

# LeadingAge Indiana Website Launch

slide deck to navigate [leadingageindiana.org](http://leadingageindiana.org)

# Getting Started

- Notice: New Sign In credentials will be sent via email. Your old ID won't work.
- Sign in directly on the homepage (red arrow).
- There is also a sign in option available throughout the site (blue arrow).

The screenshot displays the LeadingAge Indiana website. At the top right, there is a navigation bar with links for 'Contact Us' and 'Sign In', and a search box. A blue arrow points to the 'Sign In' link. Below this is a main navigation menu with categories: Home, About, Education, Members, Advocacy, Consumers, and Become a Member. The 'Education' menu is expanded, showing options like Education Calendar, 2018 Course Catalogue, Conferences, Leadership VIP, Workforce Development Series, Visiting the Office, and Programs We Like. The main banner features the text 'LEADERSHIP VIP' in large letters, with 'vision', 'inspiration', and 'passion' below it, separated by stars. A red arrow points to a 'SIGN IN' button on the right side of the page. Below the banner are two buttons: 'About Us' and 'Associate Spotlight'. The 'About Us' section contains the text: 'About LeadingAge Indiana. LeadingAge Indiana members are driven by a mission of service within their communities. Our goal is to promote and protect the welfare and well-being of the elderly served by our members and to help achieve high standards of care and service by our members. As a full service association, we provide members with education, group services, up-to-date information, networking, and leadership development, as well as prompt, efficient service for the professional staff.'

# Getting Started

- Once you log in, you'll be redirected back to the home screen
- There are a few ways to update your information.
- The **MY PROFILE** box is where you access viewing and editing options.

The screenshot shows the website's navigation bar with links: Home, About, Education, Members, Advocacy, Consumers, and Become a Member. The main header features the 'LEADERSHIPVIP' logo in blue and orange, with the tagline 'vision inspiration passion' below it. Two buttons, 'About Us' and 'Associate Spotlight', are visible. The 'About Us' section contains text about LeadingAge Indiana's mission and a 'learn more' link. The 'MY PROFILE' section is highlighted with a red arrow and lists options: MY FEED, PROFILE HOME, MANAGE PROFILE, MESSAGES, and REFER A FRIEND. At the bottom, there are sections for 'Tweets by @LeadingAgeIN', 'LATEST NEWS' (with dates 10/3/2018 and 9/21/2018), and 'CALENDAR' (with dates 10/24/2018 and 11/6/2018).

# Updating Your Info – PROFILE HOME

- From the home page click on **PROFILE HOME**.
- There is an edit pencil button to the right of your information.

The screenshot displays a user profile for Jennifer Clark. On the left is a contact information sidebar, and on the right is the main profile details section. Two red arrows point to the 'Edit' buttons in the professional and personal information sections.

**Contact Info**

Jennifer Clark  
LeadingAge Indiana

6956 W. Logan Dr.  
New Palestine, Indiana 46163  
United States  
View on map

**Professional Information**

Organization Name: LeadingAge Indiana

Title: Marketing, Communications & Member Relations

Address: 6956 W. Logan Dr., New Palestine, Indiana 46163 United States  
View on Map

Employer County (Not visible to others): Hancock

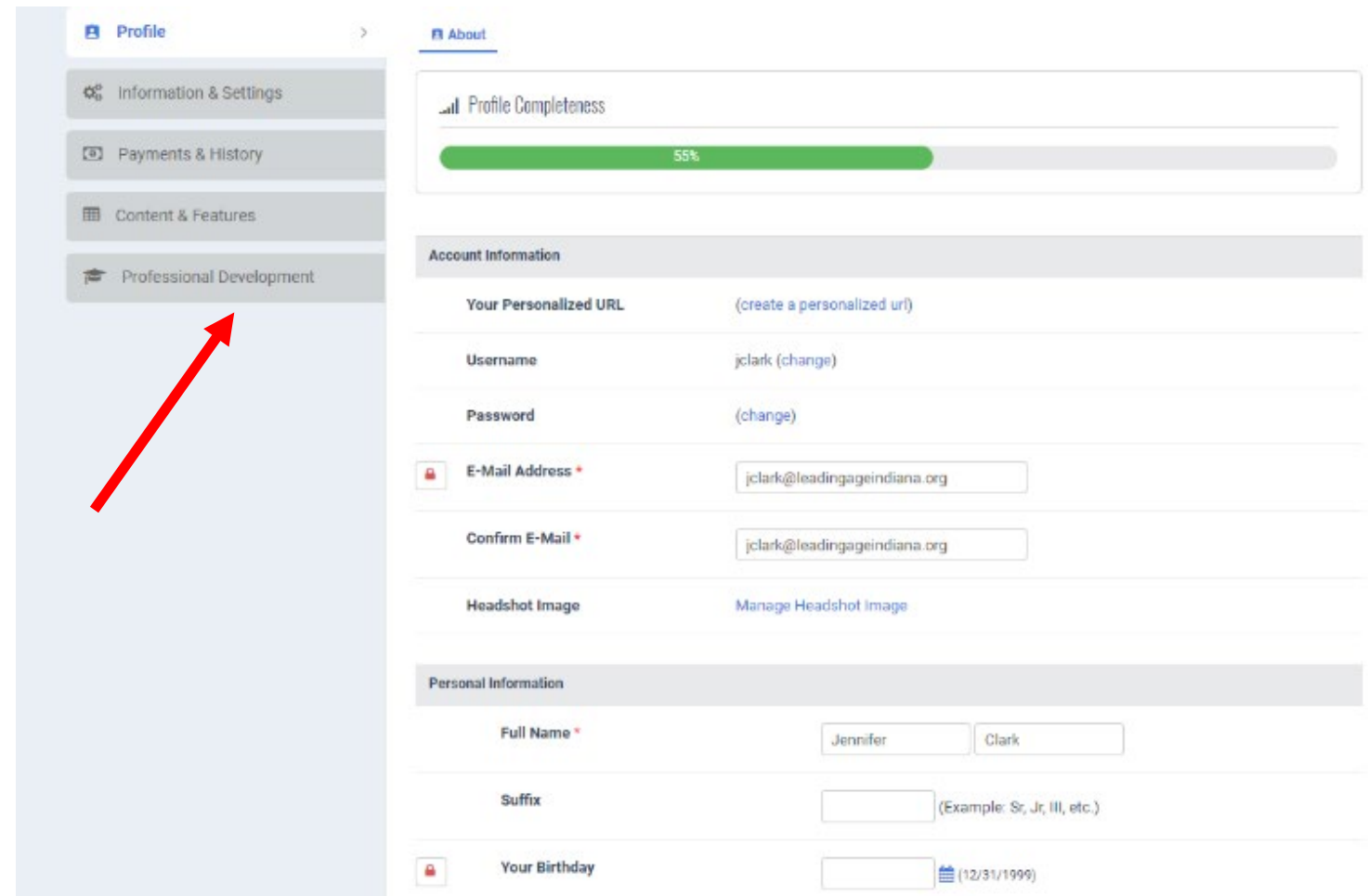
**Personal Information**

Additional: 317-448-6718 (Phone)

Profile Completeness: 55%  
Increase your score today!

# Updating Your Info – MANAGE PROFILE

- From the home page click on **MANAGE PROFILE**.
- From here, you can update your contact information and view your payment history and invoices.
- All CEUs earned starting December 2018 can be found by clicking on the Professional Development tab (red arrow).



The screenshot displays a user profile management interface. On the left, a sidebar under the 'Profile' header contains four menu items: 'Information & Settings', 'Payments & History', 'Content & Features', and 'Professional Development'. A red arrow points to the 'Professional Development' tab. The main content area, titled 'About', shows a 'Profile Completeness' progress bar at 55%. Below this, the 'Account Information' section includes fields for 'Your Personalized URL' (with a link to create one), 'Username' (jclark), 'Password' (with a change link), 'E-Mail Address' (jclark@leadingageindiana.org), 'Confirm E-Mail' (jclark@leadingageindiana.org), and 'Headshot Image' (with a 'Manage Headshot Image' link). The 'Personal Information' section includes 'Full Name' (Jennifer Clark), 'Suffix' (with an example: Sr, Jr, III, etc.), and 'Your Birthday' (with a calendar icon and the date 12/31/1999).

# Finding Upcoming Classes

- Hover over education and click “**Education Calendar**”.
- A list of upcoming events can also be found at the bottom of the homepage!



The screenshot displays the LeadingAge Indiana website. At the top, there is a navigation bar with links for "Contact Us", "Sign In", and a search bar. The main navigation menu includes "Home", "About", "Education", "Members", "Advocacy", "Consumers", and "Become a Member". The "Education" menu is open, showing options like "Education Calendar", "2018 Course Catalogue", "Conferences", "Leadership VIP", "Workforce Development Series", "Visiting the Office", and "Programs We Like". The main content area features a large banner for "LEADERSHIP VIP" with the tagline "vision ★ inspiration ★ passion". Below the banner are two buttons: "About Us" and "Associate Spotlight". On the right side, there is a "SIGN IN" form with fields for "jclark" and a password field, a "Remember Me" checkbox, and a "SIGN IN" button. At the bottom, there are links for "THE COMMUNITY", "ADMIN DASHBOARD", "RETURN TO PREVIOUS ADMIN PAGE", "SITE RESOURCE MANAGER", and "EDIT MODE [OFF]".



# Registering for a Class

- After navigating to the education calendar, you'll see the full listing of upcoming events.
- If registration is open, there will be a link under the class listing info that reads "register" (red arrow).

## Upcoming Events

*Wednesday, October 24, 2018*

### Wound Prevention & Documentation

10/24/2018

**Location:** Indianapolis, Indiana **Time:** 8:30 AM Registration, Class 9:00 AM to 12:30 pm

 [Export to Your Calendar](#)

*Tuesday, November 6, 2018*

### MDS 3.0 Basics

11/6/2018

**Location:** Indianapolis, Indiana **Time:** Registration 8:30 AM, Class 9:00 AM to 4:00 PM

 [Export to Your Calendar](#)  [Register](#)



# Registering for a Class

- If you are logged in, proceed to the next page.
- If you are not logged in, this screen will appear.
- Go to the “Are you a Member” dialog box to sign in.
- You can also request your user name and password here.

The screenshot shows the 'MDS 3.0 Basics | Registration' page. At the top, there is a navigation bar with links for 'Print Page', 'Contact Us', and 'Sign In', along with a search bar. A yellow warning box indicates '09:54 Time left to complete the page. I need more time.' Below the navigation bar is the 'LeadingAge Indiana' logo. A green navigation bar contains links for 'Home', 'About', 'Education', 'Members', 'Advocacy', 'Consumers', and 'Become a Member'. The main heading is 'MDS 3.0 Basics | Registration'. A dialog box asks 'Are you a Member?' and provides instructions to sign in or register. Below this is a registration form with two tabs: 'Attendee Info' (selected) and 'Attendee Selections'. The 'Registration Information' section includes a list of required fields: 'Event Name' (MDS 3.0 Basics), 'Your Name' (with 'First Name' and 'Last Name' sub-fields), 'Email Address', 'Title', 'Organization', and 'Address'. Each field has a corresponding input box.



# Registration

- If you are already in the LAIN system, your information will pre-populate.
- Is the information incorrect?
- You can edit it right on the screen, and it will automatically update your record in our database!

### Registration Information

\* Required Fields

**Event Name** MDS 3.0 Basics

**Your Name \***

**Email Address \***

**Title \***

**Organization \***


**Address**

**City/Town**  **State/Prov**

**Postal Code**  **Country**

**Phone**

**Additional Comments**

I'm not a robot  reCAPTCHA [Privacy](#) - [Terms](#)

**NEXT**





# Registration

- Once you make your class selection, the next screen takes you to a payment page.
- You can safely and securely enter your payment information here.
- You can select “Bill Me” to be invoiced.

### Payment Information

**Total Amount:** \$99.00

**Promo Code:**

**Payment Type:**  **Bill Me**  
 **Credit Card**    

**Card Type:\***

**Card Number:\***

**Card CVV Number:\***  [\(What is this?\)](#)

**Exp. Date:\***  /  (mm/yyyy)

**Check here if the billing address is the same as the recipient information**

**Name on Card:\***

**Organization:**

**Address:\***

# Advocacy

- Everything Advocacy is your one-stop shop for accessing several of the tools available in the Advocacy section of the LeadingAge Indiana Website.
- You can find out how to contact your legislator, more information about the LeadingAge Indiana Political Action Committee (LAIPAC), how to plan a meeting with your local elected officials, and more.



Home About ▾ Education ▾ Members ▾ Advocacy ▾ Consumers ▾ Become a Member ▾

## Everything Advocacy

Advocacy ▸ Everything Advocacy

### Welcome LeadingAge Indiana Advocacy Ambassador!

#### 3 Very important political action & advocacy planning steps to take for success.

1. **Educate:** Educate, educate, educate yourself on issue affecting the long-term healthcare industry. [Review available resources regarding grassroots lobbying and election activities participation here.](#) If you would like the full printable tool-kit, [click here.](#)
2. **LeadingAge Indiana Political Action Committee (LAIPAC):** A secondary to education because understanding the issues/regulation and effectively communicating your thoughts and concerns to elected officials is vital. Once we accomplish this, we use resources from LAIPAC to support candidates who are supportive of our needs. [Learn more.](#)
3. **Meet Your Legislator:** Take the necessary steps to meet with and educate local policy makers on the issues, roadblocks and successes of your community's operations. Meeting at your location, back home in their districts, where they can see/feel the impact of how legislation affects their constituents. [Here are some tools to make it happen.](#)

#### Contact LeadingAge Indiana Advocacy Staff for Assistance:

##### Michael Rinebold

LAIN, President/CEO

LAIPAC Treasurer

317-733-2380

[mrinebold@leadingageindiana.org](mailto:mrinebold@leadingageindiana.org)

##### Tina Bowman

LAIN, Director of Grassroots & Advocacy

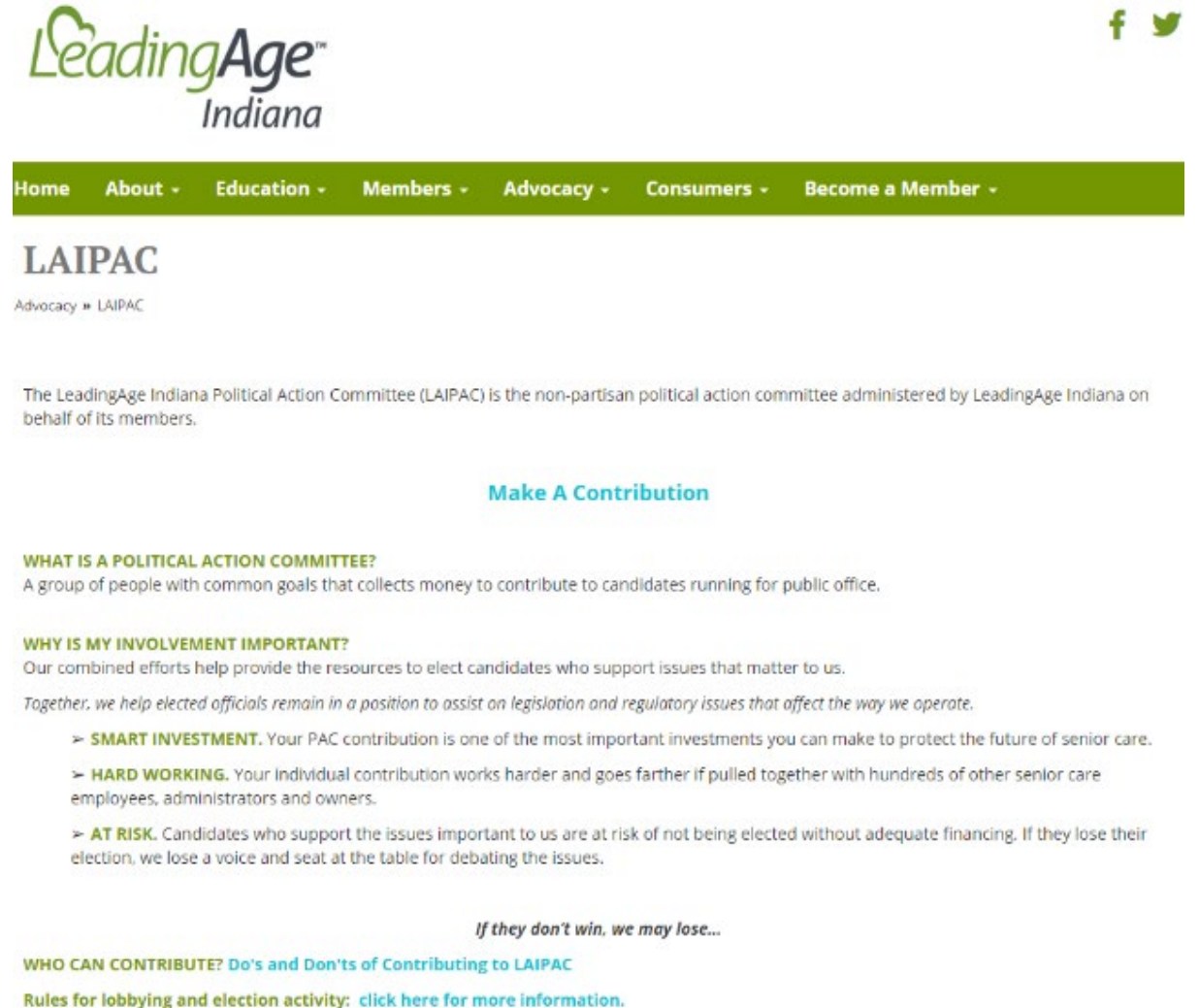
LAIPAC Custodian of Records

317-733-2380

[tbowman@leadingageindiana.org](mailto:tbowman@leadingageindiana.org)

# Political Action Committee

- Need more information on the LeadingAge Indiana Political Action Committee (LAIPAC)? This is your page.
- You can learn who and how to contribute to LAIPAC, and the do's and don'ts of lobbying and supporting candidates for office, and more.



The screenshot shows the website for the LeadingAge Indiana Political Action Committee (LAIPAC). At the top right, there are social media icons for Facebook and Twitter. Below them is a green navigation bar with the following menu items: Home, About, Education, Members, Advocacy, Consumers, and Become a Member. The main heading is "LAIPAC" in a large, bold, blue font, with "Advocacy » LAIPAC" in a smaller font below it. The introductory text states: "The LeadingAge Indiana Political Action Committee (LAIPAC) is the non-partisan political action committee administered by LeadingAge Indiana on behalf of its members." A prominent blue button labeled "Make A Contribution" is centered on the page. Below this, there are three sections of text: "WHAT IS A POLITICAL ACTION COMMITTEE?" (A group of people with common goals that collects money to contribute to candidates running for public office.), "WHY IS MY INVOLVEMENT IMPORTANT?" (Our combined efforts help provide the resources to elect candidates who support issues that matter to us. Together, we help elected officials remain in a position to assist on legislation and regulatory issues that affect the way we operate.), and a list of three points: "SMART INVESTMENT" (Your PAC contribution is one of the most important investments you can make to protect the future of senior care.), "HARD WORKING" (Your individual contribution works harder and goes farther if pulled together with hundreds of other senior care employees, administrators and owners.), and "AT RISK" (Candidates who support the issues important to us are at risk of not being elected without adequate financing. If they lose their election, we lose a voice and seat at the table for debating the issues.). At the bottom, there is a blue link: "If they don't win, we may lose..." and another blue link: "WHO CAN CONTRIBUTE? Do's and Don'ts of Contributing to LAIPAC". At the very bottom, there is a blue link: "Rules for lobbying and election activity: click here for more information."

# Website Highlights

- Visit the **members** tab to see all the resources available to you.
- **NEW:** We've added a **consumers** tab. As our members, you are our top priority, BUT we know that your top priority is your residents (and their families). Our consumers tab is an additional resource you can direct families to visit if they have questions, need certain forms, etc.
- On the homepage, you can see our latest social media posts, upcoming education and recent news.
- View the new advocacy resources available, including a **NEW** downloadable Advocacy Toolkit.