

KEY CONTACTS: HOW TO Manage your Organization's Page in the Community

1

IN THE ACLC COMMUNITY, NAVIGATE TO THE ORGANIZATION PAGES SECTION

The screenshot shows the top navigation bar of the Institute for Advancing Health Value website. The 'Organizations' menu item is highlighted with a red box and a red arrow pointing to it. Other menu items include Dashboard, Members, Resources, Discussions, Groups, and Events. The main content area shows a 'Take Community Tour' section, a 'Newsfeed' with a post by Kimberly Mueller, and 'Trending Tags' such as #FunFriday, #WomensHistoryMonth, and #ACOREACH.

2

USE THE SEARCH FUNCTION OR NAVIGATE THROUGH THE LIST TO FIND YOUR ORGANIZATION'S PAGE. ONCE YOU FIND IT, CLICK EXPLORE.

The screenshot shows the 'Organization List' page. A red box highlights the search bar at the top, which contains the text 'Search' and a magnifying glass icon. Below the search bar are navigation arrows and a list of organizations including Altais, American Colle..., American Hospi..., and Ascendient Hea... Each organization card includes a logo, name, website URL, and an 'Explore' button.

3

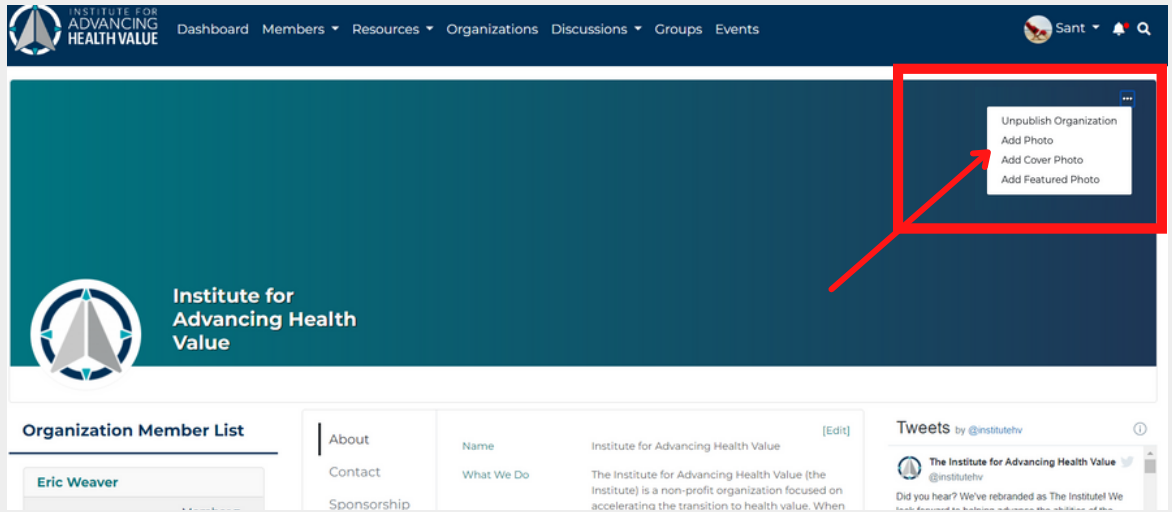
YOU CAN EDIT THE "ABOUT" OR "CONTACT" INFORMATION BY SELECTING "EDIT" IN THE "ABOUT" AREA.

MAKE SURE YOU CLICK SAVE!

The screenshot shows the organization profile page for the Institute for Advancing Health Value. The 'About' section is highlighted with a red box, and a red arrow points to the 'Edit' button next to it. The 'About' section contains the following text: 'Name: Institute for Advancing Health Value', 'Contact: What We Do: The Institute for Advancing Health Value (the Institute) is a non-profit organization focused on accelerating the transition to health value. When you join the Institute, you'll gain the strategies and practical tools you need to drive value-based care and population health initiatives.', and 'Website: https://www.advancinghealthvalue.org'. Below the 'About' section is an 'Organization Member List' with members Eric Weaver, Daniel Chipping, and Celine Chieu. A 'Newsfeed' section is also visible at the bottom.

4

TO CHANGE THE PHOTO OR COVER PHOTO, CLICK THE THREE BUTTONS IN THE TOP RIGHT CORNER OF THE HEADER. CHOOSE WHICH YOU WANT TO UPDATE, THEN BROWSE YOUR DEVICE FOR THE PHOTO.



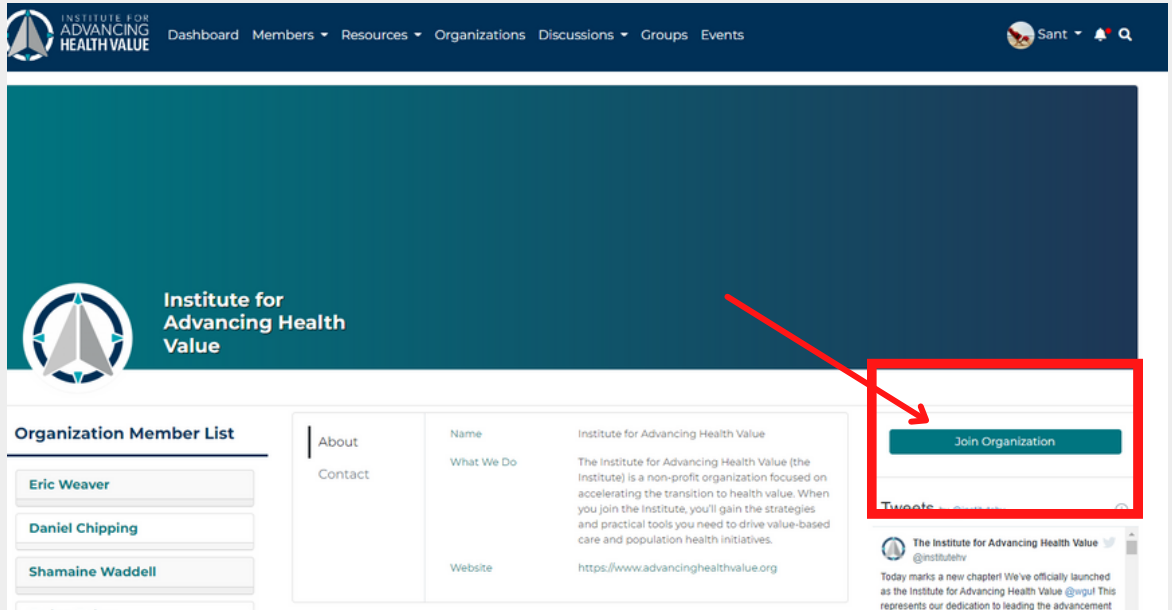
PROFILE PHOTO
RECOMMENDED SIZE:
360X360

COVER PHOTO
RECOMMENDED SIZE:
1440X360

5

INVITE YOUR COLLEAGUES TO JOIN YOUR ORGANIZATION'S PAGE!

THEY CAN DO SO BY CLICKING THE "JOIN ORGANIZATION" BUTTON UNDER THE COVER PHOTO.



6

AS THE KEY CONTACT AND PAGE OWNER, YOU CAN ACCEPT PENDING REQUESTS TO JOIN THE PAGE BY SELECTING "MEMBER" OR "REJECT REQUEST"

