



Co-operative Housing
Federation of Canada

Aging In Place Exchange Network

Welcome!



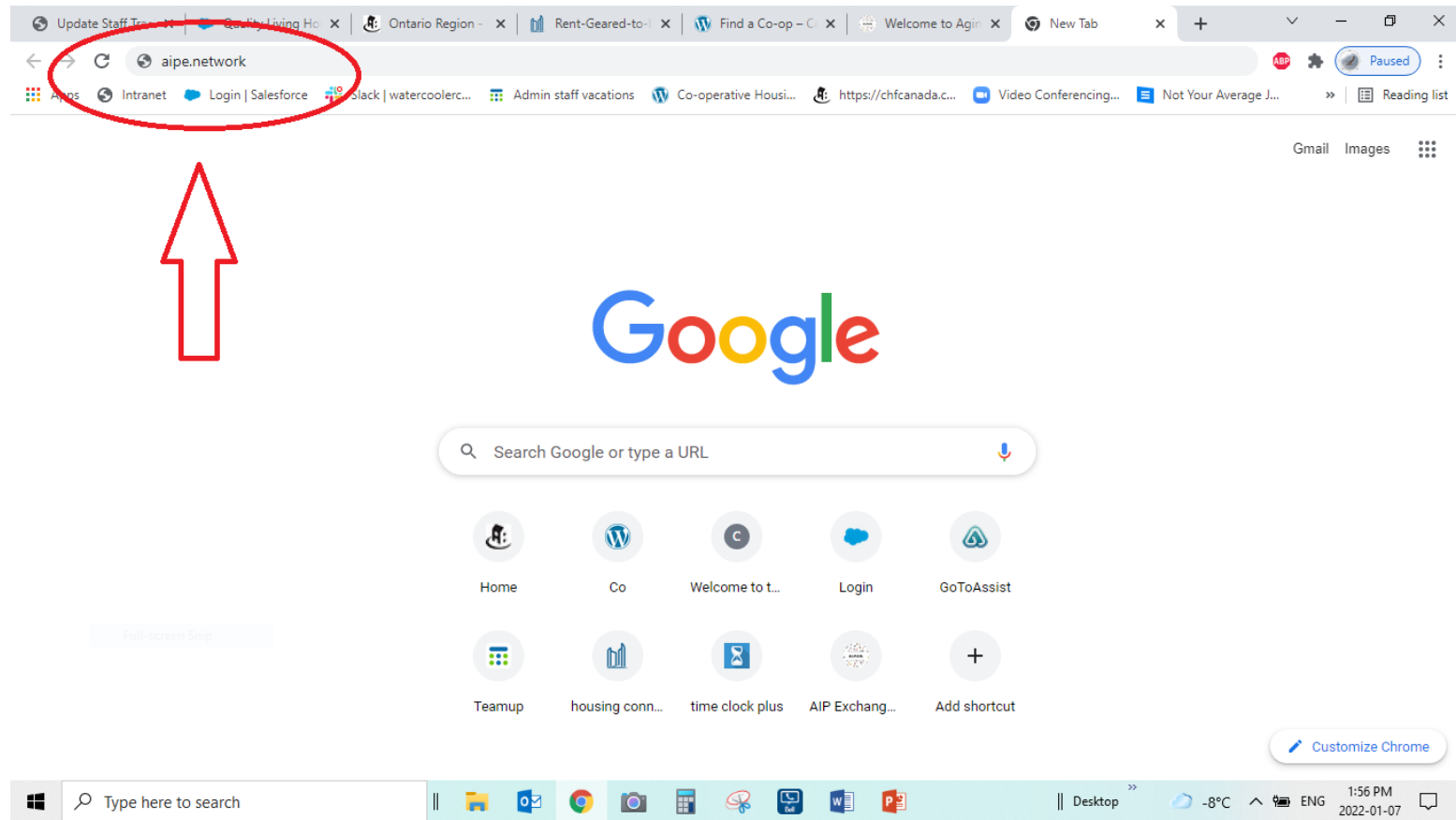
Overview:

- How to sign up or become member (pg.3)
- How to log in subsequently once already a member (pg.16)
- How to use the platform (pg. 23)
 - Adding a new post (pg. 51)
 - Replying to an already existing post (pg. 53)
 - Features, Navigation (pg. 26)
 - Personal Profile (pg. 45)
- Your role and level of involvement
- Question period

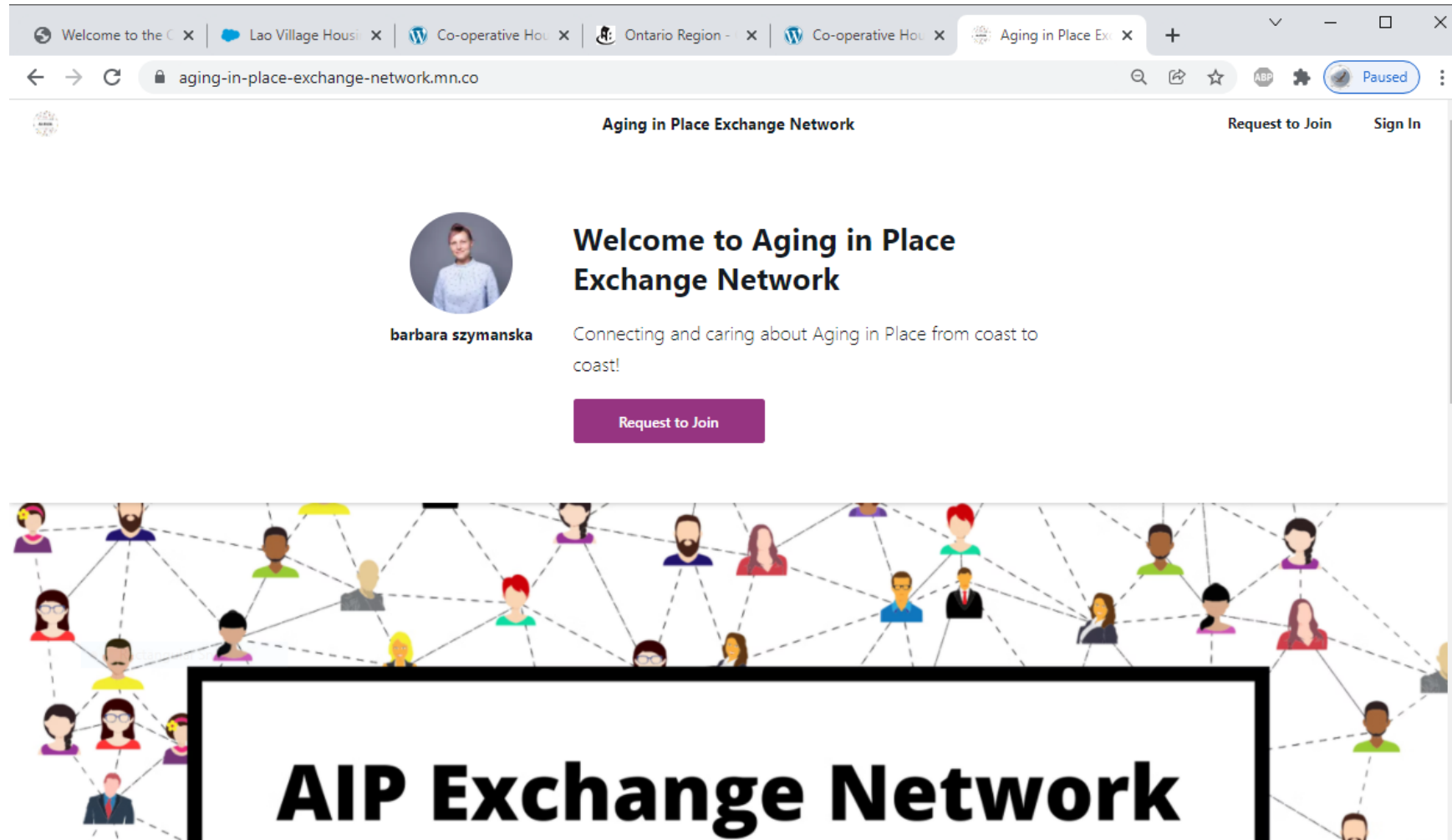
How to sign up or become a member:

(One time only – Creating an account)

Please open a browser, and go to:
agingtogethernetwork.com



This is what you will see as the landing page:



Choose: Request to Join when ready.

Or use the side bar to the right of the page to scroll down and explore the rest of the page first. This page has general information only, serving as an introduction or gateway to the platform itself.



Aging in Place Exchange Network

[Request to Join](#)

[Sign In](#)

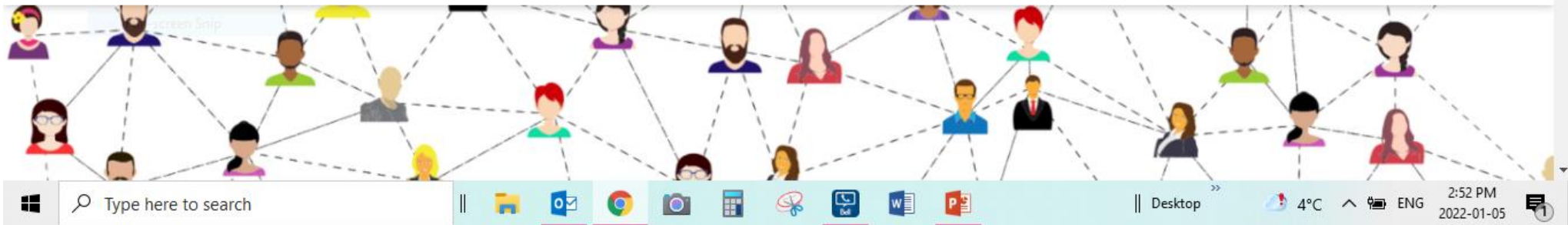


barbara szymanska

Welcome to Aging in Place Exchange Network

Connecting and caring about Aging in Place from coast to coast!

[Request to Join](#)



Welcome to Aging in Place Exchange Network

Request to Join Sign In

About Us

Are you passionate about Aging in Place and have information to share? Then this is the place for you!

Welcome to our community platform. A perfect place to share interesting articles, upcoming webinars, useful A.I.P related websites, success stories, or any other resources which might be useful for those interested in Aging in Place.

This national networks allows both friends, neighbors, organizations and professionals alike to connect nationally and locally. A wealth of information, the Exchange Network is an invitation for new partnerships and opportunities. Feel free to post, comment, discuss and share. Recommend speakers, workshops and meetings. Just don't forget - We are here to support and respect one another, and so there is a zero tolerance harassments policy in place.

Tip for later;

At the very bottom of this landing page, there is an option of entering your cell number to receive a text with a link to download the app, for those of you who think you might want to use the network on the go. This is completely optional, and we will talk about this at a later point in the presentation. This is just so you know where you can find it.

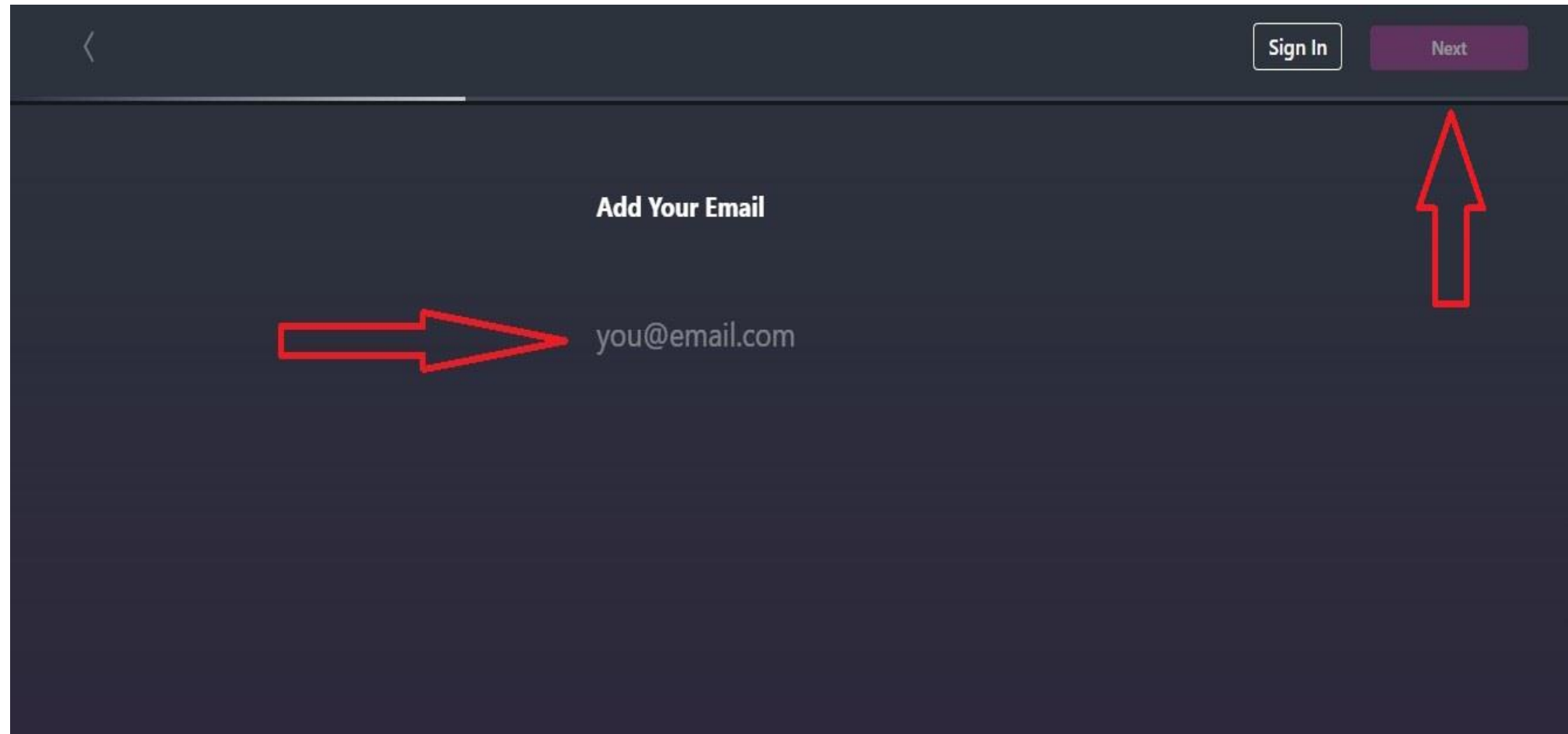
Once you are ready and click the “Request to join” button, you will be asked to start creating your own personal profile.

The screenshot shows a mobile application interface for joining the Aging in Place Exchange Network. At the top right, there are two buttons: "Sign In" and "Next". The "Next" button is highlighted in purple and has a red arrow pointing to it. Below the buttons, the text reads "Request to Join Aging in Place Exchange Network" followed by "Let's start by gathering some info." Below this, there are two input fields labeled "First Name" and "Last Name", each with a red arrow pointing to it. To the right of these fields is a circular dashed-line icon containing a plus sign, with a red arrow pointing to it from the right.

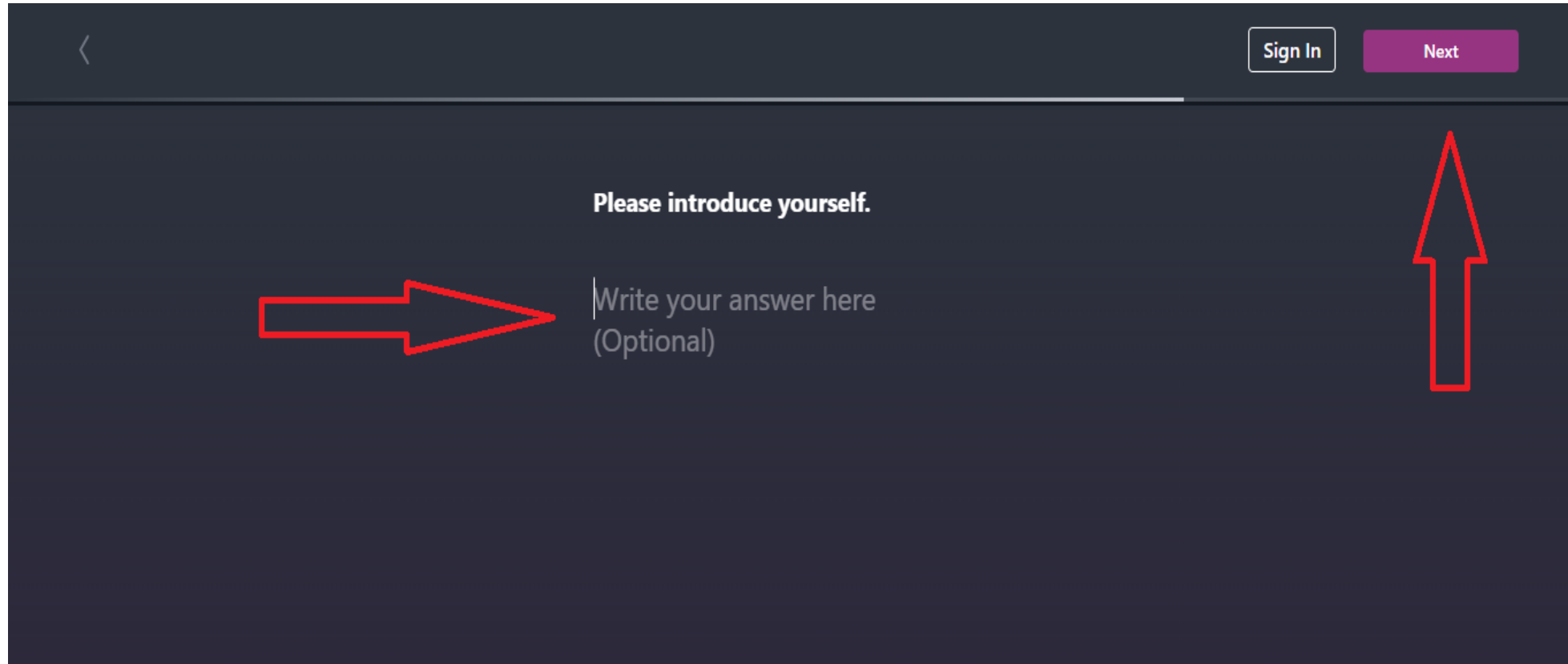
Enter your preferred first name, last name and if you like (it is optional) you can click the plus sign button to add a picture of your choosing.

When ready, click the “Next” button on the top right corner to move on to the next step.

Enter your email and click "Next" again.

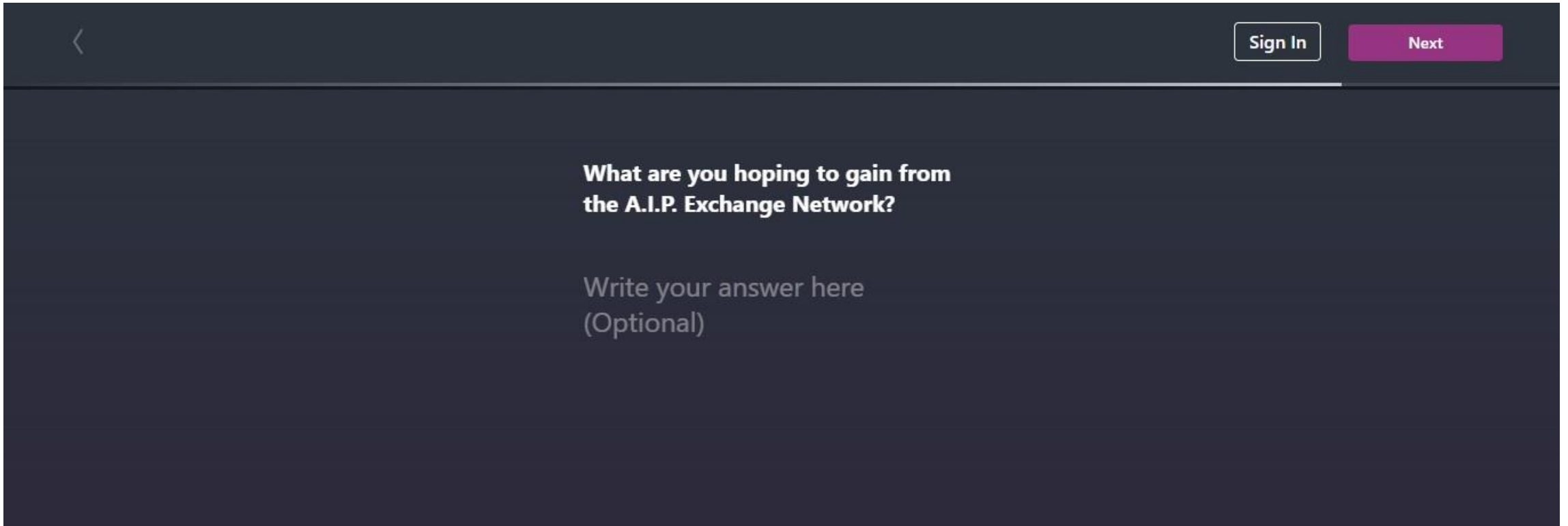


You can write something about yourself here if you wish so that others can read your introduction. This is completely optional. Click "Next" to move on to the next step.



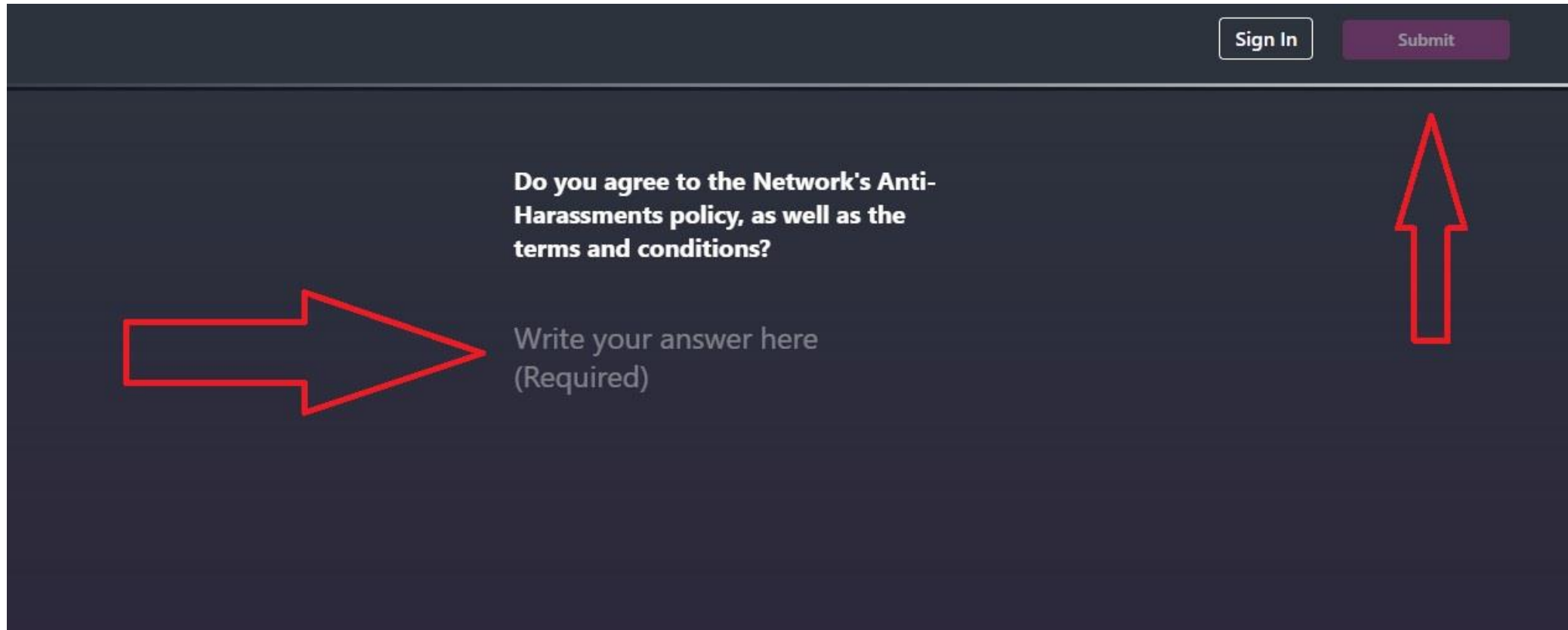
The screenshot shows a dark-themed user profile setup screen. At the top right, there are two buttons: "Sign In" and "Next". The "Next" button is highlighted in purple. Below the buttons, the text "Please introduce yourself." is displayed. Underneath this text is a text input field with the placeholder text "Write your answer here (Optional)". A red arrow points from the left towards the input field, and another red arrow points upwards towards the "Next" button.

This is an ice breaker question. It is optional.
Click “Next” to move on to the next step.



The screenshot shows a dark-themed user interface for a survey. At the top left is a back arrow icon. At the top right are two buttons: a white 'Sign In' button and a purple 'Next' button. The main content area contains the question: 'What are you hoping to gain from the A.I.P. Exchange Network?' followed by a text input field with the placeholder text 'Write your answer here (Optional)'.

You must read and accept the Networks terms and conditions and agree to abide by the Anti-harassment policy. If you do not accept, you cannot join.



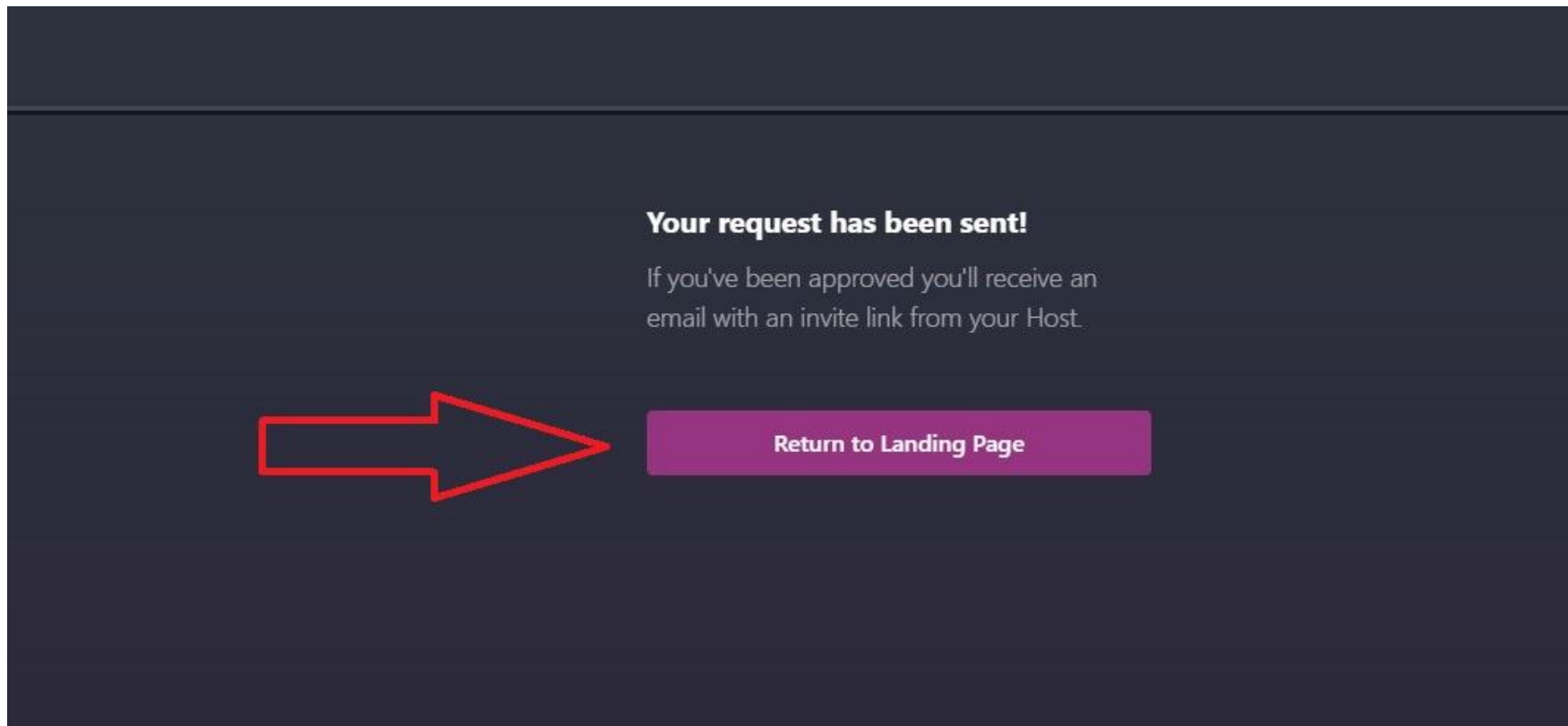
The screenshot shows a dark-themed web form. At the top right, there are two buttons: "Sign In" (white text on a dark background) and "Submit" (white text on a purple background). The main content area contains the following text:

Do you agree to the Network's Anti-Harassments policy, as well as the terms and conditions?

Write your answer here
(Required)

Two red arrows are overlaid on the form: one points from the left towards the text input field, and the other points upwards from the bottom right towards the "Submit" button.

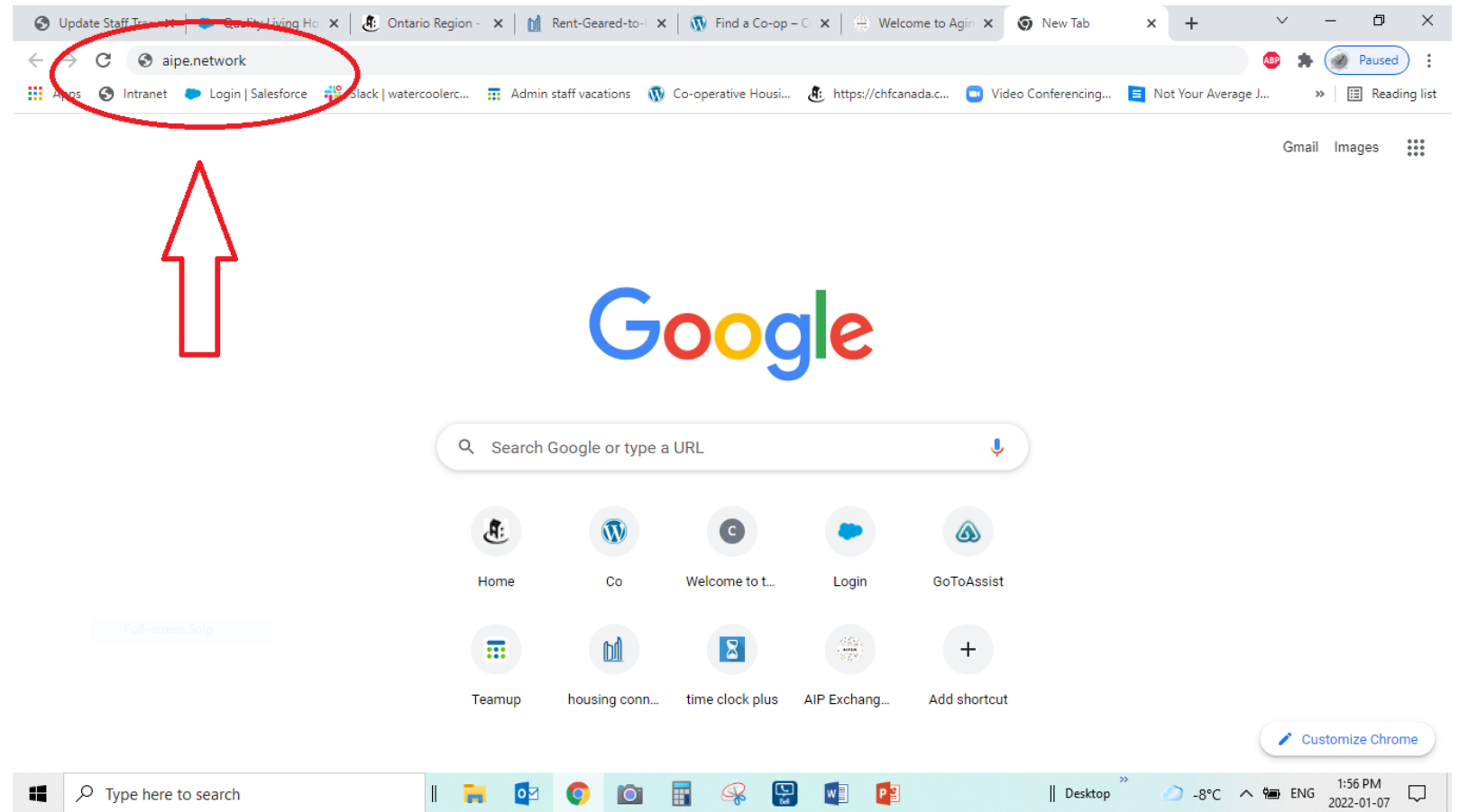
You are now done! Your request will be reviewed by staff or volunteer leads, and you will be notified by email once you are approved.



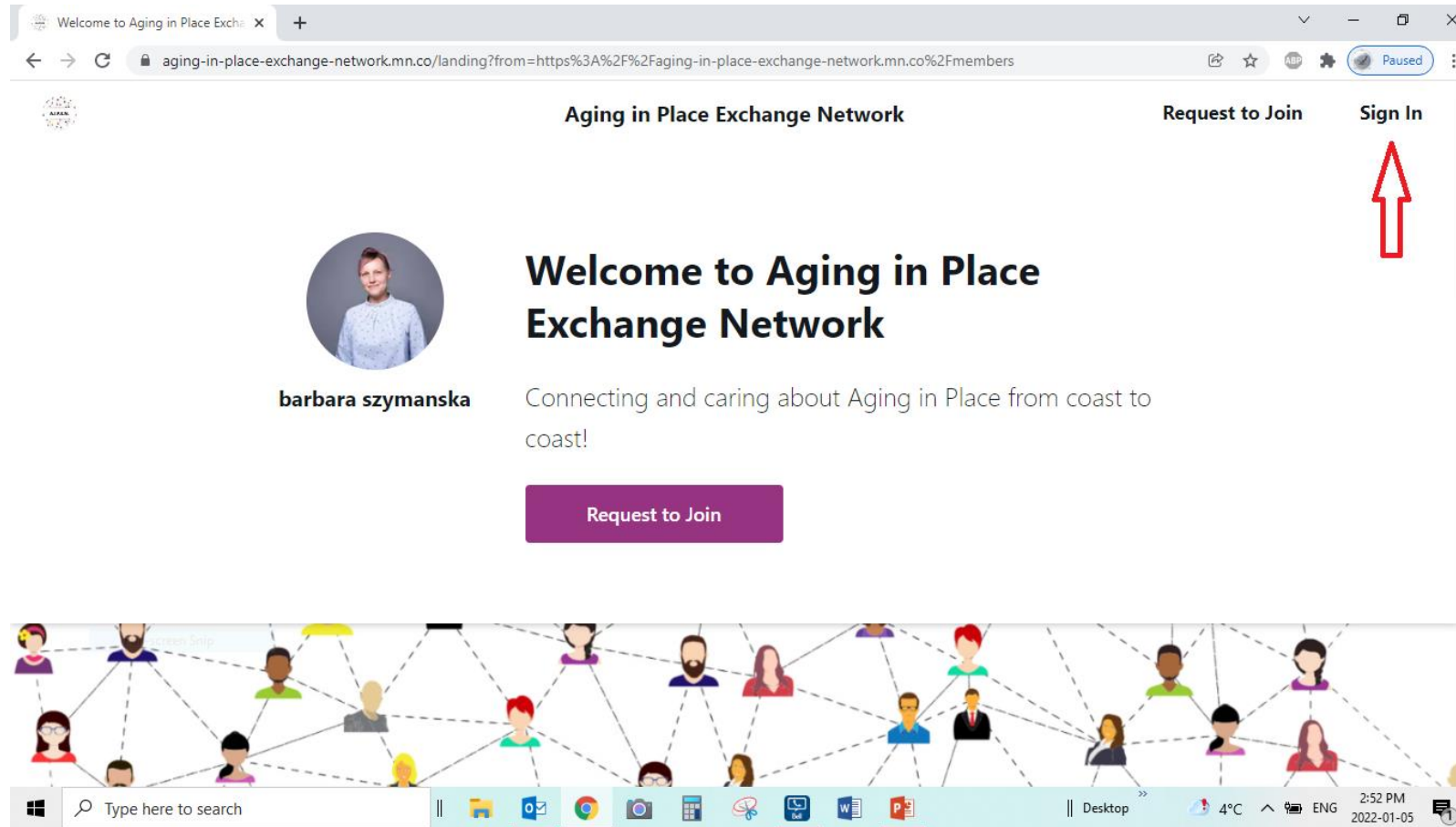
How to log in once you are an approved member:

(This is how you will be login in every time from now on)

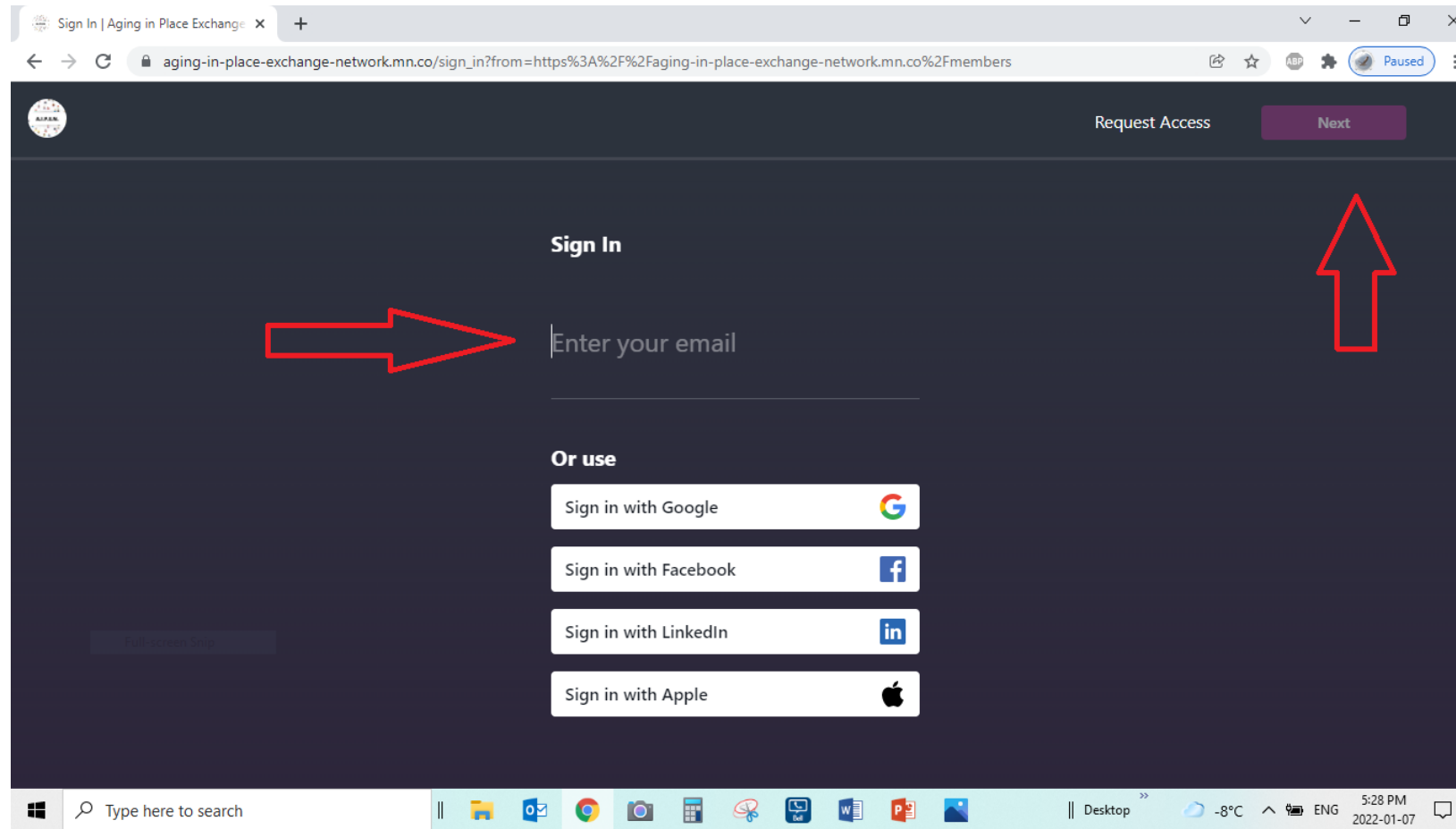
Please open a browser, and go to:
agingtogethernetwork.com



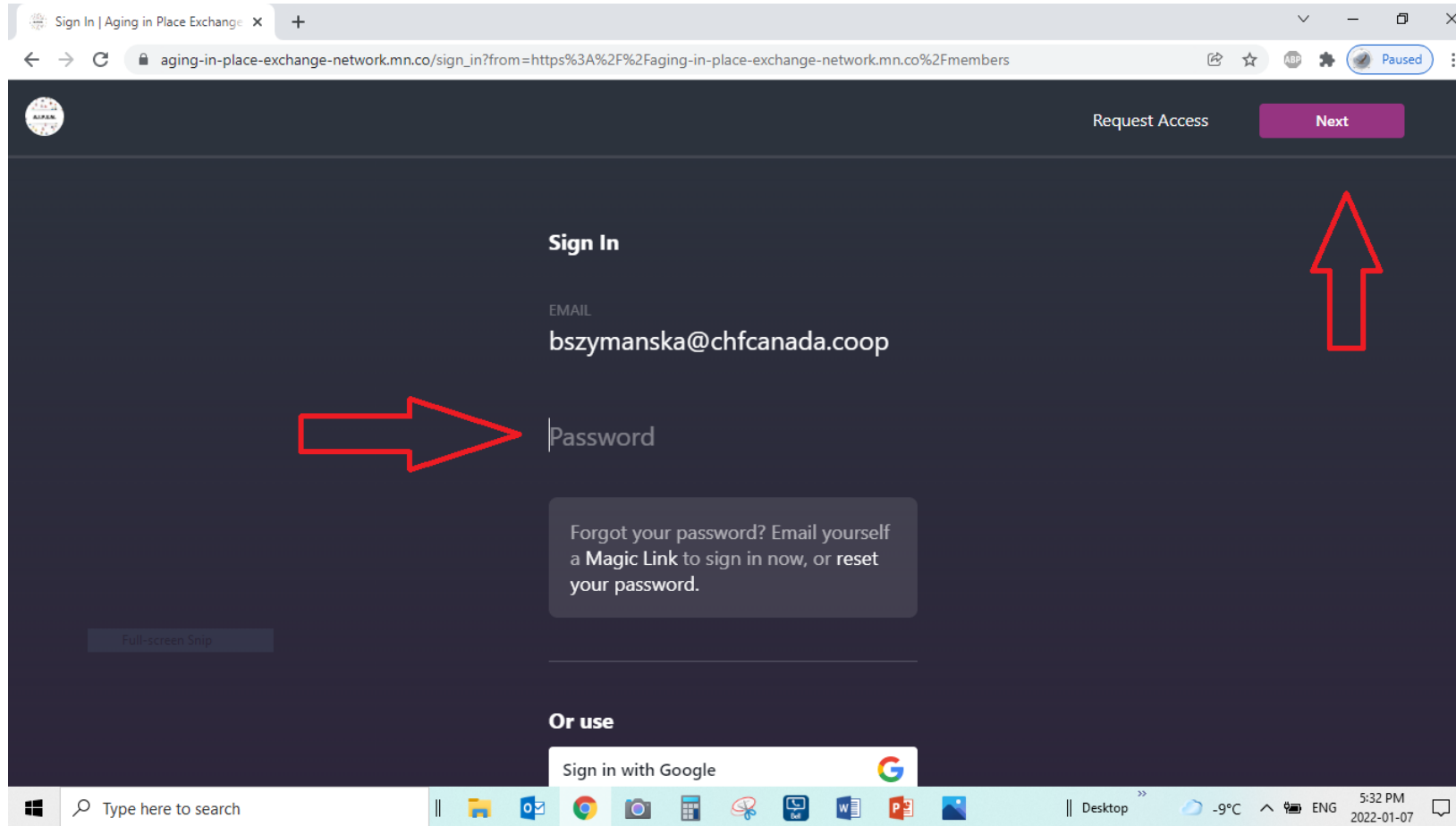
Choose "Sign In". Some computers remember you from last time, in which case this step would be skipped.



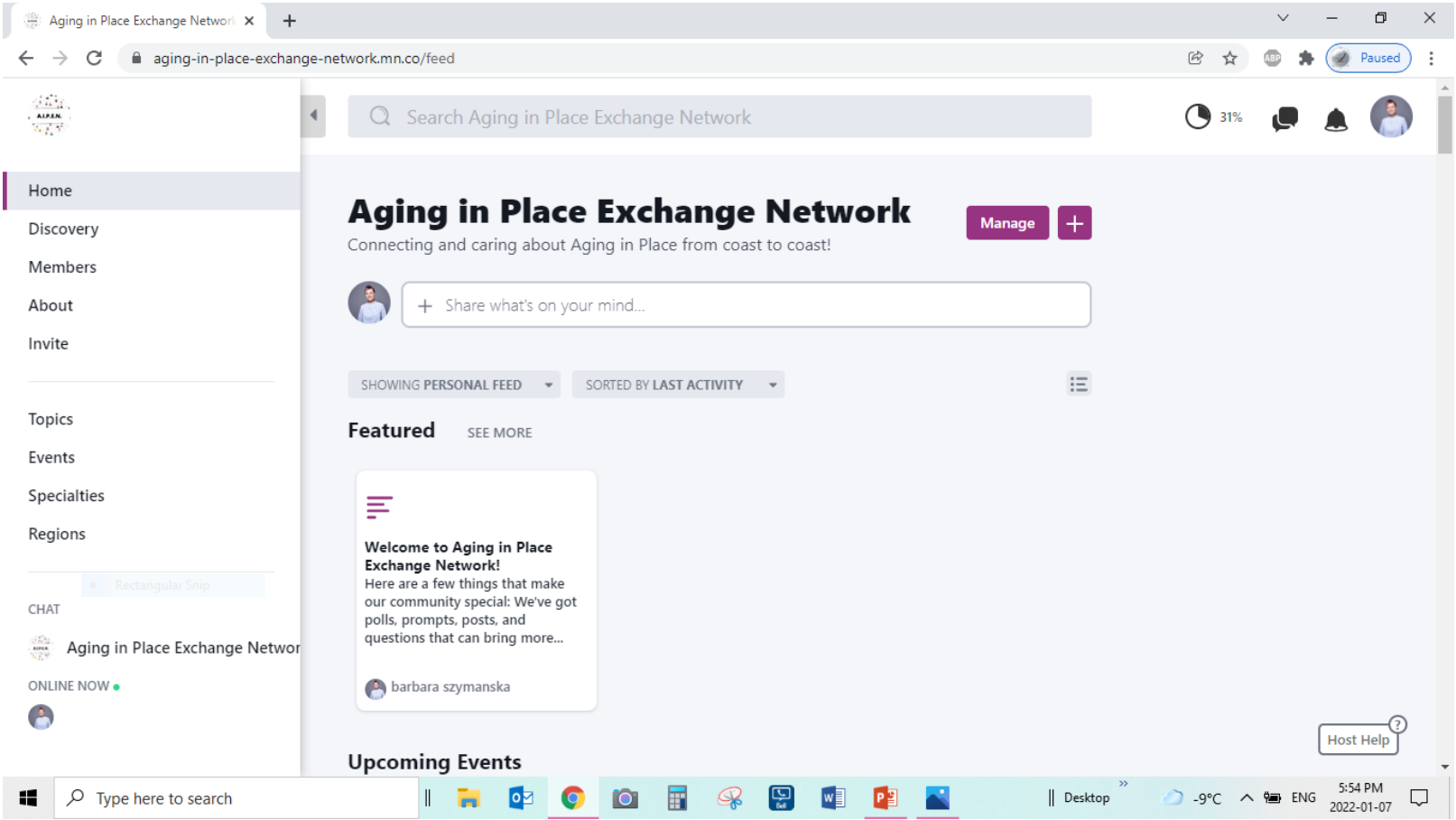
You can now enter your email, then click the purple “Sign In” button.



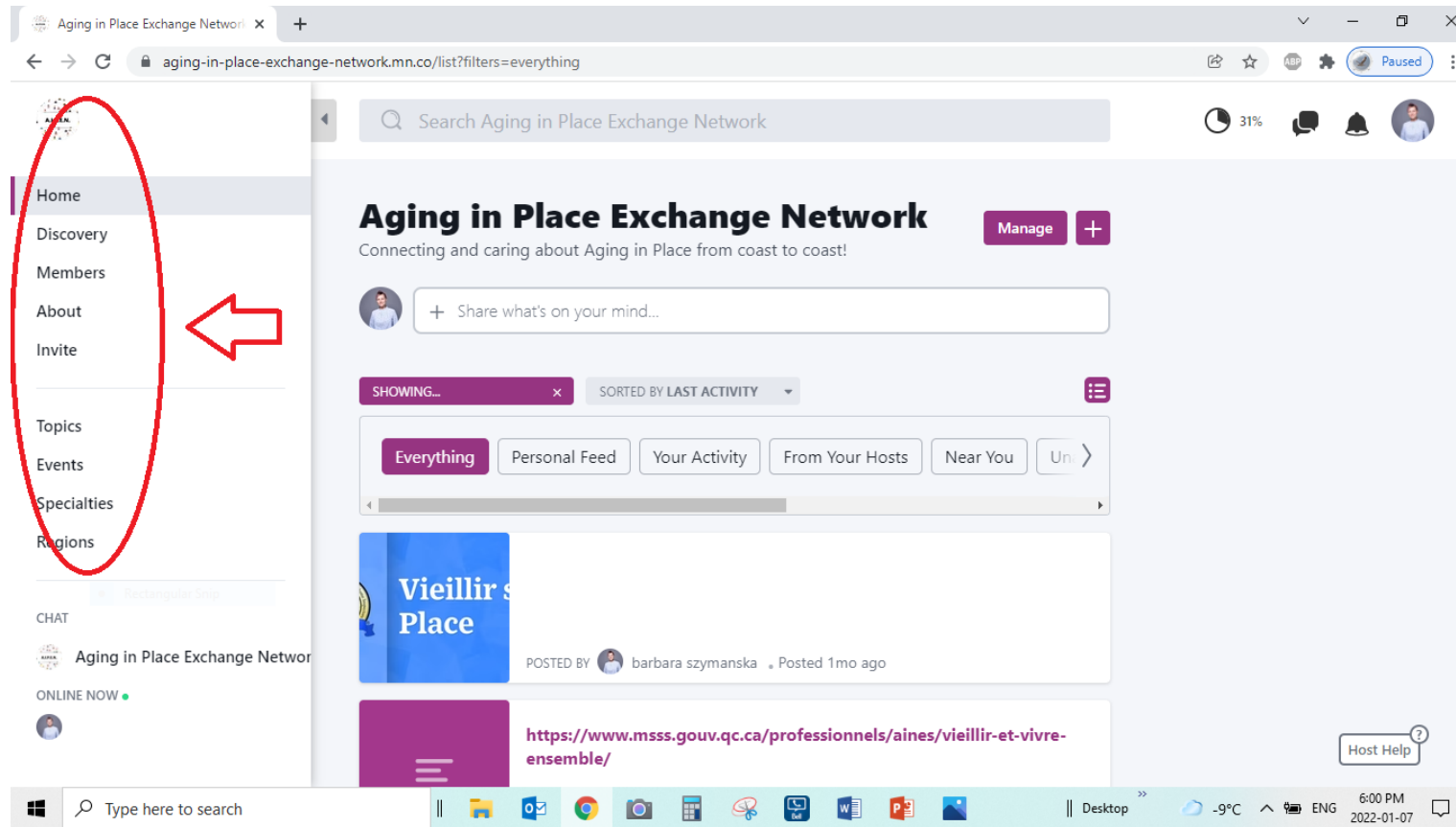
You can now enter your password, then click the purple “Next” button.



You are now on the main page. This is where you will do all of your navigating from.



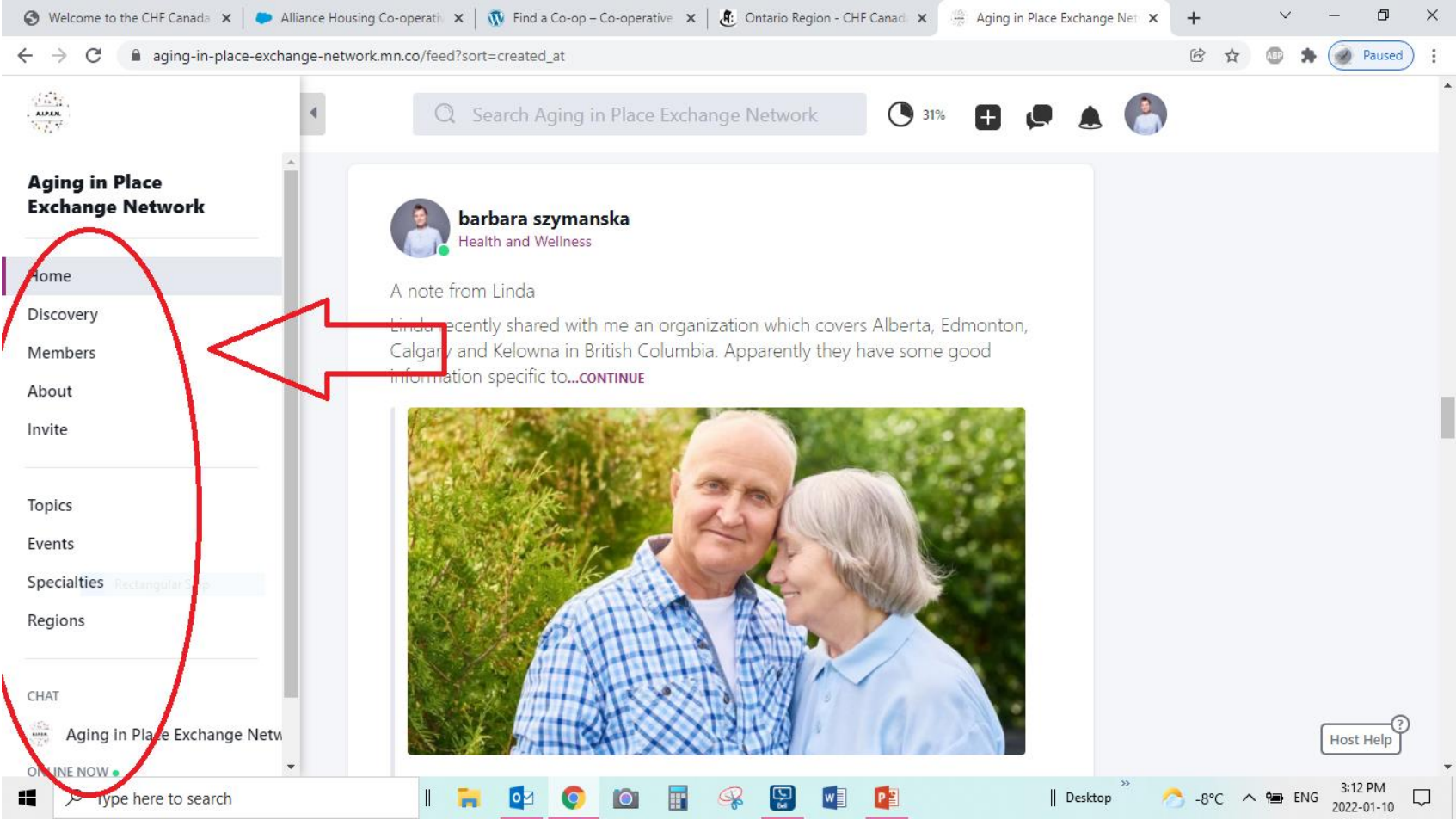
The menu on the left will always be the same. The way the rest of the page appearance is customizable, so it might be slightly different depending on the settings which you will pick.



How to Navigate

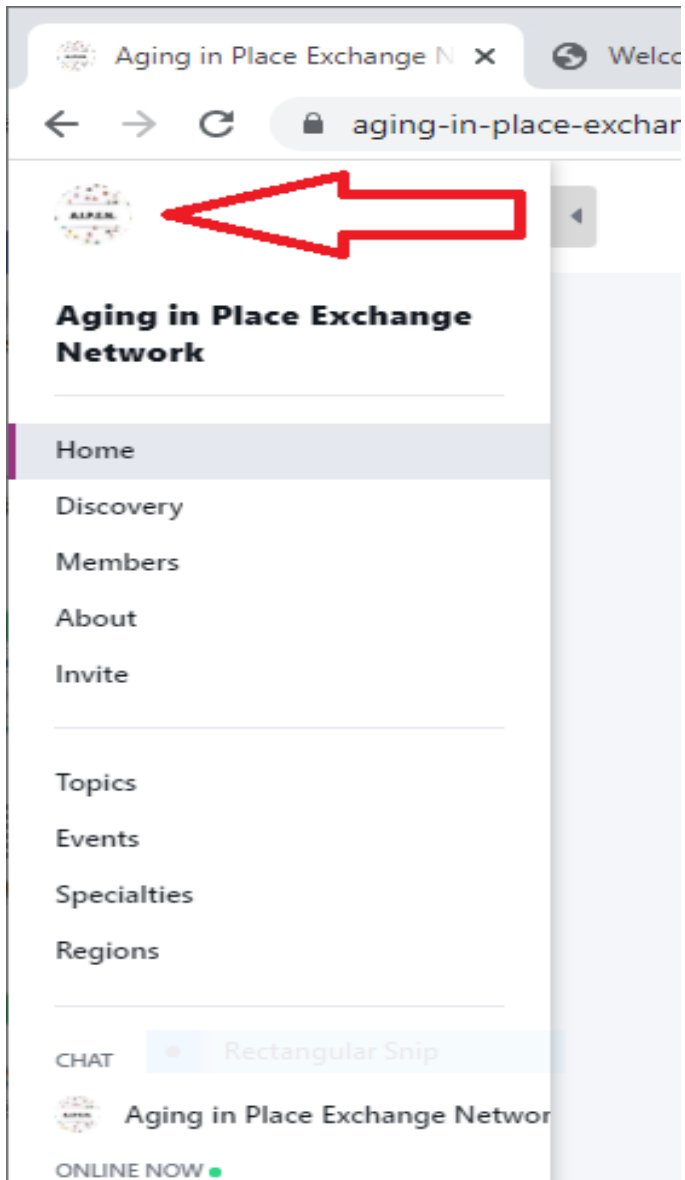


Side Menu



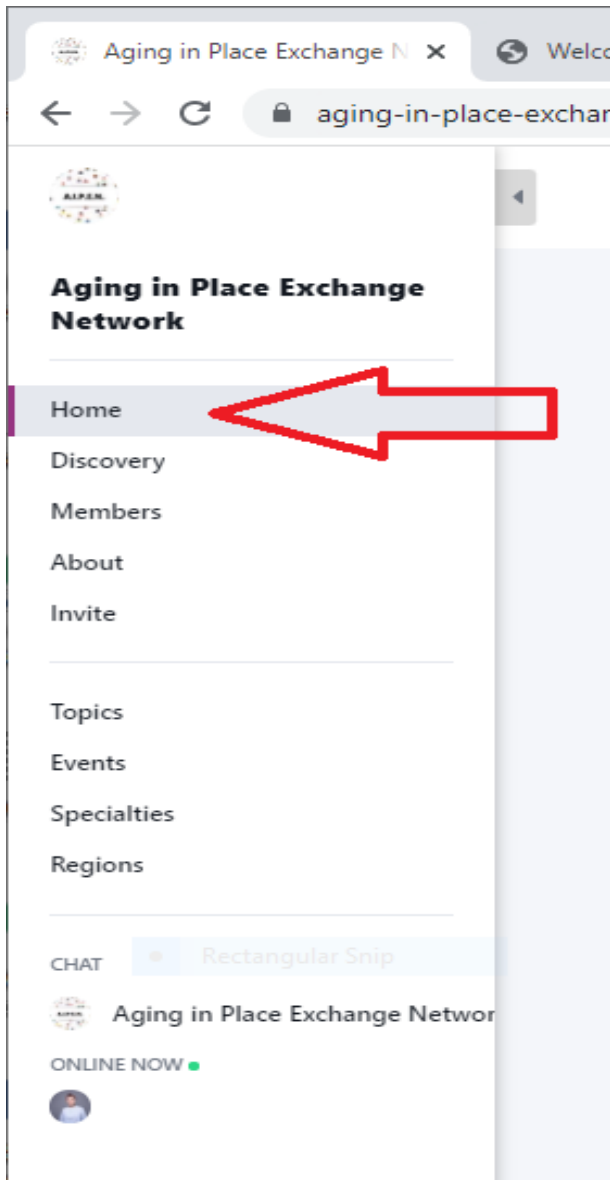
The main or side menu is composed of:

- The AIPEN Logo
- Home
- Discovery
- Members
- About
- Invite
- Topics
- Events
- Specialties
- Regions
- Chat
- Online Now



The AIPEN Logo:

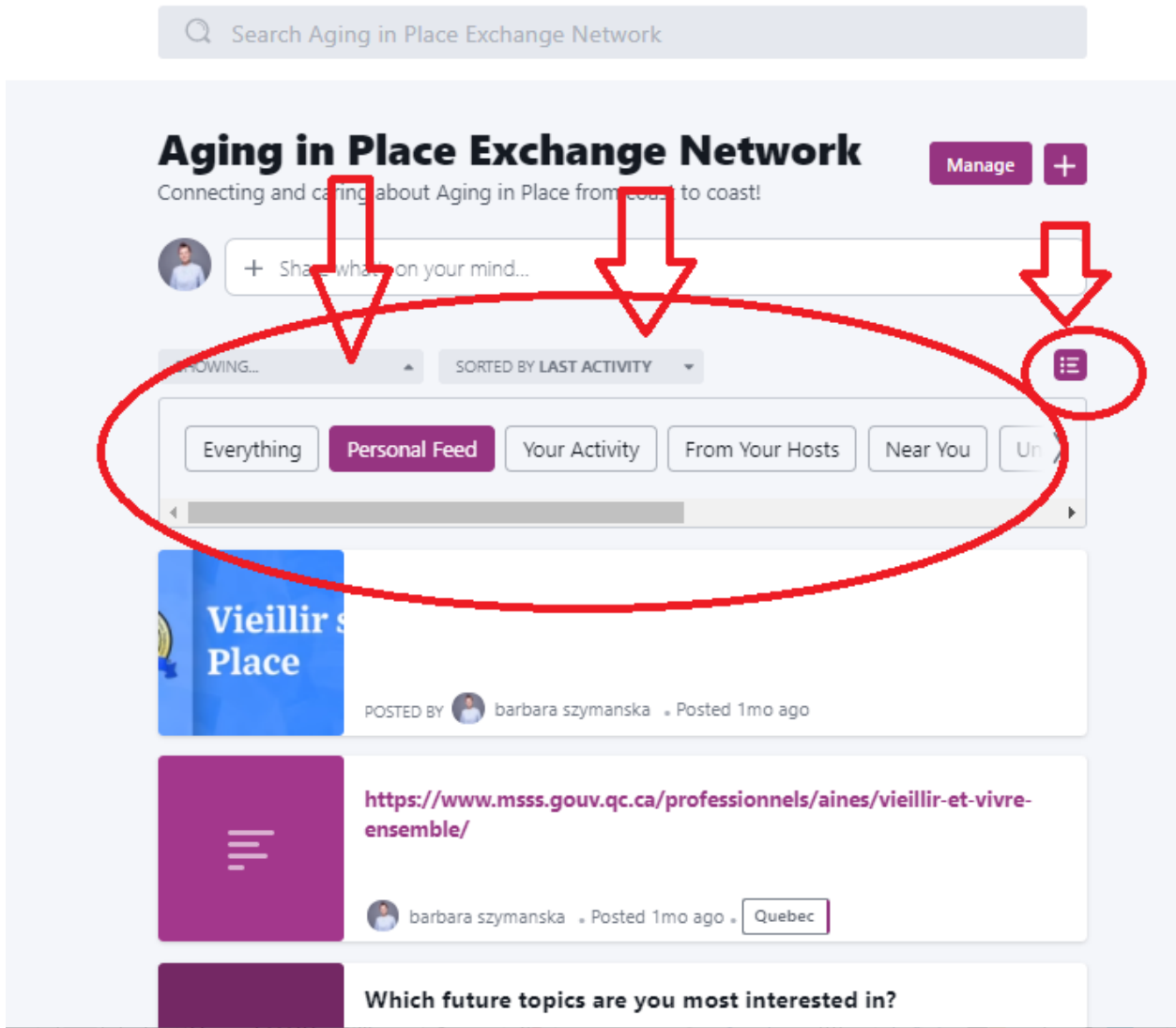
When clicked will always take you to the main or home page.



The Home button:

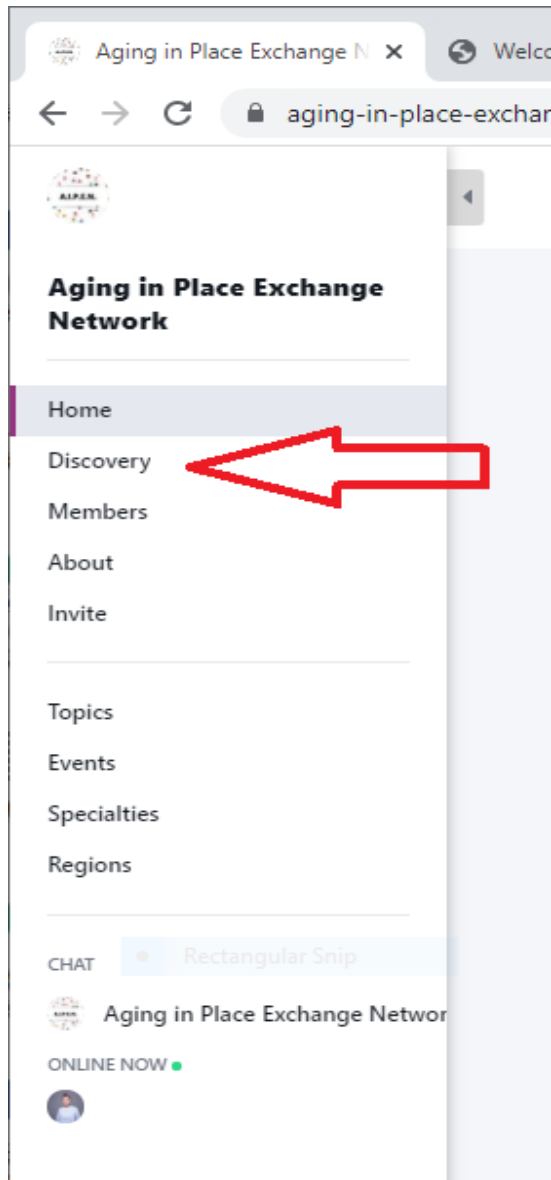
When clicked will always take you to the main “feed” or home page.

This is where everything that gets posted can be seen, usually from newest to oldest posts. You can customize the way it displays if you wish.



Customizing

1. Customize what you see (everything vs. selected)
2. Sort information by: Date, distance or popularity
3. Switch between feed or list view.

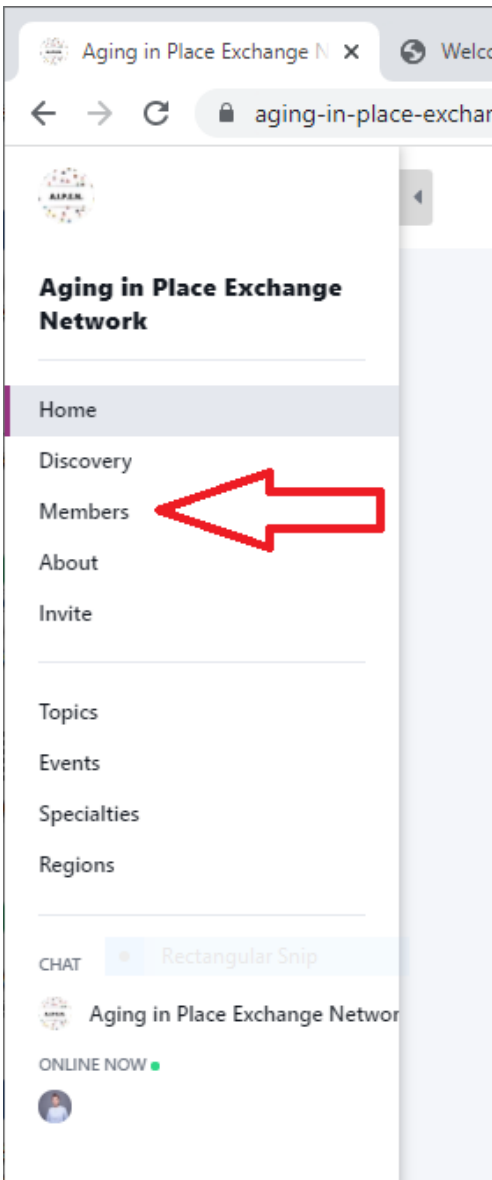


The Discovery button:

The “Discovery” view, allows information to be displayed by organizing it into distinct categories, making it easier to find specific items at a glance.

Categories might include things like:


Topics, members, featured articles, upcoming events, or most popular posts to name a few.





The Members button:

This is where you can see other participants. You can view them by:

- Newest members first
- Near me (regions)
- Online now
- Top (most active members)
- And so on

- 
- Home
- Discovery
- Members**
- About
- Invite

- Topics
- Events
- Specialties
- Regions

- CHAT
-  Aging in Place Exchange Network
- ONLINE NOW ●
- 

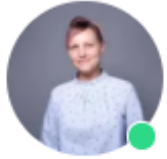
🔍 Search Aging in Place Exchange Network

🌙 31% + 🗨️ 🔔 👤

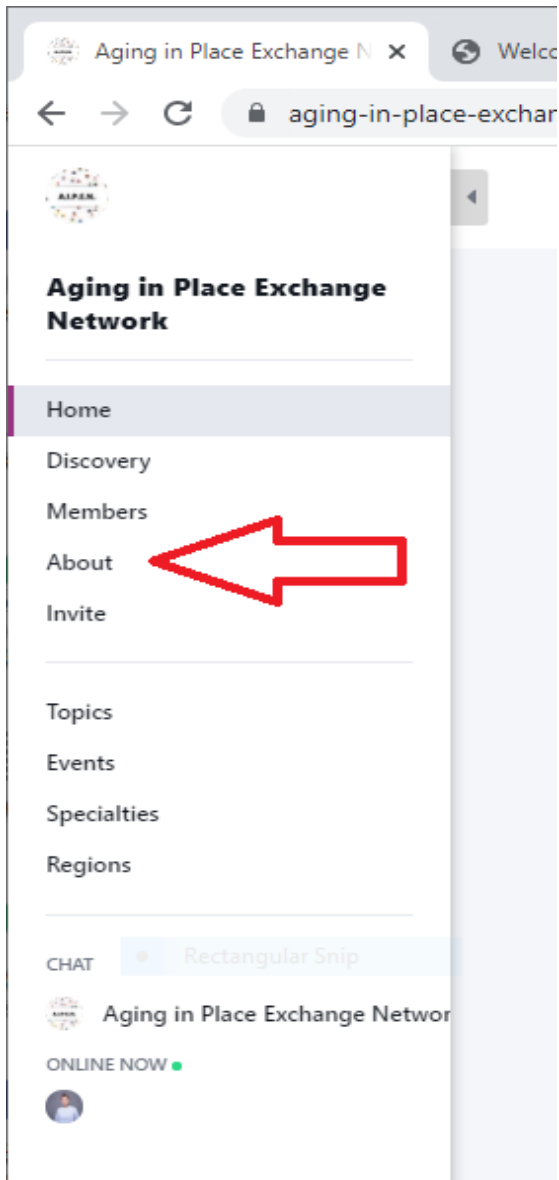
Members

[Manage](#) [Invite](#)

- Top
- Near You
- Newest
- Hosts
- Online Now**



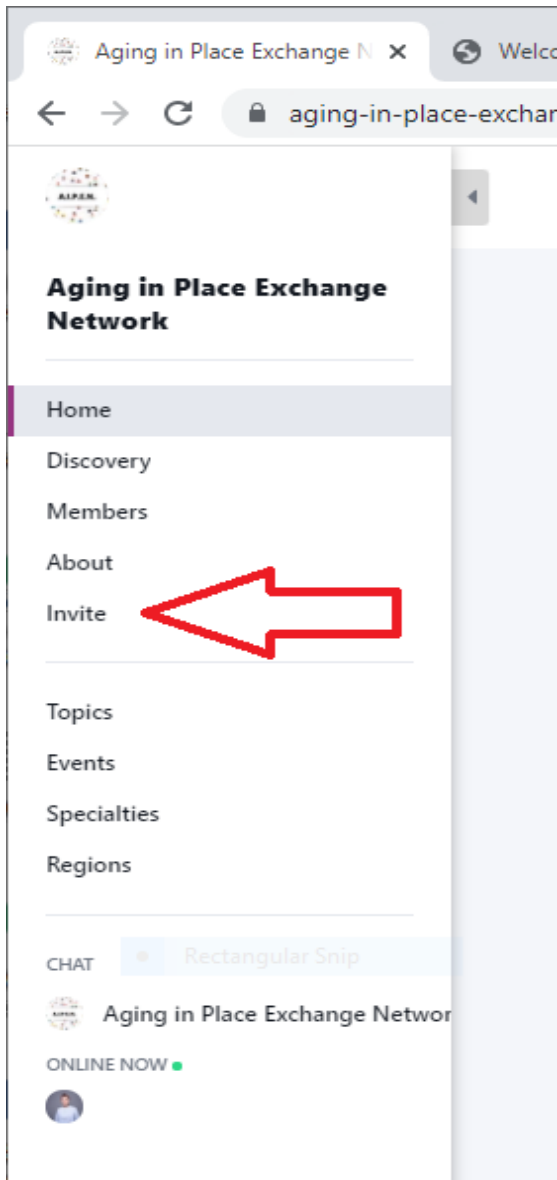
barbara szymanska
Health and Wellness
Interested in supporting the A.I.P. Exchange Network
Toronto, Canada



The About button

Opens up additional (general) information about the Exchange Network. Things such as:

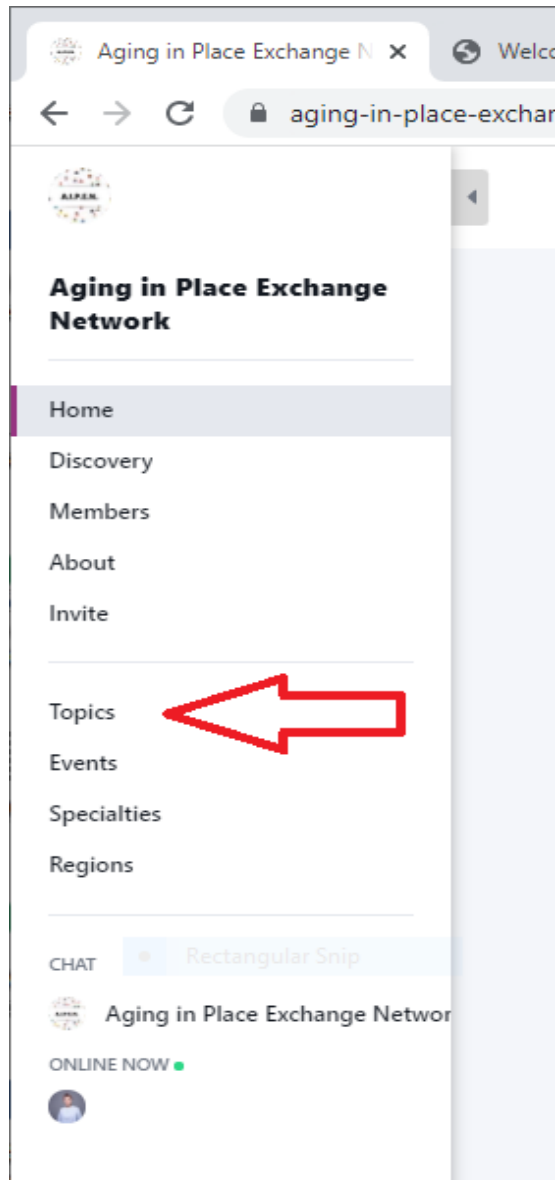
Description, the welcome article with the terms and conditions as well as information on how to download the app can be found here.



The Invite button

Depending on what is decided, the invite button could be visible only to leads or even only to CHF Canada hosts.

This is where one can send a direct link to potential members (bypassing the regular registration process, so automatic approval) as well as where those requesting to join can be approved or denied based on the answers that they provided. Basically it is an administrative or host feature.

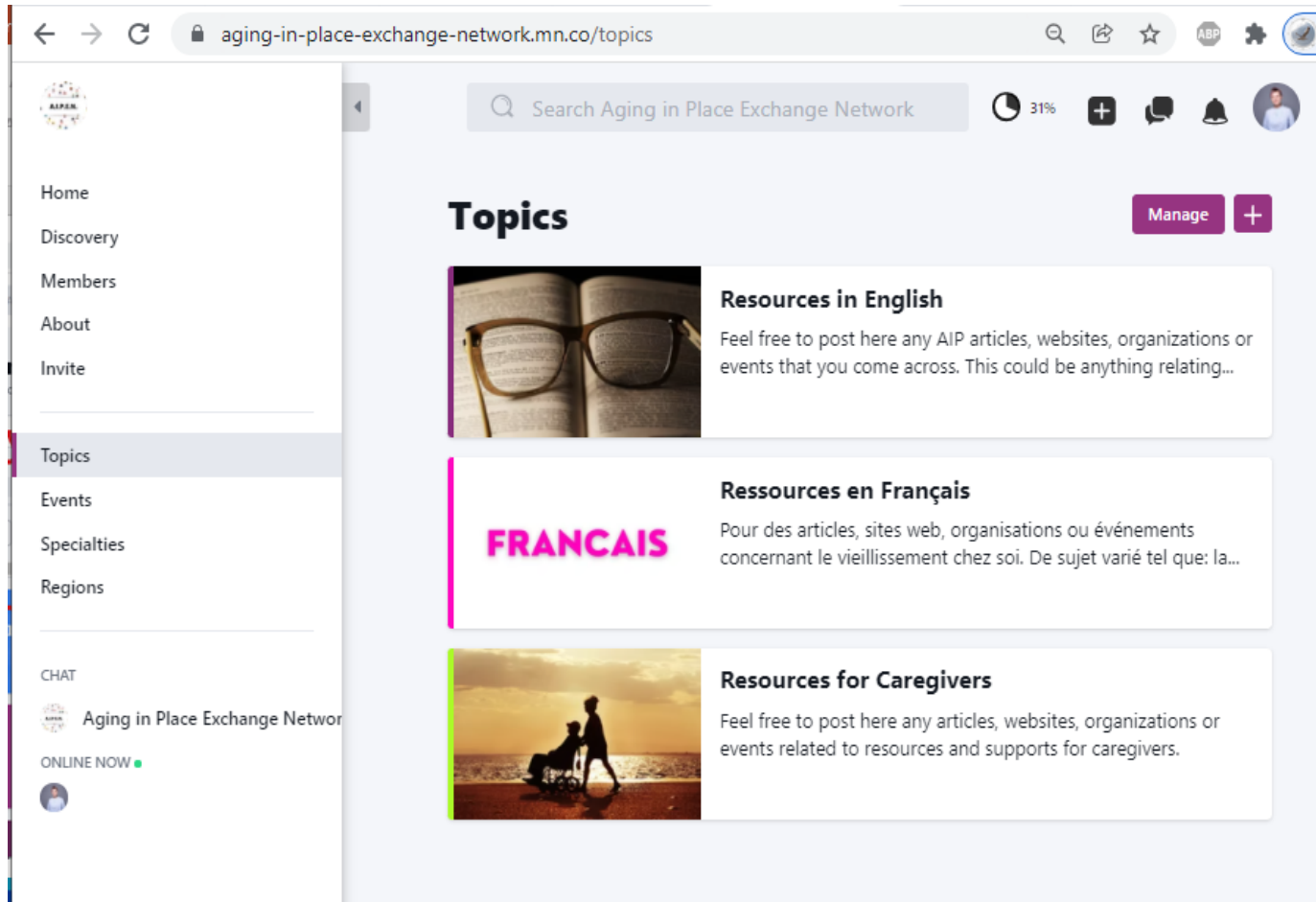


The Topics button

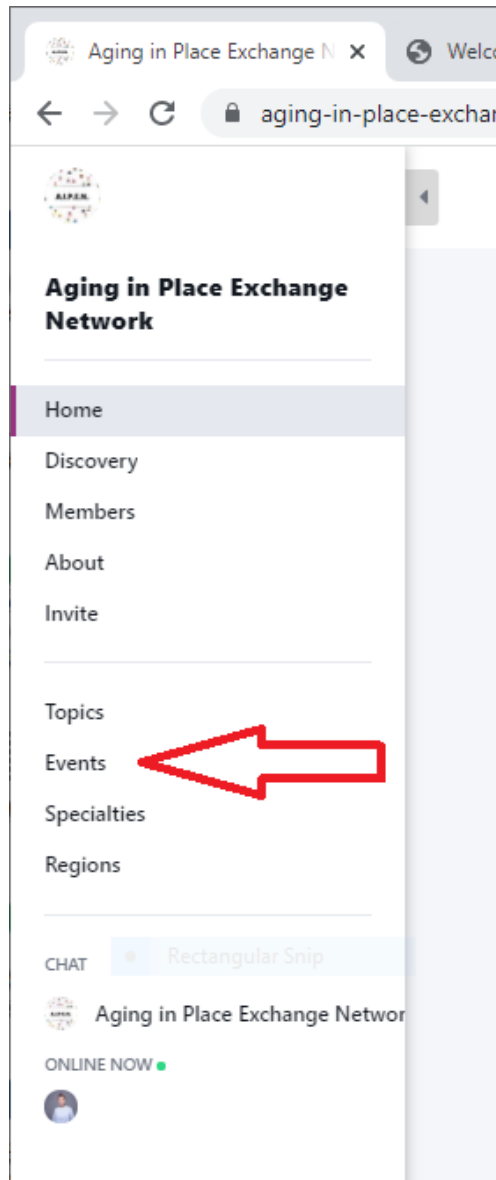
Depending on what is decided, the topics button will display the different resource categories at a glance.

As of right now, there are three. Resources in English, French and resources for Caregivers. Based on member's input, these could be modified.

Possible new Topics:



- Retirement planning
- Health and Wellness
- Legal
- Renovations
- Funding and Grants
- For Caregivers
- Online Fraud protection
- Diversity, Equity and Inclusion
- Co-op Specific, etc.

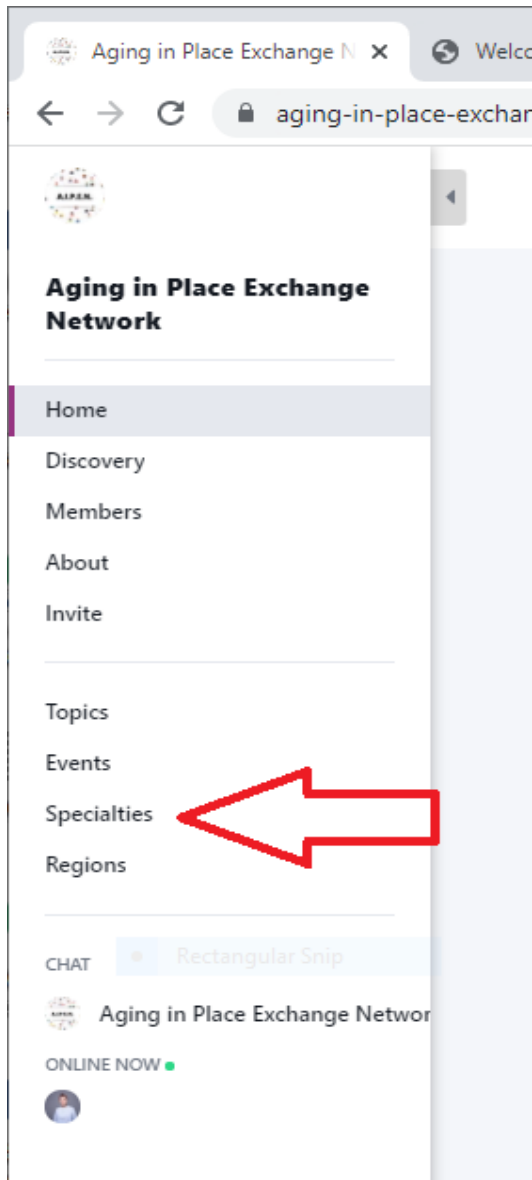


The Events button

This allows to see all AIPEN events, including, upcoming, past, near by, and those to which you rsvp'd. It also allows to switch to see calendar view.

Either hosts can be given permission to post events, or all members. This will be up to the group

https://www.youtube.com/watch?v=avYRSxrYmug&ab_channel=MightyNetworksp.



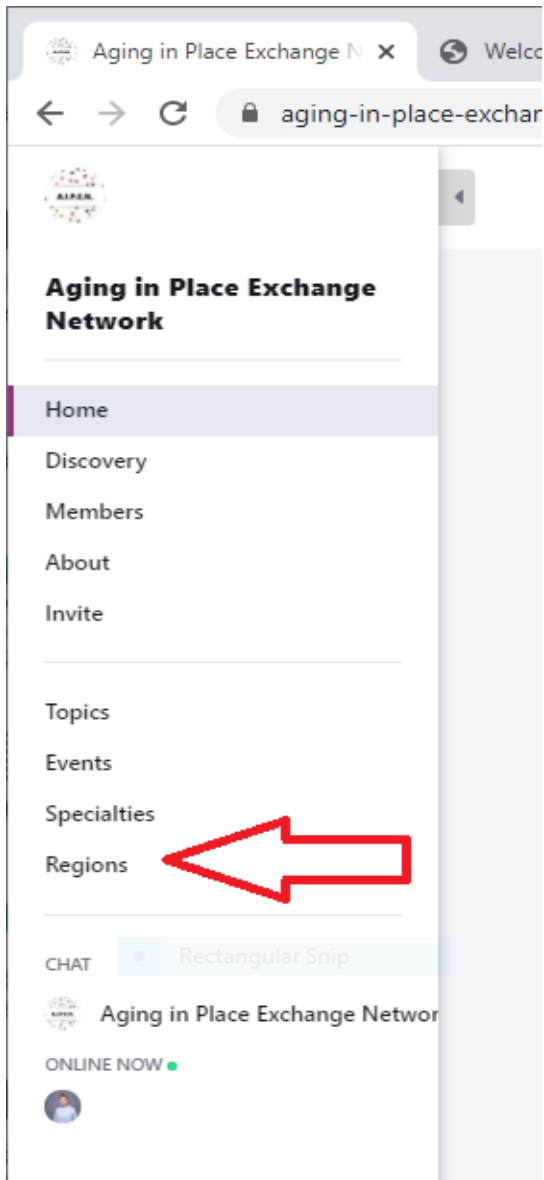
The Specialties button

This section displays members who self-identify as having a particular specialty.

Right now there is a pre-loaded list of specialties to choose from, but it can be modified if appropriate in the future.

Regions





The Regions button

This section will be discussed later in greater detail. Essentially it opens up a sub channels, or rooms, where people can connect specifically with others from the same region.

It is just like a mini – group, within the larger group. Posts, articles and discussions specific to local matters can be shared here.

Back to Network



Search this Region

31% [Chat icon] [Bell icon] [Profile icon]

Activity Feed

Discovery

Members

About

Invite

CHAT

Ontario

ONLINE NOW

REGION

Ontario

Manage +

Stay connected with regional issues

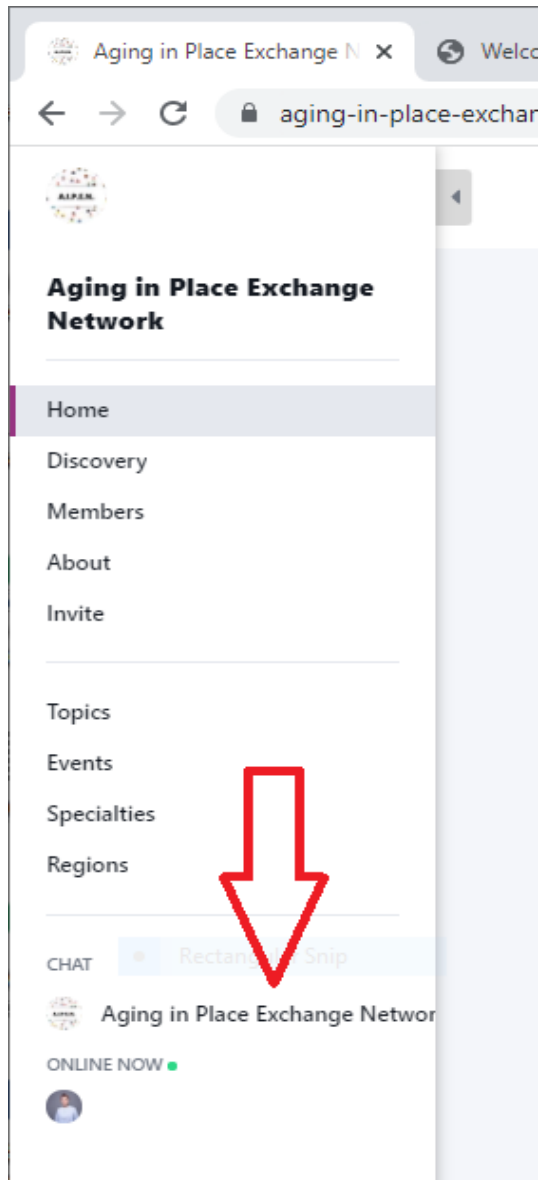


+ Share what's on your mind...

This Region is just getting started!

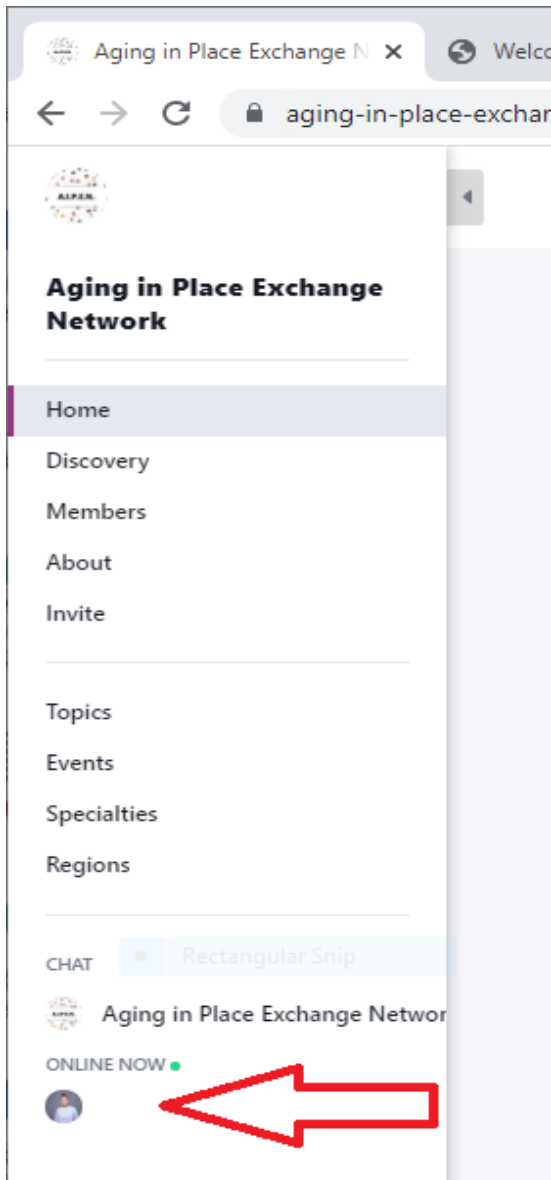
When you see a purple header, it means you are now inside your specific region channel. The menu on the left stays the same, but it now applies specifically to the local category.

In order to exit your specific region, please click on the top left corner the AIPEN “back to network” icon. You will know that you are back in the main/common room because the purple header will revert back (disappear) and you will be back on the white and light grayed themed pages once more.



The Chat button

A place to direct message specific members, or post general messages to the entire group. One can search or view messages in different ways, including specifically messages from your local region.



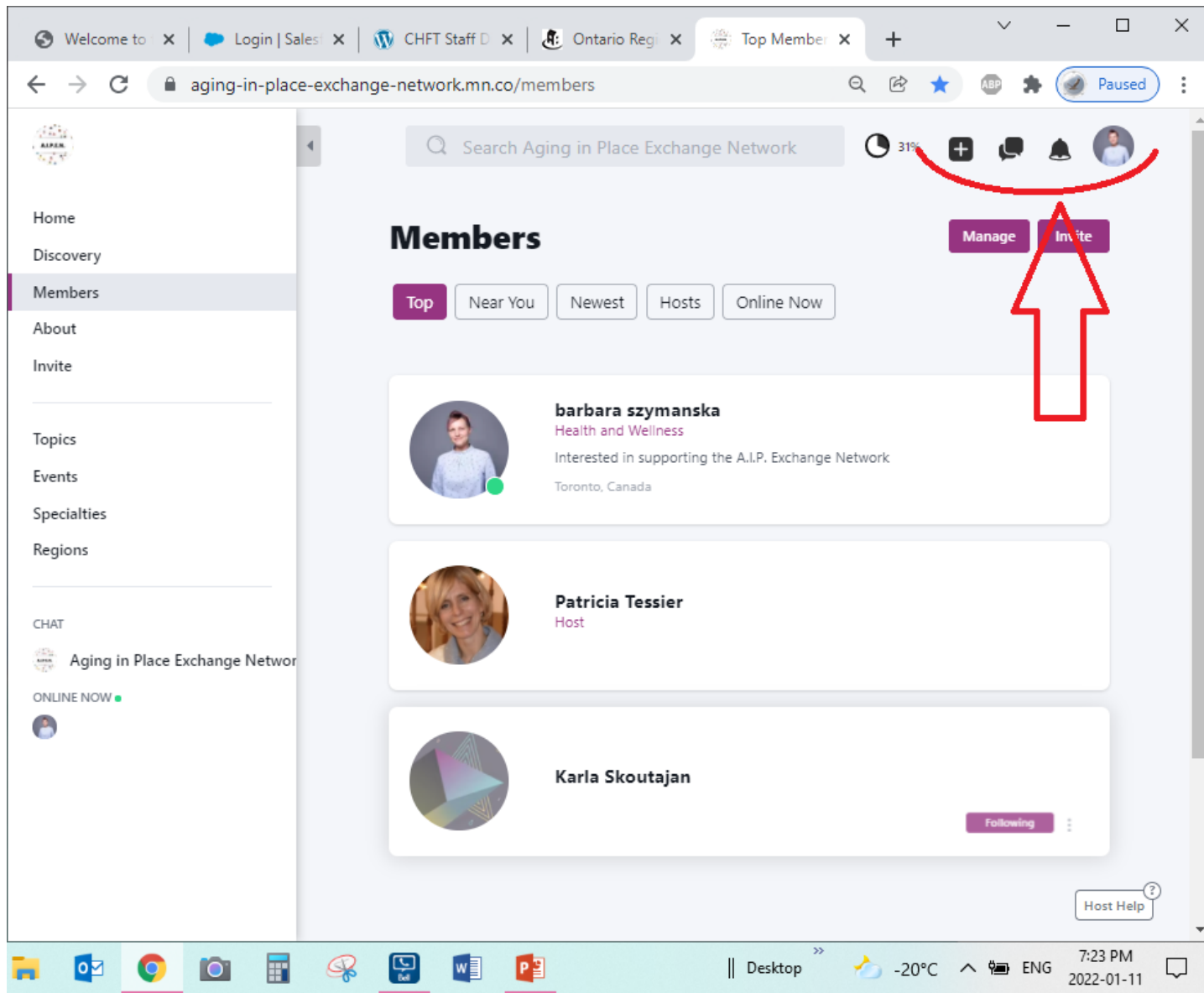
The Online Now icon

This is probably the quickest way to view at a glance which members are currently online.

This allows for better in real time interactions.

Managing your personal account / settings

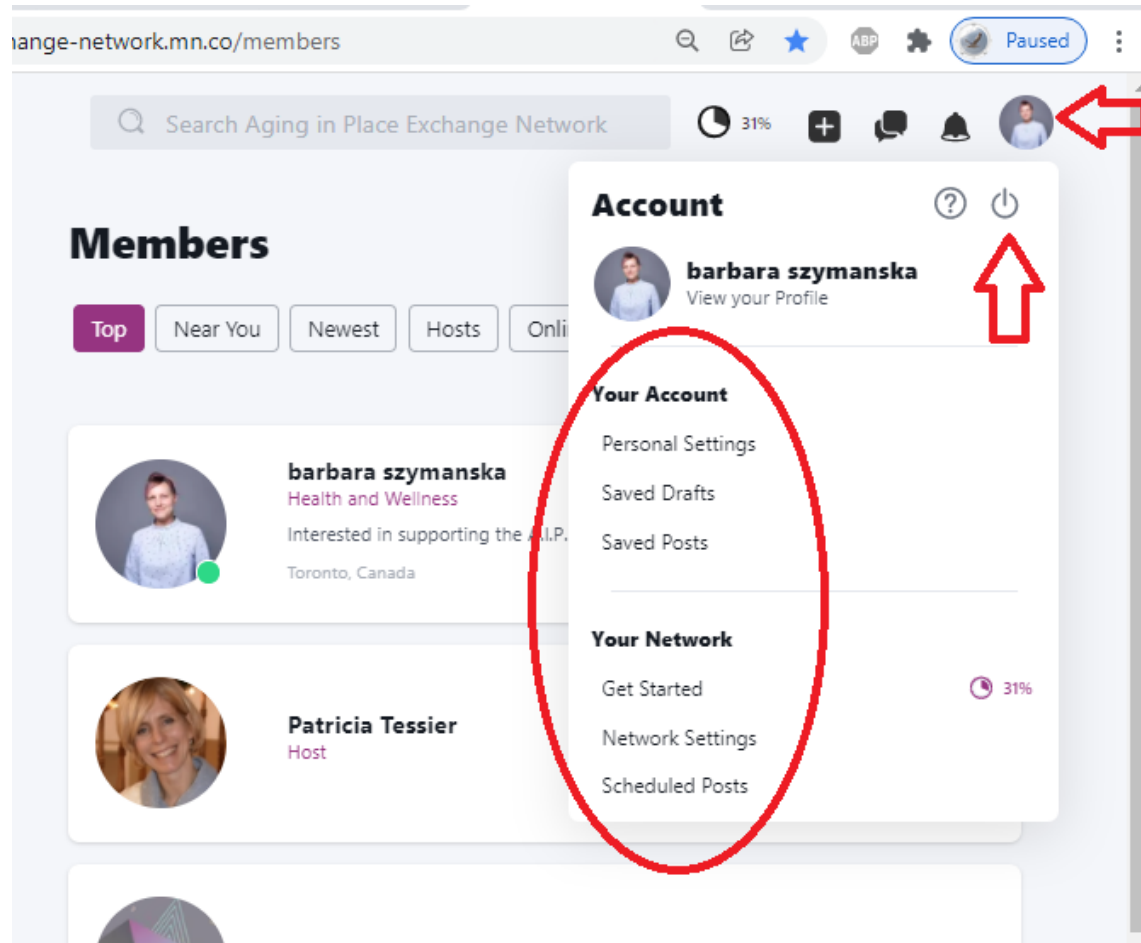




Here is where you will find your personal settings.

Look on the top right corner. There will be several icons there.

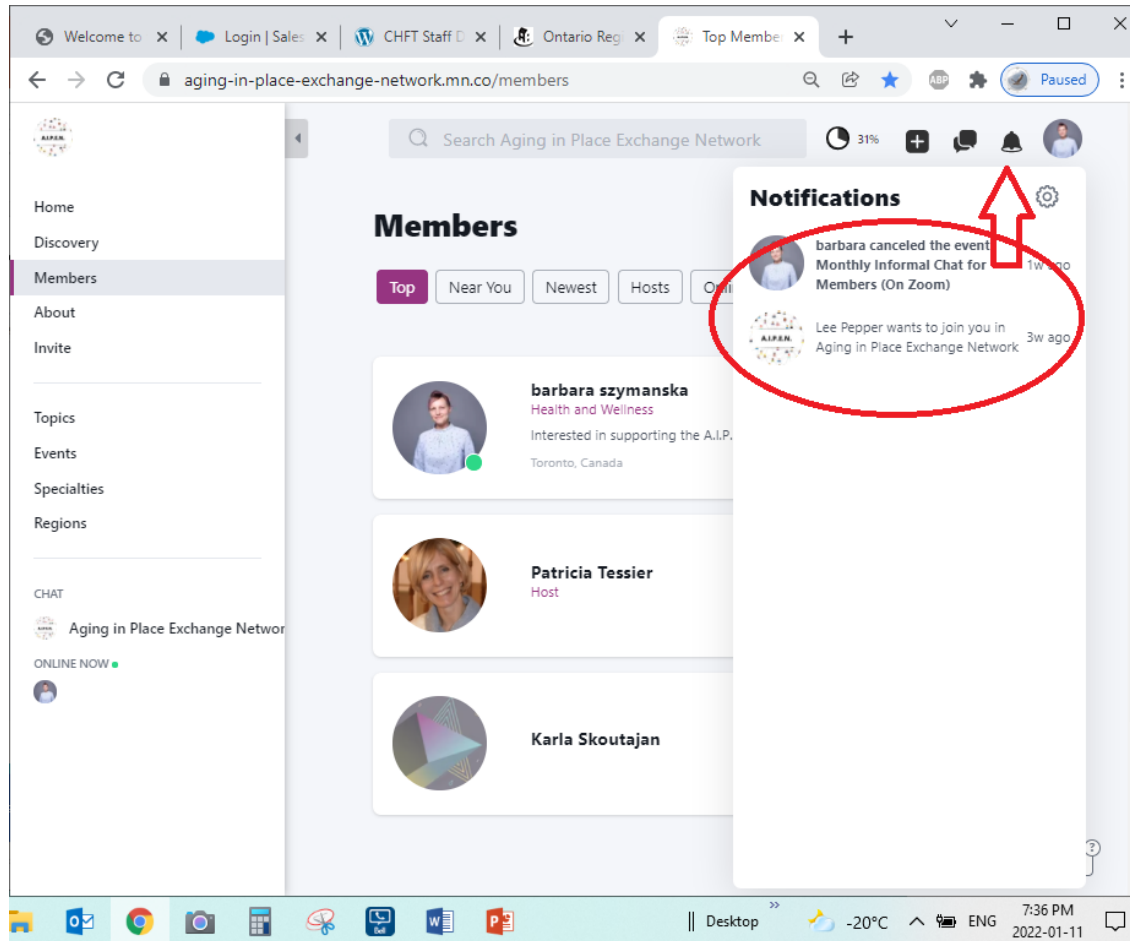
Personal Settings:



Clicking your photo, will open up a sub menu where you can manage things like the posts which you saved for yourself for later reading, the information / photo which you shared on your profile, and similar.

You can also log out by clicking the power icon (circle with a stripe)

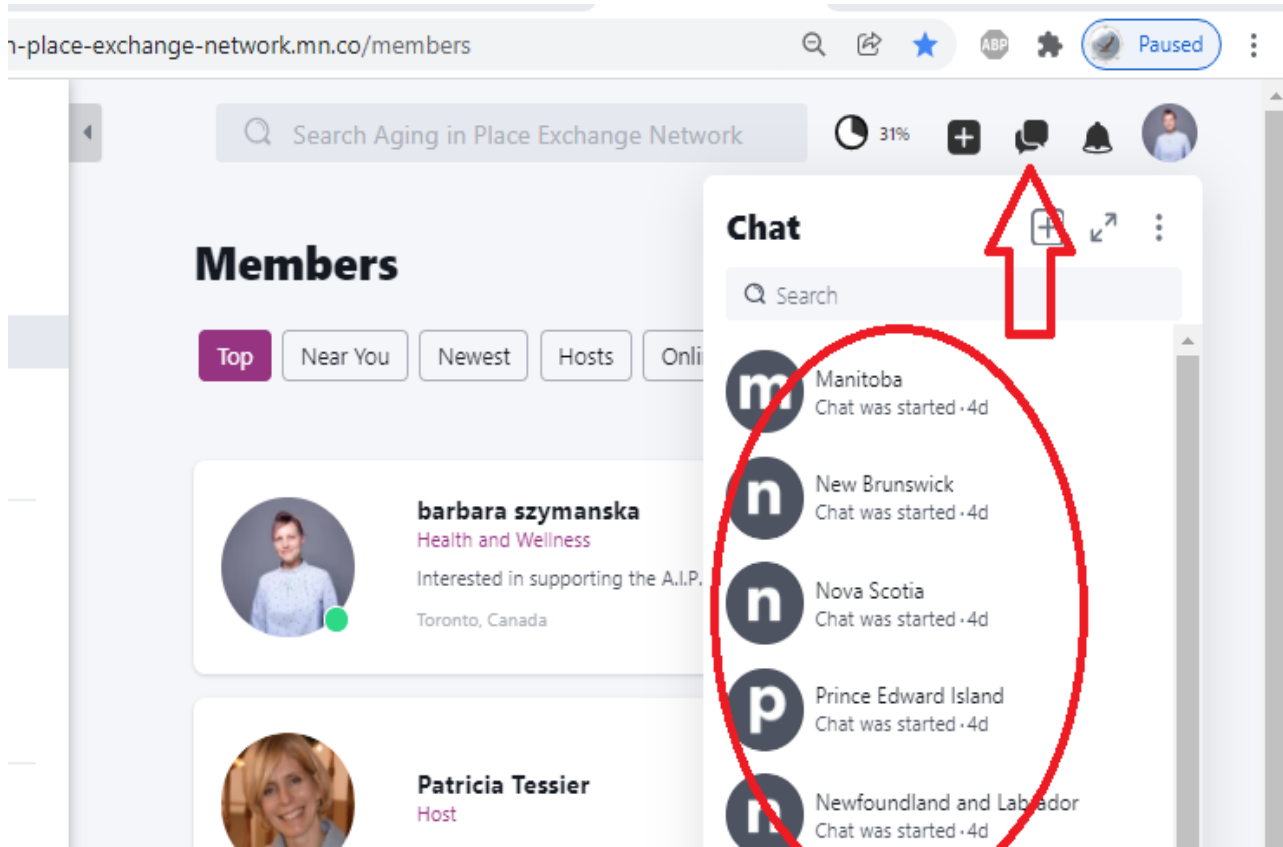
Notifications:



Clicking the bell icon will display any recent notifications. This could be updates regarding events which you rsvp'd to, a message someone sent, or some other recent Network news.

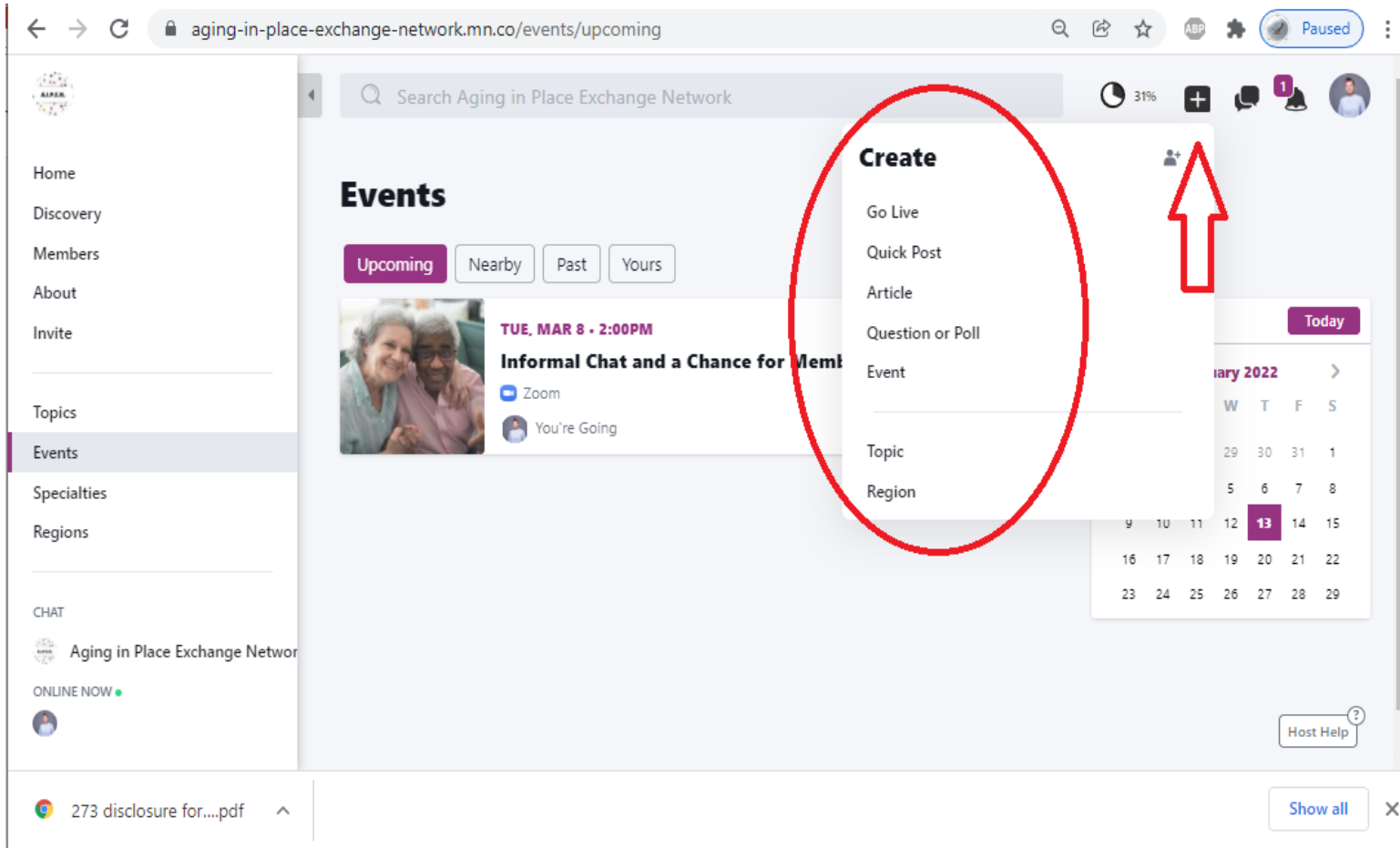
You can control how often and in which format you would like to receive them. (daily, as they come, etc.)

Notifications:



Clicking the two speech bubble square icons, one can see all of the different chats at a glance.

Adding content:



The “add” icon (a square with a plus sign) opens up a submenu with options to create.

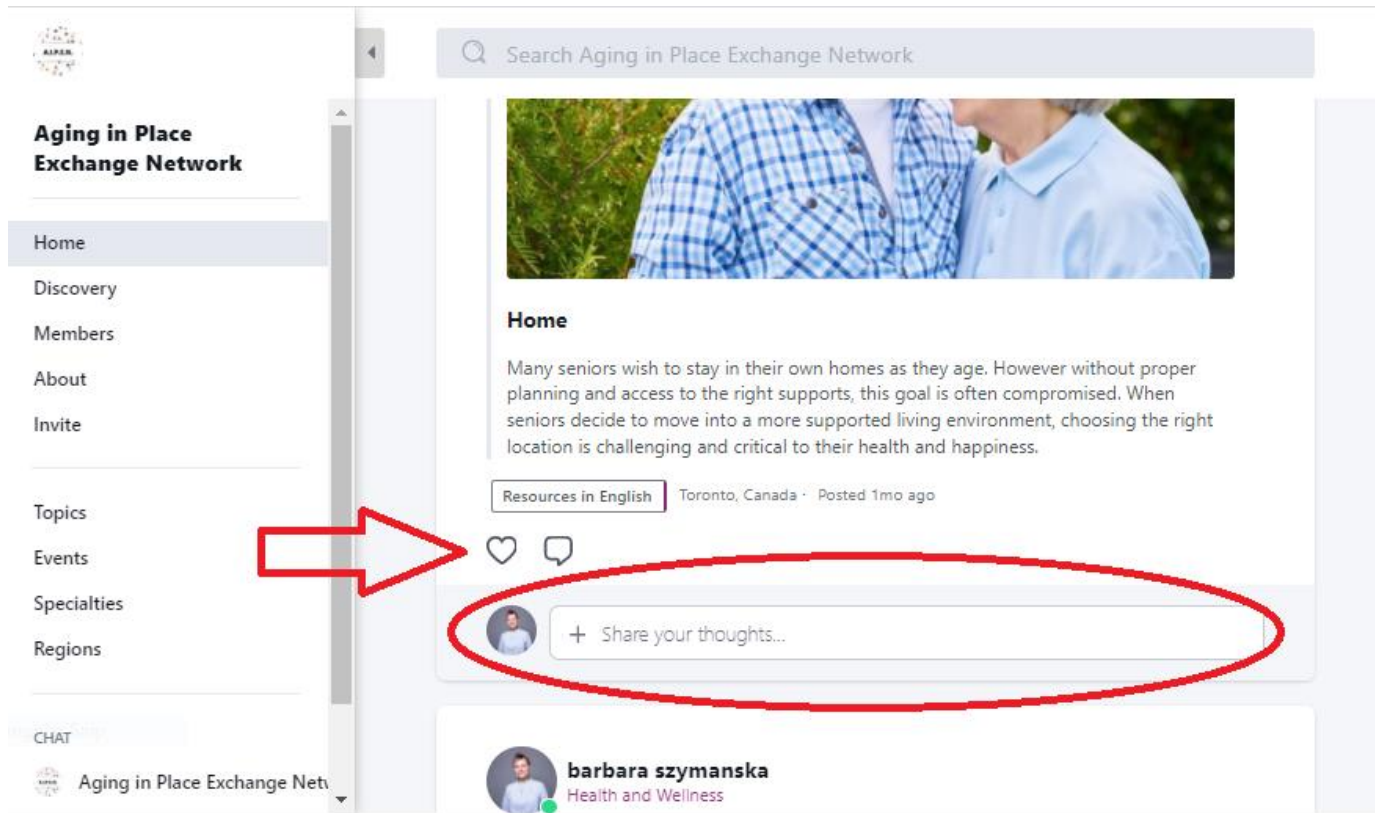
For example, you can add a new post from here, a new event, or even a poll or question. This is a quick way to access all of the tools for creating and adding content. Some of these features might vary depending on whether you are a lead, or a regular member.

Adding new posts, commenting on articles, and adding content in general

What is a post?

A post is any information which you wish to share with others in the Network. It can be a comment (your own text), a picture, a link to an external website or article, an invitation to an event, a video, or a combination of the above. Any interesting Aging in Place related information can be shared in the form of a post.

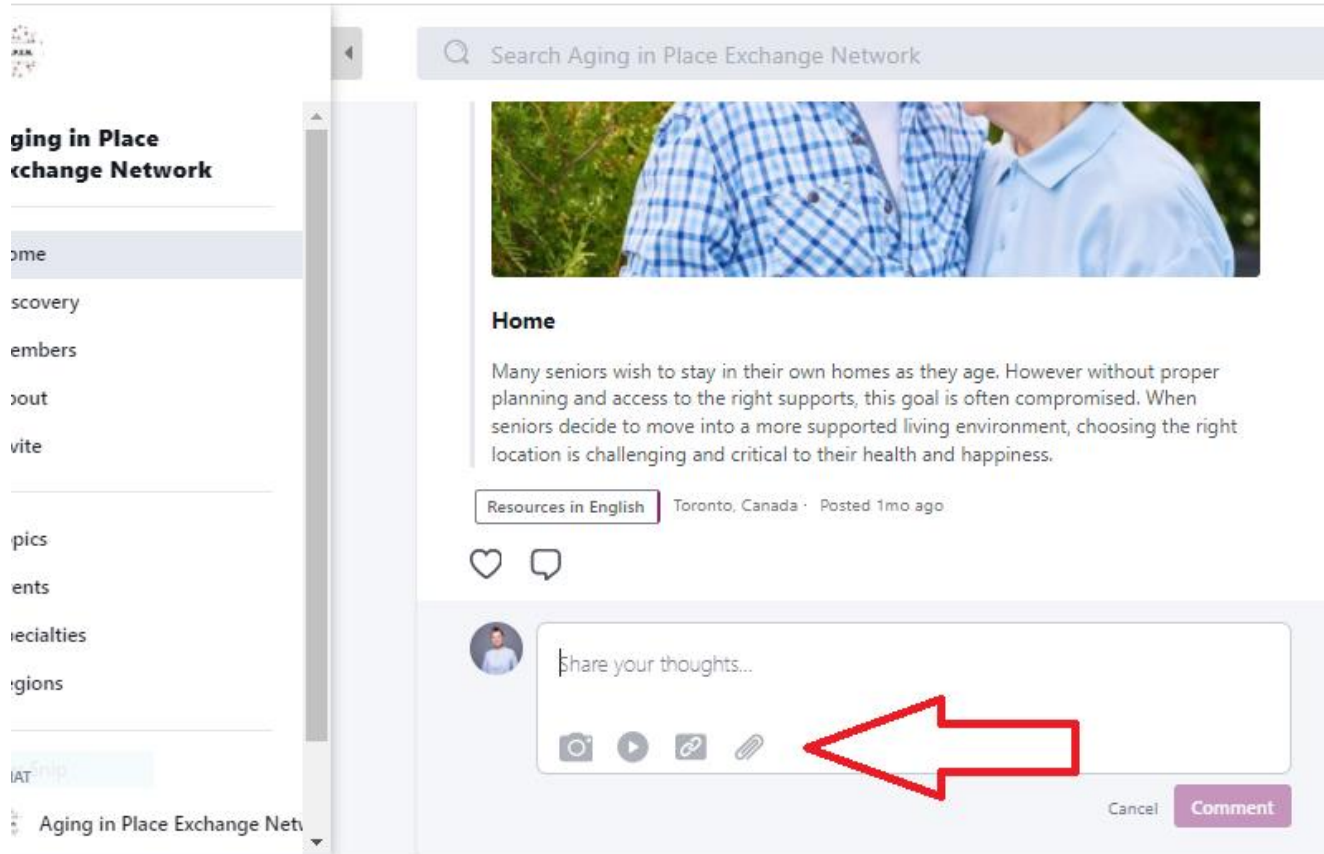
Replying and commenting on posts:



Clicking the heart icon, lets people know you like their post.

Clicking the speech bubble or the + sign allows you to type your comment for that particular post or article.

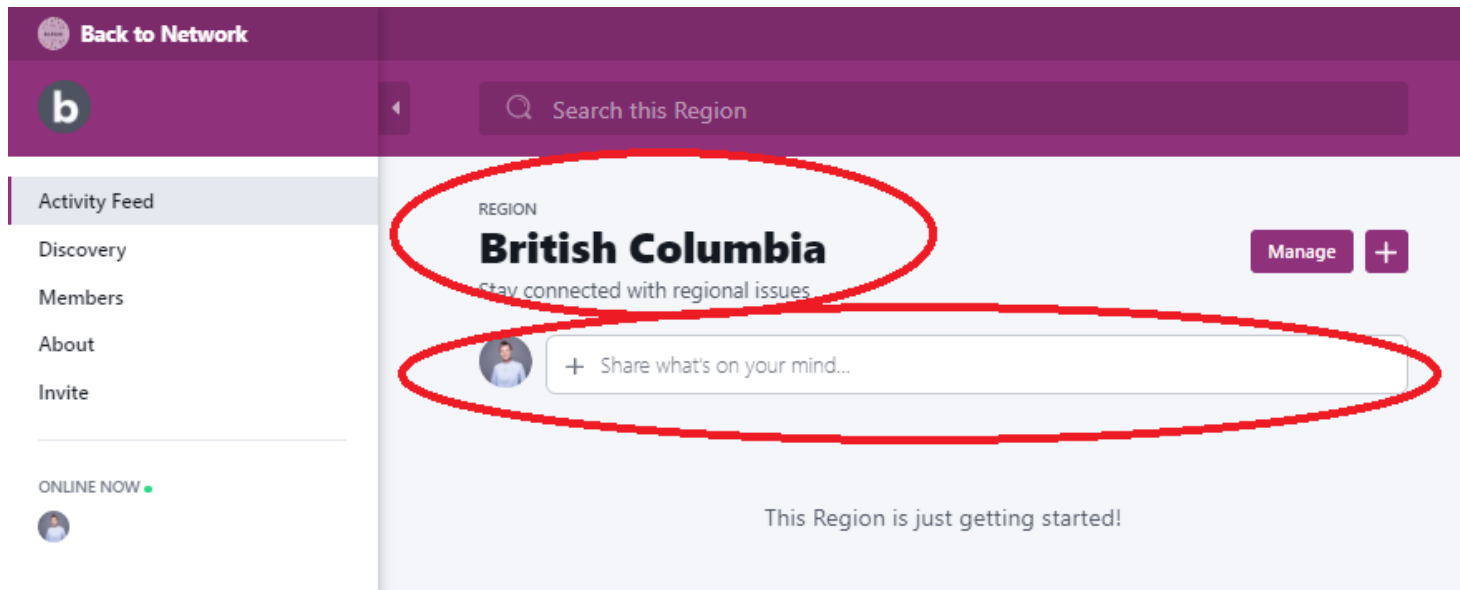
Replying and commenting on posts:



Once you start entering your comment, new icons will appear allowing you to add a picture, video, link or a file if you wish to share.

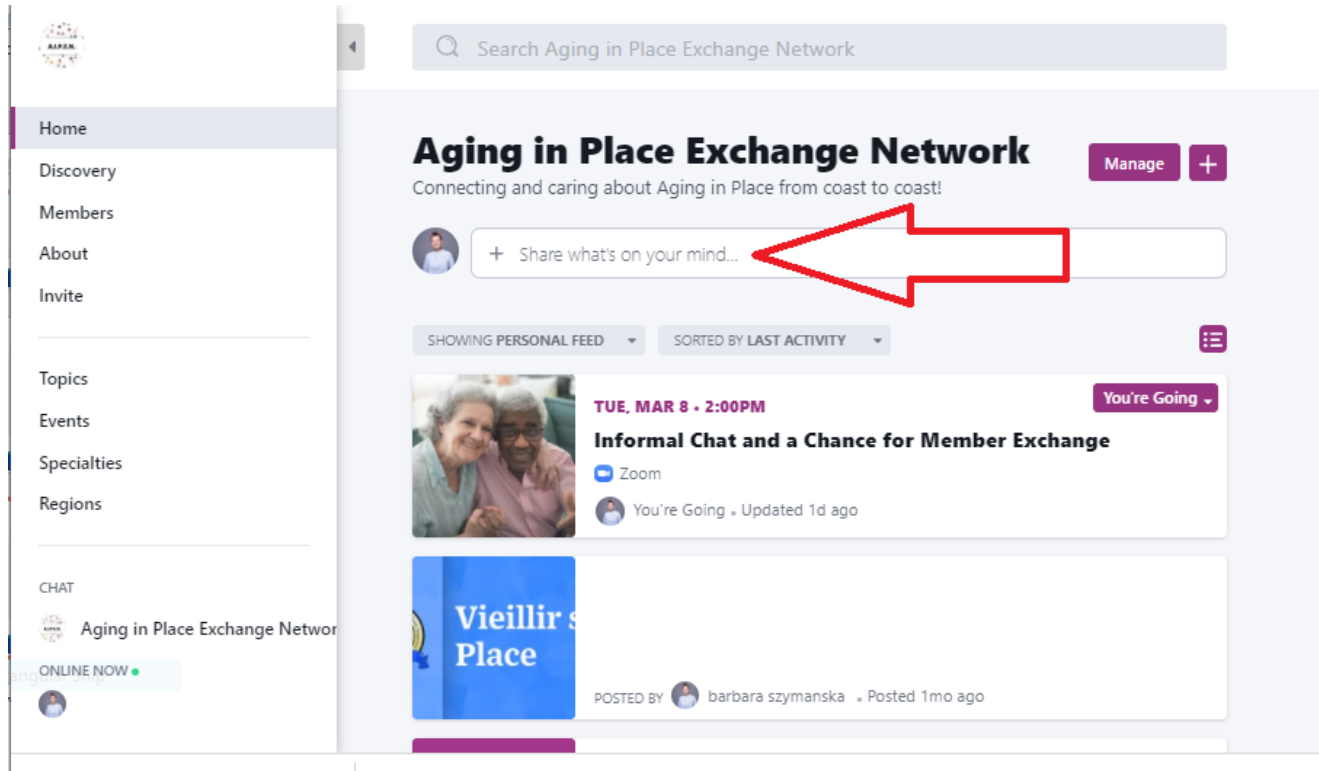
Replying and commenting on posts:

The same thing applies in the region groups. Here, under British Columbia, I can click the + icon and create a new post.



So far there are no articles in this group yet. Once it is populated, you can like, or comment on posts just like the ones in the main page.

Creating a new post / general:



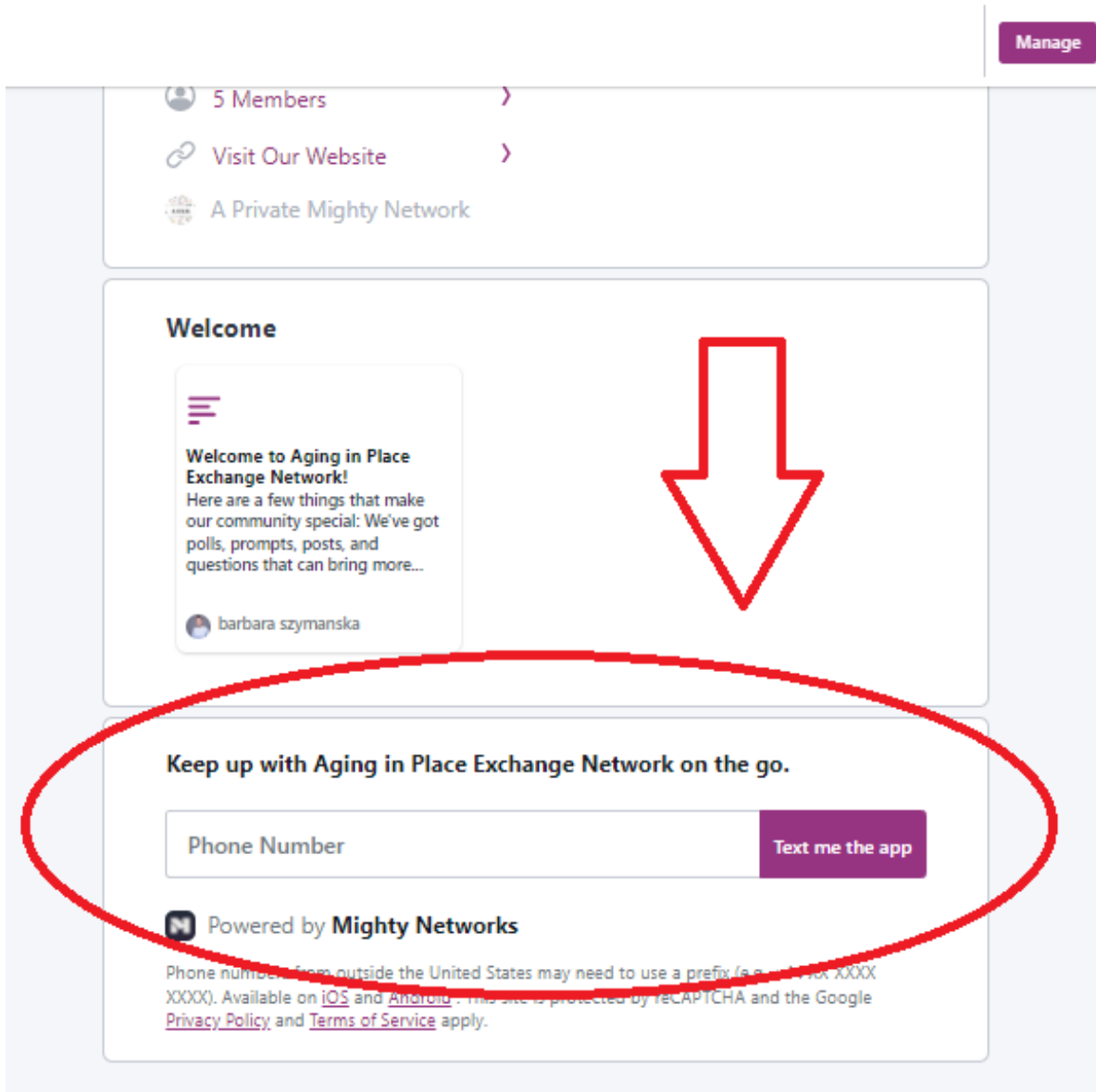
From the home menu, just click on the + icon, or anywhere on the white rectangular field to start typing.

AIPEN APP

For those who are interested in downloading the app on their phones, you can do so from two places.

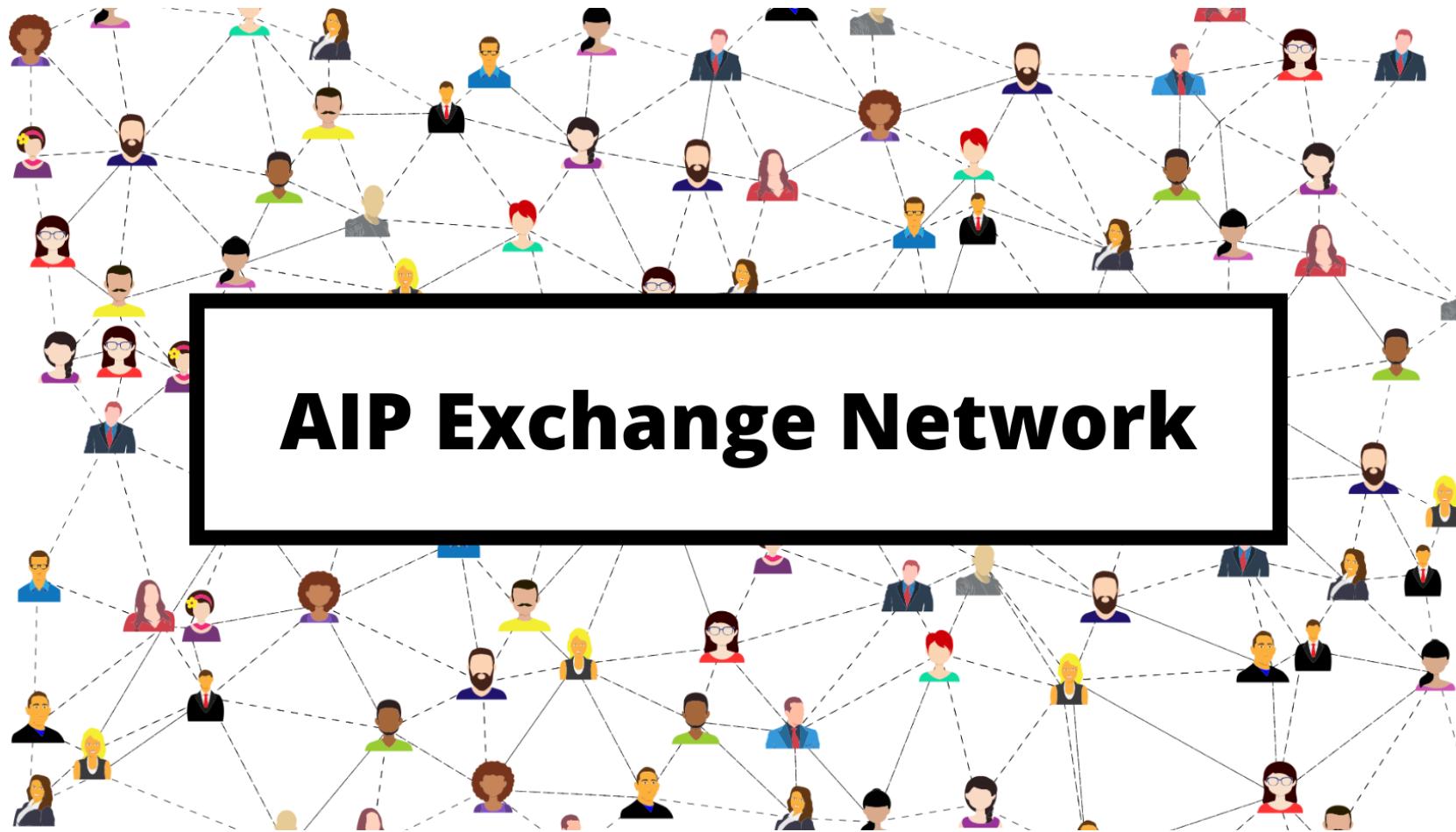
1. Before you log in, from the main page. Go to: agingtogether.network and make sure to scroll down.
2. Once logged in, choose the about button on the left menu, and then scroll down on the new popup tab to the bottom until you see the app info

Simply enter your phone number with the area code and you will receive a text message with a link to download the mobile app.



Enter your mobile number here with the area code, and press “text me the app”

Discussion on roles and involvement / Q&A



Additional Resources

YouTube tutorials:

Introduction: <https://youtu.be/5CGANTlqIKk>

A couple of walkthroughs from other groups, which outline the most basic features:

<https://youtu.be/HN7u-HwAkdY>

and

<https://youtu.be/BIq0N5u8xig>

Inviting New Members – Recommended Text

When using the invite feature (from the left side menu), the platform generates a generic message to potential members. We recommend using the below text (copy and paste) into the invitations. Just don't forget to insert your own name, so that your invitee knows where the invitation comes from!

“Hello!

I’d like to invite you to our community, Aging in Place Exchange Network.

Before you join, please read the terms and conditions located in the middle/bottom of this page:

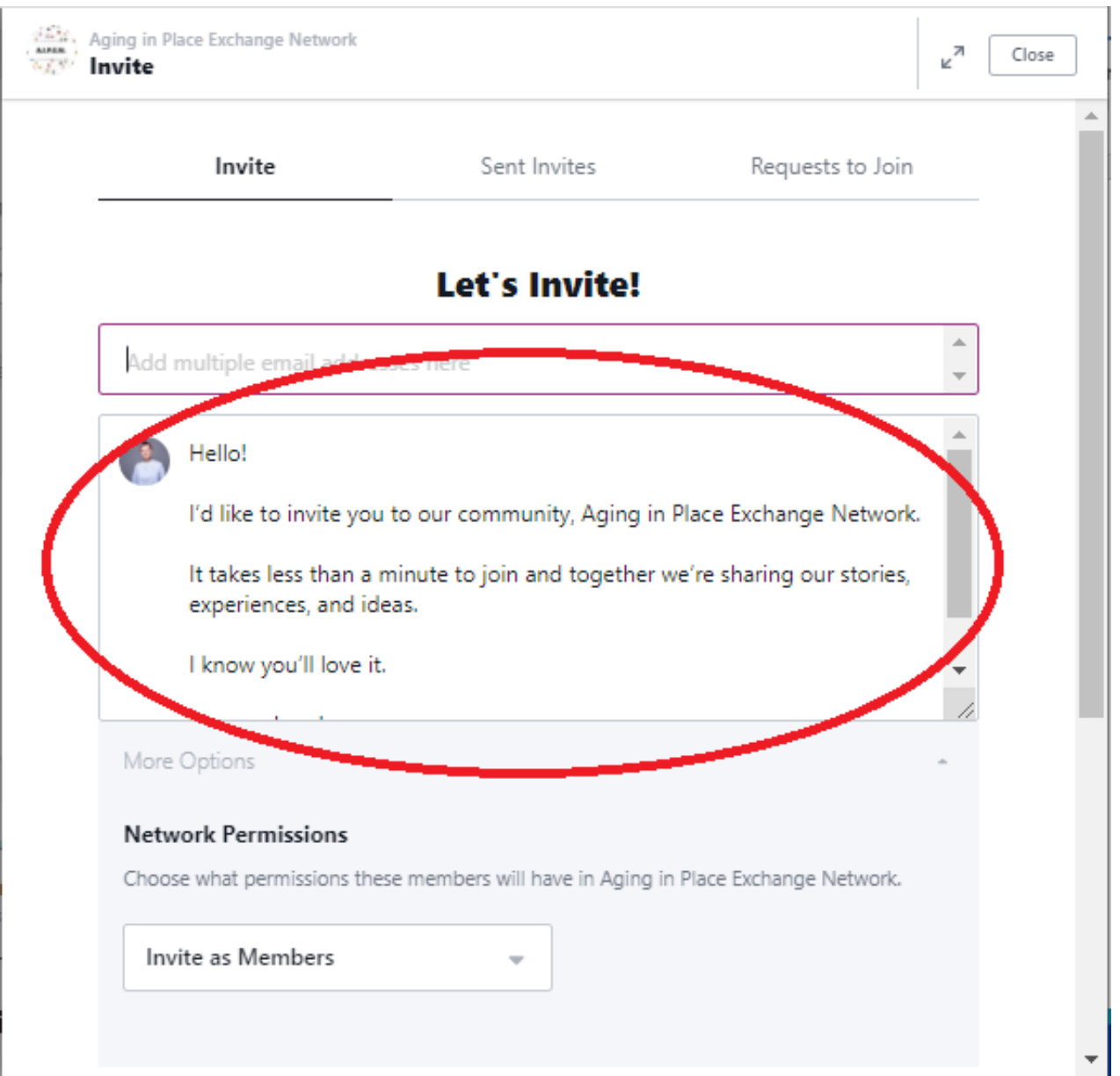
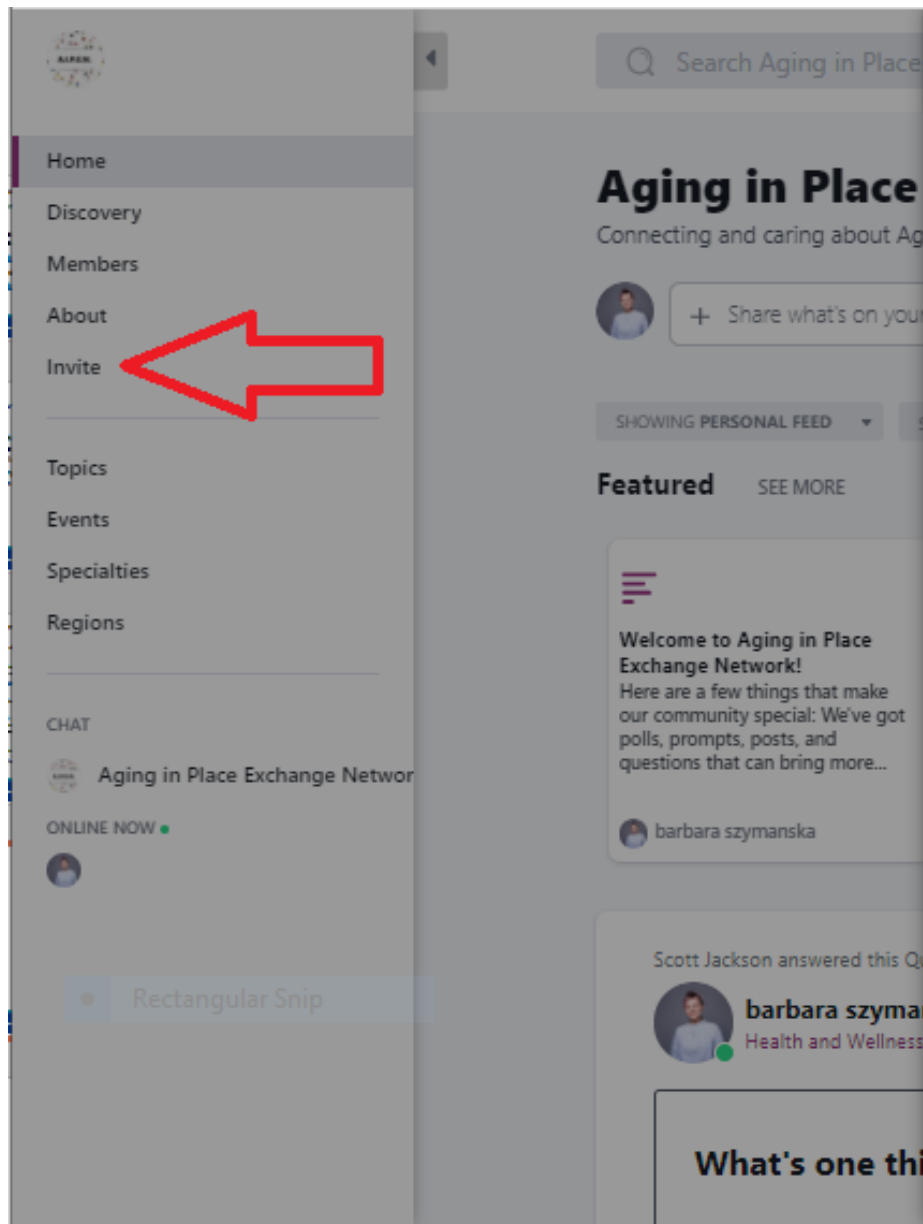
agingtogethernetwork.com

You will be asked to agree to these terms as a prerequisite to using the Network.

It only takes a minute or two to join, and together we can share information, experiences, and ideas. It is a great place to network and connect with others. We hope that you will love it.

See you soon!

(Insert your name here)”



Terms and Conditions of Use

CHF Canada and AIP Exchange Network members believe all aspects of this online network including online posts, comments and discussion as well as organized activities such as online presentations, webinars and workshops should be free from harassment and discrimination. Any attendee who displays inappropriate behaviour or creates a disturbance or safety hazard will be subject to having their membership revoked. If you are being harassed or notice an act of harassment, immediately contact:

AIPExchangeNetwork@chfcanada.coop

Harassment and Discrimination

Harassment and discrimination are everyone's problem. By working together, we can make sure that our co-operative values are part of our everyday experience.

The purpose of the AIPEN is to voluntarily share information about aging in place with other members. We ask that you be respectful and not name or represent other individuals. By participating in the AIPEN, you are welcome to

- share information about aging in place and avoid discussions on other topics
- share your ideas, opinions, experiences and information recognizing that the information has not been fact-checked or verified by subject matter experts

In addition, you must not

- post any content that is unlawful, misleading, harmful, disrespectful, threatening, abusive, vulgar, obscene, libellous or hateful.
- engage in discriminatory or harassing behaviour
- collect or store personal information about other members
- post any information that you are not authorized to share
- post any material that contains software viruses or files that are intended to disrupt the operation of the network
- advertise or solicit for a business or service

Collection and Use of Personal Information

CHF Canada uses the registration information for the Aging in Place Exchange Network to manage access to the AIPEN. We also use the information to prepare statistical reports about participation in the AIPEN, for internal use.

Except as otherwise described, we restrict access to non-public personal information about you to employees of CHF Canada or other parties who provide support to the AIPEN. Information is hosted and kept secure through the services of the host Mighty Networks Inc. Any information gained through the AIPEN by CHF Canada, will be solely for the purposes of providing services for, or related to, the AIPEN.

You may request in writing that your email contact information can be destroyed immediately after you have cancelled your participation in the AIPEN.

Recordings and Electronic Images

CHF Canada may record Aging in Place Exchange Network events. While participant images will not be visible during these events and will not be recorded unless the participant chooses to share their video and image, those of the presenter(s), panellist(s) and facilitator(s) will be visible to all participants during the events.

We remind all members that they should not infringe on the privacy and rights of other members and, in particular, they should not capture and/or share screen shots or other personal information that they obtain from or during online events.

WILLKOMMEN

欢迎

स्वागत

BIENVENIDA

WELCOME

BIENVENUE ようこそ

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