

MyNHPCO Quick Start Guide

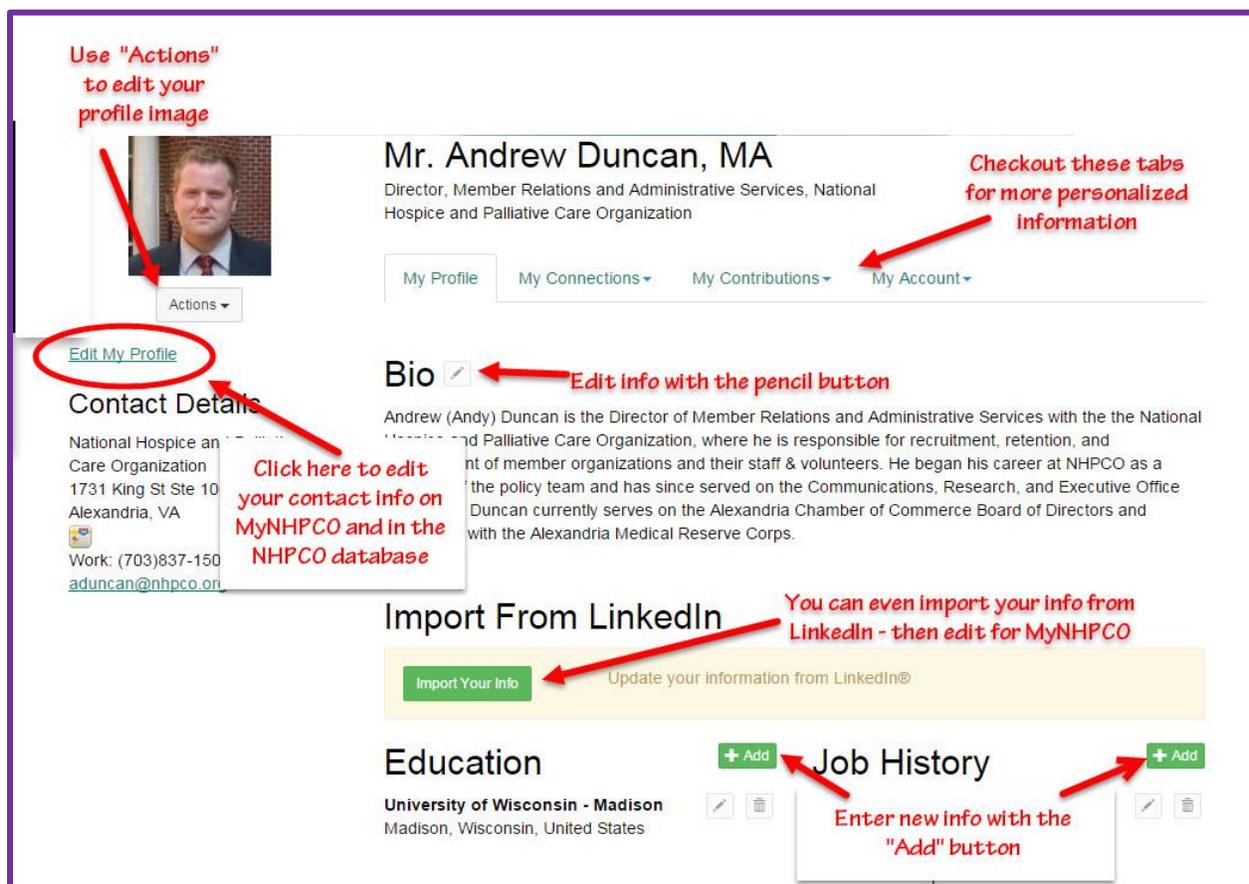
1. Start by logging in at <http://my.nhpc.org> - You can login using your NHPCO login and password. **Having trouble signing in?** NHPCO's Solutions Center can help with your account, solutions@nhpc.org or 800-646-6460.

Once you've logged in, select the little box in the upper right hand corner of the screen to access your profile



2. Fill out your profile. We want to get to know you!

Upload a photo, edit/update your contact information if needed, complete additional fields, such as your bio, education. You can also import content from your LinkedIn profile.



3. Customize your profile settings. Start by finding My Account in your member profile. From here, you can set up how you want to receive emails from MyNHPCO, how much profile information you want visible to others, the signature area that appears under your discussion posts, and your subscriptions to the various MyNHPCO communities.

Mr. Andrew Duncan, MA
 Director, Member Relations and Administrative Services, National Hospice and Palliative Care Organization

My Profile | My Connections | My Contributions | **My Account**

Use "My Account" to manage your settings, including e-mails, profile privacy, discussion subscriptions, your account signature, and you can also access your inbox from here!

My Account options:
 - Inbox
 - Privacy Settings
 - Email Preferences
 - RSS Feeds
 - Community Notifications
 - Discussion Signature

Bio
 Andrew (Andy) Duncan is the Director of Member Relations and Administrative Services at the National Hospice and Palliative Care Organization, where he is responsible for the engagement of member organizations and their staff & volunteer members of the policy team and has since served on the Committee for the National Council of Hospice and Palliative Professionals (NCHPP). Mr. Duncan currently serves on the Alexandria Chamber of Commerce Board of Directors and...

PRO TIP: Start out by subscribing to the Daily Digest for your communities - that is a single e-mail each day summarizing community activity. You can get emails in real time, this is perfect for MyNHPCO power users. You can set different subscriptions for each community.

4. Browse the Communities and join the ones that interest you. We have plenty of communities to match your interest. Each NCHPP Section hosts a community, plus there are issue communities that span professional discipline.

Home | **Communities** | Directory | Events | Browse | Participate | NCHPP Sections | search

My Communities | NCHPP Sections | Issue Communities | All Communities

All Communities

18 total | All Community Types | All Communities | Most eGroups | 20 per page

Volunteer/Volunteer Management
 Leaders and managers of volunteer programs as well as volunteers themselves meet here to focus on ways to promote and enhance the work of volunteers within hospice and palliative care, sharing ideas for volunteer engagement and involvement and advocating for the importance of volunteerism. A Section of the National Council of Hospice and Palliative Professionals (NCHPP)

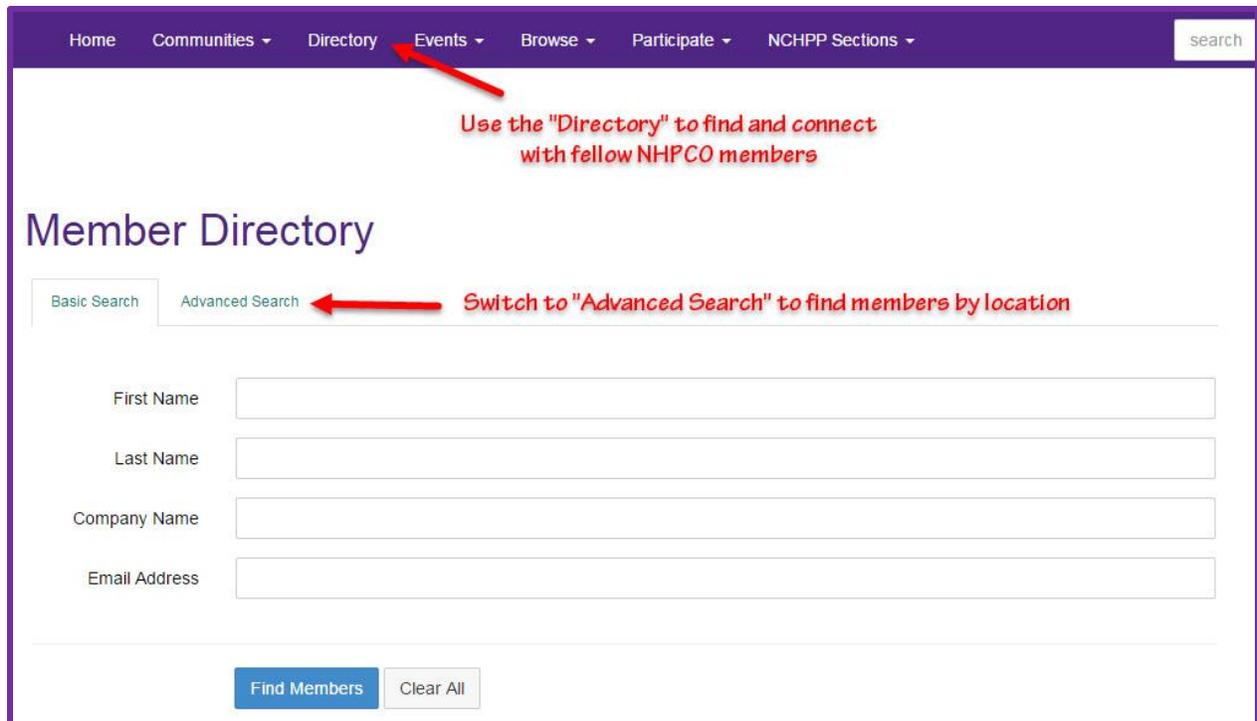
Discussions 2.3K | Libraries 211 | Members 2.9K

When you find the right one for you - click here to join

Clinical and Operations Management
 Join clinical managers, directors, team leaders and other middle to upper managers

5. Build your contact list. Select the Directory from the top navigation bar. Then, use the member search to find colleagues on MyNHPCO.

Unsure about who to contact? Dip your toe in the water by sending a contact request to a colleague at your agency.



The screenshot shows the top navigation bar of the MyNHPCO website with a purple background. The navigation items are: Home, Communities, Directory, Events, Browse, Participate, and NCHPP Sections. A search box is located on the right. A red arrow points to the 'Directory' link, with the text: "Use the 'Directory' to find and connect with fellow NHPCO members". Below the navigation bar, the page title is "Member Directory". There are two search tabs: "Basic Search" and "Advanced Search". A red arrow points to the "Advanced Search" tab, with the text: "Switch to 'Advanced Search' to find members by location". Below the tabs are four input fields: "First Name", "Last Name", "Company Name", and "Email Address". At the bottom of the search form are two buttons: "Find Members" (in blue) and "Clear All" (in grey).

6. What now? It's time to join the conversation!

Ask questions. What do you want to know more about? Have a question about with anything from eligibility to effective team meetings? There's a community for that!

Share ideas. Is there a hot topic you want to discuss? How about a lesson you've learned that might help your fellow members?

Give feedback. Use your knowledge and experience to answer other members' questions. Just click "Reply to Discussion to the right of any discussion post!

Share your work. Upload best practices, presentations, or sample forms to your community library.

We're so glad to have you on MyNHPCO.