
Guide for New Us TOO Prostate Cancer Support Community Members

Why the option?

Inspire is a leader in building safe and secure online health communities and does so at no charge when they partner with an already existing non-profit organization. Us TOO is committed to providing their constituents with the most secure and up-to-date technology so they can receive the online support they need. Inspire offers many features that the current email lists do not.

Will I have to register with Inspire?

Yes. Once you enter the Us TOO Support Community, you will be entering Inspire's web site. In order to join the new community you will be asked some very basic information. Please read Inspire's Privacy Policy here (<http://www.inspire.com/about/privacy/>).

What will happen to my Prostate Pointers email lists?

No change - they will continue operating as they have been.

How do I join the new Us TOO Support Community?

It's very simple. Enter the community using this link: <http://UsTOO.inspire.com> and click "Join Today." Then follow the instructions to join.

How is the Inspire group different from Prostate Pointers?

The biggest difference is that the Inspire group is not a listserv, so Us TOO Support Community members will typically log-in to the Inspire website to view or post messages versus reading them in emails.

The platform will allow people to share as much or as little personal information about themselves as they wish in their profile, including a photo, personal cancer story, etc. At the bottom of each page where you post there will be a "Share with" option. These options are:

- "Public" - any person with a web browser can read these posts. They do not need to be a member of Inspire - this includes search engines.
- "Members" - only members of Inspire who are logged in can read these posts.
- "Friends" - only members who you have listed as your friends can read these posts.

All replies to a discussion or Journal will be shared with whomever the author chose when posting, this is indicated in the header.

Another great benefit of the Inspire groups is that you will be able to join and post anonymously if you wish, and are not required to share your personal email address. Communicating within the various Prostate Pointers discussion groups required an active - and publicly shared - email address.

Inspire members will typically not receive an email every time a new post is made. They will receive a daily (or weekly if they prefer) newsletter summary of the previous day's activity. This will include links to all the new journal and discussion posts as well as those posts that have new replies. However, for those who like email reminders, when you create your profile, you can choose to be notified by email when there are any new replies to your posts.

Another difference is that you need to join only one place to access all 12 discussion topics you are interested in. The group has several discussion topics that you can participate in, all new discussions and journals will appear on the group homepage as they are posted or replied to. You can also browse by discussion topic. The specific discussion topics include:

- Newly diagnosed
- Treatment options
- Managing side effects
- Exercise and nutrition
- Wives, family, friends and caregivers
- Gay men with prostate cancer
- Prostate cancer and intimacy
- Screening and early detection
- Recurrence / advanced disease
- Clinical trials
- Advocacy
- Local support group leaders

Identity Management:

You will set up a profile on the site and, once you sign in, you will be identified by your screen name in the community. You will decide how much information you wish to share with others.

Messages:

You will be able to communicate with other community members without disclosing your email address. Our Message feature lets you send messages back and forth to your 'Friends' through the Community. You may also control which notifications you wish to receive, and keep up with your favorite discussions and blogs through alerts!

Privacy - HIPAA & COPPA:

The safety of our members' information is very important to us, and you decide

who to share your posts with. Online transmissions are protected via SSL, the same technology used to safeguard online bank transactions.

Your Profile:

In Inspire, you will have your own personal page with its own unique URL - this is called your profile. You can control the information in your profile as well as how we reach you through your settings. To review your profile settings, log in and click "Settings" in the blue navigation bar. It will then show you "My Settings," "Privacy," "General," "Messages," "Screen name," "Password," and "Close Account."

"*My Settings*" provides a snapshot of all your settings, click "Change" to modify them.

"*Privacy*" shows you who can see your information. A check mark will appear next the current setting. You can change these to whatever you are comfortable with. "Public" means any person who comes to Inspire can see it, regardless of whether or not they are logged in, including search engines; "Members" means only members of Inspire who are logged in can see it; "Friends" means only members you have added to your friends list and are logged in can see it; and "No one" means only you will be able to see it.

"*General*" is where you can choose your time zone and set whether or not you wish to see the profile completeness gauge and the "explore related topics" feature.

"*Messages*" allows you to pick what messages you receive and where.

"Screen Name" allows you to request a screen name change.

"*Password*" is where you can change your password if you wish.

"*Close Account*" allows you to close your account. We understand that sometimes people need to leave; you can do that yourself, here.

Posting a discussion:

To post the discussion, Click on "Groups" at the top of the page. Select the group in which you wish to post and click the name: "Us TOO Prostate Cancer Support Community." This will take you to the group's main page and you can click "start a discussion" on the right hand side, under the topics list. You'll be asked to associate your discussion with a topic when you post. You can also "preview" a discussion before you post it.

Posting a Journal (aka Blog):

You may create your own blog (aka Journal) for longer postings that aren't really for discussion but you want to share. You can allow other members to comment on a blog entries or turn that feature off, as you wish.

You will be able to share a direct link to your Journal with your friends and family or to multiple groups if you like. Like discussions, each journal entry has its own privacy setting that specifies who can read it, and you can also include photos and videos in your journal entries.

To post a Journal entry, log in and click “Post a journal entry” on the right hand side of the page just under the profile completeness gauge this will take you to your Journal entry form.

Commenting on Discussion and Journals:

Discussions and Journals will to appear on the group homepage. You will be able to leave a comment by clicking “reply” under a discussion, journal entry or previous reply.

Reporting a problem post:

If a post is offensive or inappropriate, please use the “Report this post” link under each Discussion, Journal entry and reply. We’ll look into it as soon as possible.

Where do I find my group’s posts?

When you log in you will be taken to your personal homepage. This page will include the latest posts or replies in your groups. They will appear in a list that contains information as to whether it is a Discussion, Journal or one of those with a new reply.

You can also view the posts different ways by clicking the group name on your home page. The group homepage lists all new and active discussions & journals
Other ways to browse: You can click “New” in the group navigation bar and find:
All = all journals and discussions posted recently
Active = journals and discussions in order of the most recent comment to them
Discussions = just discussions listed newest to oldest
Journals = just journals listed newest to oldest
Members = Members listed from most recent join

You can also choose “Discussions” or “Journals” in the group navigation bar to browse just one or the other.

Managing Groups:

Clicking “My Groups” at the top of the page will show you a list of all groups of which you are a member. You can click “remove” to leave any group you do not wish to be a part of.

To find new groups, you can use the “Search Inspire” box at the top of your member homepage. Inspire has groups for all kinds of medical conditions in addition to prostate cancer.

Newsletters & Notifications:

All of the mail (daily activity summaries, partner updates, and reply notifications) from this site will now be sent as one of these two email addresses:

team@inspire.com

subscriptions@inspire.com

So you'll want to accept mail from both of them by putting them on your "safe" list.

You can modify your message preferences here:

<https://www.inspire.com/account.pl?op=messages>

Password retrieval:

You can request a new password by going to the following URL and putting in your E-mail address:

<https://www.inspire.com/forgot-password.pl>

The site will then send you a new password. Follow the instructions contained therein to log in.

Changing your password:

Log in to your account and click "Me" at the top of the page. Then click "Settings" in the blue bar. Click "Password." You will then be able to enter your new password. Don't forget to click "Save" when you are done!

Surveys:

There will be periodic surveys on the site in which you may anonymously participate; these may be set up to provide feedback about the community.

Who do I contact if I have technical questions?

Once you register with the new community, Inspire can answer all your technical questions, there is a "Help" link at the bottom of every page.

Contacting Inspire:

If you have feedback, a question or a suggestion, please use the "Help" or "Feedback" links at the bottom of every page.