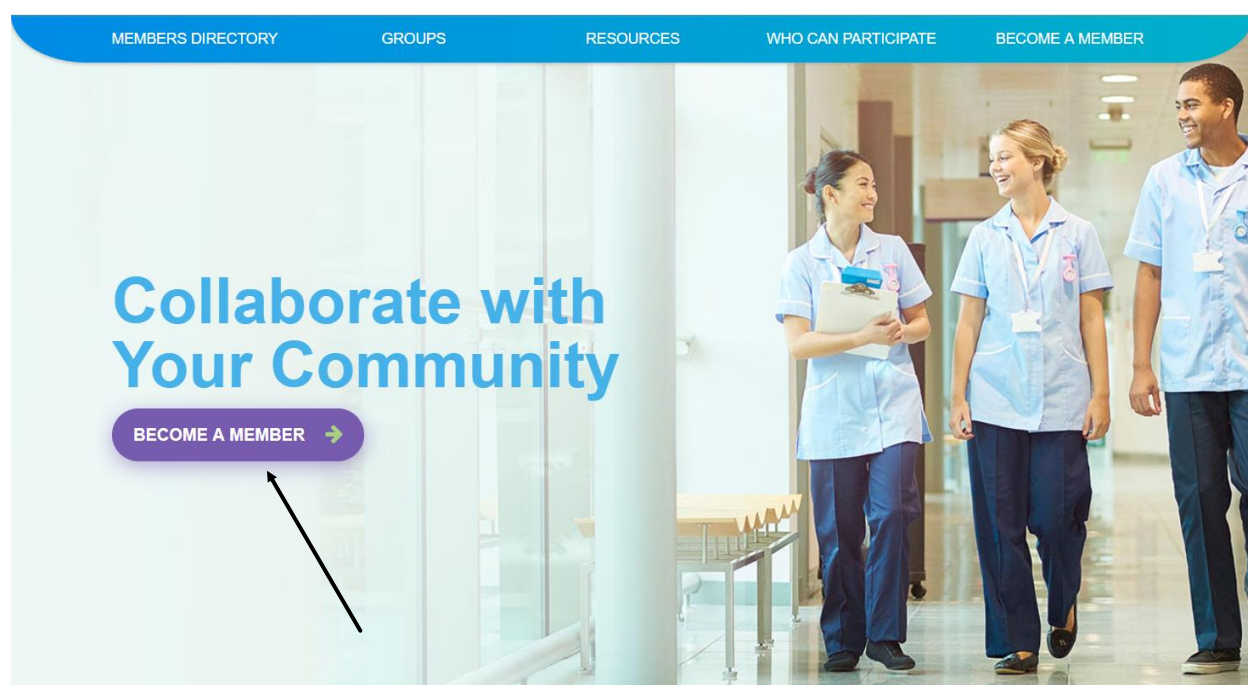


Thank you for your interest in joining the Toronto Stroke Networks' Virtual Community of Practice!

The Toronto Stroke Networks' Virtual Community of Practice (VCoP) is a web-based platform for healthcare providers and stroke care stakeholders to share resources and insights with each other to promote best practices. This document provides a brief orientation to get you set up on the VCoP and provide you with helpful tips on how to make the most of your membership.

STEP 1: Apply to become a VCoP Member

The VCoP is a members-only site, specifically for use by healthcare providers, researchers, and community stakeholders. The VCoP is ***not*** for use by individuals living with stroke, family members, or the general public. To ensure privacy and confidentiality for our members, we individually review all applications before allowing individuals to join.



To start, click the “BECOME A MEMBER” button on our home page. You will be directed to a form to fill out. When completing your profile:

- Choose a username that others can easily identify you by (e.g., your email login name).
- Use your work email, but update it if you become employed by a different organization.
- Use your preferred name for your first name as most people will identify you with this name. This field should be free of honorifics and titles.

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.

Account Details

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

If you encounter a problem or require assistance in filling out this registration form, please contact the VCoP Facilitator (Jenny Liu, jenny.liu@sunnybrook.ca) for support.

Once you submit your membership application, the VCoP Facilitator will review and approve your request if appropriate or follow up via email if additional clarification is needed. Applications are typically reviewed within 48 hours of submission.

Make sure you opt in to receive the VCoP Weekly Email Update to get an email digest with new events, research, and discussions sent to your inbox on Friday mornings!

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 “GROUPS”. Think of the groups as smaller 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 initiatives or other projects.
(Note: you must be invited to join private groups by the group administrator)

Click the “GROUPS” button on the blue navigation bar. From here, you can browse our public groups or request to join private groups. Within each of the public groups, there are a number of smaller discussion threads that you can browse, comment on, and follow. Whenever you log in to the VCoP, any new activity in groups you have followed will show up in your news feed. A list of your groups is also provided on your home page for easy navigation. You can subscribe to receive email notifications from groups you are interested in or discussion forums you have participated in.

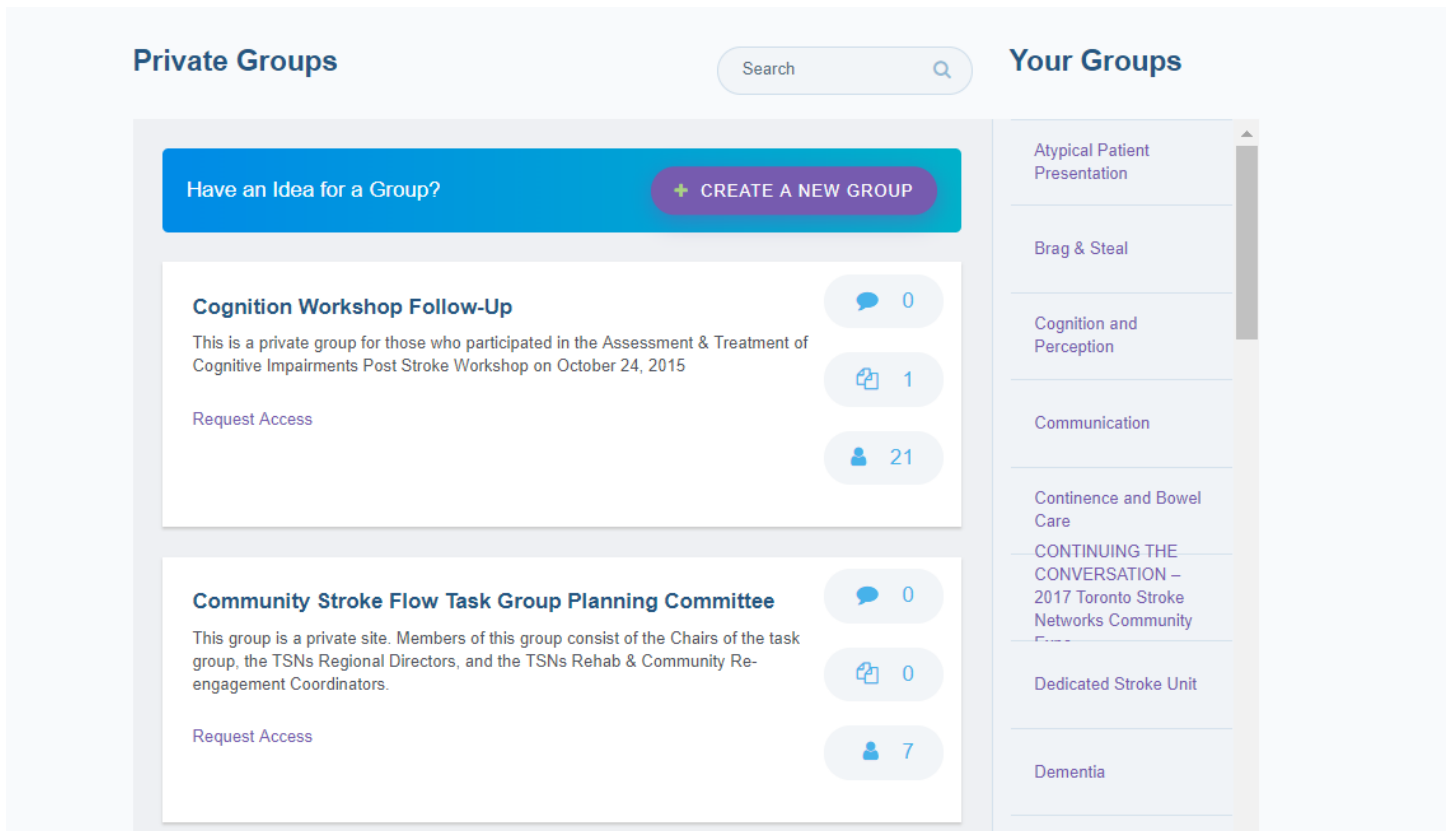
Groups

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

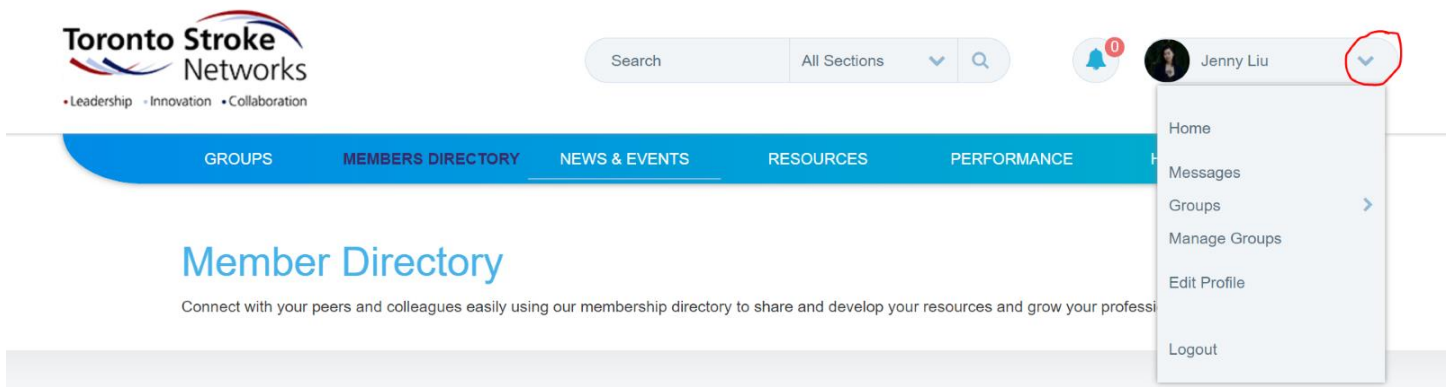
KNOWLEDGE TRANSLATION AND EDUCATION	EXERCISE AND MOBILITY	MOOD, BEHAVIOR AND COGNITION	PATIENT AND FAMILY
ENDOVASCULAR THERAPY	REHABILITATION	COMMUNITY REINTEGRATION	STROKE PREVENTION
COMPLEX CARE AND POST-STROKE COMPLICATIONS	TECHNOLOGY AND STROKE	TRANSITIONS IN CARE	APHASIA AND COMMUNICATION

Helpful Hint: Don't see a group you're interested in? 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. (image below)



STEP 3: Customize Your Profile Settings

Now that you're a VCoP member and have 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).



Where will the different options on this menu take you?

- “Home” will return you to your profile.
- “Messages” will take you to your inbox where you can read or send private 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, and password, group subscriptions, and notification settings. You can also deactivate your account on this page.
- “Performance” will bring up another list of reports related to your organization and the TSNs.

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.

Once you've got the hang of these basics, try out these 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 and 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 and educational events shared in the VCoP.
- Search for resources and share your own to support stroke best practices in the GTA by clicking "RESOURCES" in the main menu bar.