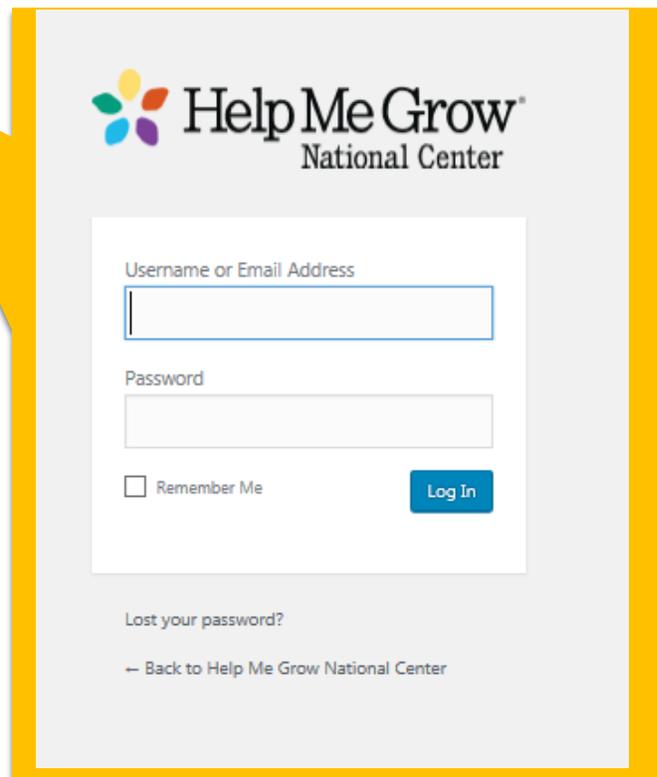
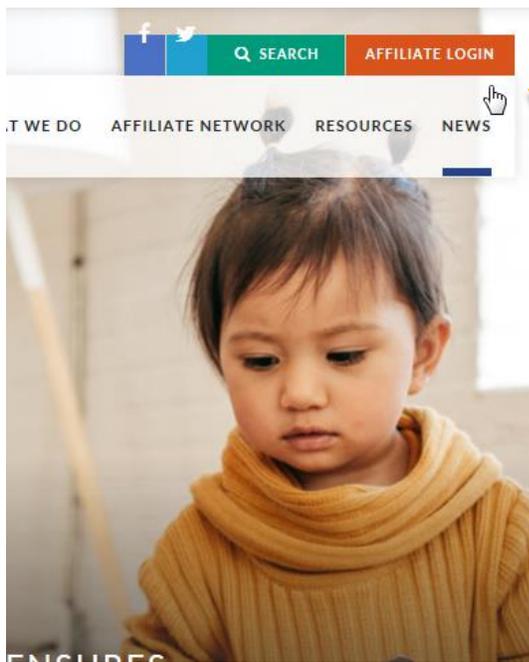


Welcome to the Help Me Grow National Dashboard

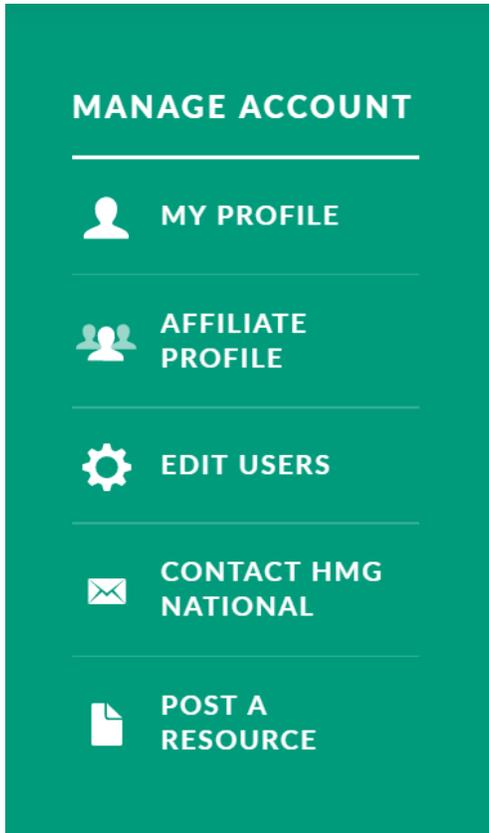
As an **Affiliate Administrator**, you are responsible for managing users on your team. Additionally, you can change your password, edit your affiliate profile, post a new resource, contact fellow affiliates on Slack and contact HMG National with news.

To login to the site, click on Affiliate Login in the upper right hand corner of any page. Enter your login credentials. This will be your email account and your password. If you have not yet set a password, use the Lost Password link to reset it.



Once logged in, you will be directed to the dashboard. If you leave the dashboard, you can return any time by clicking Dashboard.

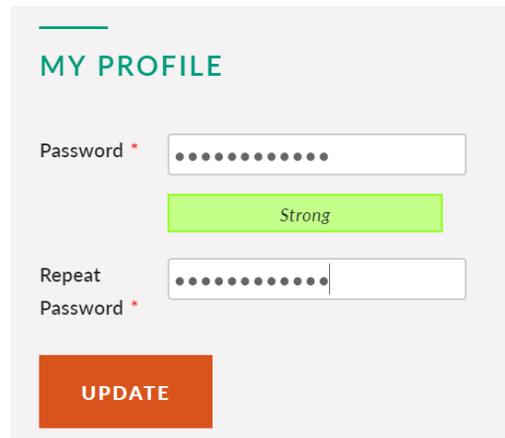
In the left column, there are account management tools and quick links. The center column features recently updated resources. In the right column, there is a quick resource finder as well as the list of your favorite resources.



MANAGE ACCOUNT

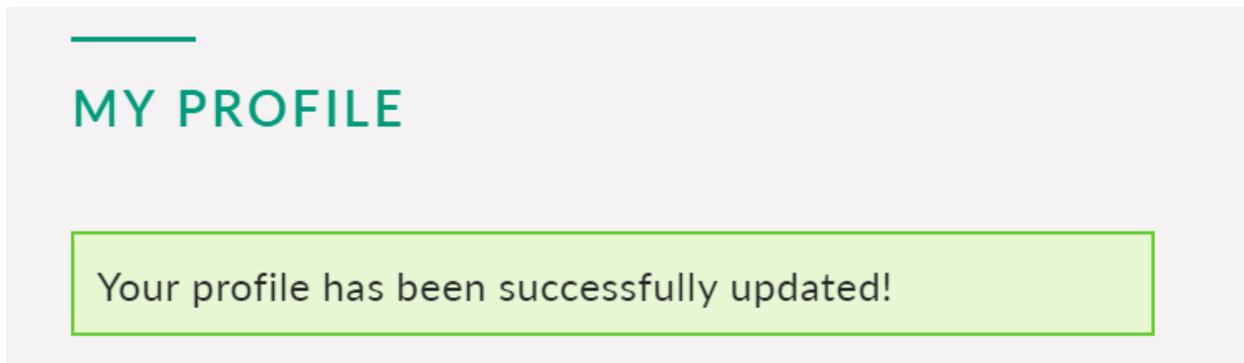
The first option is “My Profile.” Here is where you can change your password, if you ever need to update it.

To change your password, enter the new password and repeat it in the next field. There is a strength indicator that must reach Strong in order to be saved:



A form titled 'MY PROFILE' for updating a password. It includes a 'Password' field with a strength indicator showing 'Strong' in a green box. Below it is a 'Repeat Password' field. An orange 'UPDATE' button is at the bottom.

Once you click update, you will see this success message:



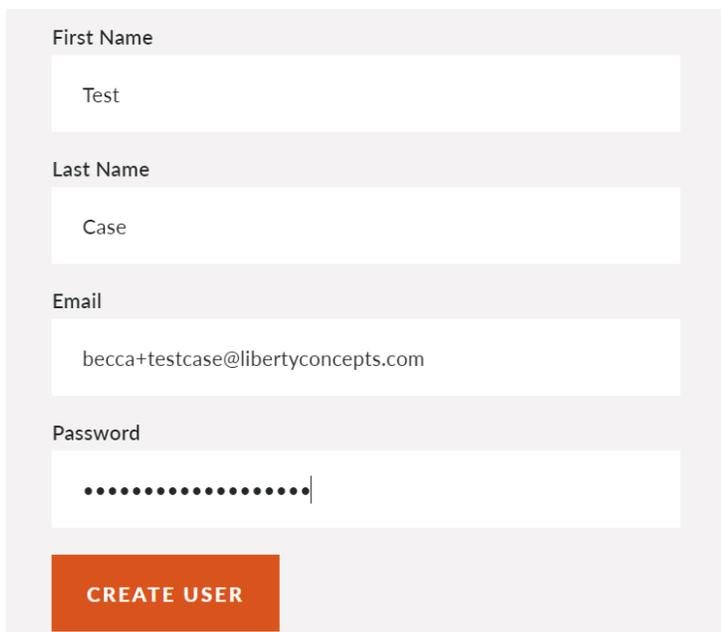
AFFILIATE PROFILE

To edit the contact information for your profile, click Affiliate Profile. Your affiliate admin account is assigned to your affiliate profile by state. You should see your affiliate with the options to edit. Click edit to edit the contact information for the profile, including phone, email, website and social media.

** If you have a Twitter account, please let us now so that we can add your Twitter account to our Twitter List of all Affiliates. It's a great way to quickly see what other affiliates are doing!

EDIT USERS

The affiliate members associated with the Affiliate are already in the system. To add a new affiliate member, click Create New Affiliate Member at the bottom of the list of members.



The screenshot shows a form with four input fields: 'First Name' containing 'Test', 'Last Name' containing 'Case', 'Email' containing 'becca+testcase@libertyconcepts.com', and 'Password' which is masked with dots. Below the fields is an orange button labeled 'CREATE USER'.

A form will appear and you will enter the first, last, email and password for the user.

Once you supply the user with his or her password, the new member can change it via the Edit Profile feature.

To delete a member, simply click the x next the name:



The system will ask if you want to delete the member. Click yes to confirm and no to cancel.

CONTACT HMG NATIONAL

This brings you to a form where you can send a quick note to the National office.

POST A RESOURCE

As an affiliate administrator, you can post a new resource to share with the affiliate community. **It will post as a draft and HMG National will review and then publish. Drafts will be reviewed within one week, and content will be published at the discretion of HMG National.**

Title * Please make the title descriptive, but also not too long.

Content Please enter a description of the resource. What it is used for, how it has helped your affiliate, etc. Video links can be pasted here to display video.

Affiliate Only: Makes the resource only available to affiliates. If this is not something that you want viewed by the general public, make sure to select Yes, to keep it locked.

File: Upload the resource file, if needed. (.doc, .xls, .pdf).

Topics: What is the resource's main topic, such as Partnerships or Building Infrastructure. Choose from the list provided.

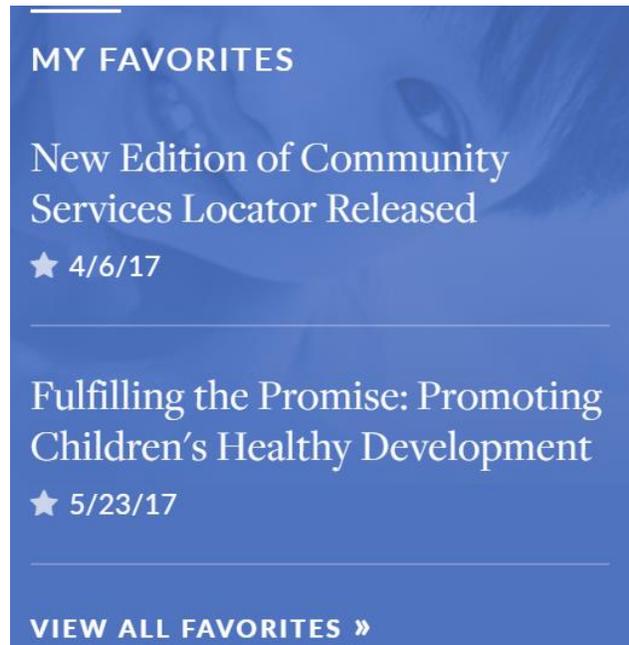
Implementation Stages: Does this resource pertain to an implementation stage? Select if relevant.

Resource Types: What type of resources is this? An example, video, or presentation? Please select one.

Author * : Most likely, the author will be you. Use the dropdown to select your Affiliate profile as the author. If the resource was provided to you by a partner, select Partner and fill in the appropriate information.

FAVORITE RESOURCES

While browsing the site, or after you complete a search for a resource, you can favorite to save it as a bookmark in the dashboard. Click the star next to the date to save the resource -- and click the star again to remove it. Favorited resources are kept in the dashboard:



MY FAVORITES

New Edition of Community Services Locator Released
★ 4/6/17

Fulfilling the Promise: Promoting Children's Healthy Development
★ 5/23/17

VIEW ALL FAVORITES »

JOIN SLACK

HMG National has created a Slack Team, which will allow affiliates to talk to each other in real time. You will need an invite to join, as the Team is account protected. HMG National will send affiliates an invitation. For questions, contact tphillip@connecticutchildrens.org

Once a member, the Join Slack link will bring you to the Slack dashboard. You can use any of the main channels to talk with other affiliates. Additionally, as a team member you have your own space for notes, to-do lists or reminders.

<https://helpmegrownational.slack.com/>

SEND IN YOUR NEWS

Use the form provided to send in suggestions for Affiliate News.