

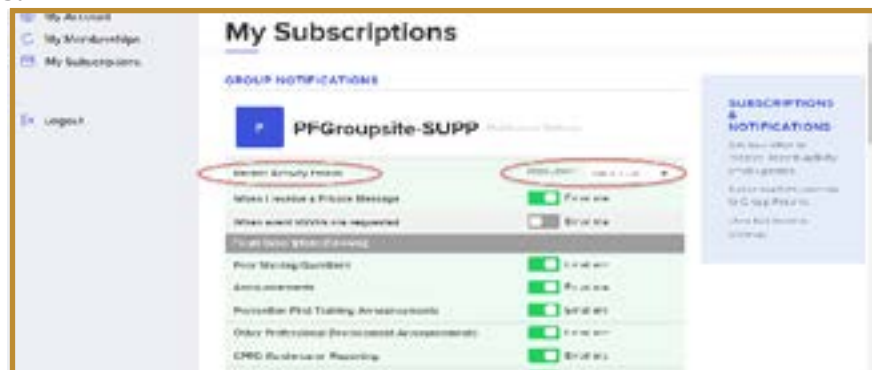
TOP FIVE GROUPSITE TIPS FOR SUPP PROVIDERS

In order to make Groupsite a more effective communication tool and to make sure that Providers are receiving important information in a timely matter, Prevention First has some tips to share with you:

Tip #1: Don't Miss Important Announcements from IDHS, CPRD, Prevention First or Other SUPP Providers

To make sure you are not missing any important announcements from either IDHS, CPRD, Prevention First or other SUPP providers, you should always be opening and reviewing your **Recent Activity Summary email** that gets sent from PF Groupsite-SAPP. **We recommend that your settings are set to receive these summary emails at least twice a week.**

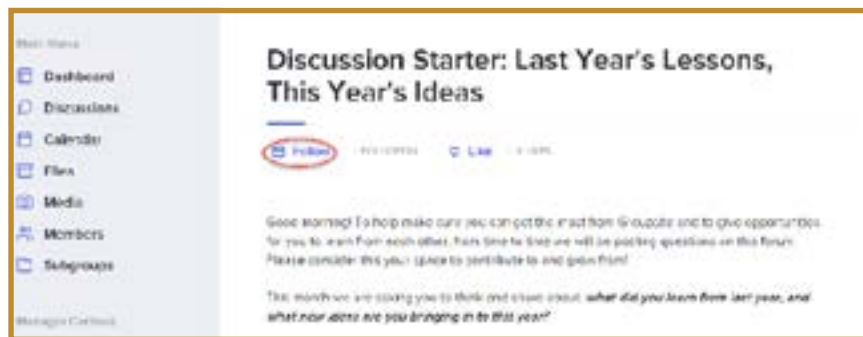
- To change this setting, please visit the 'My Subscriptions' tab which is found in the upper right corner on Groupsite where you find your account information. Here you will see a section titled, 'Recent Activity Emails'. (Pictured Below) This is where you can select your preference and change your setting to how often you would like to receive these emails.



- If you consistently check these activity update emails, you will have a much better chance of receiving important communications and lessen the need to login to Groupsite and search through previous posts.
- If you do not review these emails, we recommend logging into Groupsite at least twice a week. The first page when you log in will be your **Groupsite Dashboard**. Here you will see all **Recent Activity** in the main section as well, as any recent posts from peers in the **Peer Sharing/Questions** Forum on the right-hand sidebar.

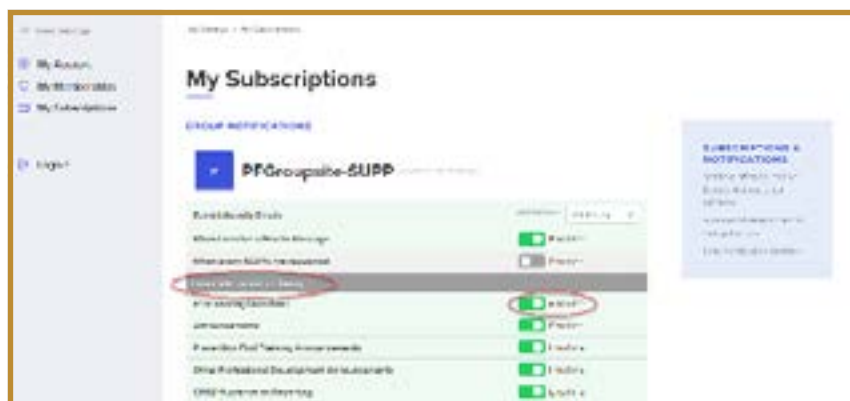


- If you want to receive any updates on comments made to a particular post, please click the **'Follow'** button in that post.



In addition to weekly notifications of all Groupsite activity, you can also subscribe directly to Discussion Forums that pertain specifically to the work you do as a SUPP provider. By subscribing to a specific Discussion Forum, you will receive an email anytime a post is made within that Discussion Forum.

- To change this setting, please visit the **'My Subscriptions'** tab, which is found in the upper right corner on Groupsite where you find your account information. Here you will see a section titled, **'Forum Subscriptions (Following)'**. (Pictured Below)
- You can choose which Discussion Forums are most applicable to you and click on **'Email Me'**.



Tip #2: Reach Out to Other Prevention Providers Through Groupsite

We strongly encourage providers to utilize Groupsite as a way to reach out and communicate with other providers. Share resources, highlight your successes, ask a question, etc. The **Peer Sharing/Questions Discussion Forum** is just the place to do this! To make these questions most visible to other providers and to increase the chance of receiving a response, please make sure to direct all questions to other providers in this discussion forum and not the other Discussion Forums. We would like to keep the other Discussion Forums specifically for the information that is shared by IDHS, CPRD, or Prevention First. If you ever have a question on where you should post something, please reach out to Pam Ziegler at pamela.ziegler@prevention.org or Jessica Reed at jessica.reed@prevention.org.

- To create a new post in the Peer Sharing/Questions Forum, click on the Discussion tab under the main menu on the left-hand side of your dashboard. Click open the Peer Sharing/Questions Forum. Then click on the **'Create Topic'** button.

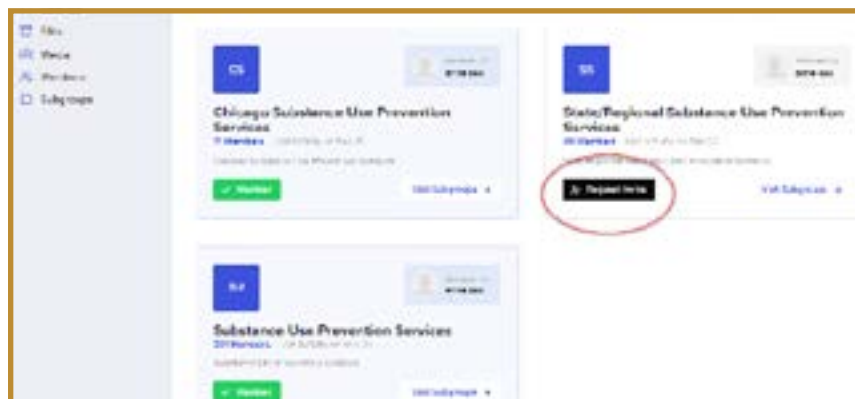


- Type in a title and your content and then hit **'Post Topic'**.
- The questions posed by providers should be received in your Recent Activity Summary emails, however, as we stated above, you should still log on to Groupsite and check your Dashboard at least once or twice a week if you are not receiving these emails. The most recent posts in the Peer Share/Questions Forum will be on the right-hand side of your dashboard. Follow the other tips in Tip #1 on how to follow or respond to a specific discussion.

Tip #3: Check To Make Sure You Are A Member of Your Correct Subgroup

All providers are accepted into the SUPP Groupsite into the main group. This is where most of the communication occurs. However, there are times when it may be necessary to send communication out to providers within a specific grant. This will be done through Subgroups. Please make sure that you are a member of your correct Subgroup (SUP, CSUP, or SRSUP).

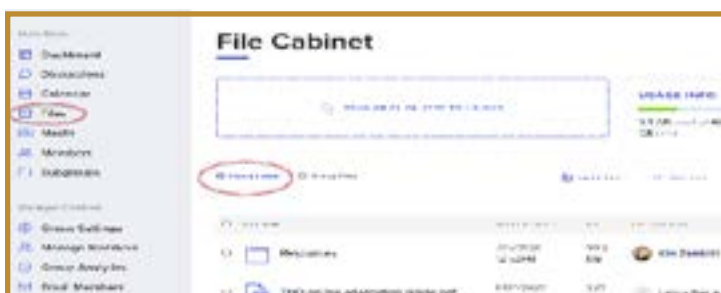
To check this, click on the ‘Subgroups’ tab under the main menu on the left-hand side of your Dashboard. It will show you which subgroups you are currently a member of. If you are not a member of your Subgroup, please click the ‘Request Invite’ button and your request will be reviewed.



Tip #4: How to Access the File Cabinet

Looking for a PDF version of the State-Designed Communication Campaign materials?
Looking for some additional resources on vaping or marijuana? All of those and several other important resources can be found in the File Cabinet.

- Click on to the Files tab under the main menu on the left-hand side of your Dashboard. It will bring you to the File Cabinet. Here you should click on ‘Home Folder’. (See attached picture) This will then bring up all the File Cabinet folders.



Tip #5: Don't Miss Out on Training Opportunities

All of Prevention First's Classroom and Virtual Classroom trainings have been uploaded into the Calendar feature of Groupsie. For a quick view of upcoming trainings, click on ‘Calendar’ under the main menu or scroll down to the bottom of your Dashboard and you will see the

Upcoming Events feature. By clicking on **Open Calendar**, you will be directed to a month-by-month calendar view of all trainings. If you click on a training, it will provide you with a link that directs you to the registration page on the Prevention First website for that specific training.



If you have more questions about navigating Groupsite, please contact Pam Ziegler at pamela.ziegler@prevention.org or Jessica Reed at jessica.reed@prevention.org and we will be happy to assist you.