

IMMUNIZE. PREVENT WHAT'S PREVENTABLE

# BCaT NETWORK USER GUIDE



THE  
IMMUNIZATION  
PARTNERSHIP



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**\*\*Click the bulleted section to navigate to that section or scroll through to view the entire guide.**



The purple icon on each slide will bring you back to the Table of Contents





# HOW TO SIGN UP





# HOW TO SIGN UP

Visit:

<https://bcatnetwork.ning.com/main/authorization/signUp?>

- Type in your email
  - ✓ This will be your login and how all notifications are sent
- Create a password
- Check all the boxes
- Click the green “Create Account” button
- A notification will be sent to TIP to approve your sign up
  - ✓ You will be sent approval notification via email





# CREATING YOUR PROFLIE





# HOW TO CREATE YOUR PROFILE

- Once you create your account you should be directed to your profile page
- You will need to enter the following:
  - Name
  - Zip Code
  - Coalition Name
- You can upload a profile picture if you would like

The screenshot shows a web browser window with a navigation bar at the top containing links: Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. Below the navigation bar is a profile page with tabs for Profile, Email, and Connections. The Profile tab is active, showing a form with the following fields:

- BASIC INFO**
  - Email Address:  [change](#)
  - Password:  [change](#)
  - Full Name:
  - Profile Page Privacy:  [▼](#)
  - Country:  [▼](#)
  - Zip Code:   
Only your zip will be displayed, not your state.
  - City, State:
  - URI:  Ashley
- PROFILE QUESTIONS**
  - Coalition Name:

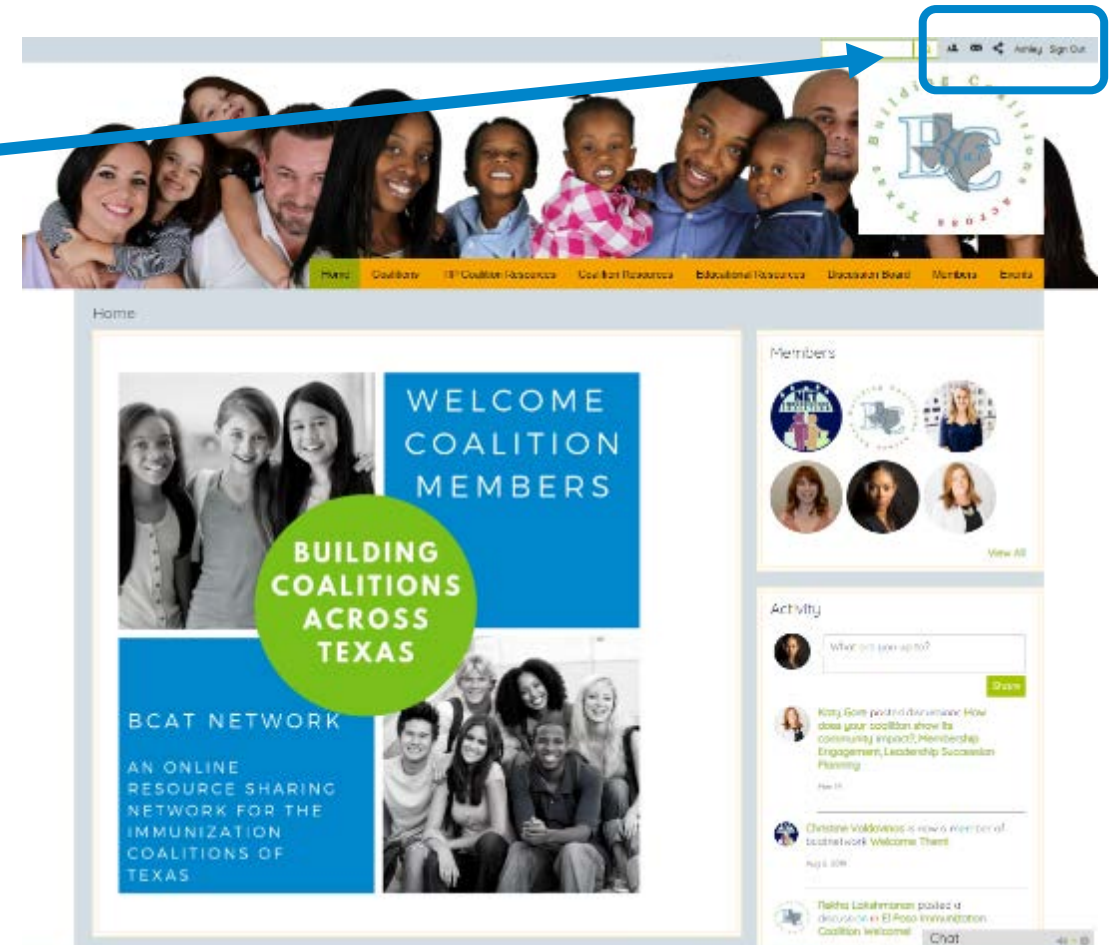
At the bottom of the form are two buttons: [Update](#) and [Cancel](#). In the bottom right corner of the page, there is a link: [Leave boothnetwork](#).





# HOW TO EDIT YOUR PROFILE

- Find your name at the top of site
- Click on your name to navigate to your personal page





# HOW TO EDIT YOUR PROFILE



- Once on your page, click the “Options” button for a dropdown menu
- Click on “Edit Profile”
- This will bring you to the page where you can update your information







# HOW TO EDIT YOUR PROFILE

- Here you will be able to:
  - Update password
  - Change display name
  - Change language
  - Edit location
  - Change your coalition





# HOW TO INVITE YOUR COALITION MEMBERS





# INVITING YOUR COALITION MEMBERS

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- Create an email to your coalition members
- Send this link:  
<https://bcatnetwork.ning.com/?xgi=LhzuhhqSLan3GS>
- Send the BCaT Network User Guide as an attachment in the email:  
[https://drive.google.com/open?id=1sv\\_pAGMVLSV7rgyP9E7asAdtEdYi6cmy](https://drive.google.com/open?id=1sv_pAGMVLSV7rgyP9E7asAdtEdYi6cmy)
- Let your coalition members know to email Katy Gore at [kgore@immunizeusa.org](mailto:kgore@immunizeusa.org) if they have any questions





# NAVIGATING THE SITE



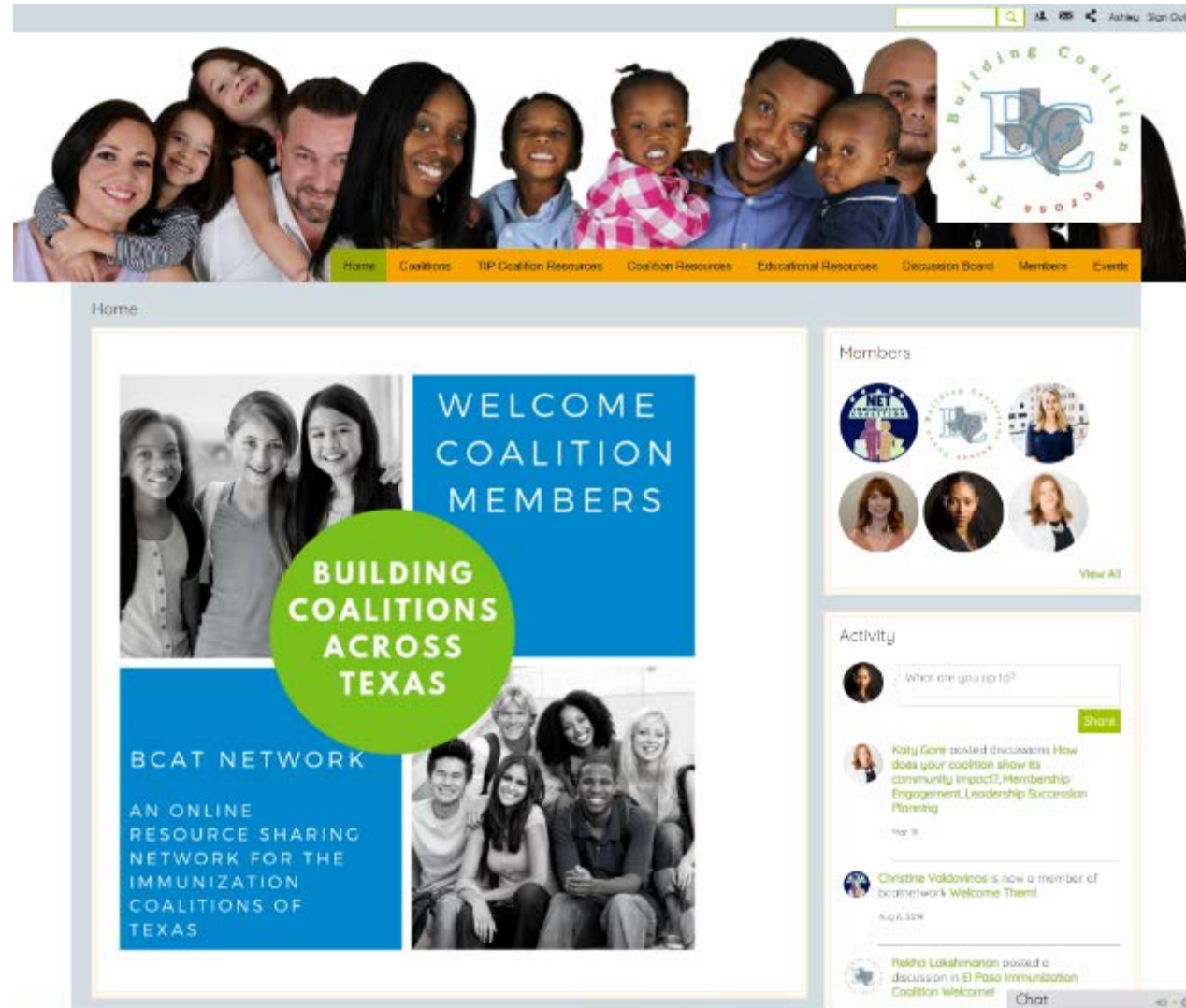


# HOME PAGE FEATURES



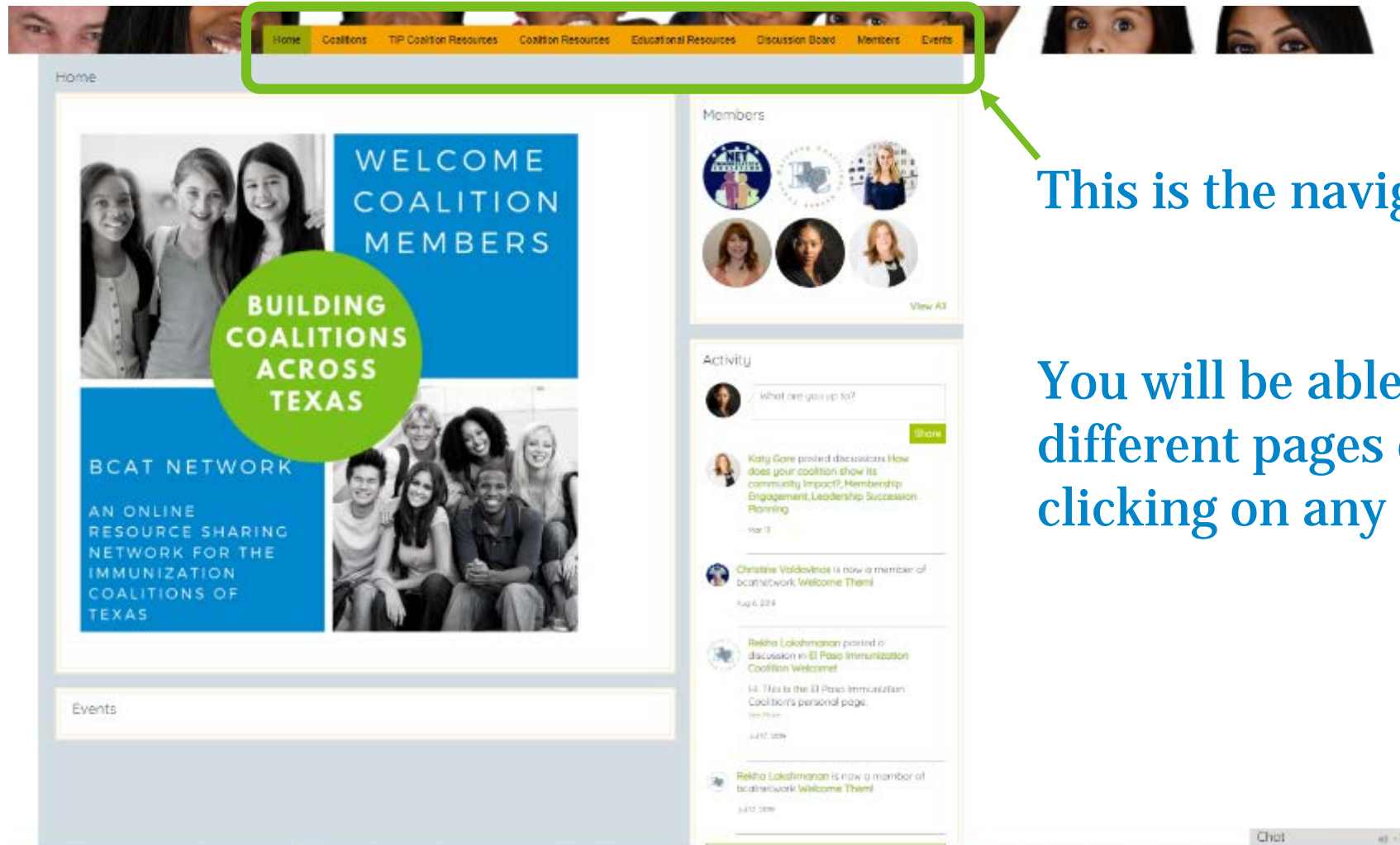


# EXPLORE THE SITE





# EXPLORE THE SITE



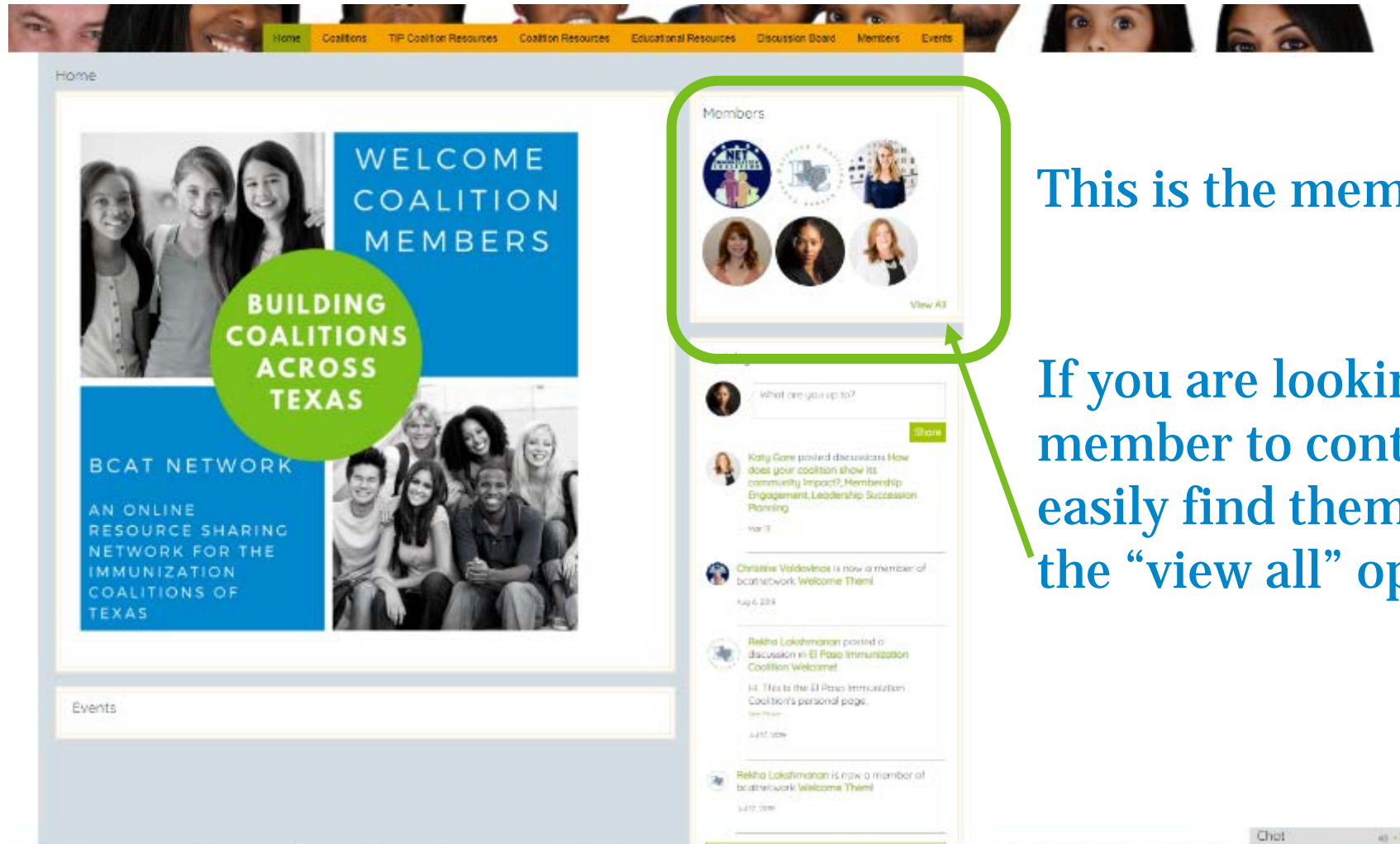
This is the navigation bar

You will be able to visit all the different pages of the site by clicking on any of the tabs





# EXPLORE THE SITE



This is the member box

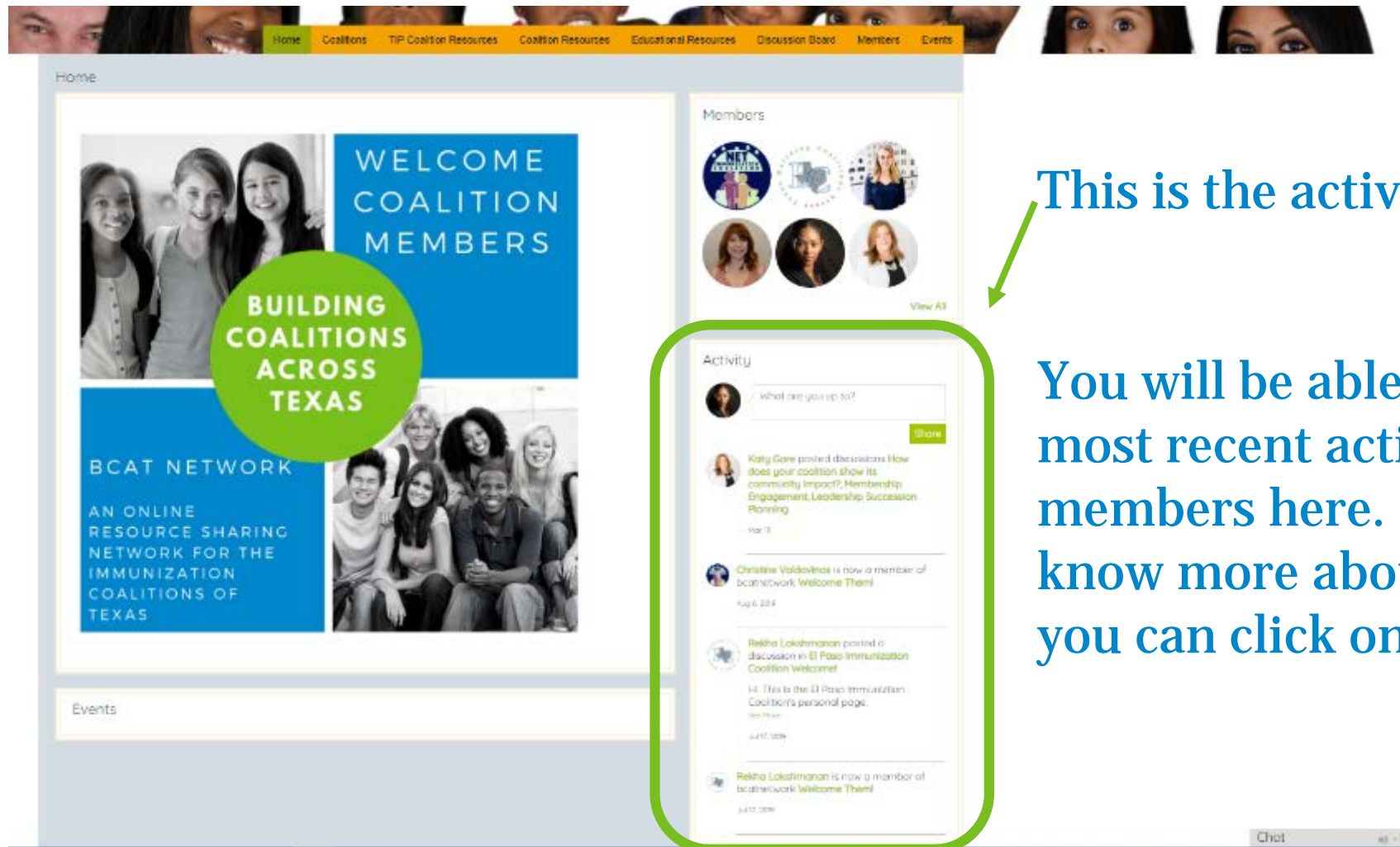
If you are looking for a member to contact you can easily find them by clicking in the “view all” option







# EXPLORE THE SITE



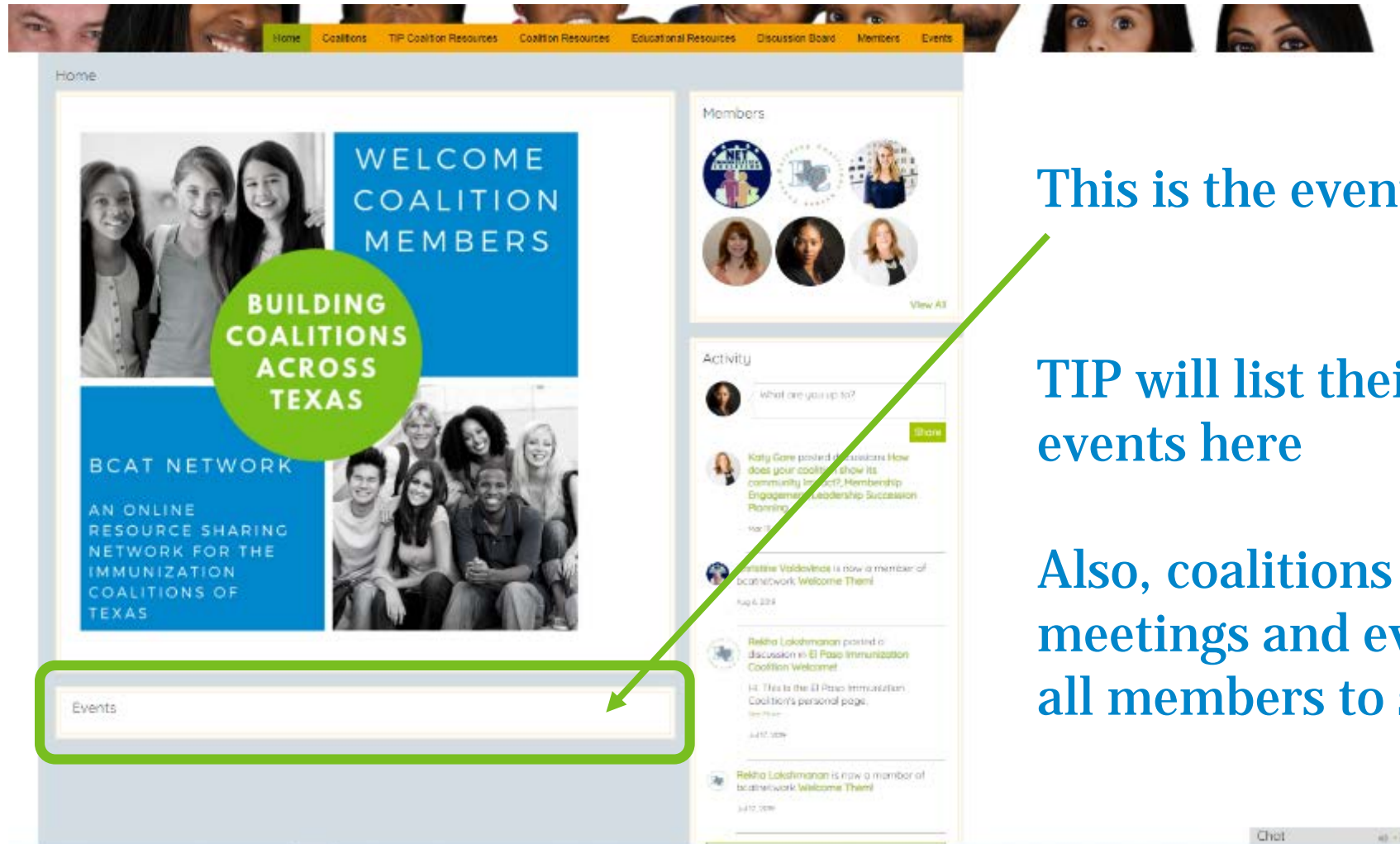
This is the activity panel

You will be able to see the most recent activity of the members here. If you want to know more about the activity you can click on it





# EXPLORE THE SITE



This is the event box

TIP will list their upcoming events here

Also, coalitions can list their meetings and events here for all members to see





# EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK

AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

What are you up to?

Katy Gore posted discussion: How does your coalition show its community impact? Membership Engagement, Leadership Succession Planning

Christine Valdivia is now a member of bcatework. Welcome Them!

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition Welcome!

Rekha Lakshmanan is now a member of bcatework. Welcome Them!

Chat

This is the chat box

You can chat with other coalition members here



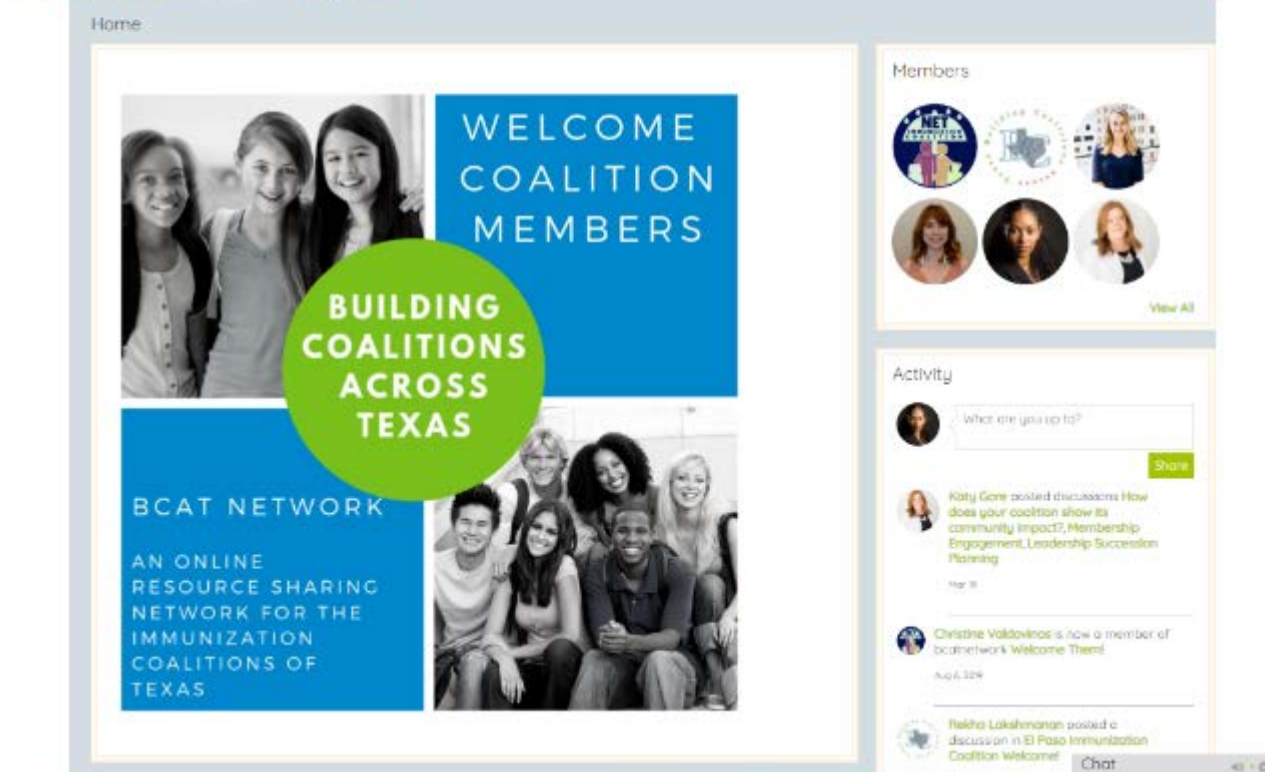


# EXPLORE THE SITE



This is the Messaging Center

You can email/message with other coalition members here





# CHAT BOX FEATURES







# EXPLORE THE SITE

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK

AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Members

Activity

What are you up to?

Share

Katy Gore posted discussion: How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning

Christine Valdivinos is now a member of bcatework. Welcome Them!

Aug 6, 2014

Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition Welcome!

Hi. This is the El Paso Immunization Coalition's personal page.

See Page

Jul 17, 2014

Rekha Lakshmanan is now a member of bcatework. Welcome Them!

Jul 17, 2014

Chat

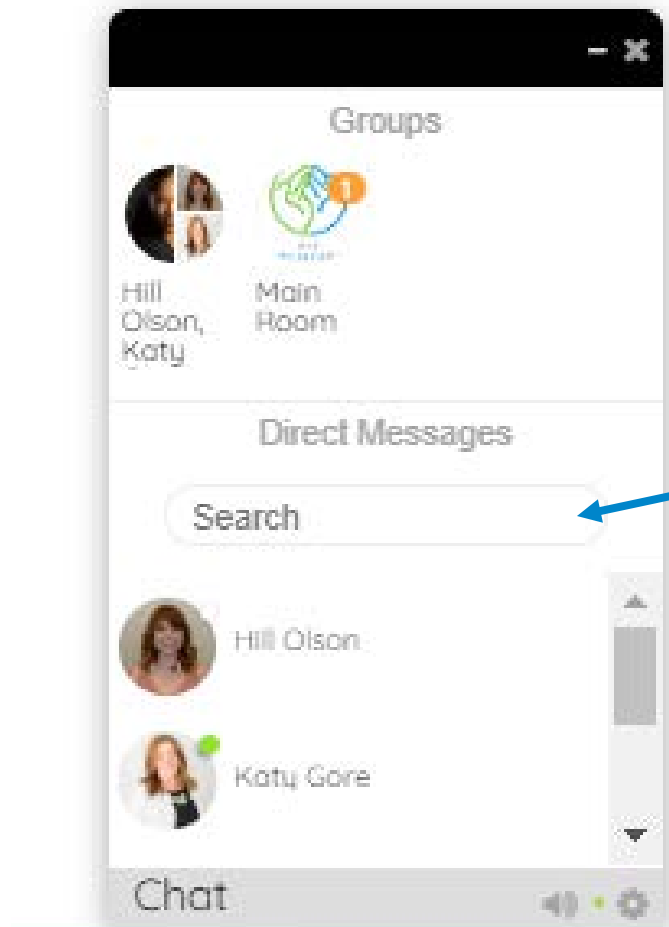
Chat box

You can chat with other coalition members here





# CHAT BOX



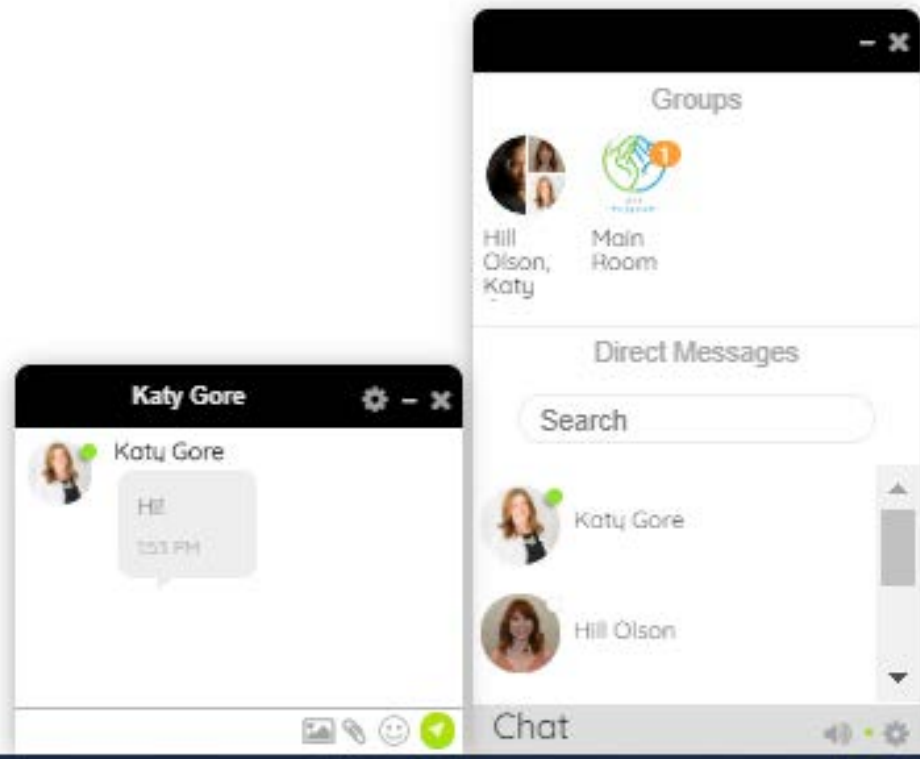
- To Chat with other members simply click on the grey box to open the chat options
- You can search for a member in the search box





# CHAT BOX

- You can send individual messages or create group chats







# MESSAGE CENTER FEATURES



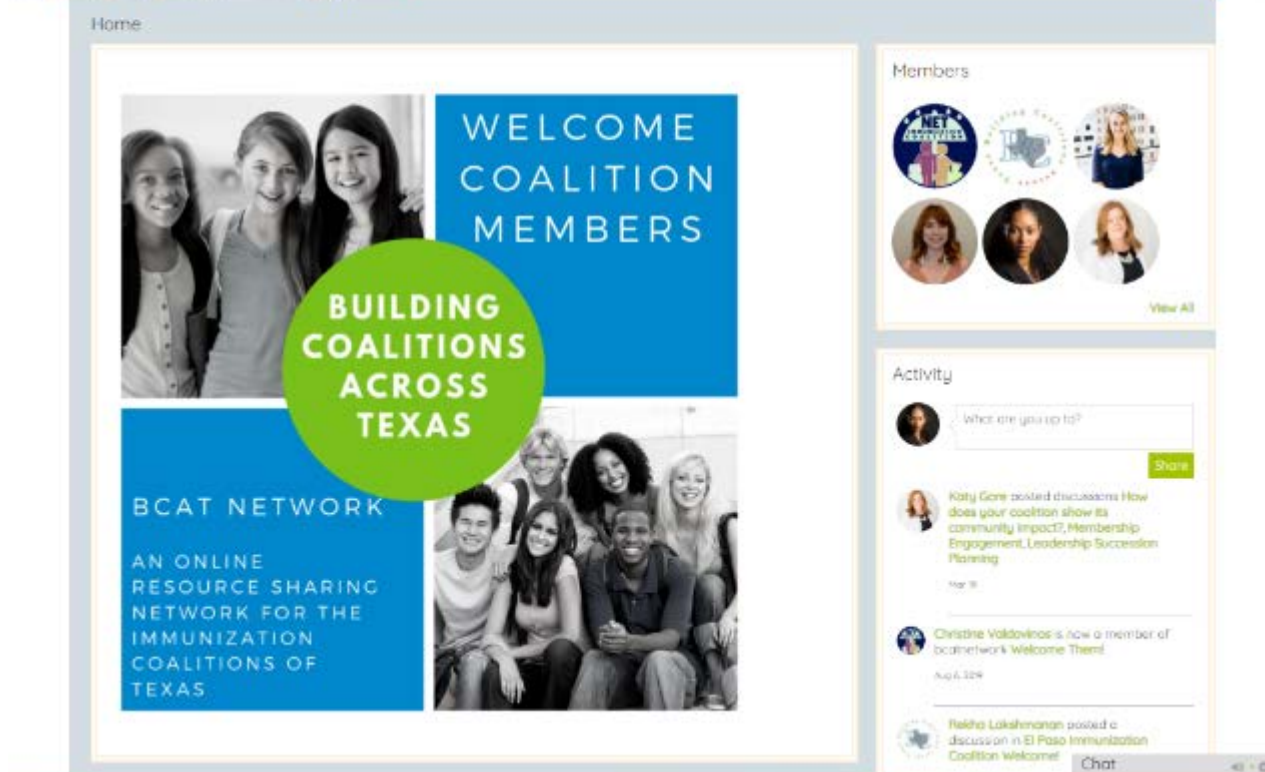


# EXPLORE THE SITE



Messaging Center

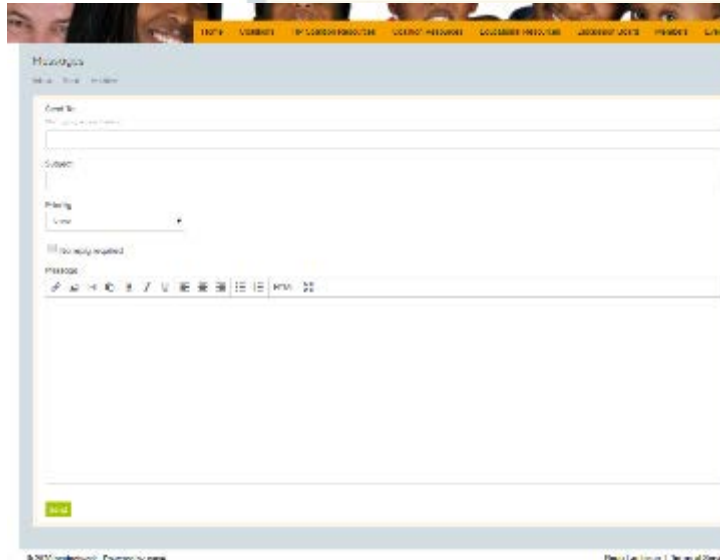
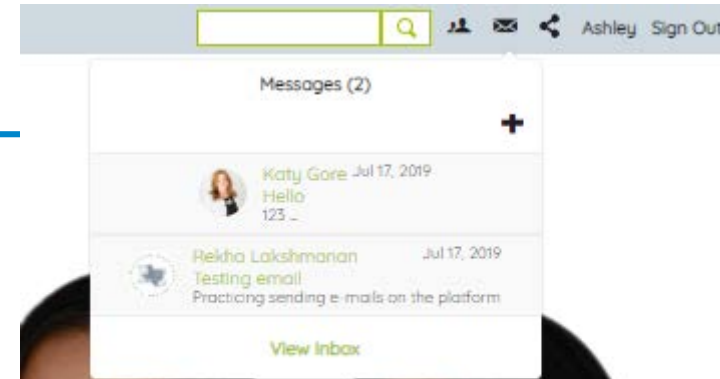
You can email/message with other coalition members here





# MESSAGE CENTER

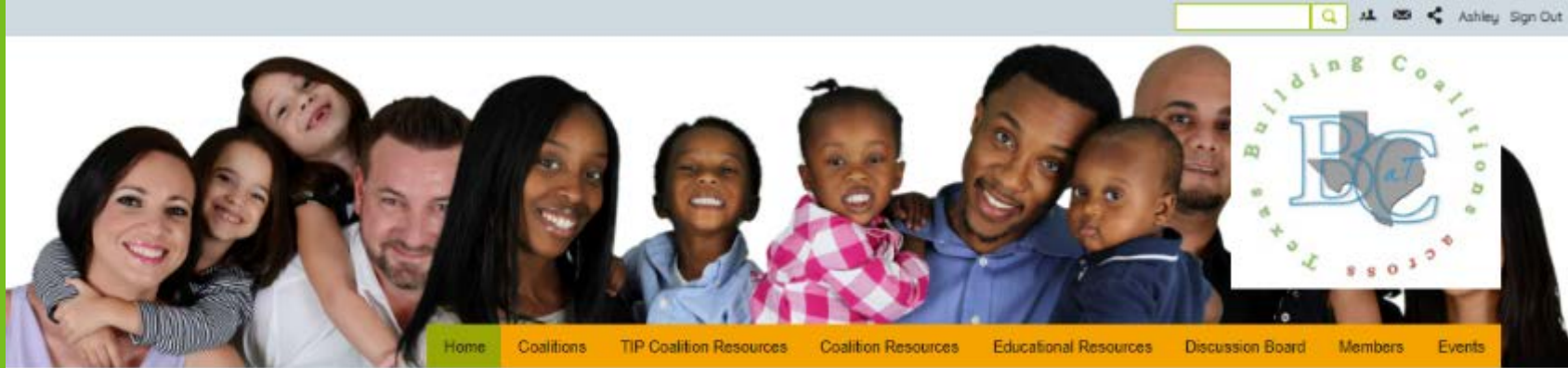
- Click on the small envelope at the top of the screen to see if you have any messages
- To view your entire inbox click on “View Inbox”
- To create new message click on the “+” under the messages center





# BCaT NETWORK PAGES





Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home



WELCOME  
COALITION  
MEMBERS

BUILDING  
COALITIONS  
ACROSS  
TEXAS

BCAT NETWORK

AN ONLINE  
RESOURCE SHARING  
NETWORK FOR THE  
IMMUNIZATION  
COALITIONS OF  
TEXAS



Members



[View All](#)

Activity



What are you up to?

[Share](#)



Katy Gore posted discussions How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning

Mar 19



Christine Valdivinos is now a member of bcacnetwork Welcome Them!

Aug 6, 2019



Rekha Lakshmanan posted a discussion in El Paso Immunization Coalition Welcome!

Chat



Welcome to the BCaT Main Page!

You will be able to visit all the different pages of the site by clicking on any of the tabs.

The next few slides will show you where you can find all the great BCaT resources for coalitions





# COALITIONS TAB







# EXPLORE THE SITE

The screenshot shows the BCAT Network website. The navigation bar at the top includes links for Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. The 'Coalitions' tab is highlighted with a green box, and a green arrow points to it from the text 'Coalitions Tab' on the right. The main content area features a large banner with the text 'WELCOME COALITION MEMBERS' and 'BUILDING COALITIONS ACROSS TEXAS'. Below this is a section titled 'BCAT NETWORK' with the subtitle 'AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS'. The right sidebar displays a 'Photo Slideshow' of coalition members and an 'Activity' feed with recent posts and updates.

Home Coalitions TIP Coalition Resources Coalition Resources Educational Resources Discussion Board Members Events

Home

WELCOME COALITION MEMBERS

BUILDING COALITIONS ACROSS TEXAS

BCAT NETWORK

AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS

Photo Slideshow

Activity

What are you up to?

Katy Gore posted discussion: How does your coalition show its community impact?, Membership Engagement, Leadership Succession Planning

Christine Valdivia is now a member of bcatework. Welcome Them!

Rekha Lakshman posted a discussion in El Paso Immunization Coalition Welcome!

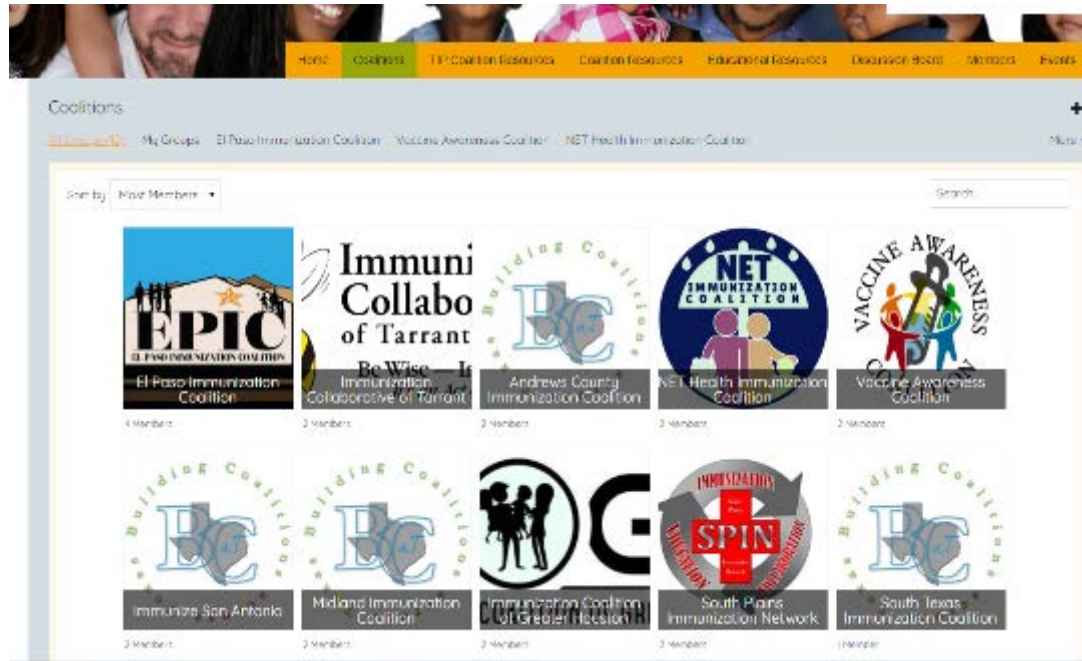
Rekha Lakshman is now a member of bcatework. Welcome Them!

Chat





# COALTIONS TAB



- Each coalition will have their own coalition page within the site.
- It can only be accessed by their assigned coalition members.
- TIP and the coalition chair will have the permissions to invite members to their coalition pages.

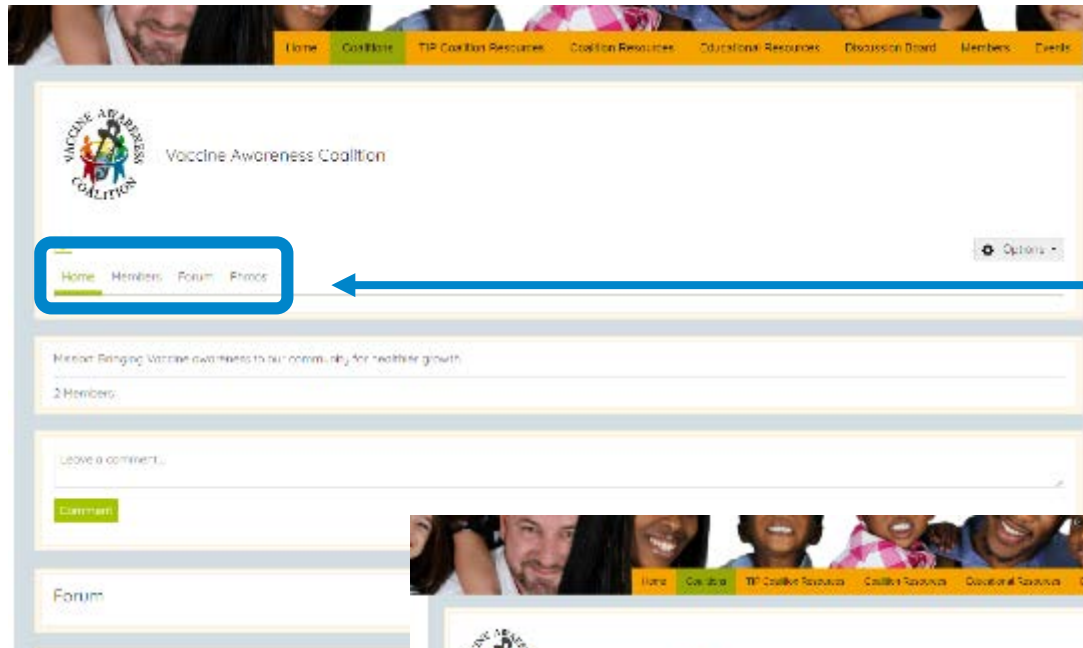
If you have logo you would like uploaded please send to Katy Gore at [kgore@immunizeUSA.org](mailto:kgore@immunizeUSA.org)



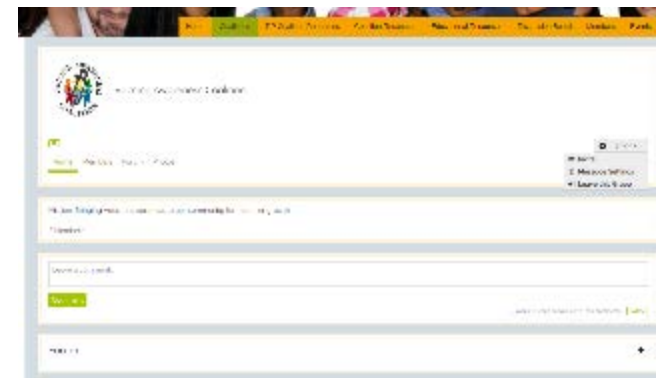
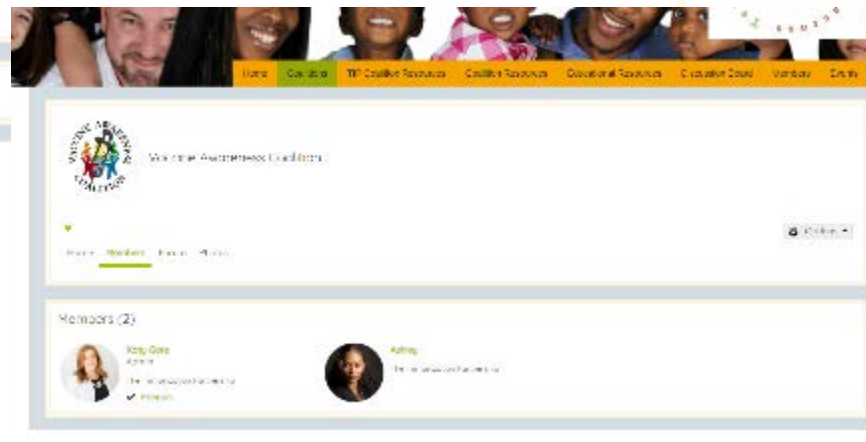




# COALITIONS TAB



- This is an example of what the main page for the individual coalition pages will look like
- You can navigate through the pages by clicking on the options



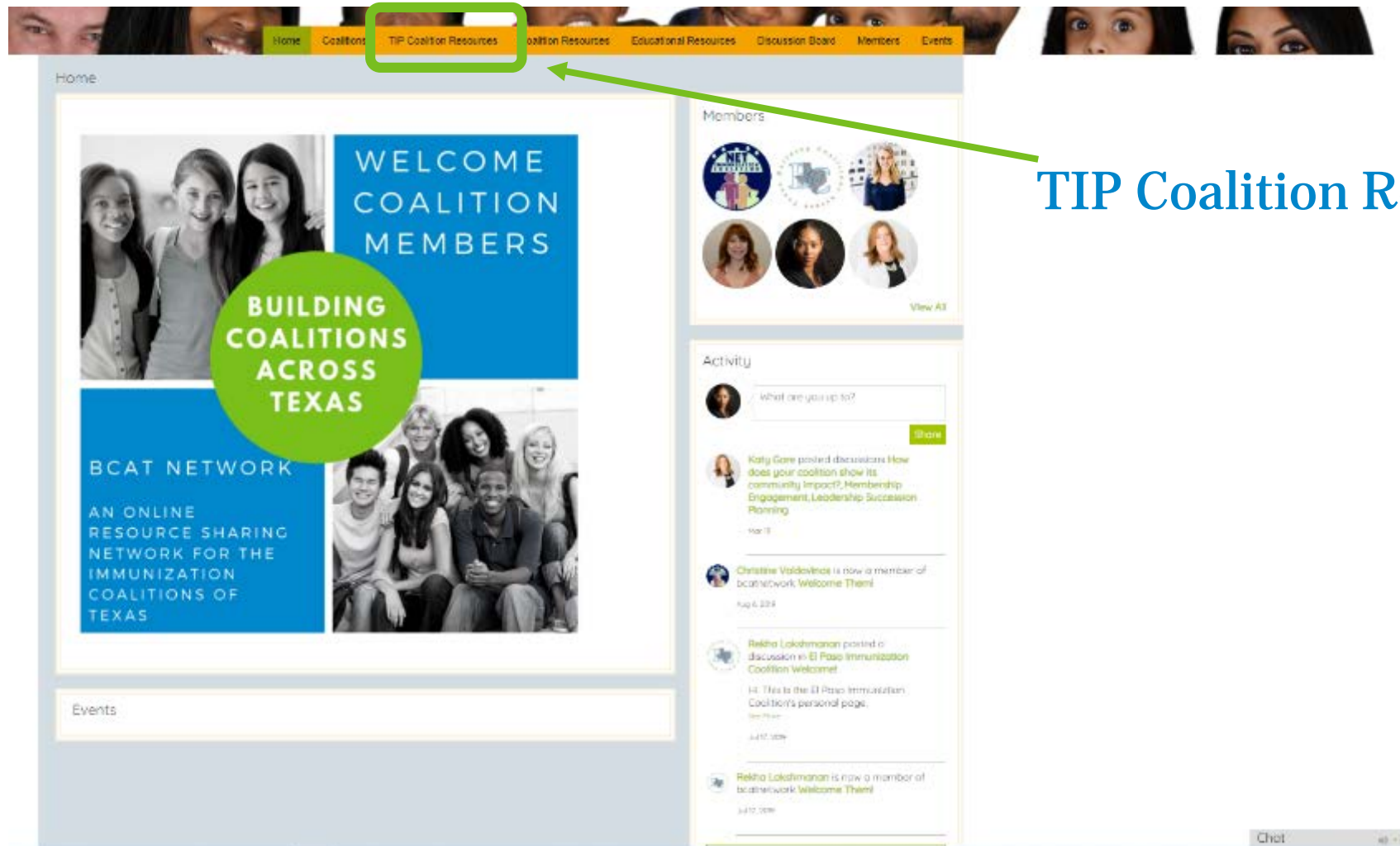


# TIP COALITION RESOURCES TAB





# EXPLORE THE SITE

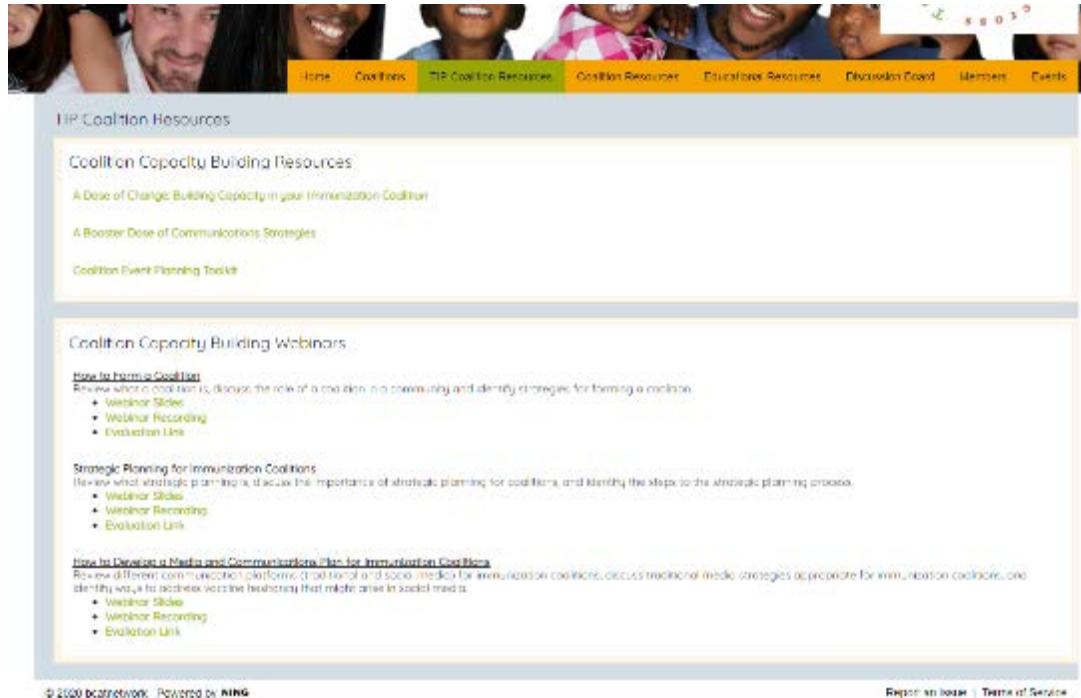


TIP Coalition Resources Tab





# TIP COALITION RESOURCES



- This page offers all coalition members access to:
  - TIP's Coalition Toolkits
    - ✓ A Dose of Change: Building Capacity in your Immunization Coalition
    - ✓ A Booster Dose of Communications Strategies
    - ✓ Coalition Event Planning Toolkit
  - TIP's Coalition Capacity Building Webinars



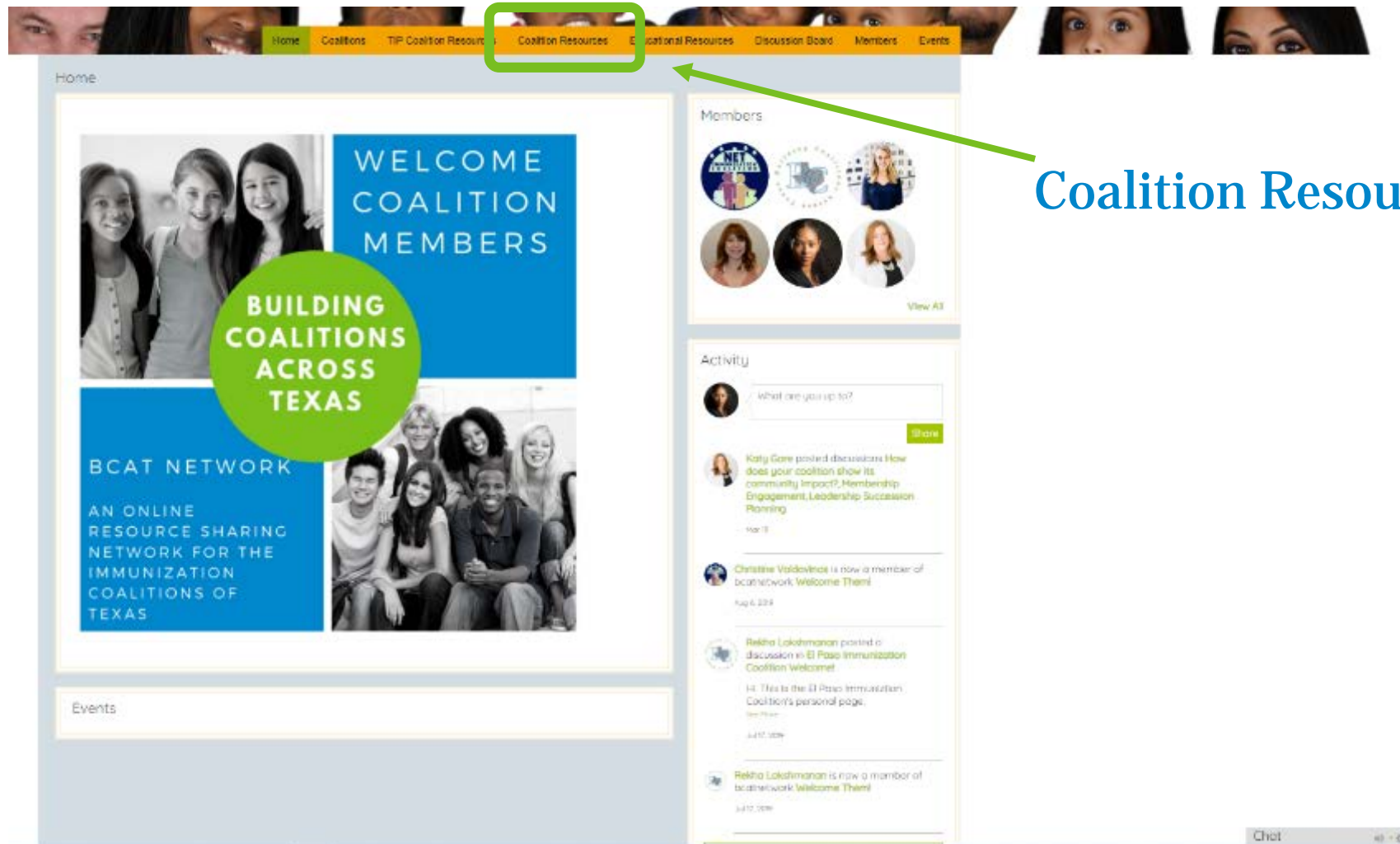


# COALITION RESOURCES TAB





# EXPLORE THE SITE

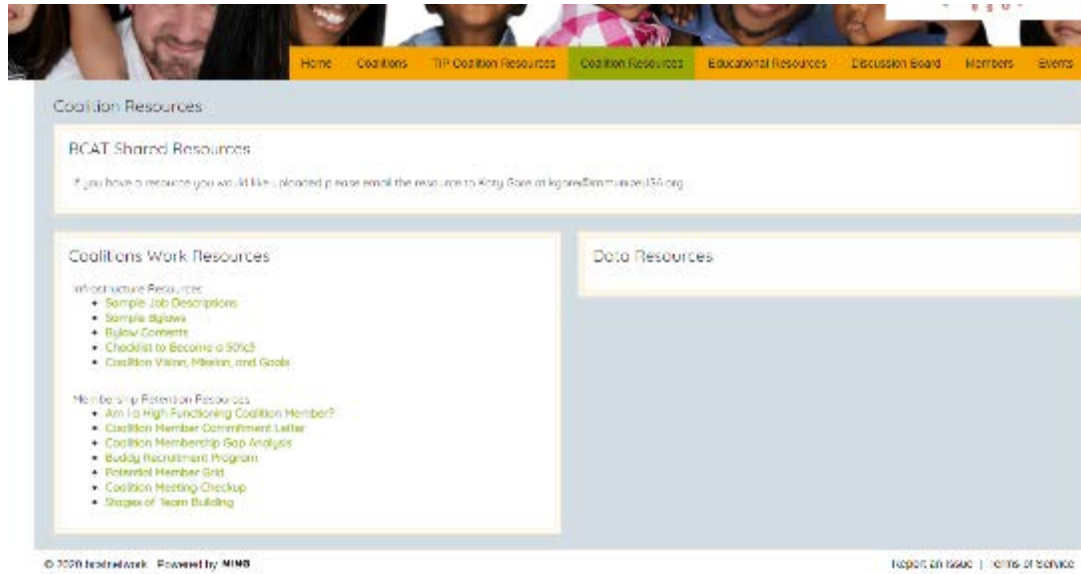


Coalition Resources Tab





# COALITION RESOURCES



- This page offers all coalition members the ability to share their own resources to other coalitions
- Additionally:
  - ✓ TIP will post resources created by them for coalitions
  - ✓ TIP will post links to important data resources coalitions can utilize





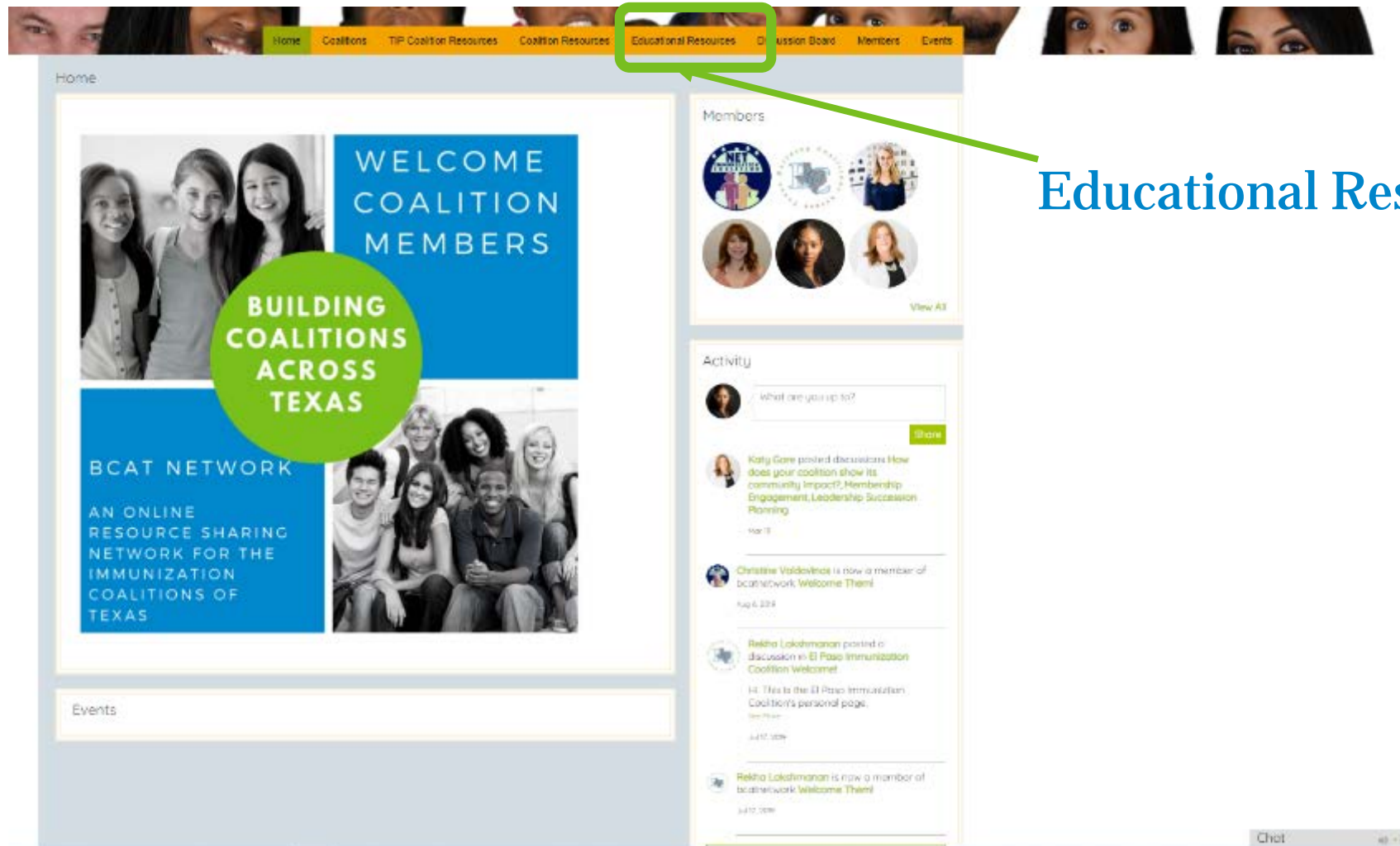
# EDUCATIONAL RESOURCES TAB







# EXPLORE THE SITE

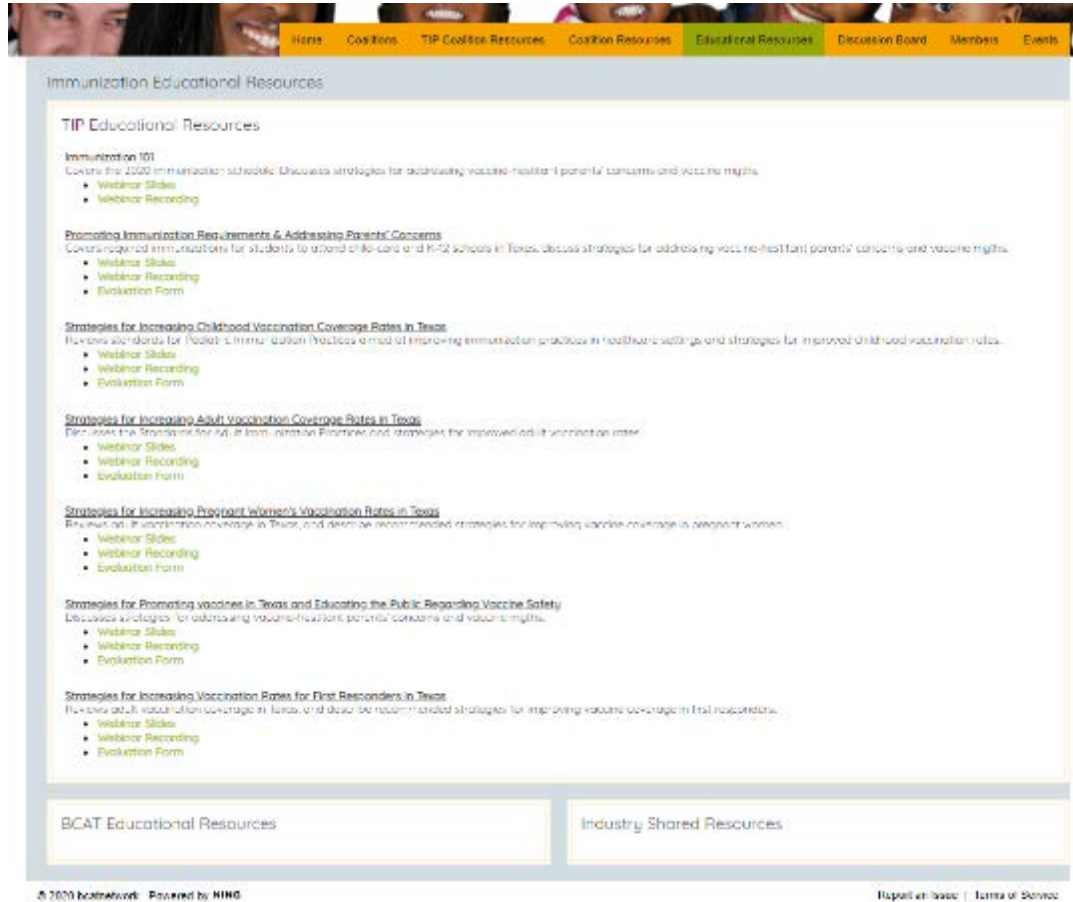


Educational Resources Tab





# EDUCATIONAL RESOURCES



- On this page you can access:
  - TIP's Immunization Education Webinars
  - Any web events hosted by Coalitions
    - ✓ Coalition Members: To have your recorded event shared on the BCAT site please email the details to TIP at [kgore@immunizeusa.org](mailto:kgore@immunizeusa.org)
  - Resources shared by industry
    - ✓ Industry Members: To have your recorded event shared on the BCAT site please email the details to TIP at [kgore@immunizeusa.org](mailto:kgore@immunizeusa.org)



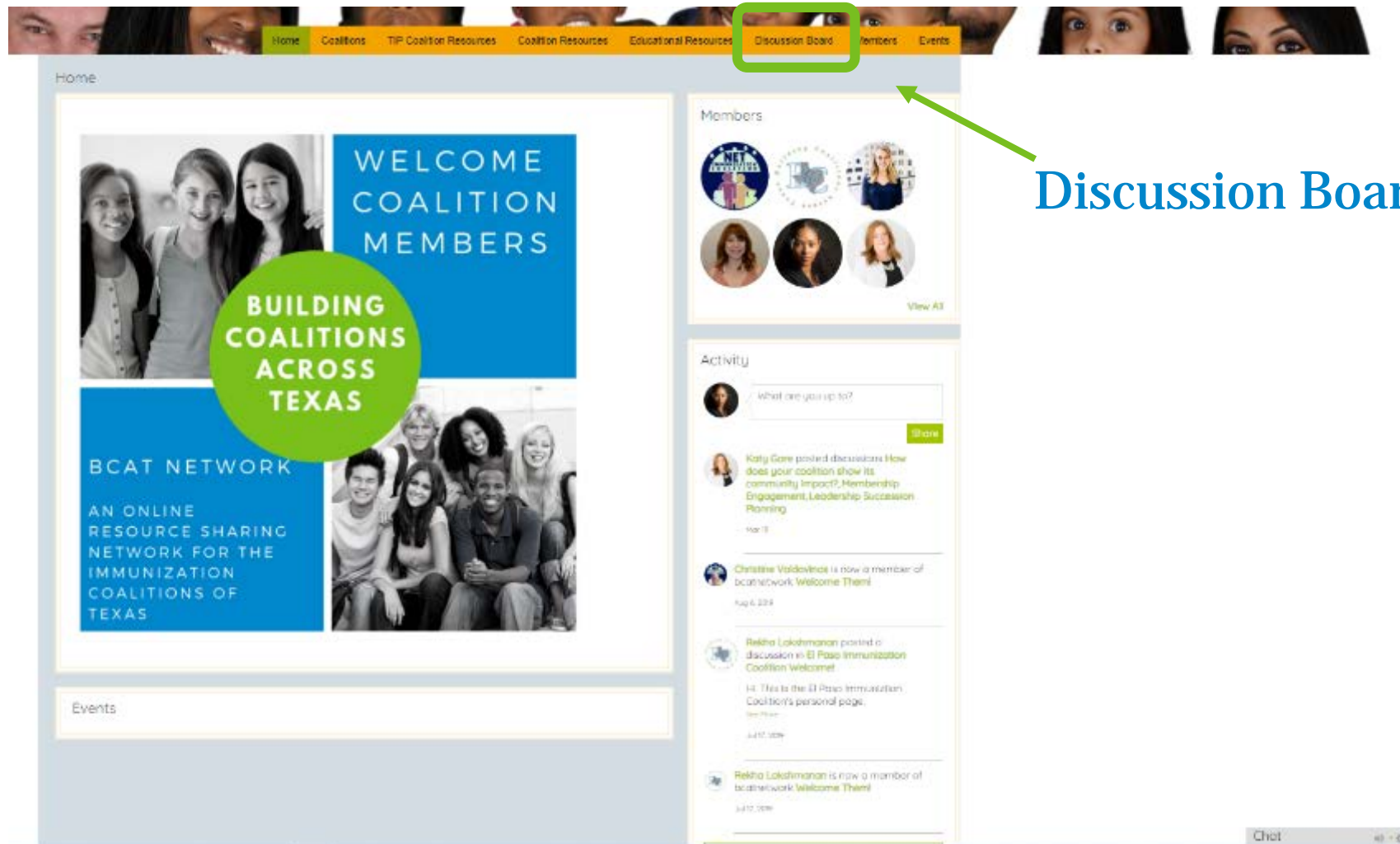


# DISCUSSION BOARD TAB





# EXPLORE THE SITE



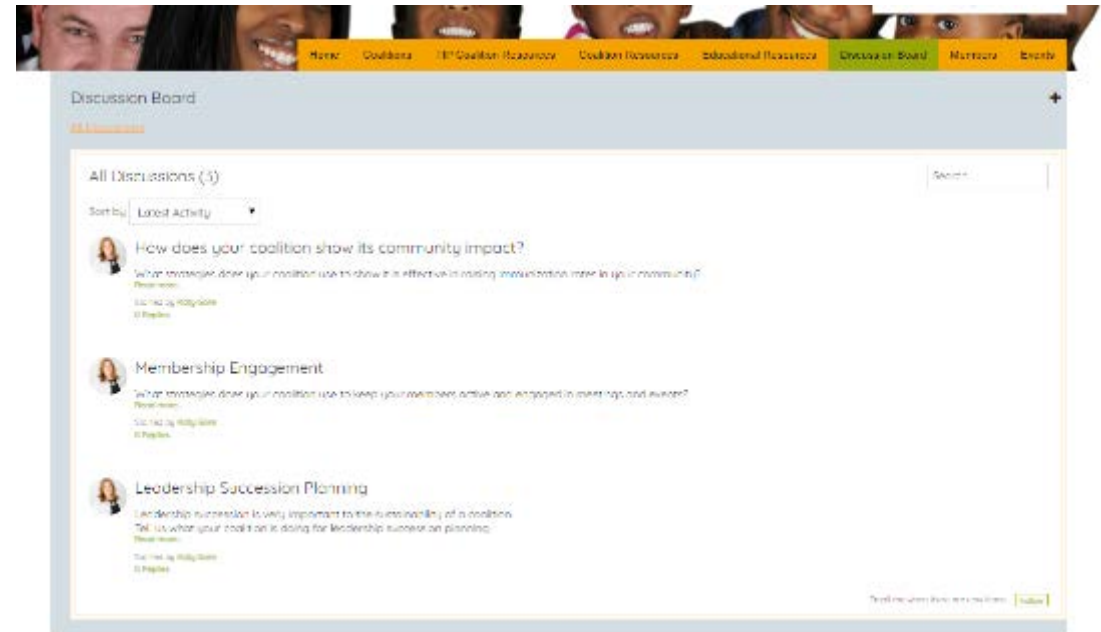
Discussion Board Tab





# DISCUSSION BOARD

- TIP will post monthly discussion topics for members to engage in.
  - The goal is to have coalition members share their insight into different topic which might help other coalitions.





# DISCUSSION BOARD

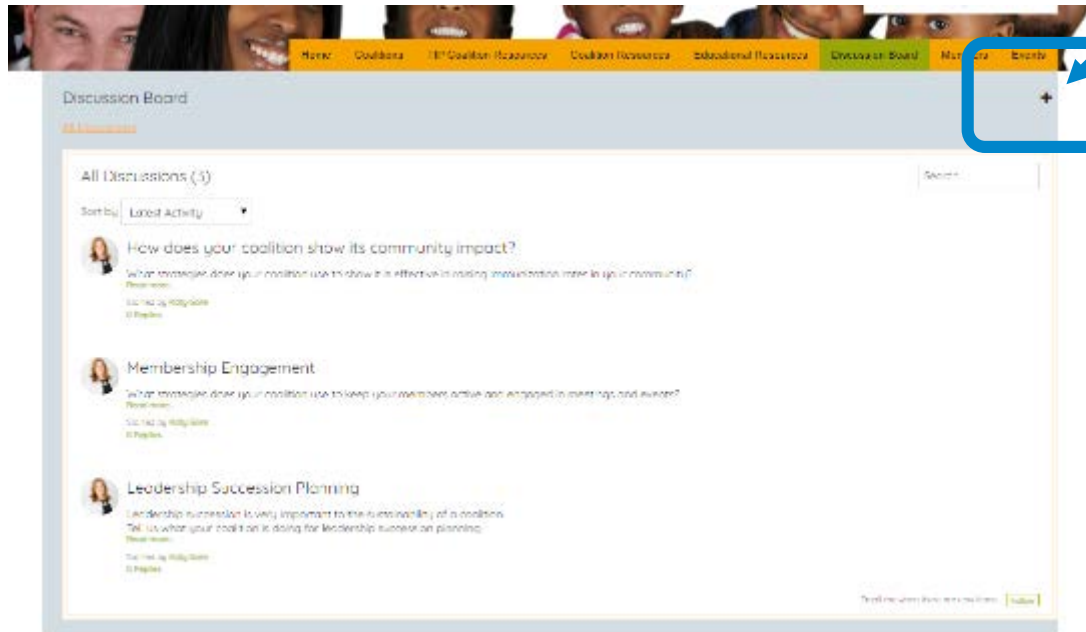
- Additionally, BCaT members can post their own discussion boards if there is a topic they are interested in getting input on





# HOW TO POST A DISCUSSION BOARD

- Click on the “+” just below the navigation bar







# HOW TO POST A DISCUSSION BOARD

The screenshot shows a web interface for posting a discussion. At the top is a navigation bar with links: Home, Contact, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, Members, and Events. The main form area is titled "Discussion Title" and contains a large text box for the message. Below the text box is a URL field and a "Tags" section. The "Visible to:" section has three radio button options: "Everyone (Public)" (selected), "Only network members", and "Only selected members". Below these are fields for "Choose a member" and "Select a group". At the bottom left of the form is a green button labeled "Save and publish". Blue arrows point from the text instructions on the right to the "Discussion Title" field, the large message box, the "Visible to:" radio buttons, and the "Save and publish" button.

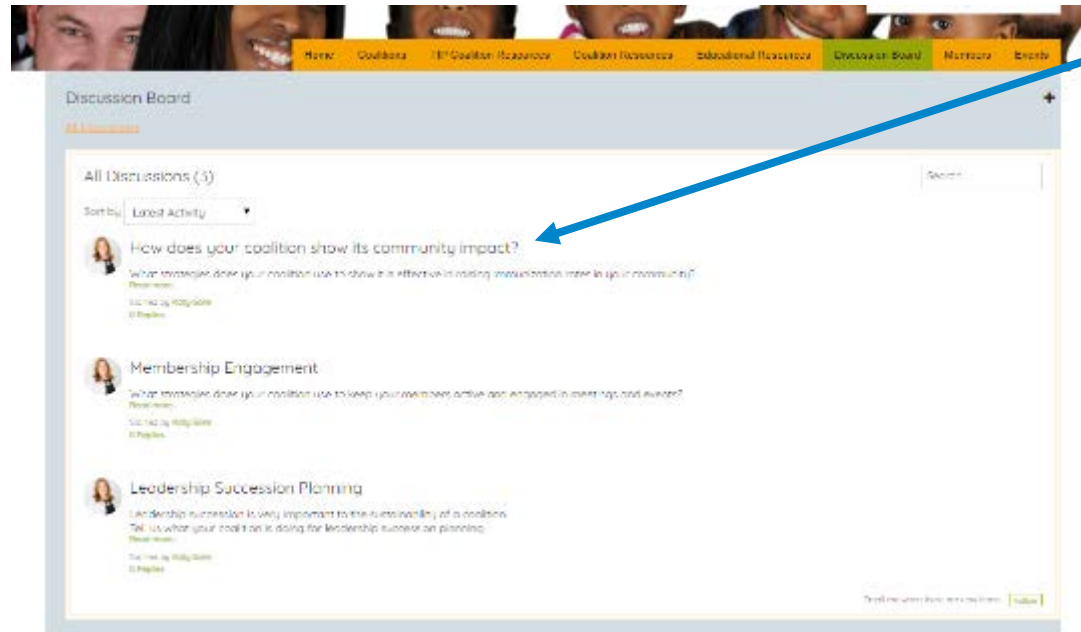
- Add a “Discussion Title”
- Type your question or message in the large message box
- Make the post visible to “only network members”
- Click “Save and Publish”





# HOW TO RESPOND TO A DISCUSSION BOARD POST

- Click on the “Discussion Topic” to open the posting





# HOW TO RESPOND TO A DISCUSSION BOARD POST



- Type your response in the “Reply” box
- Click “Reply” to post your response





# MEMBERS TAB





# EXPLORE THE SITE

The screenshot shows the BCAT Network website. The navigation bar at the top includes links for Home, Coalitions, TIP Coalition Resources, Coalition Resources, Educational Resources, Discussion Board, **Members**, and Events. The 'Members' tab is highlighted with a green box, and a green arrow points to it with the text 'Members Tab'.

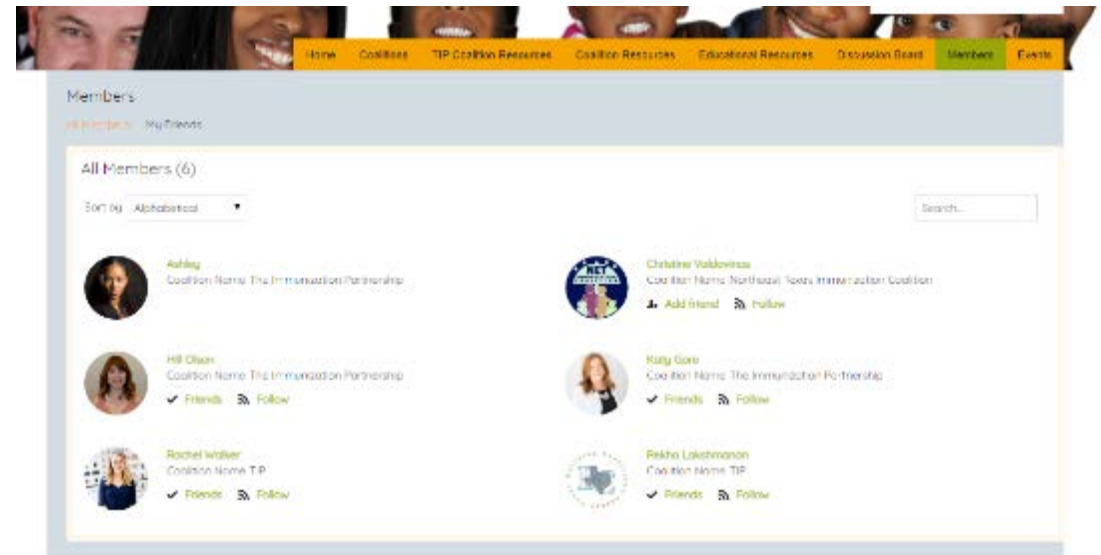
The main content area is divided into two columns. The left column features a large banner with the text 'WELCOME COALITION MEMBERS' and 'BUILDING COALITIONS ACROSS TEXAS' over a photo of three young girls. Below this is a section titled 'BCAT NETWORK' with the subtitle 'AN ONLINE RESOURCE SHARING NETWORK FOR THE IMMUNIZATION COALITIONS OF TEXAS' and a photo of a group of diverse young people. The right column has a 'Members' section with a grid of member profile pictures and a 'View All' link. Below that is an 'Activity' section showing recent posts and updates, including a post by Katy Gore and welcome messages for Christine Valdivia and Rekha Lakshmanan.





# BCaT MEMBERS

- You will be able to view all the members of the BCaT Network on this tab
- You can click on their name to view their profile to learn more about them
- You can also follow their activity or send them a message



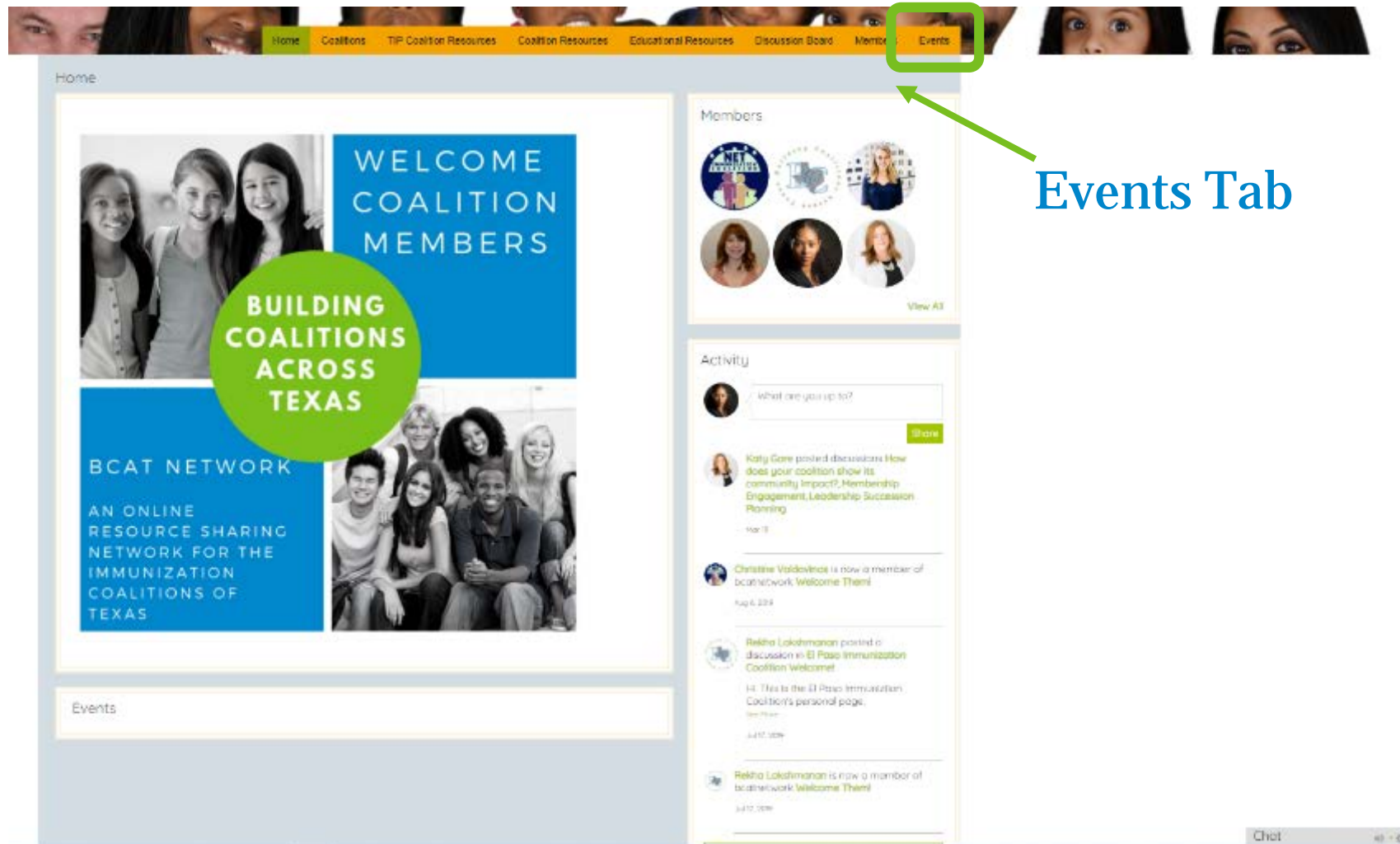


# EVENTS TAB





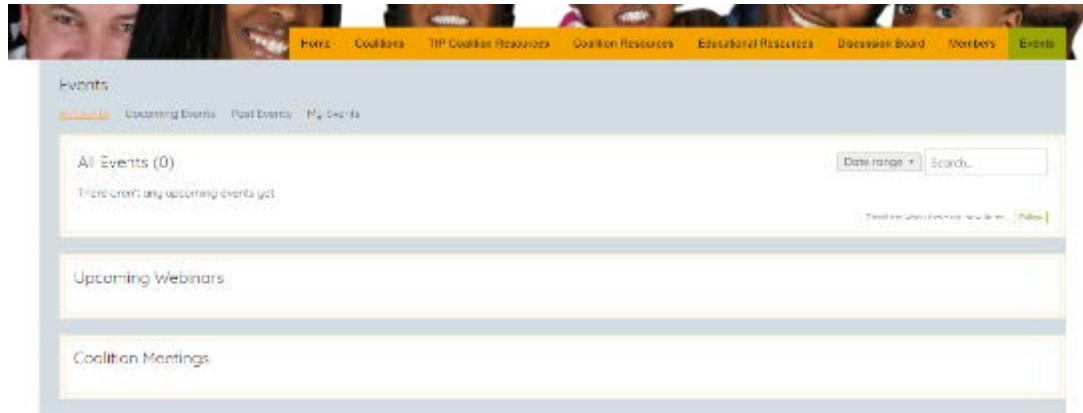
# EXPLORE THE SITE







# EVENTS



- TIP will update this page with upcoming events from BCaT members
- To send an event email TIP at [kgore@immunizeusa.org](mailto:kgore@immunizeusa.org)





# Thank you for joining the BCaT Network!

If you have any questions about the BCaT Network or Coalitions please  
email Katy Gore at [kgore@immunizeUSA.org](mailto:kgore@immunizeUSA.org)

