HEALTHY AGING
CORE Collaborative Online Resources & Education
BRITISH COLUMBIA

How to Add Resources to CORE

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Disclaimer:
CORE BC vets (to the best of our ability) the information posted to CORE and ask that any information you post is relevant to healthy aging, evidence-informed, current, from reputable sources, accessible to the general public (i.e., no paywall), community-centered, and non-commercial. We do not allow the promotion of commercial interests on CORE including outreach by for-profit businesses, advertisements, market research, etc.

Adding a New Resource

As a CORE user, we welcome you to share resources on best practices, research, reports, general information that CBSS sector may find useful in their work.

You can post your resource to:
- **Resources** (accessible by all)
- **Group Resources** (you must be a member of the group to post and view resources)
- **Volunteer Management Resource Library** (accessible by all, please send resource to info@ivolunteer.ca for assistance with posting)

Please review the **Content Guidelines**, below, and CORE Community Guidelines before posting.

All content posted on CORE BC should be:
- Evidence-based or from a reputable source
- Relevant to BC or a larger region within BC (i.e., we do not focus on local content or events unless they have a broader appeal for the public)
- Relevant to healthy aging or the community-based seniors' services sector (please also remember that the target audience for Healthy Aging CORE BC is primarily staff and volunteers working in the CBSS sector, and not seniors themselves)
- Accessible to the general public (i.e., no cost to access the resource, though we understand that conferences and training may sometimes have a cost and it is acceptable to post these if they are offered by a non-profit or academic source)
- Non-commercial (i.e., no market research, advertising of goods or services, outreach to customers, etc.)
- Non-political and non-partisan

What can I post in each section of CORE BC?

Training and Events: In the Training and Events section you can post conferences, webinars, training, community events and forums, workshops, and other opportunities of relevance to healthy aging and the community-based seniors' services sector.

News: In the News section you can post relevant news stories, press releases, blog posts, opportunities to participate in consultations or research, and any other information or resources that are time-limited in terms of their relevance.

Resources: In the Resources section you can post resources such as documents, videos, podcasts, websites, infographics, online learning resources, etc.

Funding Opportunities: In the Funding section you can post funding opportunities that are available to non-profit organizations, charities, community groups, or local government.

Follow the steps below to create your post – we will assume it's a resource you are sharing (the steps are the same for other posts). After you save the resource, CORE Site Admin will vet the resource before publishing on the website.

1. **Log in to your CORE account** and then press the **+** button at the top of your CORE toolbar and select New Resource.
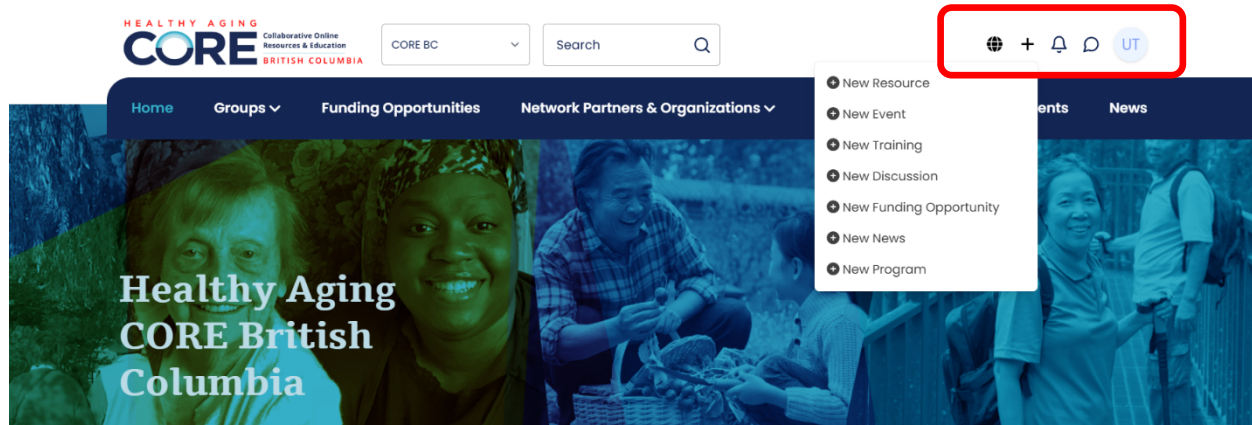
2. **Insert Information About your Resource**
   Fill in as many fields as needed to provide audience with relevant information. Below are some tips and explanations about certain fields.

   - **Website:** select the CORE website you would like to post the resource to: CORE National, CORE BC, or CORE Alberta.
     - You will only be able to post on CORE platforms you are a member of.
   - **Title:** preferred naming format ***[Resource Type] Title***
           (e.g., *[Video] Care in Canada Series: Social Prescribing*).
     - Common resource types include Report, Toolkit, Recording, Video, Website, Article, Resource, Podcast, etc.
   - **Author**: name of individuals or organization that created the resource

   - **Description**: It's best to provide not to leave this blank, even a sentence or two about the resource or how to use the resource will be helpful.
   - **Summary**: this will show up when CORE users search for resources to give them an idea what the resource is about. Keep it 10-15 words max.
   - **Cover Photo**: Upload a photo to make your post more visually appealing and to help set the tone of your content.
     - *IMPORTANT NOTE: Please make sure you have received rights to use a photo or use one that is royalty-free, otherwise the system may flag and*

remove photos. (Websites to get royalty-free images: unsplash.com, pexels.com, pixabay.com, freepik.com)

- **Alternative text** is what screen readers will use to describe an image to someone who is visually impaired.
    - The system automatically adds an alternative text description, but you should check that it is appropriate.
- **Group:** Leave this blank to post to Resources (accessible by all site visitors) or select a group to post within the group's Resource page (you must be a member of the group to post content).
    - To post the same resource to multiple groups all at once, just keep adding additional groups to the group field, depicted in the screenshot below. Please be mindful and only post to content to relevant groups.

- **Audience**, **Subject Area**, and **Category**: Please be mindful and only select a few (2-3 max.) so that it helps people find relevant information.
3. **Finish and Review** your post.
    - Press the blue **Save** button at the bottom of the page to save your resource.
        - Your post will need to be approved by the CORE administrators and you will be notified by email.

Administrator Approval

CORE Admins vet (to the best of our ability) the information posted to CORE and ask that any information you post is relevant to healthy aging, evidence-informed, current, from reputable sources, accessible to the general public (i.e., no paywall), community-centered, and non-commercial.

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Users will receive an email notification once it has been approved.

Manage your existing/posted resources

You can make edits to existing resources that you posted by clicking the **+** button at the top of your CORE toolbar and select New Resource (or any other item). This will take you to the backend of the site.
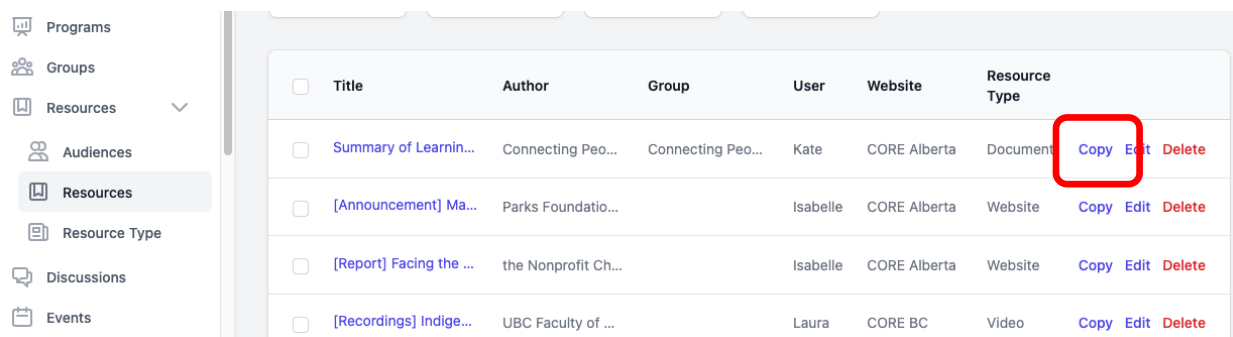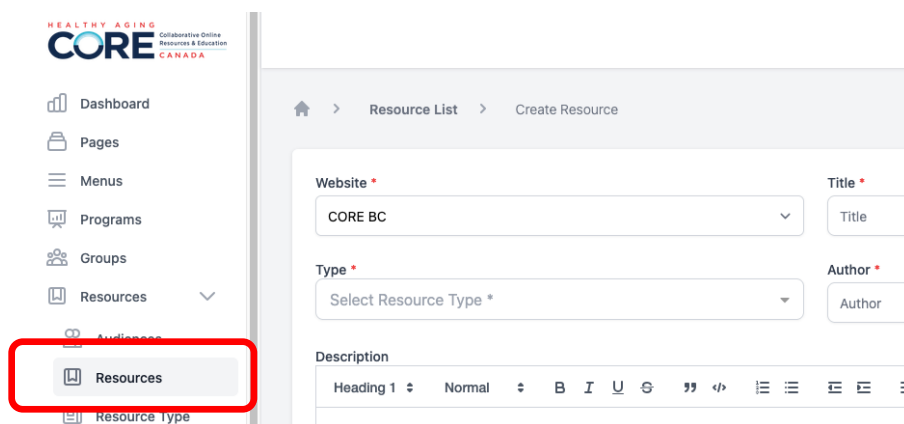

- Click the left-side menu bar under **Resources** to bring up your resource list. If you click on the post title in the list you will be taken to a summary of your post.
- In your post summary click the blue **Preview** button to see what your post will look like on the CORE website and to make sure it is correctly formatted and any links included work.
- If there are any changes you want to make to the post you can do so by clicking the **Edit** button when you view the preview.

How to duplicate a resource

You may want to post a resource on multiple CORE sites or you may want to post to a different group after saving the resource.

- Click the left-side menu bar under **Resources** to bring up your resource list.
- In the row that lists your resource, click **Copy** to duplicate the resource.

- When the copied resource opens all the information will be duplicated. All that you need to do is **select the appropriate site or group** you would like the resource posted to and then click the Save button.
  - *Copying to Another CORE Site*: If you want to copy from a provincial site to CORE National, or vice versa, you can click copy and then change the site. You will need to be logged into all sites you want to copy to, or it will not permit you to do this option.
  - *Copying To or From a Group*: You can copy to the same CORE site but into a specific group by entering the group in the field (you will only be able to select one group). Alternatively, if you posted content in a group, you can copy this post to the main resource page by removing the group from that section.

Adding other posts

You can add events, news, training, funding opportunities and much more. The process is very similar to adding a resource, just follows the steps above.