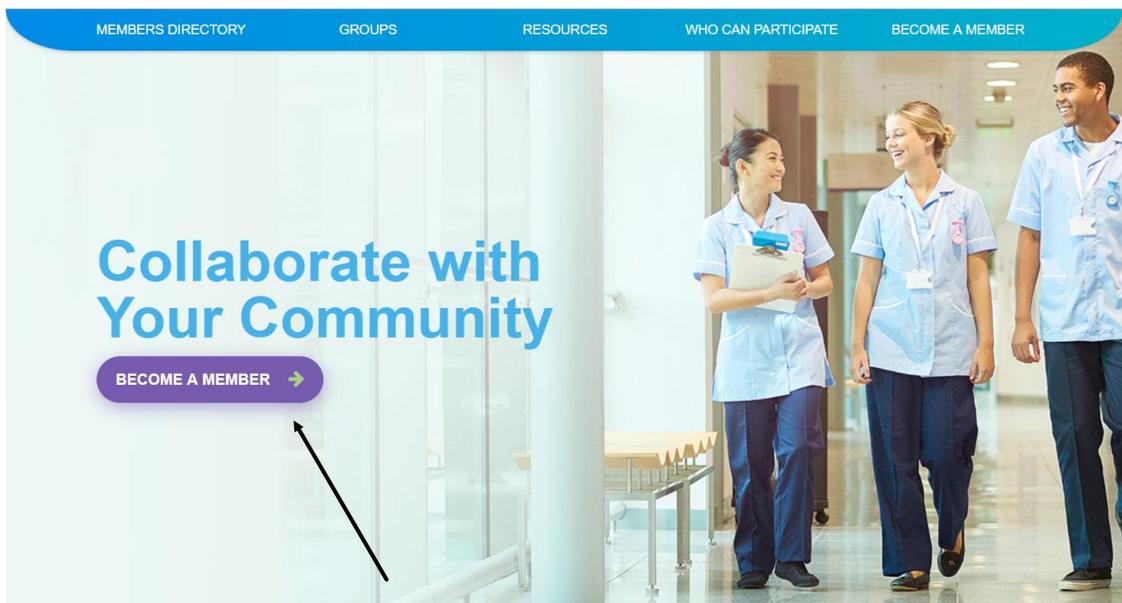


Thank-you for your interest in joining the Toronto Stroke Networks Virtual Community of Practice!

The Virtual Community of Practice (VCoP) by the Toronto Stroke Network is an online space for healthcare providers to share resources and insight among each other. The VCoP has several features designed to enhance peer-facilitated learning and resource sharing within the Greater Toronto Area stroke community. This document provides a brief orientation to get you set up on the VCoP and provides some helpful tips on how to make the most of your membership.

STEP 1: Apply for a VCoP Membership

The VCoP is a members-only site, specifically for use by healthcare providers, researchers, and community stakeholders. The VCoP is ***not*** for use by stroke survivors and family members. TO help ensure privacy and confidentiality of our members, we individually review all membership applications before people are allowed to join the VCoP.



Click on the purple “BECOME A MEMBER” button on the main page. You will be directed to a form to fill out with your information. When completeing your profile, please keep in mind:

- Choose a username that others can easily identify you by. For example, using your e-mail login name.
- You should use your work e-mail, but prepare to update it if you become employed by a different organization. A personal e-mail you check regularly can also be used but keep in mind that others may use the e-mail you provided to contact you about work-related matters.
- Use you preferred name for your first name as most people will identify you with this name. This field should be free of honorifics and titles. (ex. Dr. Janet “Jane” Doe would yield “Jane” as your first name.)
- Use your work mailing address, not your personal mailing address.
- If you choose to upload a profile picture, please keep it professional.

The following page is what you will see when you are directed to set up a user account:

Register

Please complete this brief profile to request membership. Membership approval may take 1-2 business days and you will be notified by email.

The screenshot shows a registration form titled "Account Details". It contains three input fields: "First Name", "Last Name", and "Email Address". Each field is a simple white box with a light blue border. The labels are in a dark blue font.

When there is a problem or you require assistance in filling out this registration form, please contact the VCoP Facilitator (Lauren Bechard, laurene.bechard@sunnybrook.ca) for technical support.

Once you submit your membership application, our VCoP Facilitator will review and approve your membership request if appropriate. Membership applications are typically reviewed within 48 hours of submission.

Make sure you opt in to receive the Toronto Stroke Networks VCoP Weekly Email Update to get an email digest with new events, research, and discussions sent to you inbox every Friday morning!

STEP 2: Complete your User Profile

You can tailor your VCoP experience to match your specific learning needs and professional interests. Part of this involves joining special "GROUPS". Think of the groups as small communities within the broader VCoP community, where members can:

- Use public discussion boards to exchange information and resources with other members who share common interests
- Use private groups to support coordination for stroke quality improvement or other projects.

(Note: you must be invited to join private groups by the group administrator)

Click "GROUPS" button on the blue navigation bar. From here, you can browse our public groups or request membership for relevant private groups (granted by the group administrator). Within each of the public groups, there are a number of smaller discussion threads that you can browse, comment on, and follow as you like. Whenever you log in to the VCoP, and new activity in groups you follow will show up in your new feed, and a list of your groups will be provided for easy navigation. You can subscribe to receive email notifications from groups you are interested in, or in discussion forums you have participated in.

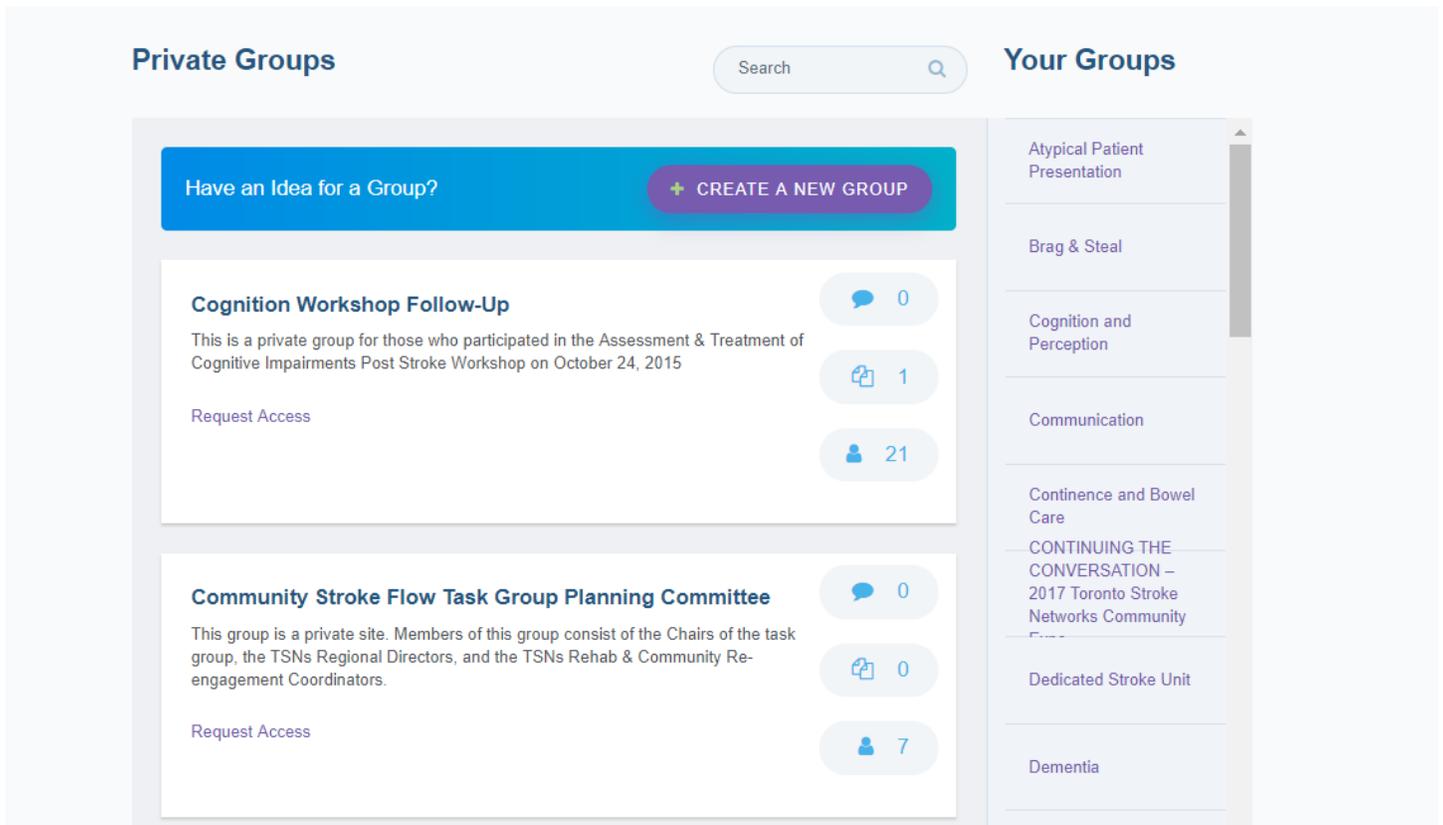
Groups

Participate in collaborative, peer learning through discussions in specific stroke-related interest groups. The following are 12 group categories. Within each category you will find discussions relevant to that broader topic.

Explore our Public Groups

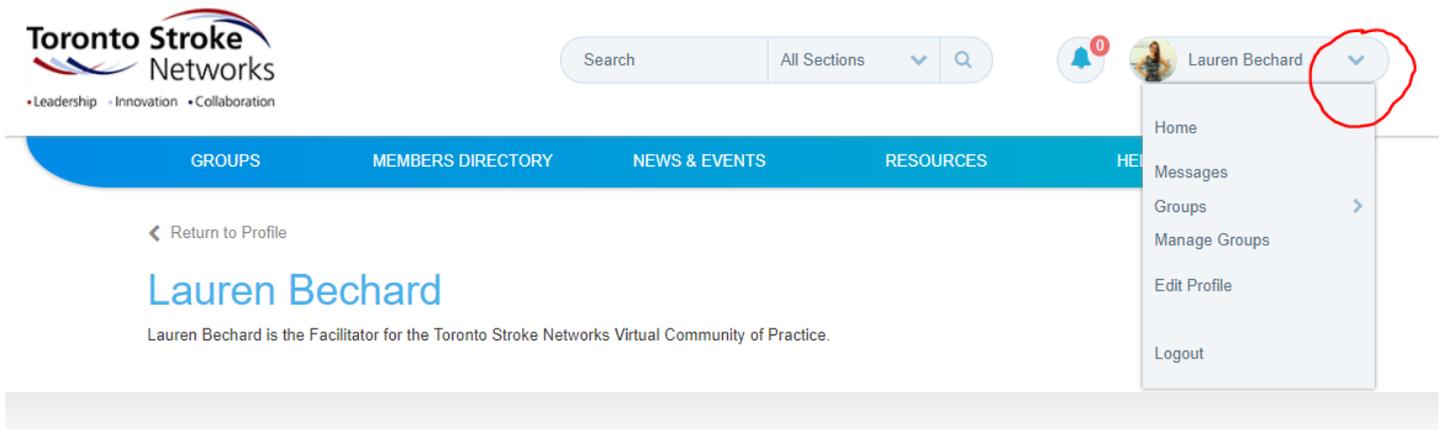
KNOWLEDGE TRANSLATION AND EDUCATION	EXERCISE AND MOBILITY	MOOD, BEHAVIOR AND COGNITION	PATIENT AND FAMILY
ENDOVASCULAR THERAPY	REHABILITATION	COMMUNITY REINTEGRATION	STROKE PREVENTION
COMPLEX CARE AND POST-STROKE COMPLICATIONS	TECHNOLOGY AND STROKE	TRANSITIONS IN CARE	APHASIA AND COMMUNICATION

Don't see a group that you're interested in? You can also click "CREATE A NEW GROUP" to submit an application for a new public group or to create a private group that you will be the administrator of.



STEP 3: Customise Your Profile Settings

Now that you're a VCoP member and you've joined some Groups, you can edit your account information and preferences. Clicking on the downward arrow beside your name at the top of any page on the VCoP will open up a drop-down menu (circled in red in the image).



Clicking “Home” will return you to your profile.

“Messages” will take you to your inbox where you can read or send messages with other VCoP members.

“Groups” will bring up another list of groups you have joined for easy navigation. “Manage Groups” will allow you to unsubscribe to groups you have joined.

“Edit Profile” will bring you to a page where you can change your name, occupation, email & password, groups subscriptions, and notification settings. You can also deactivate your account on this page.

STEP 4: Join the Discussion!

Now you're ready to go! Click on "GROUPS" in the main menu bar or explore a group you've joined to see what other members are saying. New content from groups you've joined will appear in your homepage feed.

If you're feeling adventurous, try out the following additional features to help you make the most of your VCoP experience:

- Search for specific topics, members, or resources using the search bar at the top of every page
- See who else is on the VCoP & connect with other members by looking through our Membership Directory (link in the main menu bar)
- Take a look at the News & Events page (accessible from the main menu bar) to see recent articles shared in the
- Search for resources & share your own to support stroke best practice by clicking "RESOURCES" in the blue navigation bar.