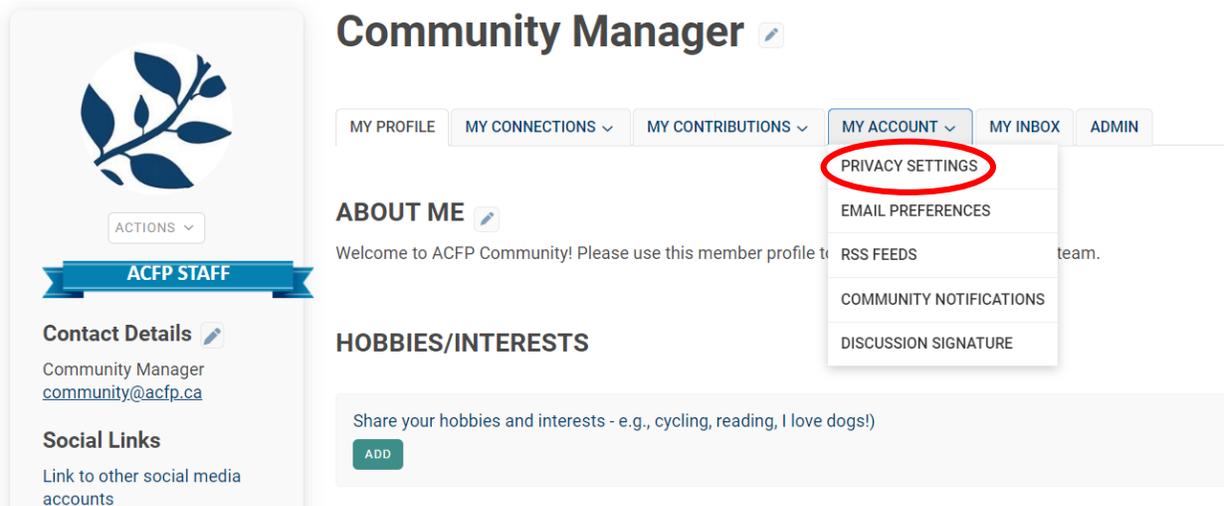


To edit or delete profile elements, simply click the little pencil or trash icon.



PRIVACY SETTINGS

Determine how much information you want to share on the ACFP Networks. To change your preferences, click on **MY ACCOUNT** and select **PRIVACY SETTINGS**.

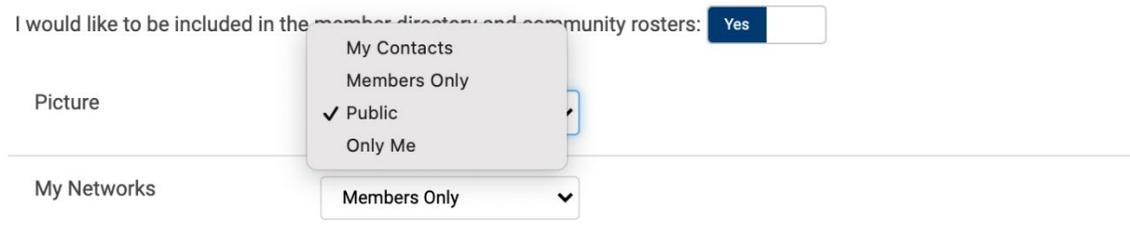


The screenshot shows the 'Community Manager' profile page. On the left is a profile card with a logo, 'ACFP STAFF' badge, and contact details. The main area has tabs for 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', 'MY ACCOUNT', 'MY INBOX', and 'ADMIN'. The 'MY ACCOUNT' dropdown menu is open, showing options: 'PRIVACY SETTINGS' (circled in red), 'EMAIL PREFERENCES', 'RSS FEEDS', 'COMMUNITY NOTIFICATIONS', and 'DISCUSSION SIGNATURE'. Below the tabs are sections for 'ABOUT ME' and 'HOBBIES/INTERESTS'.

From your photo to your education, you get to decide what you want to share and who can see it.

PRIVACY SETTINGS

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

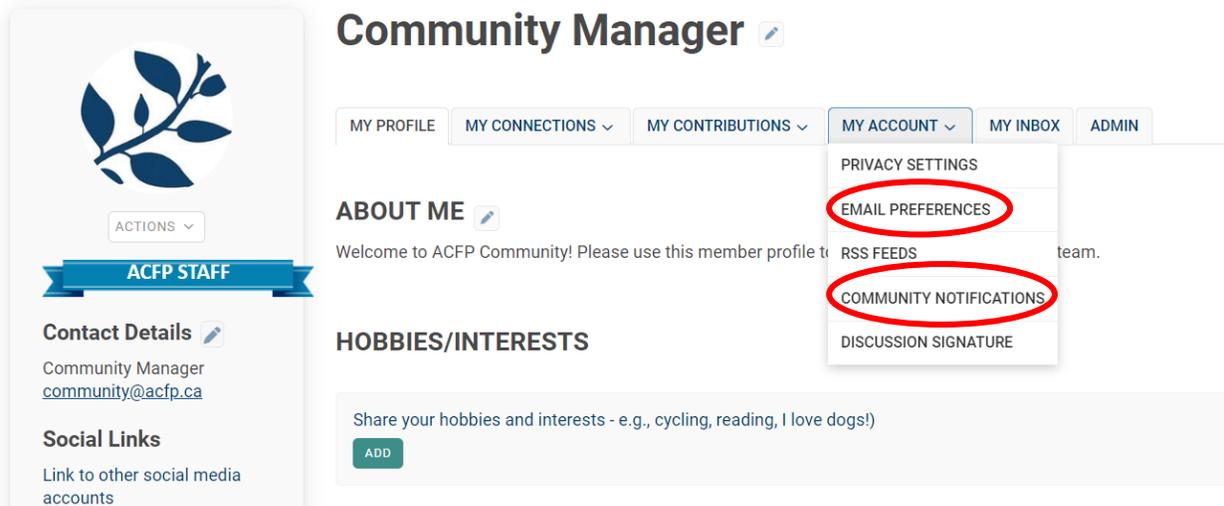


The screenshot shows the 'PRIVACY SETTINGS' form. At the top, there is a toggle for 'I would like to be included in the member directory and community rosters:' set to 'Yes'. Below are settings for 'Picture' and 'My Networks'. The 'Picture' field has a dropdown menu open with options: 'My Contacts', 'Members Only', 'Public' (checked), and 'Only Me'. The 'My Networks' field has a dropdown menu set to 'Members Only'.

A few definitions will help you determine how much you are willing to share:

- **Public:** anyone who accesses the ACFP Networks can see your information – whether they are logged in or not.
- **Members:** anyone who is logged in to ACFP Networks can see your information (similar to the Member Directory).
- **Contact:** anyone who you have added as a contact with ACFP Networks (similar to LinkedIn).
- **Only Me** means only you can see the information.

MANAGING EMAIL PREFERENCES AND COMMUNITY NOTIFICATIONS



Community Manager

MY PROFILE | MY CONNECTIONS | MY CONTRIBUTIONS | **MY ACCOUNT** | MY INBOX | ADMIN

PRIVACY SETTINGS
EMAIL PREFERENCES
 RSS FEEDS
COMMUNITY NOTIFICATIONS
 DISCUSSION SIGNATURE

ABOUT ME
 Welcome to ACFP Community! Please use this member profile to...

HOBBIES/INTERESTS
 Share your hobbies and interests - e.g., cycling, reading, I love dogs!
 ADD

Contact Details
 Community Manager
community@acfp.ca

Social Links
 Link to other social media accounts

Under **MY ACCOUNT**, you can also set your **EMAIL PREFERENCES** (i.e., update your email address, and opt-out of certain types of communications) and set your **COMMUNITY NOTIFICATIONS**. By default, every day, you will receive a daily digest recapping of all new discussion posts and responses related to a specific community. You can change your notifications settings at any time to suit your needs. Below are a few definitions to consider when making your discussion email selection:

- **Real Time** means you will get an email every time someone posts to the discussion group.
- **Daily Digest** means you will get one email every weekday morning reporting any activity happening the previous day in that community.
- **No email** means you will not get any notifications of activity in the discussion group. You will have to log in to the site to view these updates.

By checking off the **Weekly Consolidated Community Digest**, you will receive a comprehensive view of all the activity from the preceding week for all the communities you choose in a single email. This includes announcements, blogs, discussions, library entries, and more.