Help Guide: Individual Users And Partner Organizations

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GetHealthyHeights.org Welcome Guide

Thank you for your interest in GetHealthyHeights.org. This is a complete guide to help you join GetHealthyHeights.org and be on your way to enjoying the many benefits of being a user.

In this guide you can find help to:

- Join GetHealthyHeights.org as an individual or Partner Organization
- Edit your user profile
- Posting content to the site
- Liking and sharing content from the site
- Commenting on site content
- Communicating with other users
- Create an Interest Group
- Create a Partner Organization
- Manage your Interest Group or Partner Organization

If you need any help while creating your account or after you have joined, please see the Contact Us section and we would be happy to help!
Joining GetHealthyHeights.org

1. Click Join at the top of the GetHealthyHeights website.

2. Click the I want to create an account button.

3. Enter in the Username box a username.

4. Enter in an E-mail address box an e-mail address.

5. Enter in the Confirm e-mail address box the same e-mail address that was used in the previous box to make sure that the password is the same.

6. Enter in the Password box a password. The password is case sensitive so it is important to remember if any part of the password is capitalized.
   a. For instance: Password123 is different than password123
   b. The strength of the password will be determined by how many numbers and capitalized letters that are in the password. The higher the strength of the password the more protected the account is.

7. Enter in the Confirm password box the same password that was previously provided to make sure that the password is the same.
8. Check the **GetHealthyHeights** box in the **group membership** in the next section.

9. Check the **I agree with these terms** box in the **Terms of Use** in the next section.

10. Check that all of the boxes are filled out and click the **Create new account** button in order to join the GetHealthyHeights website.

**Partner Organizations**

To open a Partner Organization or Interest Group, first join as an individual member. Once you are logged-in, a group profile can be created. If you would like to create an Interest Group or Partner Organization please go to page [insert page number] for instructions on how to create an Interest Group or to page [insert page number] for instructions on how to create a partner organization.

**Sign-in to GetHealthyHeights.org**

1. Click **Sign In** at the top of the GetHealthyHeights website.

2. Enter in the **Username or e-mail address** box a username or e-mail address.

3. Enter in the **Password** box the password for the user account.
   a. Note: The password is case sensitive so it is important to remember if any part of the password is capitalized.
      i. For instance: **Password123** is different than **password123**

4. Click the **Log in** button.
Request a New Password

1. Click the Sign In link at the top of the GetHealthyHeights website.

2. Click the Request new password link.

3. Enter in the Username or e-mail address box a username or e-mail address.

4. Click the E-mail new password button.

5. Enter in the Verification box the verification code below.
   a. If the verification code cannot be read, refresh the website for a new code. Step 5 and 6 may have to be repeated.
   b. If audio verification is needed, click the Switch to audio verification link and press the play button to hear the code instead. Type in the first letter of each spoken word for the correct code.

6. Click the E-mail new password button.

7. A new password will be e-mailed shortly with instructions. If there is not an e-mail, check the Spam or Junk Mail e-mail section. Please allow up to 5 minutes for the e-mail to be sent.
User Dashboard and Profile

The user dashboard is a jumping off point to access important information on the GetHealthyHeights website. After signing-in, the user will be taken directly to their dashboard. In order to reach the user’s personal dashboard at any other time, click the username of the website. Users may also access other users within their website by clicking on other users’ names.

Users may:

- View their profile
- Edit their profile
- View their personal partner organizations and interest groups
- Browse the latest articles
- Join or start an interest group
- Create a partner organization page
- Post articles and links, add local services, create events and share videos.
- Find information to learn about arts & culture, community statistics, education, fitness, food, healthcare, health conditions, health research, housing, and legal services
Toolbar

- View
  - Clicking View to return to the homepage of the dashboard

- Edit

  - To change a username
    - Enter the new desired name into the Username box
    - Click the Save button to change the username

  - To change an e-mail address
    - Enter in the Current password box, the current password
    - Enter in the E-mail address box the new e-mail password
    - Click the Save button to change the e-mail address

  - To change a password
    - Enter in the Current password box, the current password
    - Enter in the Password box the new password
    - Re-enter in the Confirm password the same password
• Click the **Save** button to change the password

  ![Save button](image1)

  ![Cancel account](image2)

  o Post a profile picture

  • Upload a photo in the **Picture** section by clicking **Browse**

    ![Browse button](image3)

    ![No file selected](image4)

    ![Your virtual face or picture. Pictures larger than 1024 x 1024 pixels will be scaled down.](image5)

    • Search in the computer for the picture of the desired profile image. The image must be in png, gif, jpg, or jpeg format in order to upload properly. Pictures larger than 1024 x 1024 pixels will be automatically scaled down.

    • After selecting the file, click **Open** in the computer window

    • Click the **Save** button to change the image.

  ![Save button](image6)

  ![Cancel account](image7)

  o Contact settings

  • Click the **Personal contact form** to allow other users to contact within the website. The personal contact form will keep personal e-mail addresses hidden in order to protect user privacy

    - Note: site administrators will still be able to contact users even if contact settings are disabled.

    ![Personal contact form](image8)

    ![Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.](image9)

    • Click the **Save** button to change the contact settings.

  ![Save button](image10)

  ![Cancel account](image11)

  o Locale settings

  • Select from the **Time zone** drop-down menu to change the time zone

    ![Time zone](image12)

    ![America/New York: Wednesday, July 30, 2014 - 15:21:0400](image13)

    ![Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.](image14)

    • Click the **Save** button to change the contact settings.

  ![Save button](image15)

  ![Cancel account](image16)
Joining an Interest Group or Partner Organization

Joining an Interest Group

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the Interest Groups link.

2. Find the interest group and click on the Request group membership button.

3. Enter in the Request message box a message for the group administrators asking to join the group. (optional)

4. Click the Join button or Cancel to not join the group. Remember, some groups may be private and will require group manager approval before joining.

Joining a Partner Organization

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the partner organization link.

2. Find the desired partner organization and click on the Request group membership button.
3. Enter in the Request message box a message for the group manager asking to join the group. *(optional)*

![Request message](image)

4. Click the Join button or click Cancel to not join the group. Remember, some groups may be private and will require group manager approval before joining.

![Join Cancel](image)

Creating an Interest Group

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the Interest Groups link.

![Groups Interest Groups](image)

2. Click on the Start an Interest Group button.

![Start an Interest Group](image)

3. The webpage will direct the user to a Request form to receive approval from GetHealthyHeights to become a group manager in order to create the group.

![Request To Create A Partner Organization Or Interest Group](image)
4. Enter in the **First Name**, **Last Name**, and **Username** of the user.

5. Enter in the **E-mail address** of the user. Users must double check that this e-mail address is correct in order for GetHealthyHeights to make a user a group manager. The approval for group manager will come via e-mail.

6. Select from the drop-down menu the type of organization, interest group or partner organization, which the user requests to make.

7. Describe in the text box the purpose of the group and how it will be used in order to benefit the website and community.

8. Click the **Submit** button in order to submit the form to GetHealthyHeights for the approval process. After GHH approves the user as a group manager, which can take up to 24 hours, the user may now create interest groups and partner organizations.

**Creating the group**

1. The webpage will direct the user to a **Create Group** form to create the group after the user is approved as a group manager.

2. Complete the **Create Group** form using directions from below.
3. Click the **Save** button to save the information in the form or click the **Preview** button in order to preview the group that was created.
4. Enter in the **Verification** box the verification code below.
   a. If the verification code cannot be read, refresh the website for a new code. Step 5 and 6 may have to be repeated.
   b. If audio verification is needed, click the **Switch to audio verification** link and press the play button to hear the code instead. Type in the first letter of each spoken word for the correct code.
5. Once the information for group is completed, there will be a block on the left-hand side of interest group page with all of the content.
6. Click on the **Edit** link on the tool bar at the top of the page in order to edit any of the group information at any time.

The user who creates the interest group will automatically become the group manager. Users can fill out as little or as much information as the boxes provide. All of the information does not need to be filled out in order to create an interest group except for the **Title** of the interest group. The directions below provide instructions for **Title**, **Group Logo**, **About Group** (group description), **Location**, **Text format**, **Group roles and permissions**, and **Group Visibility**.

**Title**

1. Enter in the **Title** box the title of the interest group name.

   ![Title input field]

**Group Logo**

1. Upload a photo in the **group logo** box by clicking **Browse**.

   ![Group logo browse and upload]

2. Search in the computer for the picture of the logo. The image must be less than 2 MB and in png, gif, jpg, or jpeg format in order to upload properly.
3. After selecting the file, click **Open** in the computer window.

   ![Open button]

4. Click the **Upload** button. To change the logo, click the **Remove** button.
About Group

1. In the About Group box, any information can be entered in about the interest group. GetHealthyHeights recommend that a description of the group should be provided here.

Location

1. Enter in the Location name box the place of business, venue, meeting point. For example, Irving Institute for Clinical and Translational Research. Leave the box blank if the location does not have a name.

2. Enter in the address of the interest group in the Street, Additional, City, State/Province, Postal Code, and Country boxes.
3. Enter in the **Phone number** box the phone number of the group.

4. Enter in the **Email address** box the e-mail of the group.

5. Enter in the **Fax number** of the group.

6. Click the **Add another item** button in order to add additional **Street**, **Additional**, **City**, **State/Province**, **Postal Code**, and **Country** information in the provided boxes. Repeat Step 2.

7. If another Location is added, users can click the **Show row weights** link on the left, and the **Order** column on the right-hand side of the **Location** box will determine the order in which the location is shown.

   a. For instance if there are two location names (ex. Location A and Location B):
      i. If it is left as default (order 0 and order 1 in the drop down menu), Location A will display before Location B.
      ii. If it is switched (order 1 and order 0 in the drop down menu), Location B will display before Location A.

**Group Roles and Permissions**

1. In the **Group roles and permissions** drop down menu, there are two options: **Use default roles and permissions** and **Override default roles and permissions**. This allows interest groups change the roles and permissions of multiple members in the group. GetHealthyHeights recommend that groups use default permissions.

2. The creator/group manager of the interest group has the highest amount of permission to edit the group, however, the group manager may allow other members the same allowance of permission to edit group information as well.

**Group Visibility**

1. At GetHealthyHeights, interest groups may be either public or private. This means that articles, videos, services, links, and events for each interest groups can be visible to certain users.
   a. Public groups are accessible and visible to all users
   b. Private groups are accessible and visible to only group members
Interest Group Dashboard

Individual or Partner Organization
The interest group dashboard for a user is a jumping off point to access important information in the groups. In order to reach the group’s dashboard at any time, click on the page by finding it under interest groups.

Individuals and Partner organizations may:

- View the interest group’s profile
- Contact members
- View the currently published articles, videos, services, links and events
- Post articles and links, add local services, create events and share videos.
- Find information to learn about arts & culture, community statistics, education, fitness, food, healthcare, health conditions, health research, housing, and legal services

Toolbar

- View
  - Clicking View to return to the homepage of the group dashboard
  
- Members – e-mail individual members in the group
  - Click on the Contact link to send individual members messages

  - Enter in the Your name box the name that displays for other users
    
  - Enter in Your e-mail address box the e-mail for the messages to be sent from, this will be hidden from other users
    
  - Enter in the Subject box the subject of the message
- Enter in the **Message** box the message for the other user

- Check the **Send yourself a copy** button to send a duplicate copy of the message to the e-mail address from the **Your e-mail address** box (optional)

- Upload an attachment in the message by clicking **Browse**.

- Search in the computer for the picture for the message. The image must be less than 5 MB and in png, gif, jpg, jpeg, doc, docx, txt, xsl, ppt format in order to upload properly.
  - After selecting the file, click **Open** in the computer window

- Click the **Upload** button. To change the attachment, click the **Remove** button

- Click the **Send message** button to send the message to the users
  - The e-mail take up to 5 minutes to send
  - If an e-mail is not received, check the spam/junk mail section of the e-mail
Managing an Interest Group

The interest group dashboard for a group manager user is a jumping off point to access important information in the groups. In order to reach the group’s dashboard at any time, click on the page by finding it under interest groups.

Groups may:

- View the interest group’s profile
- Contact members and change membership statuses
- View the currently published articles, videos, services, links and events
- Post articles and links, add local services, create events and share videos
- Find information to learn about arts & culture, community statistics, education, fitness, food, healthcare, health conditions, health research, housing, and legal services

Toolbar

- View
  - Clicking View to return to the homepage of the group dashboard

- Edit
  - Edit the interest group’s title, logo, about group, location, group roles and permissions, and group visibility
  - See the “Create a Interest Group – Individual” document for in-depth details

- Group
  - Add people
    - Click on Add people to add group members
    - Type in the User name box the username of a person to add to the group
      - The box will automatically drop-down and autocomplete a username when typing
      - Click the Roles box to add the user as an administrator member and have group manager privileges (optional), this can be later edited in the People link
- Type in the **Request message** box a message to request the new member to join the interest group

![Request message]

- Click **Add users** to add the user to the group

![Add users]

  - E-mail people – e-mail all members in the group including active, pending and blocked members

![E-mail people]

  - Type in the **subject** box the subject of the message

![Subject]

  - Type in the **message** box the message to send out to group members

![Message]

- Click the **Send e-mail** button to send the e-mail to all members in the group

![Send e-mail]

- People (there are multiple methods to changing membership status and each one is described below)

![People]

  - **Group overview**
    - View the group manager, the total members, and total posts in the group

![Group overview]

  - **Set the status of individual group members**
    - Click the **State** drop-down menu and pick **Active**, **Pending**, or **Blocked**, to view group member lists by status:
Active status gives the individual the ability to view and e-mail members, post articles, local services, events, videos and links in the group.

Pending status gives the individual the ability to view and e-mail members, and view articles, local services, events, videos and links in the group. Individuals will not be able to post until they have active membership status.

Blocked status gives the individual the ability to view and e-mail members, and view articles, local services, events, videos and links in the group. Individuals will not be able to request membership or post until they have active membership status. However, they will still have access to information posted in the Interest Group page and see which individuals are members of an Interest Group.

- Enter in the Name box the username of the group member/s (optional)
  - If multiple members, separate usernames with a comma.

- Click Apply button to apply status changes for the group member.

- Group member operations
  - Modify user roles to administrator members
    - From the Choose an operation drop-down menu, select the Modify OG user roles.
    - Select the name of the user whose roles will be modified by checking off the box next to their username.
Click the **Execute** button

Either click the **administrator member** in either of the **Add roles** or **Remove roles** box (not both)

- Note: removing or adding a member as an administrator member will take away or give the same privileges as a group manager

Click the **Next** button to continue (or the **Cancel** link to cancel the change)

Click the **Confirm** button to modify the group role of member (or **Cancel** link to cancel the change)

- Remove a member from the group – note: this is not the same as changing a member to **Blocked** status
  - From the **Choose an operation** drop-down menu, select **Remove from group**
  - Select the name of the user to be removed from the group
  - Click the **Execute** button
- Click the **Confirm button** to continue (or the **Cancel** link to cancel the change)

- **Modify membership status**
  - From the **Choose an operation** drop-down menu, select **Modify membership status**
  - Select the name of the user to be removed from the group
  - Click the **Execute** button
  - Pick **Active**, **Pending**, or **Blocked**, to decide the status of the member
  - Click the **Next** button to continue (or the **Cancel** link to cancel the change)
  - Click the **Confirm** button to modify the group role of member (or **Cancel** link to cancel the change)

- **Operations member table**
  - Click the **edit** link next to the member to edit their membership status
    - Change the current membership status to **active**, **pending** or **blocked**
- Change roles to **administrator** member

- Change the request message

- Click the **Update membership** button to save the changes.
  - Click the **remove** link to remove the member

- Permissions (read-only)
  - The permissions settings are set by GetHealthyHeights, these cannot be adjusted per group basis and are here for reference only of what the group is or is not allowed to do.

- Roles (read-only)
  - The permissions settings are set by GetHealthyHeights, these cannot be adjusted per group basis and are here for reference only of what each individual member is or is not allowed to do as a non-member, member, and administrator.

- **Members** – e-mail individual members in the group
  - Click on the **Contact** link to send individual members messages
    - Enter in the **Your name** box the name that displays for other users
- Enter in **Your e-mail address** box the e-mail for the messages to be sent from, this will be hidden from other users.

```
Your e-mail address
```

- Enter in the **Subject** box the subject of the message.

```
Subject
```

- Enter in the **Message** box the message for the other user.

```
Message
```

- Check the **Send yourself a copy** button to send a duplicate copy of the message to the e-mail address from the **Your e-mail address** box (optional).

- Upload an attachment in the message by clicking **Browse**.

- Search in the computer for the picture for the message. The image must be less than 5 MB and in png, gif, jpg, jpeg, doc, docx, txt, xsl, ppt format in order to upload properly.
  - After selecting the file, click **Open** in the computer window.

- Click the **Upload** button. To change the attachment, click the **Remove** button.

- Click the **Send message** button to send the message to the users.
  - The e-mail take up to 5 minutes to send.
  - If an e-mail is not received, check the spam/junk mail section of the e-mail.
Creating a Partner Organization

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the Partner Organization link.

2. Click on the Create a Partner Organization button.

3. The webpage will direct the user to a Create Group form.

4. Complete the Create Group form using directions from below.

5. Click the Save button to save the information in the form or click the Preview button in order to preview the partner organization that was created.

6. Enter in the Verification box the verification code below.
   a. If the verification code cannot be read, refresh the website for a new code. Step 5 and 6 may have to be repeated.
   b. If audio verification is needed, click the Switch to audio verification link and press the play button to hear the code instead. Type in the first letter of each spoken word for the correct code.

7. Once the information for group is completed, there will be a block on the left-hand side of the partner organization page with all of the content.

8. Click on the Edit link on the tool bar at the top of the page in order to edit any of the partner organization information at any time.

The user who creates the partner organization will automatically become the group manager. Partner organizations can fill out as little or as much information as the boxes provide. All of the information does not need to be filled out in order to create a partner organization except for the Title of the partner organization. The directions below provide instructions for Title, Group Logo, About Group (group description), Location, Text format, Group roles and permissions, Group Register, Group Visibility, Menu settings, Revision information, Authoring information, Publishing options.
Title

1. Enter in the **Title** box the title of the partner organization name.

Group Logo

1. Upload a photo in the **group logo** box by clicking **Browse**.

   ![Group Logo Image]

2. Search in the computer for the picture of the logo. The image must be less than 2 MB and in png, gif, jpg, or jpeg format in order to upload properly.
3. After selecting the file, click **Open** in the computer window.
4. Click the **Upload** button. To change the logo, click the **Remove** button.

About Group

1. In the **About Group** box, any information can be entered in about the partner organization. GetHealthyHeights recommend that a description of the organization should be provided here.
Location

1. Enter in the **Location name** box the place of business, venue, meeting point. For example, *Irving Institute for Clinical and Translational Research*. Leave the box blank if the location does not have a name.

2. Enter in the address of the partner organizations’ in the **Street**, **Additional**, **City**, **State/Province**, **Postal Code**, and **Country** boxes.

3. Enter in the **Phone number** box the phone number of the partner organization.

4. Enter in the **Email address** box the e-mail of the partner organization.

5. Enter in the **Fax number** of the partner organization.

6. Click the **Add another item** button in order to add additional **Street**, **Additional**, **City**, **State/Province**, **Postal Code**, and **Country** information in the provided boxes. Repeat Step 2.
7. If another Location is added, users can click the **Show row weights** link on the left, and the **Order** column on the right-hand side of the **Location** box will determine the order in which the location is shown.

   - For instance if there are two location names (ex. Location A and Location B):
     1. If it is left as default (order 0 and order 1 in the drop down menu), Location A will display before Location B.
     2. If it is switched (order 1 and order 0 in the drop down menu), Location B will display before Location A.

**Group Roles and Permissions**

1. In the **Group roles and permissions** drop down menu, there are two options: **Use default roles and permissions** and **Override default roles and permissions**. This allows partner organizations change the roles and permissions of multiple members in the group. GetHealthyHeights recommend that groups use default permissions.

2. The creator/group manager of the partner organization has the highest amount of permission to edit the group, however, the group manager may allow other members the same allowance of permission to edit group information as well.

**Group Visibility**

1. At GetHealthyHeights, partner organizations may be either public or private. This means that articles, videos, services, links, and events for each partner organization can be visible to certain users.
   - Public groups are accessible and visible to all users
   - Private groups are accessible and visible to only group members
Managing a Partner Organization

The partner organization dashboard for a manager user is a jumping off point to access important information in the groups. In order to reach the partner organization’s dashboard at any time, click on the page by finding it under partner organizations.

Groups may:

- View the partner organization’s profile
- Contact members and change membership statuses
- View the currently published articles, videos, services, links and events
- Post articles and links, add local services, create events and share videos
- Find information to learn about arts & culture, community statistics, education, fitness, food, healthcare, health conditions, health research, housing, and legal services

Toolbar

- View
  - Clicking View to return to the homepage of the group dashboard

- Edit
  - Edit the interest group’s title, logo, about group, location, group roles and permissions, and group visibility
  - See the “Create a Partner Organization – PO” document for in-depth details

- Group
  - Add people
    - Click on Add people to add group members
    - Type in the User name box the username of a person to add to the group
      - The box will automatically drop-down and autocomplete a username when typing
    - Click the Roles box to add the user as an administrator member and have group manager privileges (optional), this can be later edited in the People link
- Type in the **Request message** box a message to request the new member to join the interest group

![Request message](image)

- Click **Add users** to add the user to the group

![Add users](image)

  - E-mail people – e-mail all members in the group including active, pending and blocked members

  ![E-mail people](image)

    - Type in the **subject** box the subject of the message

    ![Subject](image)

    - Type in the **message** box the message to send out to group members

    ![Message](image)

    - Click the **Send e-mail** button to send the e-mail to all members in the group

    ![Send e-mail](image)

  - People (there are multiple methods to changing membership status and each one is described below)

    ![People](image)

    - Group overview

      - View the group manager, the total members, and total posts in the group

      ![Group overview](image)
- Set the status of individual group members
  - Click the **State** drop-down menu and pick **Active**, **Pending**, or **Blocked**, to view group member lists by status:

  ![State Drop-Down Menu]

  - **Active** status gives the individual the ability to view and e-mail members, post articles, local services, events, videos and links in the group
  - **Pending** status gives the individual the ability to view and e-mail members, and view articles, local services, events, videos and links in the group. Individuals will not be able to post until they have **active** membership status
  - **Blocked** status gives the individual the ability to view and e-mail members, and view articles, local services, events, videos and links in the group. Individuals will not be able to request membership or post until they have **active** membership status. However they will still have access to information posted in the Interest Group page and see which individuals are members of an Interest Group

  ![Active Status]

- Enter in the **Name** box the username of the group member/s (optional)
  - If multiple members, separate usernames with a comma

  ![Name Input Field]

  - Click **Apply** button to apply status changes for the group member

  ![Apply Button]

- Group member operations
  - Modify user roles to administrator members
    - From the **Choose an operation** drop-down menu, select the **Modify OG user roles**

  ![Modify OG User Roles]

  - **OG user roles**
    - **Operations**
      - **- Choose an operation -**
        - **Modify OG user roles**
        - Remove from group
        - Modify membership status
o Select the name of the user whose roles will be modified by checking off the box next to their username

Click the **Execute** button

Either click the **administrator member** in either of the **Add roles** or **Remove roles** box (not both)

- Note: removing or adding a member as an administrator member will take away or give the same privileges as a group manager

Click the **Next** button to continue (or the **Cancel** link to cancel the change)

Click the **Confirm** button to modify the group role of member (or **Cancel** link to cancel the change)

- Remove a member from the group – note: this is not the same as changing a member to **Blocked** status

From the **Choose an operation** drop-down menu, select **Remove from group**
Select the name of the user to be removed from the group

Click the **Execute** button

Click the **Confirm** button to continue (or the **Cancel** link to cancel the change)

- **Modify membership status**
  
  - From the **Choose an operation** drop-down menu, select **Modify membership status**
    
    [Choose an operation drop-down menu]
  
  - Select the name of the user to be removed from the group

  - Click the **Execute** button

  - Pick **Active**, **Pending**, or **Blocked**, to decide the status of the member

  - Click the **Next** button to continue (or the **Cancel** link to cancel the change)

  - Click the **Confirm** button to modify the group role of member (or **Cancel** link to cancel the change)

- **Operations member table**
  
  - Click the **edit** link next to the member to edit their membership status
    
    - Change the current membership status to **active**, **pending** or **blocked**
- Change roles to **administrator member**

- Change the request message

- Click the **Update membership** button to save the changes.

  - Click the **remove** link to remove the member

  - **Permissions (read-only)**
    - The permissions settings are set by GetHealthyHeights, these cannot be adjusted per group basis and are here for reference only of what the group is or is not allowed to do.

  - **Roles (read-only)**
    - The permissions settings are set by GetHealthyHeights, these cannot be adjusted per group basis and are here for reference only of what each individual member is or is not allowed to do as a non-member, member, and administrator.

- **Members – e-mail individual members in the group**

  - Click on the **Contact** link to send individual members messages

    - Enter in the **Your name** box the name that displays for other users
- Enter in **Your e-mail address** box the e-mail for the messages to be sent from, this will be hidden from other users.

- Enter in the **Subject** box the subject of the message.

- Enter in the **Message** box the message for the other user.

- Check the **Send yourself a copy** button to send a duplicate copy of the message to the e-mail address from the **Your e-mail address** box (optional).

- Upload an attachment in the message by clicking **Browse**.

- Search in the computer for the picture for the message. The image must be less than 5 MB and in png, gif, jpg, jpeg, doc, docx, txt, xsl, ppt format in order to upload properly.
  - After selecting the file, click **Open** in the computer window.

- Click the **Upload** button. To change the attachment, click the **Remove** button.

- Click the **Send message** button to send the message to the users.
  - The e-mail take up to 5 minutes to send.
  - If an e-mail is not received, check the spam/junk mail section of the e-mail.
Content

Post a Link
At GetHealthyHeights, all published content must be of original work, users cannot plagiarize from other sources unless they are cited and credited. This includes giving credits to any photos used. GetHealthyHeights has the right to remove any content from the website and will contact users if any plagiarized content is discovered.

1. On every webpage in the GetHealthyHeights website there is a box labeled Contribute Today on the left-hand side.

   ![Contribute Today!](image)

2. Click the Post a Link button.

   ![Contribute Today!](image)

3. Enter in the Title box the title of the post.

   ![Title](image)

4. Post an image
   a. Upload a photo in the Image box by clicking Browse.

   ![Image](image)

   b. Search in the computer for the picture of the logo. The image must be less than 2 MB and in png, gif, jpg, or jpeg format in order to upload properly.

   c. After selecting the file, click Open in the computer window.
d. Click the **Upload** button.

![Upload button](image)

e. In order to remove the picture, click the **Remove** button.

![Remove button](image)

f. In order to insert a new picture, follow steps 4a-e.

5. Enter in the **URL** box the URL (website address).

   ![URL field](image)

6. Enter in the **Title** box the title of the website address. The link title cannot be more than 128 characters.

   ![Title field](image)

7. In the **Category** box, select one or more of the categories in which the link is related to. If more than 1 category is selected, the link will show up in multiple pages.
   
   a. Categories included: arts & culture, health conditions, fitness, legal, healthcare, education, housing, community statistics, health research, and food.
8. Enter in the **Body** box the content of the post.

9. In the **Groups Audiences** section, select the **Group** (partner organization) from the drop-down menu for the link to show up in the proper group. This is **mandatory** for posting links in groups.

10. Click the **Save** button to post the link.
    a. Once users click the save button, the draft will post. Users may first preview the post before it is published. Note that posts in draft form cannot be saved. Posts can only be published and once published, they can be edited. Users should use a word processor program to draft and save posts. GetHealthyHeights cannot retrieve deleted posts.

11. Click the **Preview** button in order to preview the link that was created.

12. Once the link form is completed, the post will be visible on the right-hand side of the group page under the **Links** tab.

13. Click on the **Edit** link on the tool bar at the top of the link page in order to edit any of the content information at any time.

14. Click the **Delete** button on the bottom of the edit link page in order to delete the link.
Post a Local Service

1. On every webpage in the GetHealthyHeights website there is a box labeled **Contribute Today** on the left-hand side.

![Contribute Today!](image1)

2. Click the **Add a Local Service** button.

![Contribute Today!](image2)

3. Enter in the **Service Name** box the name of the service.

![Service Name](image3)

4. Enter in the **Body** box the content of the service.

![Body](image4)
5. Post an image
   a. Upload a photo in the **Image** box by clicking **Browse**.
   ![Image Browser](image.png)
   b. Search in the computer for the picture of the logo. The image must be less than 2 MB and in png, gif, jpg, or jpeg format in order to upload properly.
   c. After selecting the file, click **Open** in the computer window.
   ![Open Button](open.png)
   d. Click the **Upload** button.
   ![Upload Button](upload.png)
   e. In order to remove the picture, click the **Remove** button.
   ![Remove Button](remove.png)
   f. In order to insert a new picture, follow steps 5a-e.

6. In the **Category** box, select one or more of the categories in which the local service is related to. If more than 1 category is selected, the service will show up in multiple pages.
   a. Categories included: arts & culture, health conditions, fitness, legal, healthcare, education, housing, community statistics, health research, and food.
   ![Category Selection](category.png)
7. In the Locations box, enter in the location name, address, phone number, e-mail address, and fax number of the local service. The user may leave some boxes blank if not applicable for the service information. Click the Add another item button in order to add another location. (Optional)
8. In the **Groups Audiences** section, select the **Group** (partner organization or interest group) from the drop-down menu for the local service to show up in the proper groups. This is *mandatory* for posting services in groups.

   ![Groups audience](image)

9. Click the **Save** button to post the local service.
   
   a. Once users click the save button, the draft will post. Users may first preview the post before it is published. Note that posts in draft form cannot be saved. Posts can only be published and once published, they can be edited. Users should use a word processor program to draft and save posts. GetHealthyHeights cannot retrieve deleted posts.

   ![Save Preview](image)

10. Click the **Preview** button in order to preview the information in the form.

   ![Save Preview](image)

11. Once the local service information is completed, the post will be visible on the right-hand side of the group page under the **Services** tab.

   ![Services tab](image)

12. Click on the **Edit** link on the tool bar at the top of the service page in order to edit any of the content information at any time.

   ![View Edit](image)

13. Click the **Delete** button on the bottom of the edit service page in order to delete the service.

   ![Save Preview Delete](image)
Post a New Article

At GetHealthyHeights, it is very easy to post content. A new article can be as short as a 200 to 300 word article about information that would be interesting to your followers. We do ask that all published content must be of original work, users cannot plagiarize from other sources unless they are cited and credited. This includes giving credits to any photos used. GetHealthyHeights has the right to remove any content from the website and will contact users if any plagiarized content is discovered.

1. On every webpage in the GetHealthyHeights website there is a box labeled **Contribute Today** on the left-hand side.

   ![Contribute Today](image)

   - **Post a New Article**
   - **Create a New Event**
   - **Add a Local Service**
   - **Share a Video**
   - **Post a Link**

2. Click the **Post a New Article** button.

   ![Contribute Today](image)

   - **Post a New Article**
   - **Create a New Event**
   - **Add a Local Service**
   - **Share a Video**
   - **Post a Link**

3. Enter in the **Title** box the title of the post.

   ![Title](image)

4. Enter in the **Body** box the content of the post.

   ![Body](image)
5. Post an image
   a. Upload a photo in the Image box by clicking Browse.
   b. Search in the computer for the picture of the logo. The image must be less than 100 MB and in png, gif, jpg, or jpeg format in order to upload properly.
   c. After selecting the file, click Open in the computer window.
   d. Click the Upload button.
   e. In order to remove the picture, click the Remove button.
   f. In order to insert a new picture, follow steps 5a-e.

6. In the Category box, select one or more of the categories in which the article is related to. If more than 1 category is selected, the article will show up in multiple pages.
   a. Categories included: arts & culture, health conditions, fitness, legal, healthcare, education, housing, community statistics, health research, and food.

7. In the Groups Audiences section, select the Group (Partner Organization) from the drop-down menu for the article to show up in the proper partner organization. This is mandatory for posting articles.
8. Click the **Save** button to post the article.
   a. Once you click the save button, the draft will be posted. Users may first preview the post before it is published. Note that posts in draft form cannot be saved. Posts can only be published and once published, they can be edited. Users should use a word processor program to draft and save posts. GetHealthyHeights cannot retrieve deleted posts.

9. Click the **Preview** button in order to preview the article that was created.

10. Once the article form is completed, the post will be visible on the right-hand side of the group page under the **articles** tab.

11. Click on the **Edit** link on the tool bar at the top of the article post page in order to edit any of the content information at any time.

12. Click the **Delete** button on the bottom of the edit article page in order to delete the article. Once the post is deleted, it cannot be retrieved again.

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**Post a New Event**

1. On every webpage in the GetHealthyHeights website there is a box labeled **Contribute Today** on the left-hand side.

2. Click the **Create a New Event** button.

3. Enter in the **Title** box the title of the post.
4. In the **Locations** box, enter in the location name, address, phone number, e-mail address, and fax number of the event. The user may leave some boxes blank if not applicable for the event information. Click the **Add another item** button in order to add another location. *(Optional)*

5. In the **Category** box, select one or more of the categories in which the event is related to. If more than 1 category is selected, the event will show up in multiple pages.
   a. Categories included: arts & culture, health conditions, fitness, legal, healthcare, education, housing, community statistics, health research, and food.
6. Post an image
   a. Upload a photo in the **Image** box by clicking **Browse**.
   
   ![Image Box with Browse and Upload Buttons]

   b. Search in the computer for the picture of the logo. The image must be less than 2 MB and in *png, gif, jpg, or jpeg* format in order to upload properly.

   c. After selecting the file, click **Open** in the computer window.

   ![File Selection in Computer Window]

   d. Click the **Upload** button.

   ![Upload Button in Computer Window]

   e. In order to remove the picture, click the **Remove** button.

   ![Remove Button]

   f. In order to insert a new picture, follow steps 6a-e.

7. Enter in the **Body** box the event information.

   ![Body Text Box]

8. In the **Groups Audiences** section, select the partner organization or interest group for the event to show up in the proper group. This is **mandatory** for posting events in groups.

   ![Groups Audience Selection]

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9. Click the **Save** button to post the event.
   
   a. Once users click the save button, the draft will post. Users may first preview the post before it is published. Note that posts in draft form cannot be saved. Posts can only be published and once published, they can be edited. Users should use a word processor program to draft and save posts. GetHealthyHeights cannot retrieve deleted posts.

10. Click the **Preview** button in order to preview the event that was created.

11. Once the event form is completed, the post will be visible on the right-hand side of the group page under the **Events** tab.

12. The event will now also be visible on the **Calendar** on the homepage of the GetHealthyHeights website.

13. Click on the **Edit** link on the tool bar at the top of the event page in order to edit any of the content information at any time.

14. Click the **Delete** button on the bottom of the edit event page in order to delete the event.

**Post a Video**

At GetHealthyHeights, all published content must be of original work, users cannot plagiarize from other sources unless they are cited and credited. This includes giving credits to any photos used. GetHealthyHeights has the right to remove any content from the website and will contact users if any plagiarized content is discovered.

1. On every webpage in the GetHealthyHeights website there is a box labeled **Contribute Today** on the left-hand side.
2. Click the **Share a Video** button.

![Contribute Today!](image)

3. Enter in the **Title** box the title of the **Create Video** post.

4. In the **Category** box, select one or more of the categories in which the video is related to. If more than 1 category is selected, the video post will show up in multiple pages.
   a. Categories included: arts & culture, health conditions, fitness, legal, healthcare, education, housing, community statistics, health research, and food.

5. In the **Video** box, paste a URL (web link) of the video to share. Videos may be copied and pasted from websites such as YouTube and Vimeo.

6. Enter in the **Body** box the content of the video post.
7. In the **Groups Audiences** section, select the **Group** (partner organization or interest group) from the drop-down menu for the video post to show up in the proper group. This is mandatory for posting videos.

8. Click the **Save** button to post the video.
   a. Once users click the save button, the draft will post. Users may first preview the post before it is published. Note that posts in draft form cannot be saved. Posts can only be published and once published, they can be edited. Users should use a word processor program to draft and save posts. GetHealthyHeights cannot retrieve deleted posts.

9. Click the **Preview** button in order to preview the video post that was created.

10. Once the video form is completed, the post will be visible on the right-hand side of the group page under the **Videos** tab.

11. Click on the **Edit** link on the tool bar at the top of the video post page in order to edit any of the content information at any time.

12. Click the **Delete** button on the bottom of the edit video page in order to delete the video.

**Commenting on Content**

The views expressed in the comments published on GetHealthyHeights are by the users of the website. They do not necessarily represent the views of the GetHealthyHeights or its parent organization, Columbia University Medical Center. Users must refrain from using inappropriate and derogatory language. GetHealthyHeights has the right to remove any content from the website.

1. After each post, there is a **Comments** section. Enter in the **Add new comment** box relevant comments to posts.

2. Click the **Save** button to submit the comment.
Sharing Content
1. Once you have clicked the like button on an article, event, link, video or service a pop up will appear with options to share the content over social media.

![Sharing Options](image1.png)

Translating Content
1. On the top right corner of the page you will see the Google Translate tool.

![Google Translate](image2.png)

2. If you click on the select language button a drop down menu will appear listing all the available translation languages.

3. Once you select a language Google Translate will translate all of the available text in the website for which is has available translations.

4. Please note that the Google translate system is not a comprehensive translation software and as such has limitations on what the available translations are. If you require a specific translation of your content you may translate it and place both the English text as well as the desired language text in the body of your article or any other content you post.

5. In addition, please take into consideration that the Google Translate software is meant to translate from English to other languages and as such if your content is already in another language Google Translate will not translate it back to English.
Unsubscribing from an Interest Group

1. Hover over the **Groups** link at the top of the GetHealthyHeights website and click the **Interest Groups** link.

2. Find the interest group and click on the **Unsubscribe from Group** button.

3. Click the **Remove** button or click **Cancel** to not unsubscribe to a group.

Unsubscribing from a Partner Organization

1. Hover over the **Groups** link at the top of the GetHealthyHeights website and click **Partner Organization** link.

2. Find the interest group and click on the **Unsubscribe from Group** button.

3. Click the **Remove** button. If you decide not to unsubscribe to the group, click **Cancel**.
Deleting an Interest Group

Disclaimer: Once the Interest Group is closed, it will be **permanently deleted**! This means that all information including group information, member information, and content will be deleted as well. The group manager must be sure that the interest group should be closed because GetHealthyHeights cannot recover the group information once deleted. The group manager must re-create an interest group if a new one is desired.

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the Interest Groups link.

2. Click on the interest group to be deleted. Only the creator or the group manager can delete the partner organization.

3. Click on the Edit link on the tool bar on the top of the group page.

4. Click the Delete button on the bottom of the page.

5. Click the Delete button to permanently delete the group or click the Cancel link to cancel the deletion of the group.
Closing a Partner Organization

Disclaimer: Once the Partner Organization is closed, it will be permanently deleted! This means that all information including group information, member information, and content will be deleted as well. The group manager must be sure that the partner organization should be closed because GetHealthyHeights cannot recover the partner organization once deleted. The group manager must re-create a partner organization if a new one is desired.

1. Hover over the Groups link at the top of the GetHealthyHeights website and click the Partner Organization link.

2. Click on the partner organization to be deleted. Only the creator or the group manager can delete the partner organization.

3. Click on the Edit link on the tool bar on the top of the group page.

4. Click the Delete button on the bottom of the page.

5. Click the Delete button to permanently delete the group or click the Cancel link to cancel the deletion of the group.
Contact Us

Please do not hesitate to contact GetHealthyHeights for any reason. GetHealthyHeights will contact the user within 1 to 3 business days. If the user does not receive an e-mail from GetHealthyHeights, please check the spam box of the e-mail or try to contact us again by re-filling out the form.

1. Click the **Contact Us** link at the bottom of any GetHealthyHeights webpage.
2. Enter in the **Name** box the name of the username.
3. Enter in the **Email Address** box the e-mail address of the username.
4. Enter in the **Comment** box any questions, concerns, or comments for GetHealthyHeights.
5. Click the blue **Submit** button when finished.