LOOP
Fall Prevention Community of Practice
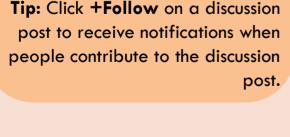### ADULT+JUNIOR

HOW TO POST ON LOOP

This posting guide will help you effectively share information with the Community of Practice (CoP) members through using the Loop communication platform.

First, ask yourself: Is it related to falls/fall prevention/older adults?

If yes, there are 3 types of posts you can make on Loop

Questions   Resources

Have a question you want to ask?
Have a resource you'd like to share?

Events

Hosting or promoting a fall prevention related event?

Use the search to see if something has already been posted on your topic.

Does it exist?

Yes

Comment on a discussion post.

Want to elaborate on what's been discussed? Have a follow up question? Write a comment. This will push the discussion post to the top of the "Active Discussions" board where all members will easily see it.

Tip: Add **keywords** to make your post easier to find by members.

Yes

Great! You don't need to post ☺

Tip: Comments or questions can be added to the discussion post below the event details.

No

Post a new event.
Ask permission from the event organizer before posting their event.

Complete new event form.
- ✓ Be sure to include a short and long description (can be taken from the event webpage).
- ✓ Include a link to the event URL. If there isn't one, link to event organizer's URL.
- ✓ Attach a flyer if possible (max 2MB).

Note: All events are approved by the Loop team before being published on Loop's event calendar.

No

Write a discussion post.

- ✓ Give it a straightforward title.
- ✓ Stay on topic and be concise.
- ✓ Pose a question to invite further discussion.

Tip: Click **+Follow** on a discussion post to receive notifications when people contribute to the discussion post.

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* You **cannot** edit your Loop posts and events after you've posted them. Contact our Loop team and we'll be happy to make changes for you.
* Please do not post content that violates copyright.
* Do not promote for-profit products, services or businesses. The CoP is a non-profit initiative strictly for knowledge sharing, networking and collaboration.

Loop is a place where fall prevention practitioners connect.

Join us at www.fallsloop.com | www.chutesloop.com