

Groups on 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. Read the [CORE Community Guidelines](#) for more details.

Groups on CORE

Groups are where CORE users can share information and stories, ask questions, learn, and collaborate. Open groups can be accessed by any member of CORE; closed groups are available by invitation only and intended for members of a specific program or initiative (e.g. healthy aging granting streams, working group).

Wondering how you can use CORE for your work? While hosted by United Way BC Healthy Aging, this platform is **member-led**. That means that the opportunity is up to you! If you wish to start a group, please contact COREBC@healthyagingcore.ca to discuss.

How to join a group

You need to have a CORE BC account in order to access groups. In the main menu you will find Groups.

- **All Groups** – a list of all the groups on CORE (both open and closed groups)
- **My Groups** – a list of all the groups you have joined on CORE



To join an open group, click on the blue **Join** button to get immediate access.

To join a closed group, click on the blue **Request** button and write a short explanation of why you wish to join. You will receive an email if your request is approved.

User roles within groups

Group Member: This will allow the user to view and post/add discussions, resources, and events. New resources and events will need to be approved by a Group Admin or CORE Site Admin; new discussion threads and replies do not need approval, however, they will be monitored.

Group Admin: Usually these are United Way BC staff or backbone agency staff. Group Admins have the right to approve new posts by group members.

Group home

When you click on a group, you will be taken to the Group Home page if you are a member.

The screenshot shows the user interface of the CORE BC website. At the top, there is a navigation bar with the CORE BC logo, a search bar, and a dropdown menu set to 'CORE BC'. Below the navigation bar is a large banner for 'Better at Home' with a logo of a hand holding a person. Underneath the banner, the group name 'Better at Home' is displayed in a large font, with a '+ INVITE' button to the right. Below the group name is a horizontal menu with the following items: 'Group Home' (underlined), 'Discussions', 'Group Resources', 'Events', 'Members', and 'Notification Settings'. Below the menu is a 'Feed' section with a 'FILTER BY:' label and two dropdown menus for 'Category' and 'Subject Area', followed by 'APPLY' and 'RESET' buttons.

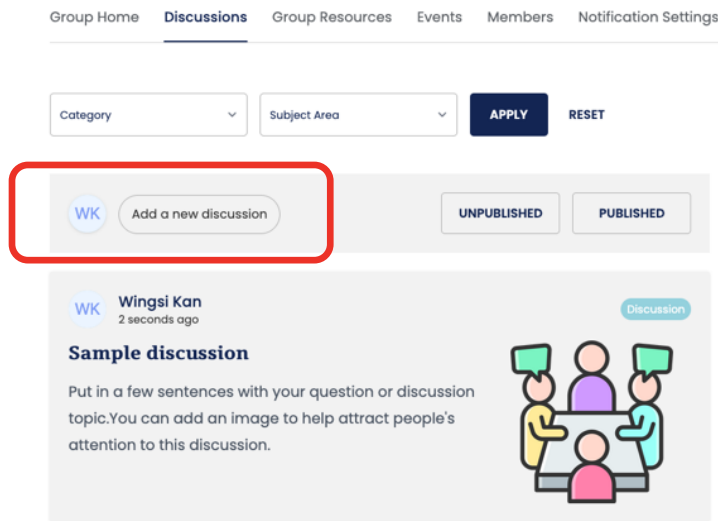
The group menu is under the group name, and you will be able to navigate to [Discussions](#), [Group Resources](#), [Events](#), [Members](#), and [Notification Settings](#).

You will find a quick summary of new things that have been added or featured in the **Feed**. To read more just click on the title of the post.

Discussions

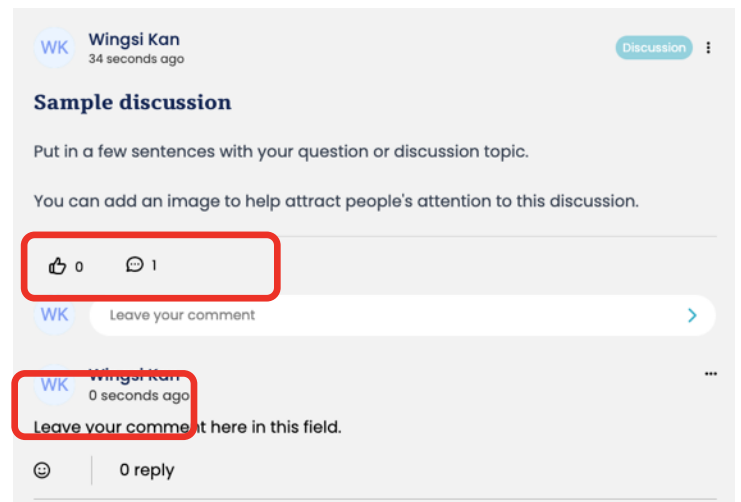
Have a question, want to brainstorm ideas with your group members, or celebrate successes in your program? Start a discussion thread!

1. Click **Add a new discussion**
2. Come up with a catchy **title** (and make sure it's easy to understand the theme of the discussion), write up a short **description**, and add an **image** if appropriate to catch people's attention.
3. Then click **Save**.
4. Members will receive an email notification about a new discussion. (If you started the conversation, you will be notified when someone replies.)



Group members can contribute by adding comments to a discussion thread.

1. Click the **title** of a discussion thread to view the discussion log.
 - a. Start typing in the “Leave your comment” box.
 - b. Or respond to another user's comment by clicking the emoji icon or reply.



Group Resources

These are resources that Group Members and Admin wish to share within your group and are not accessible by the general public. Examples of some types of resources users share include: templates, toolkits, guides, articles, videos, meeting agenda and minutes etc.

To add a resource, go to **Group Resources** in the group's menu bar. Scroll down the page and click on the button **Add a new resource**.

FILTER BY:

Subject Area United Way Only **APPLY** **RESET** Keyword Search

Grant Applications & Reporting Templates & Guides
9 Resources

iUnite Guides
7 Resources

Release Forms & Signage
1 Resources

Salesforce Guides
1 Resources

31
Total resources

Create a new resource

Title *

Select Resource Type *

Author *

Description

Heading 1 Normal B I U S " < > < > < > x₂ x² A

Fill out the form by completing as many fields as relevant.

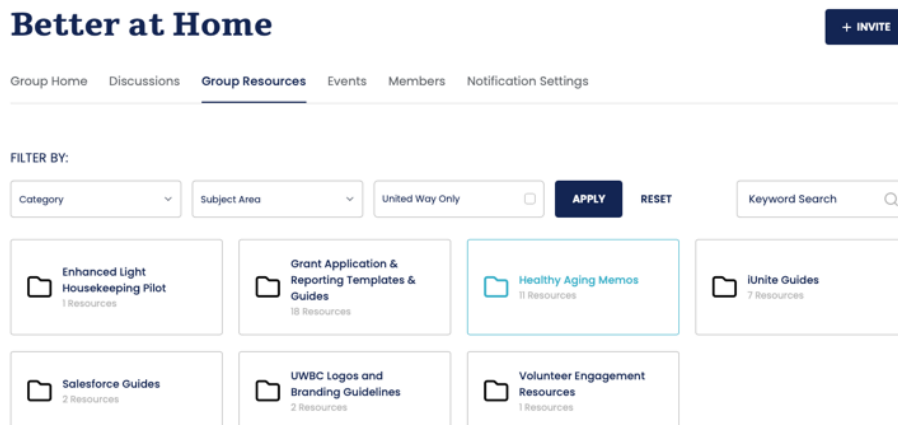
- **Title:** preferred naming format **[Resource Type] Title**
 (e.g., [Video] Care in Canada Series: Social Prescribing).
 - Common resource types include Report, Toolkit, Recording, Video, Website, Article, Resource, Podcast, etc.
- **Resource Type**

- **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, nappy.co, reshot.com, pixabay.com, freepik.com)*
- Click the blue **Save** button at the bottom of the page to save your resource.

When group members add a resource, it will need to be approved by Group Admin. Once approved and published, members will receive an email notification.

Searching for a resource within groups

At the top of the **Group Resources** page you will find folders that contain documents/ resources managed by Group Admin and CORE Site Admin.



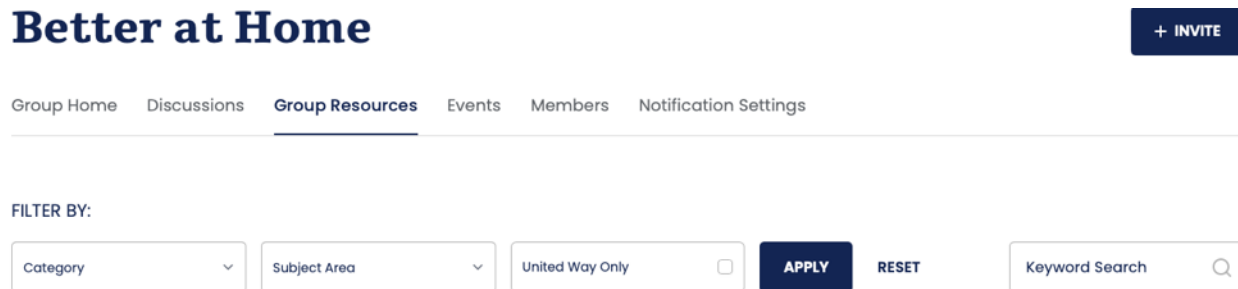
1. Click a folder (e.g. Healthy Aging Memos folder) and scroll down to see the documents within.
2. Click the highlighted folder again to go back to displaying all resources within the group (i.e. clears the filter).

Folder management

Only Group Admin and CORE Site Admin can create folders and add resources to folders.

Searching by filters and keyword

You can also use the search bar and filters just under the group menu bar.



1. **Enter in a keyword** to search.
 - a. This search field will search the resource title only.
 - b. Limit the number of words as it searches the exact phrase or order as what you entered.

- c. To make it easier to search by type of resource (such as guide, toolkit, research etc.) we try to use these words in the resource title.
2. OPTIONAL: Then filter it by **Subject Area**.
3. Click **Apply** to see search results.
 - a. Click **Reset** to clear all filters and start a new search.

Events

Share information about events, webinars, conferences and more, that are relevant to your group. If the event is open to the public, seniors-related, and accessible by all across BC, you can consider adding that to the general Events calendar on the main CORE page (See section on **how to duplicate a post** in the [How to Post a Resource to CORE](#) guide)

Better at Home

+ INVITE

Group Home Discussions Group Resources **Events** Members Notification Settings

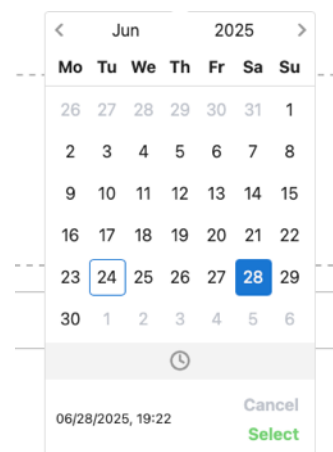
Category Subject Area **APPLY** RESET View as list

On the group **Events** page, by default, you will see a feed that lists all events in order of the most recently posted event. To help others find your event easily, please put the date in the title or at the beginning of the description.

You can also view this as a calendar, just select **View as Calendar**.

Steps to add an event within group

1. Add a **title** – consider putting the event date first.
2. Write a **description** of the event – consider putting the event date/time and other pertinent details at the top.
3. Fill in Organizer, Location, and Registration link if applicable.
4. Fill in **Start & End date**. **Select the time** by clicking on the grey clock. Click **Select** to save.
5. Add an image for the event to the **Cover Photo** section if you have one.
6. Click **Save** button at the bottom of page.



Members

The members list will show you how many people are in the group. If you want to find a member's contact info, click on their name to find their email or you can also private message group members on CORE.

Questions and troubleshooting

If you have any questions about the group or need help troubleshooting, please reach out to the Group Admin.

Notification Settings

Group members can select to “**Turn Off Notifications**” (white button). If you select this you will not receive any email notifications about new posts (discussions, resources, and events) add by group admin and other group members.

If you turn off group notifications, you will still receive email notifications about your posts – approved posts and replies to your discussions, resources, or events.

You can always “**Turn On Notifications**” (blue button) to begin receiving email notifications again.