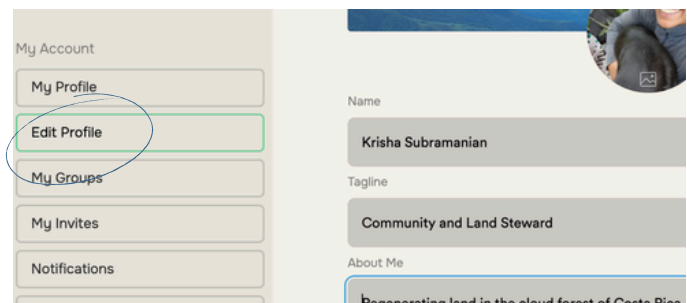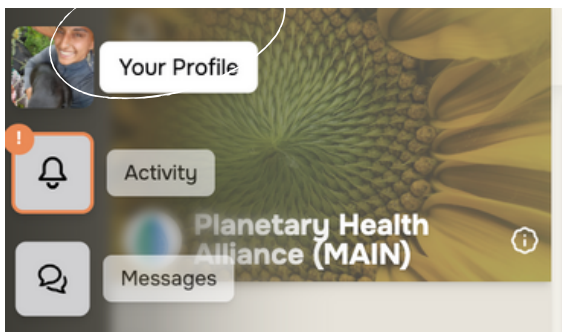# PHA ONBOARDING GUIDE

The PHA Online Members Community is a free and inclusive virtual coordination space where individual and organizational Alliance Members can easily connect, sustain collaborations, and share "who's doing what, where" in Planetary Health around the world.

STEP ONE: SET UP YOUR PROFILE

- **This is an important first step in your Hylo journey. Filling out your profile allows others in the PHA to know you - your skills, interests, and what to reach out to you about.**
- Click the user icon in the upper-left corner and click **PROFILE**.
  - Add a photo to help us recognize you, upload a cover photo, and link desired social media handles.
  - Create a bio! This can include an about you, what you are passionate about, **Skills & Interests**, **What You're Learning,** your **Website/Affiliations** (in Hylo and beyond), contact info, and more.
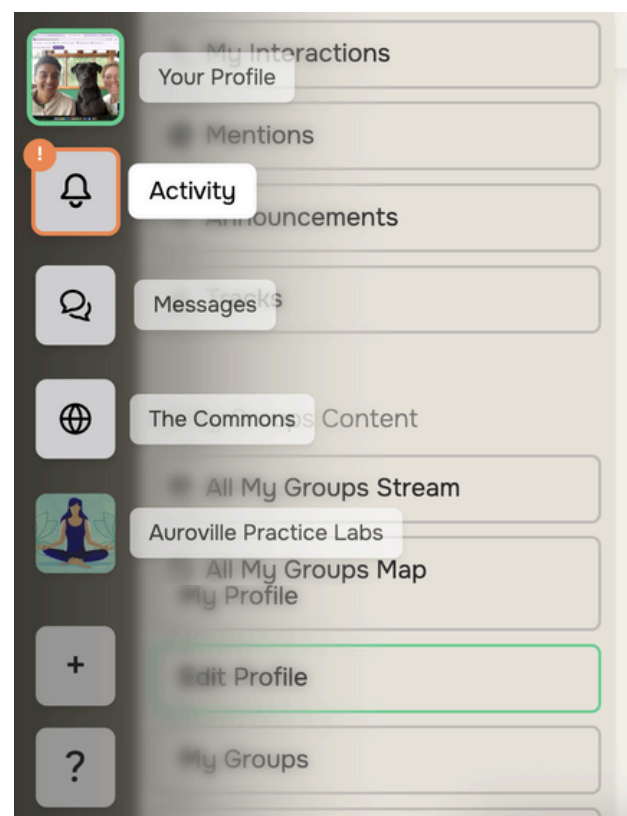 - *** Include your location so you show up on the Group Map!

STEP TWO: EXPLORE HYLO

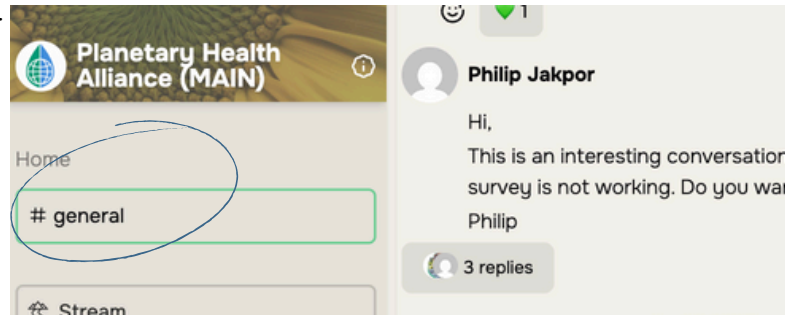In the Global Navigation Panel (the left-side of Hylo) you will see:

- **Your Profile** to access "**My Content**", All your Groups content, and your **Settings**
- **Activity** for Notifications
- **Messages** for Direct Messaging
- Your Groups in Alphabetical Order
- The **Create Icon (+)** to create a Post or Group
- **(?) Feedback and Support**

Click on the PHA group in the Global Navigation Panel to access content in the group!
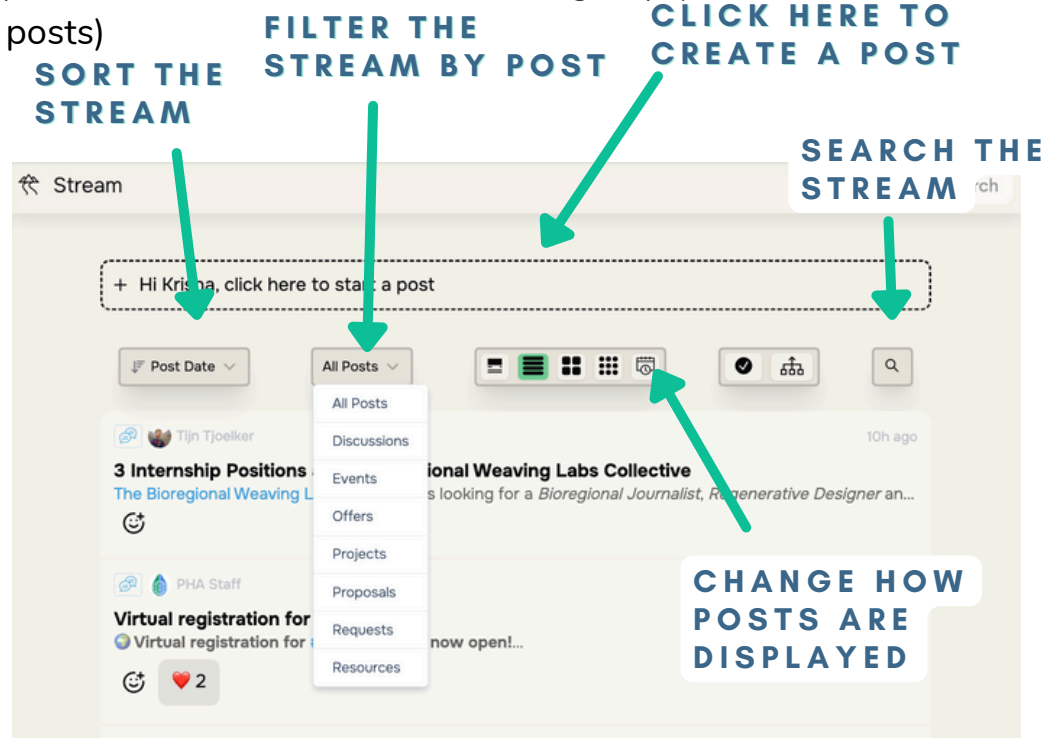
STEP THREE: EXPLORE THE PHA

THE #GENERAL CHATROOM

- Your "home" or landing page when you enter the PHA Hylo Group is the **#General Chatroom.** This is a place you can create quick chats OR more long-form posts.
- Here, you can comment on other's chats, respond with emoji reactions
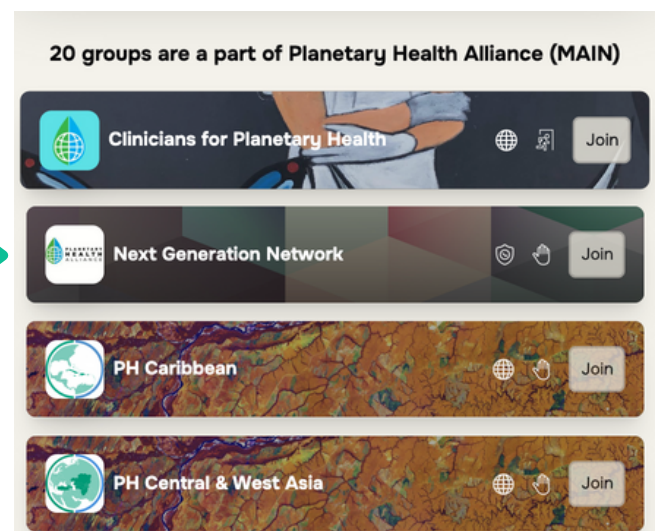

THE STREAM

- The **Stream** includes all the posts that have been shared in the group (while the #General chatroom include chats and posts)
- **Sort** the post by the date it was posted, posts with latest activity, or popular posts (those with the most activity)
- **Filter** the Stream by Post Type (Discussions, Events, Offers, Projects, Proposals, Requests and Resources)
- **Adjust** how posts display, list view, card view, etc.
- **Search** the stream using the magnifying glass.

SORT THE STREAM

FILTER THE STREAM BY POST

CLICK HERE TO CREATE A POST

SEARCH THE STREAM

CHANGE HOW POSTS ARE DISPLAYED

DISCOVER GROUPS

Click on the **Groups** tab to explore the PHA network and join those that are interesting to you!

STEP THREE: EXPLORE THE PHA CONTINUED

EXPLORE THE GROUP MAP

Everything that is connected to the PHA group can show up on the **Group Map** If there is a location attached! This includes **networked groups, group members and posts**. Click on Map to explore what is happening around you!

SAVE A MAP VIEW AND GET NOTIFIED WHEN THERE IS NEW CONTENT

SEARCH FOR YOUR LOCATION TO SEE WHAT'S NEAR TO YOU

FILTER WHAT YOU SEE ON THE MAP

SEARCH THE MAP

SEE A NATIVE TERRITORIES MAP LAYER

CREATE A POST DIRECTLY ON THE MAP

SEARCH THE MEMBER DIRECTORY

Click on the **Member Directory** to see all the members in the PHA! Search the member directory by name, skill or interest. Click on a **member profile** to learn more about them and send a direct message!

Send a Direct Message
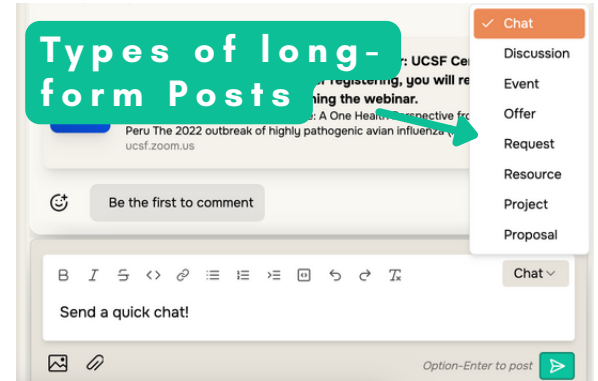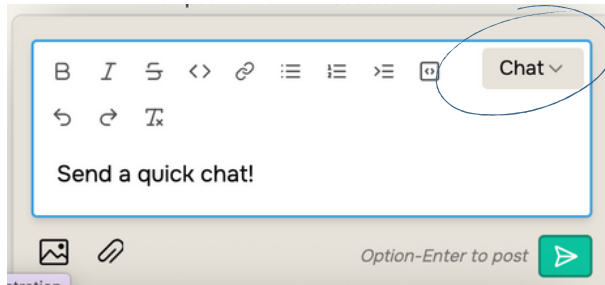
STEP FOUR: CONNECT ON HYLO

Connect on Hylo by sending chats or creating Posts.

- Chatrooms are indicated by a #[chatroom] - for example the **#General** chatroom, which is the landing page for the PHA.
- In chatrooms you can either send a quick chat or a post. The Stream is just for posts!

CHATS VS POSTS

Chat message - for quick or shorter comments

Post - for a long form, or long running topic of conversation

Types of long-form Posts

- There are multiple types of posts you can create!
  - **Discussion** - General conversations, questions, and community dialogue
  - **Offer** - Resources, skills, services, or items you're sharing with the community
  - **Request** - Things you need help with, looking for, or want to collaborate on
  - **Event** - Announcements for meetings, gatherings, workshops, or activities
  - **Project** - Ongoing initiatives that need collaboration or want to share progress
  - **Proposal** - Ideas or suggestions for the community to consider and potentially vote on

Depending on the type of post, there are different fields. Let's look at this **event post:**

In the "**To**" field, include the groups and chatrooms where you want to share your post. You can share a post in multiple groups/chatrooms.

In the description, you can embed Youtube or Vimeo videos, so they are playable from the stream
Use **#topics** to organize posts

You can add a location to any post so that it shows up on the **Group Map**

You can attach images and files to posts as well

- You can edit a post you previously created by clicking on the three vertical dots in the upper right corner of the Post. You can also:
  - Duplicate the Post
  - Copy a link to the Post
  - Delete the Post