



WinC User Guide

What to do after you've joined the WinC Online Community.

Features:

First things first, fill out your profile!

Completing your profile will allow you to identify yourself to other WinC members. Further, a completed profile allows you to make full use of the WinC mentorship application by ensuring you receive the best matches possible.

www.womenincancer.org:

- On this page you'll find the goals of WinC, background information, testimonials, sponsors, our monthly newsletter, resources, and contact information.
- To login, click the login tab at the time and fill in your email and password.
- For new members wishing to register, click the login tab and you will find a "register" button underneath the login box. You will fill in your basic information and receive an email notification with your login information.

WinC Home Page (LinkingHealthProfessionals network):

- To access the WinC Home Page click on the link "WinC – Women in Cancer" on the side bar under **My Communities**.
- On the home page you'll find the latest files updated in the repository, recent news, recent discussion board posts, and the latest on the posting board. On the side bar you'll find links for news, posting board, discussion forum, events, repository, and instant poll under, **My Applications**.

* LinkingHealthProfessionals (LHP) is a collaborative knowledge network, designed to provide healthcare professionals with the means to connect and collaborate. It is a safe, secure and well established network provided for those trained in healthcare.

* The WinC community is private and members must be invited or request to join to gain membership.

News:

- Under the **News** tab you will find the latest news from WinC
- All WinC members have the opportunity to post relevant news

Posting Board:

- The posting board is a place to find miscellaneous updates, resources, news, etc
- You can post requests for new resources and articles, special news or achievements regarding yourself or a colleague, and any other suggestions you may have for WinC
- To post something on the posting board simply click the "Create New" tab on the top of the page



Discussion Forum:

- The discussion forum is a place to ask questions, state your opinion, and engage in an overall discussion of various topics including mentoring in medicine, leadership development in medicine, general leadership principles, Balancing a Career and Family, etc.
- You will also find a Q&A thread for any general questions or concerns you may have
- The Helpful Hints thread offers step-by-step instructions for using the discussion board and using the WinC Mentorship application
- If you wish to reply to a post simply

- (1) click on the particular topic that interests you
- (2) click on the specific thread to which you wish to reply
- (3) click “reply” in the right hand corner of the post

- If you wish to create a new topic or thread click on the “add topic” or “add thread” links on the top of the page
- For more help using the discussion board and how to post check out “netiquette” in the *repository*
- If you would like to try a “mock post” click on the topic “posting 101” where you will be able to practice posting on general topics so you can become more acquainted with the discussion forum and see how your completed posts will appear
- If you make a mistake, feel free to change it! Notifications from discussion posts are only sent out once every 2 weeks!

Events:

- The events page contains a calendar and list of upcoming events and conferences
- All members of the WinC community can add events to this page that they feel are valuable and relevant to other WinC members
- To add an event simply click the “Add Event” tab at the top of the page

Repository:

- In the repository you will find articles, book reviews, course/conference overviews, important links, and current job opportunities
- Under the link “Netiquette” you will find basic guidelines for posting on the discussion board and the posting board
- The repository offers you a broad range of resources containing information about general leadership, leadership in medicine, the importance of mentoring in medical practices, and gender differences in medicine
- If there are any resources you feel would be a valuable addition to the repository do not hesitate to post your suggestion on the **posting board**

Instant Poll:

- Under the Instant Poll tab you will find various polls relating to the value and use of WinC as well as various surveys regarding your experiences in medicine, balancing career and family, and demographic surveys
- When a new poll is active a notice will be added to the posting board



Inbox:

- Your inbox can be found in the top right corner of all pages
- From here you can send messages to any member of the WinC community as well as any users on the Linking Health Professionals website

Community Members:

- If your curious about who else is involved in WinC, you can browse other community members
- Click on the “Home” tab at the top of the page
- Under *Community Updates* click the line “Member(s)”
- To view all WinC members simply select the tab “All Members”

Inviting New Members:

- If you wish to invite a colleague to the WinC community click on the “Users” tab at the top of the page
- On the side bar under users there is a link to “Invite Colleagues”
- This will redirect you to a page that allows you to send an invitation via email and attach a message to your colleague

Applications:

- Now that you have filled out your profile and know how to use all of the WinC Community features you can download applications to your own personal home page
- Start by clicking on the “Applications” tab at the top of the page
- Next click browse applications
- A list of applications will become available for you to download
- WinC highly recommends downloading the mentorship application to help you find your ideal match
- After you have downloaded an application it can be found on the side bar on the home page after logging in
- (For more information on using the WinC Mentoring Application see “Helpful Hints” on the **discussion board**)

If you have any questions feel free to contact us at feedback@womenincancer.org!