Quick Start Guide for the Road to Reform Support Community

Step 1. Join the Community	
Start the process	- Go to http://vafc.communifire.com. - Click Join Now in the upper right hand corner of the login screen.
Complete the registration form	- Enter the user name you would like to use when you log in (e.g. jdoe for Jane Doe) - Enter your email address - Enter your first name and last name - Enter your password - Enter the security characters - Review the terms and conditions - Click the Agree box - Click Register
Check your email	A confirmation message should arrive in your email within a couple of minutes. Click the confirmation link as directed, and you will be able to log into the site.
Log into the site	Enter your user name and password to log into the site. For future logins, go to http://vafc.communifire.com whenever you want to log into the site.
Step 2. Browse the Community	
Join the 'Spaces'	The site is organized into broad work areas called **Spaces.** You have to join these spaces before you can visit them. To do so: - Click **Spaces** in the top menu. - You will see the list of spaces you can join (*About this Community, Discussions, Knowledge Base, Share Stream*) - Click the Follow button next to each space. - Now you can visit those spaces.
Use the Home page	Wherever you are in the community, you can always click HOME in the top menu to return to the main landing page with the description of the spaces, etc.
Visit *About this Community*	- Roll your mouse over **Spaces** in the top menu and choose **About this Community** - Browse the *Overview of the Project* and other pages within the space.
Visit *Discussions*	- Roll your mouse over **Spaces** in the top menu and choose **Discussions** - Click on the startup forum, 'Health Reform' - Click on the topics to see how the forums look - Come back later and click 'Reply' to post a response if you would like to.
Visit *Knowledge and Tools*	- Roll your mouse over **Spaces** in the top menu and choose **Knowledge and Tools** - Browse the content in the space. The content of the pages will evolve and grow over time. (Note: A 'wiki' is just type of web page.)
Visit *Share Stream*	- Roll your mouse over **Spaces** in the top menu and choose **Share Stream** - Share Stream provides a quick way to share your knowledge and insights with the community. Feel free to pop in an idea, innovation, question, or request.
Search the site	You can search for content in a single space or in the entire site by entering one or more keywords in the Search box. - The **Search** box in the top menu bar will search the entire site. - You can also use a space-level **Search** box within each of the spaces. - Try a search to see how it works.
Step 3. Think about Your Profile	
Your profile	Your profile contains information including your name, your email address, how long you have been a member, what kinds of content you have posted, and which spaces you have joined. It is a way for people within the online community to learn something about you and your sphere of interest within the community.
Two options	You have the option of having a **public profile** which everyone in the community can see, or a **private profile** that only you and the system administrators can see.
Public profile option	With a **public profile** you can view content in all of the spaces and post content in the *Discussions* and *Share Stream* spaces. Also, other community members can: - View your profile page; - Post messages on your personal 'wall'; - See what kinds of content you have posted; - See which spaces you belong to; and

	▪ 'Friend you' a la facebook, and send you community email from within the website .
Private profile option	With a **private profile** you can view and post content just the same as someone with a public profile. However: ▪ Only the site administrators can view your profile. ▪ Other community members cannot view your profile, 'friend you' a la facebook, or send you community email.
The choice is entirely yours	Your choice of a public or private profile is entirely yours to make. If you are unsure about the public profile option, you can start out with a private profile, and change it to a public profile later.
Step 4. Edit Your Profile	
To edit your profile	Roll your mouse over **My Account** in the top menu and choose '**Edit my profile'** from the list of options.
1. Profile photo and avatar settings	Your profile photo is **OPTIONAL**. If you would like to upload a photo, follow the instructions. If you do not want to upload a photo, the silhouette shown on the page will show up as your 'avatar'.
2. Login information settings	On the login information page, you can change your email address or password at any time.
3. Personal information settings	On the personal information page: ▪ We only need your First and Last Name. ▪ The other items on this screen are **NOT required**.
4. Work information	On the work information page: ▪ Please enter the name of your free clinic for 'Company' ▪ Please enter your job title for 'Occupation' ▪ The other items on this screen are **NOT required**
5. In your own words	The items on this screen are **NOT required.**
6. Preferences	▪ Set your profile as **public** (check the box) or **private** (uncheck the box) according to your wishes. ▪ You can leave UNCHECKED the boxes on contact information and email address.
7. Activity Stream Settings	You can skip this section for now.
Step 5. Start Learning and Sharing	
Learn more *About this Community*	▪ Review the project overview, how to navigate, terms and conditions, etc.
Learn in *Knowledge & Tools*	▪ Review the knowledge base as it evolves and grows over time.
Learn and Share in *Discussions*	▪ View the discussion forums as they evolve, and share your insights.
Post in *Share Stream*	▪ Share a quick idea, question, or request at any time, and also see what others are thinking about.
Check for Events	▪ Roll your mouse over the **Browse** button in the top menu, and click **Events** to see if any new events have been posted.
Check for messages, notifications, and friend requests	▪ Roll your mouse over **My Account** and check the menu options messaging, notifications, and friend requests.
Reach out to other members	▪ Roll your mouse over **Browse** and select **People**. Roll your mouse over the name of any community member with a public profile, and you can send them a quick message. Click on the profile link and you can view the member's profile, send a message, or make a 'friend' request.

NEED HELP?

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