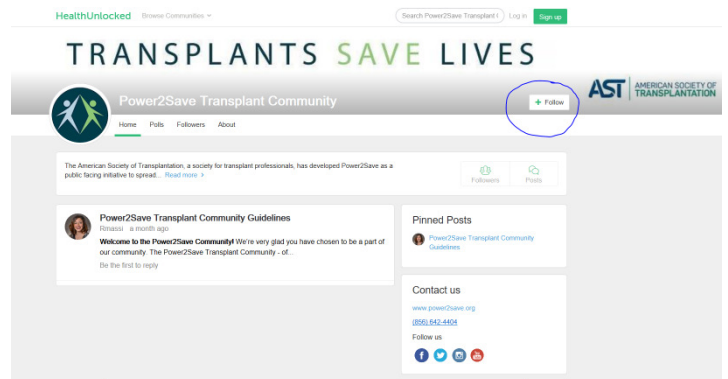# Power2Save Transplant Community – User Guide

Thank you for joining the Power2Save Transplant Community! This group was developed to connect all individuals whose lives have been affected by transplantation. The American Society of Transplantation (AST) and our public facing branding, Power2Save have teamed up with HealthUnlocked, a software company who has developed this user-friendly platform. This document will help you get started and should answer any questions you might have navigating through the site. You will see as you begin to explore that this is very similar to Facebook, which you can also use to log-in. If you have any questions or would like to request instructions on use in a particular area, please contact Ms. Rae Massi, AST's Patient Engagement Program Manager, at rmassi@myAST.org or 856-642-4404.
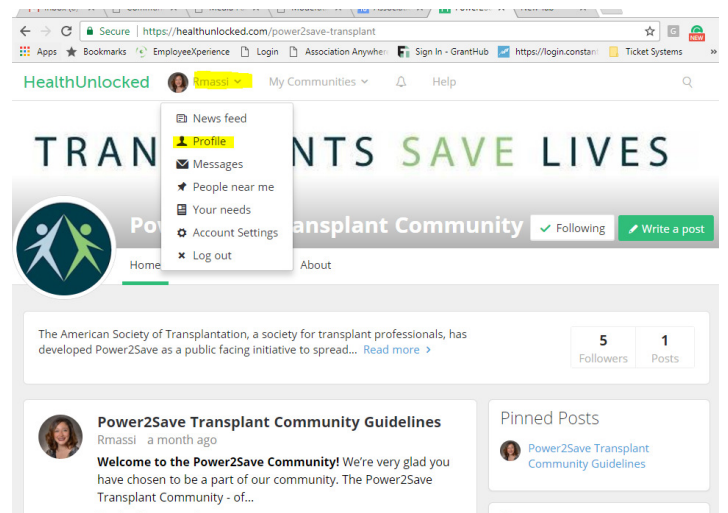
How to Join:

1. Visit/Share: https://healthunlocked.com/power2save-transplant
2. OR search "Power2Save Transplant Community"
3. Click "Follow" and either log-in or Join
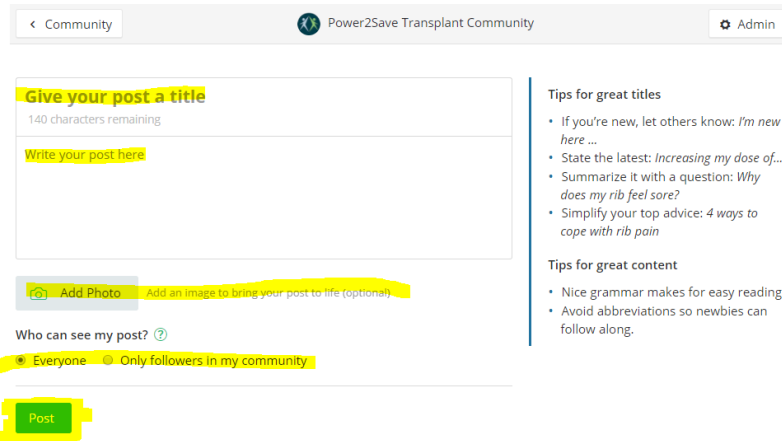4. You will be able to visit the page by clicking "My Communities" at the top of your dashboard when logged in.

How to update your profile:

1. Log-in to HealthUnlocked
2. Click the drop-down arrow (as displayed to the right) next to your name
3. Choose "Profile"
4. Click "Edit Profile" at the top right of the page.
5. From here, you can upload a photo, edit your "About me" section, include your health interests and other information.
   a. Please note, the section to include your postal code is to help you locate individuals that are close by. This does NOT give out your personal information, just simply tells you how far someone may be from you.
   b. You can always make certain information private by clicking the "Make Private" box.
6. Be sure to SAVE all changes! (green button at bottom of the page)

How to post a discussion post or a general question:

1. Log-in to the HealthUnlocked platform and visit the Power2Save Transplant Community page.
2. Click the green "Write a Post" button at the top, right side of the page.
3. Start by giving your post a title (140 character limit)
4. Write your post in the space provided below
5. Attach a photo if appropriate
6. Select who can see your post
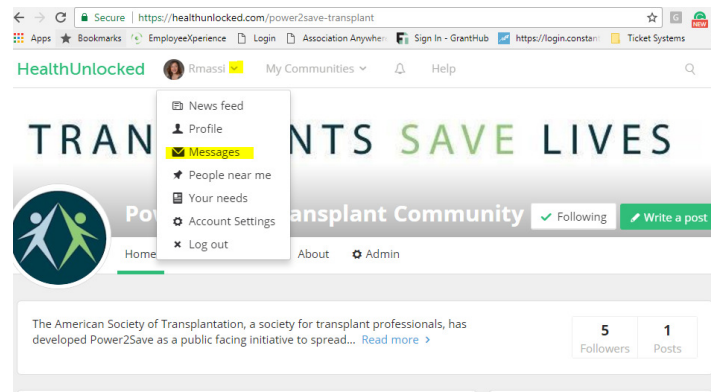7. Click "Post" to complete

How to reply to a discussion or general question post:

1. Click on the post you'd like to respond to
2. At the bottom, there will be a box with your profile picture, click in the "Leave a comment" box and type your response
3. Click "Submit Reply" to respond

How to review/respond to messages:

1. At the top of the page, click on the arrow next to your username
2. Select "Messages" from the menu items
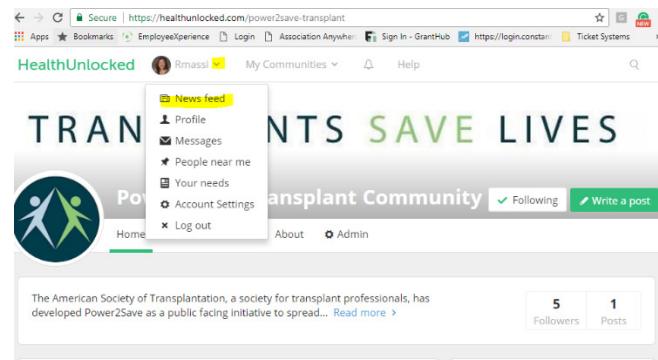3. Click on the received message, then click "Respond" to send your response.

How to compose a message:

1. At the top of the page, click on the arrow next to your username
2. Select "Messages" from the menu items
3. Click the green "Compose" button at the top of the page
4. In the "To:" section, begin to type the USERNAME of the person you'd like to message
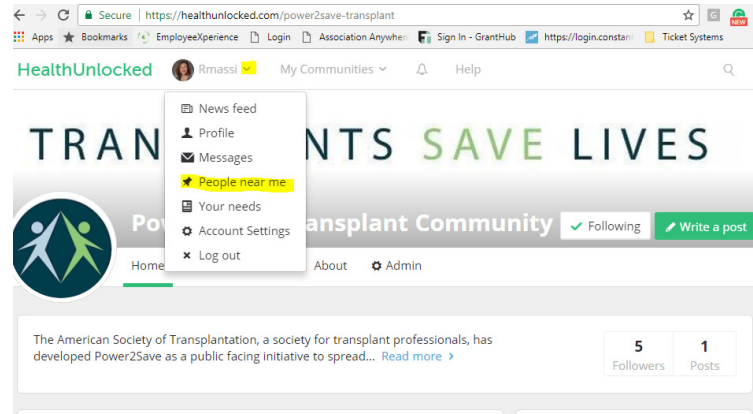5. Write your message in the "Write a message" section
6. Click "Send"

How to view your newsfeed:

1. At the top of the page, click on the arrow next to your username
2. Click "News feed" from the menu items
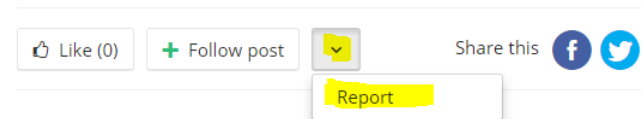   a. This will show you all recent posts, etc. from the Communities that you follow

How to connect with people near you:

1. At the top of the page, click on the arrow next to your username
2. Click "People near me"
3. Choose "Power2Save Transplant Community" from the "Show people from:" drop down, and select the miles
   a. Please note, you must have your zip code/postal code included and available in your profile. Please visit the profile section of this document to update (2nd item).

How to report a post:

1. Click on the post
2. Click on the small arrow next to the "Follow post" button
3. Then click "Report"

A post must be reported for one of the following reasons:

1. The post is combative, rude and uses impolite and offensive language (trolling)
2. The post is promoting a personal/outside product, service or business.
3. The individual who has posted included their full name, address, social security numbers, etc.
4. The individual who has posted is suggesting that they may inflict harm to themselves or to those around them