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| The Rooted Bridge Cheat Sheet | |
| **Contacts**   |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Contact** | | Amy Green | Rooted Bridge lead | therootedbridge@gmail.com | | Dez Stephens | Rooted Bridge Support | Dezstephens@yahoo.com | | Zane Hamlet | Project Manager | Zane.hamlet@hcahealthcare.com | | John Goodson | Tech Team Lead | John.goodson@hcahealthcare.com | | Roland Hougs | Community Box SME | notifications@calendly.com | | VJ | Lead Developer | vijay.1285@gmail.com | | Chris Vogel | SEO Expert | Chris.vogel@hcahealthcare.com | | Madison Borgman | Google Analytics and Tag Manager |  |   The Rooted Bridge makes connections between pre and post-natal parents who need mental health assistance. By integrating the existing site with the Community Box directory service, optimizing for search, and adding tags easier to find from Google searches.  **Roles**  Providers – those who provide medical services and/or services that support them  Patients – receive medical services from providers  Admins – maintain web site, maintain directory of providers, support user community  Visitors - all others who want to learn about services provided by Rooted Bridge | **Accounts and Logins**   |  |  | | --- | --- | | **Google Analytics**  Purpose: Answers questions about web site usage and visitors. Use to report on site usage.  Account: [**therootedbridge@gmail.com**](mailto:therootedbridge@gmail.com)  Password: | **Github**  Purpose: Repository for custom code and documentation produced during hackathon  Account: therootedbridge  eMail: therootedbridge@gmail.com  Password: ++Ready2020$++  https://github.com/therootedbridge/hackathon | | **Squarespace**  Purpose: Use to modify current website  Account: dezstephens@yahoo.com  Password: Ready2020$ | **Google Tag Manager**  User: [therootedbridge@gmail.com](mailto:therootedbridge@gmail.com)  Password: | | **Community Box** (https://www.communitybox.co/)  **Purpose: Use to manage directory of users**  dezstephens@yahoo.com  Password: Ready2020$ |  | |
| [How](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.therootedbridge.com_home-2Dtest&d=DwMFaQ&c=9fZnZOgPWmHmvevlab4V4ACvAaDFtZMPz_DO6BvzAJI&r=mR1PXQk5EdGhFKz1axLucjR3xwXPgNJLbyru8vsu6YA&m=8L_jjI2ku3UUb6sKnKa5goqqISzy7R0u8AgkWFr5lXU&s=s9Nv0nt5yiArD6MaOXgsJi4cKwqV4wpay2039VF1Qho&e=) to Manage the Directory of Users   |  |  | | --- | --- | | Sign in | Go to <https://www.communitybox.co/>  … enter username and password | | Click Boxes > Manage Box |  | | Click the Entries Tab |  | | Add/Approve/Delete Entries |  | | Edit Existing Entries | |  |  | | --- | --- | | Click the ellipsis – launches popup |  | | Select item from popup |  | | | [How](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.therootedbridge.com_home-2Dtest&d=DwMFaQ&c=9fZnZOgPWmHmvevlab4V4ACvAaDFtZMPz_DO6BvzAJI&r=mR1PXQk5EdGhFKz1axLucjR3xwXPgNJLbyru8vsu6YA&m=8L_jjI2ku3UUb6sKnKa5goqqISzy7R0u8AgkWFr5lXU&s=s9Nv0nt5yiArD6MaOXgsJi4cKwqV4wpay2039VF1Qho&e=) to Use Google Analytics   |  |  | | --- | --- | | **Background**: The site in Squarespace has been modified to use Google analytics. This was accomplished by navigating to Squarespace > Settings> Advanced > External API Keys, then enter the account number generated by Google Analytics. The Google Analytics account number being used is UA-181688145-1 |  | | Navigate to google analytics and sign in | Navigate to <https://analytics.google.com/analytics/web/#/report-home/a181688145w250988631p232056871>  Sign in with the account above (therootedbridge@gmail.com) | | Use natural language to ask questions |  | |