

CHEC Website User Guide

www.capitalhealthcare.com

GET STARTED!

Log on to www.capitalhealthcare.org

Your CHEC User Name:

Your CHEC Password:

*Each profile page will have different log on information

HOME PAGE

Home Page

- Find feature articles
- Recent and upcoming CHEC events
- Log in to your profile
- Submit documents and feature stories
- Access the Member Community

SET UP/EDIT

Set up or Edit your Profile

Log in to the site

Click on your name to create or edit your profile.
Be sure to upload your profile picture!

*Note: Upload pictures of important events or to show case your facility or staff.

"THE NEWS" TAB

The News

Find articles related to CHEC, healthcare legislation, issues, community and workforce development.

*Your submissions are welcome. Please submit via the website or email council director

CHEC FRIENDS & CONNECTIONS

CHEC FRIENDS & CONNECTIONS

Click **Home** tab to view:

- Member profiles, add friends or send msg
- Recent activities, videos and photos
- Your Groups

Click **Friend** tab to view and message CHEC friends

Click **Inbox** to write or view messages

ABOUT US TAB

About Us

Find our:

- Core Ideology
- Member list with web links
- Board of Directors
- Photo Galleries
- Contact Us

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THE NETWORK TAB

The Network

Find:

- The Member Community
- Access Committee Groups
- Access Focus Groups
- The Discussion Board

HEALTHWORKS TAB

HealthWorks

Information for students, job seekers and businesses

Find information on local healthcare training programs, business services, scholarships programs and opportunities

DISCUSSION BOARD

Discussion Board

Select the topic area of which you would like to start a discussion then click new topic to begin your discussion

Participate in discussions by selecting the post you would like to offer a response or comment

MAKE THE WEBSITE WORK FOR YOU!

Make the Website work for you!

- Complete your personal profile
- Keep your business profile up-to-date
- Join and participate special interest group pages
- Check the event calendar regularly
- Submit events for the calendar
- Send us a feature story about your business
- Participate in polls and discussions

THE RESOURCE TAB

The Resource

- File Cabinet-Find articles, membership documents etc.
- Event Calendar-view and RSVP for CHEC luncheons training activities and partner events
- Poll of the Month-Give your input on the latest topic