

The Bayridge Village



User Guide

The Bayridge Village

Welcome to The Village! We are very glad that you and your congregation have decided to join us here. The opportunities that The Village offers are many, so let's take some time to go over the applications and uses of The Village and its different elements.

Starting Out

When you come to the main page, before entering the site, you will see all the same basic tabs you will encounter when in the Village itself. If you choose, you can click on these tabs and view brief descriptions of their applications inside the Village. You can choose “Home/Community”, “About Us”, “Counselling”, “Online Therapeutic Groups”, or “Online Support Groups”. You also have the option of logging in or, if you haven't done so already, joining the Village.

On the “Login” screen, there is a box at the top where you enter your user name and password. By logging in to the Village, you agree to the terms of use provided by the Bayridge Family Center. These terms of use, along with the privacy and content policy, are found written directly below the Login Box. Make sure to read this (or at least scan it for important information) before logging in for your first time. If you have any questions regarding our policies or terms, feel free to contact us!

Before clicking the “Login” button, ensure that you've turned off your pop up blocker for the Village website, as a new window will pop up with the Village main page.

We've taken our first step into the Village! Lets learn about Village life and how we can use the applications to our best benefit. I know it may look overwhelming at first, but using the Village is quite simple as well as a lot of fun.

Village Community

Overview

The first page we encounter is our Home/Community overview page. This is sort of like the Town Square. Here we have a quick peek at what is happening in the Village and what the other members are up to. We have posted blogs/forums of the week, the story of the week, featured therapists, and week/month at a glance. This is really your one stop shop for Village life. From here you can navigate all over the Village. All of the posted items are interactive, so click on them and see what it is we are profiling this week!



Library

The next tab is the Library Tab. Here you have access to our therapists' videos that are used in our groups. Each video is filed by theme (such as marriage, depression, etc.) so you can easily find a video that applies to you and your situation. These videos are a great resource and you can access them whenever the time is right for you. Also available under the Library tab are articles written by our therapists and some guests for our Bayridge Family Center e-magazine. These articles cover a vast spectrum of situations, problems, or difficulties that may be encountered by anyone. At the very least, they are a great read! Take some time and browse through our collection, see what strikes your fancy. We also have an extensive collection of articles to browse.



Online Store

Moving from the Library, our next stop is the Online Store. Here are products developed by the Bayridge Family Center or our affiliates for you to view and purchase.

MyStory Studio and My Profile

Grabbing our wallets and leaving the Store, we amble on down to the MyStory Studio. This is my favourite application on the site. Here you really have a chance to let that creative flair take over! Lets go through the story studio and look at how you can make your own stories come to life.

When you first click the MyStory tab, you see the search bar. Here you can search by a specific word or phrase, or you can leave it blank if you would like to just view them all. You can also specify a theme for the stories you'd like to view. There are themes such as, grief, marriage, announcements, anniversaries, births, etc. This just gives you a chance to narrow down your search results. You can also chose whether or not you want to view all, public, affiliate only, friend only, or personal stories. Obviously, what you choose in this section will determine whose stories will be displayed on the screen below the search bar.

When you've done your search, you can just click on the story you wish to see and voila! You have a multimedia presentation right before your eyes. This feature is absolutely fantastic for updating friends, family, and community on the exciting events that are going on in your life. This way, you can also keep on top of the goings on in the lives of your neighbours and friends on the Village, in your Church or elsewhere.

To create your own story, you have to take a quick hop off our current path. Along the bottom of your screen you will see a green button that says "My Profile". Click this button and you'll discover a world all your own.



The Bayridge Village

Under the Profile tab is all your information. You simply enter it in the appropriate fields and click the update button. You can also choose what aspects of your information you'd like to be public. You find this at the top of the page. To make your information public, you just click the check box beside 'full name', 'address', 'phone', 'email' and 'bio'. If you don't want your information to be public, simply leave the desired boxes unchecked. After every change you make, hit the 'Update' button to make sure your changes are saved.

The next tab in your Profile is "My Blogs". Here is a list of your blogs. You can edit them or delete them here, as well as set up whether or not you would like to allow others to comment on them. You can also edit the comments on your blogs.

Under My Forums you can view all of the threads that you have started in any of the forums. If you so desire, you can delete or edit them under this tab, just as with the My Blogs section.

The 'My Story Studio' tab is where you can create new stories and edit your old ones. Depending on your membership to the Village, you may have a limited number of stories you are allowed to create. Here you can delete old ones and create new ones! Let's go through the process together.

First off, you click the Add new Story Studio button along the top of the screen. This will bring up a new page, which is essentially the studio in which you will create your story.



The Bayridge Village

Along the left side of your screen you will see a panel of buttons titled “Security & Options”. The first button is ‘Tab Usage’. Here you can decide what people will see when they view your story. When you decide on what they can see, click the ‘set selection’ button to save your info. Next is the slide show delay. You can choose how long each slide will be on the screen when the slide show of your story is viewed. Under the security section, you get to decide who can view your story; all Village members, all your congregation members, your friends only, or keep it just for yourself. The theme section allows you to decide what category your story will fall under, whether that be birthday, anniversary, wedding, etc. If there is no really theme to it, or if your desire theme isn’t on the list, simply click n/a and no theme will be assigned. Under the backgrounds section you can choose what background your pictures will be displayed against. There are a variety of beautiful backgrounds to choose from that can apply to any of the themes you can choose for your story. The background audio section allows you to pick a track that you would like to play during your story. To listen to the track, click ‘play’ and leave your mouse hovering over the button. When you want it to stop, simply move the mouse off the button and the track stops playing. If you want music to play during the slide show section of your story, you can upload your own music and set it to play during the slide show. If you don’t, that’s fine too! Simply click n/a and no music will play during the slide show.

The Gallery section is where you upload all the pictures you want to use in your story. If you want to add pictures to your gallery, hit the upload button. There you will browse through you computer files and add the pictures you want. Once they’ve been added to your gallery, you can arrange them in the order you want in your album. If you double click on a photo once they’re in the album, a small window will pop up and you can add a brief caption to each of your pictures. If later, you decide that you don’t want one of your photos in the album, simply click and drag the image to the recycle bin at the top left.



The Bayridge Village

If at any time you feel lost and confused while using the Story Studio, that is okay! We have you covered. Simply hover your mouse over the question mark (beside the recycle bin) and it will give you a brief description of what you can do and how to do it.

Now let's hop back on our previous path and continue our exploration of the Village.

Blogs

Our next tab is the "Blogs" tab. Here you can just click on a blog to read (if it is available to you) and add your own comments to it. Blogs are a great way to share opinions and encouragement. This is a great way to share your strength and blessings with others in the Village.

To look at what others are saying about specific blogs, click the "Read comments" button on the right side of the posting. A new window will pop up where you can read what others have said in reply to the blog you're reading. If you'd like to write something too, hit the "Add comment" button and type your message. Hit save, and your comment will appear with the others.

Counselling

The main focus of the Village is our counselling services at the Bayridge Family Center. It's just what we do best! Under this tab, we explain to you all the options for counseling that we offer. No matter what crisis you may be facing, no matter what situation you're dealing with in your life, someone at the Bayridge Family Center will be there to help.

Regardless of whether you live right in Burlington, where our offices are located, or in Whitehorse, The Yukon, you can access our professional staff and their years of experience. Face-to-Face counseling is not the only option we offer: we also provide internet counseling, phone counseling, online life-coaching, phone life coaching, and career assessments.



Online Therapeutic Groups

The Therapeutic Groups are perhaps the most integral part of the Village. These rooms give your congregants access to a number of our highly qualified therapists in an online group setting. The benefit of this medium is that they are able to access this service from where ever they may be. It cuts down on the cost and time of travel as well as allows the clients to feel a sense of community with others who are dealing with similar issues.

The Meetings held in our Therapeutic Rooms start out with a brief video done by one of our therapists on a pre-determined topic. This video is shown to all present in the meeting. Once the video is seen, the group facilitator (one of the Bayridge staff) leads a discussion on the video topic.

Each one of our Rooms holds a different group on a different subject. These subjects can cover anything from parenting, grief, mood disorders, to teen support. The groups will change through out the year as some finish and others start. This gives you the opportunity to experience a wide range of support for all different types of life crises or situations.



As for accessing the Meetings, it is as simple as entering the Village itself. You simply click on the Online Therapeutic Groups tab at the top of the page. This will bring you to our therapeutic home page. Here you can view definitions and explanations regarding the groups. By following the secondary menu, you can find a group that suits your purpose. When you've made a selection, you can view all the groups that relate to that particular topic. Beside each group name, you can choose to get more info, enter the room, or take a look at what groups are running that week, or even that month.

The Bayridge Village

To join a group, click the 'enter room' button. You will be asked to agree to the terms and conditions that apply to all group members. When you agree, the meeting leader will allow you to enter the group.

The meeting leader will be able to see all the group participants, and all the participants will be able to submit questions and comments to the group leader via the chat board. The leader may choose to use the web cam and microphone option, but participants will be required to turn their web cams and mics off for the duration of the group. The group leaders will also have the ability to privately address individual participants via the chat options should they have a personal question, or if the leader has concerns about the participant's conduct within the group.

Quick Tips

1. Sign in to The Village
2. Click on Online Therapeutic Groups tab
3. Choose the Room you want to enter and click 'Enter Room'
4. Wait to be invited in
5. Participate!



Online Support Groups

This application is very similar to our online therapeutic groups. After clicking on the online support groups tab, you will be directed to the home page. Here you can view definitions of support groups, anger management, depression and anxiety, divorce recovery, and grief recovery.

The difference in these groups is that people are encouraged to share with each other. While there will still be a group leader, they will take more of a back seat and be less directive than they are in the therapeutic rooms.

These groups give you a chance to commune with others in similar circumstances, to share their successes, as well as your own. In learning from other's experiences and sharing your own, you not only receive help and healing but are given the opportunity to give it back as well.



Heading Out

Now is your chance to explore on your own! Create stories, share life and make new connections in ways you've never tried before. It is amazing how much there is to do in the Village.

It is our hope that you will love spending time in the Village, and that you will continue to help us grow . So much of the Village's usefulness and potential has to do with how much you decide to use it and apply it. Let's get the ball rolling!

Enjoy your explorations, and feel free to refer back to this guide should you get lost.





The Bayridge Village

Contact

You now have all the tools and information you will need to navigate the Village. We do, however, realize that even the best navigator can get lost from time to time. In that case, please contact us!

Should you have any problems, questions or concerns regarding the Village, contact the Village Mayor at:

caaman@bayridgefamilycenter.com

If you have an immediate concern that needs to be addressed call The Bayridge Family Center at:

905-319-1488

The office hours are Monday to Friday, 8:30 AM - 3:00 PM. If you leave a message outside of business hours, we will return your call as soon as possible.

The Bayridge Family Center
1295 North Service Road
Burlington, On
L7R 4M2

