

# Task Force Leaders: How to get started with constructing your Task Force's HPHNET sub-site

On the new HPH site ([www.hphnet.org](http://www.hphnet.org)) all N/R Network Coordinators, TF Leaders and WG Leaders will be able to edit their own sub-site (for the TF, WG or Network in question).


We have tried to make doing this as simple as possible, and we hope that this manual will help you get started with the work of profiling your Task Force.

## What can the sub-site of my Task Force contain?

We invite you to decide what to put on the sub-site yourself. In essence, you have completely free hands to do what you please with the site. You can use local languages if you like, you can add documents, links, images etc. Basically, you can design the page in whatever way you feel it will keep your members, stakeholders and interested HPH colleagues up to date in the best possible way.

Of course, making the usage of the sub-sites easy entails making functioning simple. For that reason, there are some limitations to what you can do. First and foremost, you cannot add more pages than the one sub-site. What we encourage is that you use it as a blog-roll, where each entry you make pushes the older ones further down the list as time passes. Like this:



# The International HPH Network



International Network of  
Health  
Promoting  
Hospitals & Health Services

- HOME
- ABOUT
- EVENTS
- NEWS
- LIBRARY
- TOOLS
- MEMBERS

## EVIDENCE-BASED ALC. INTERVENTION IN H&HS

Last updated 11 January 2011 | By Freja Rindom |  

New results online (01/12/10)

"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Task Force - Latest update! (01/11/10)

"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Meeting of the Task Force (01/10/10)

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Status and new developments (01/09/10)

"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Username

Password

Remember Me ☐

Login

Forgot your password?

Forgot your username?

Create an account

### LATEST NEWS

- HPH and Environment Task Force - Report from International Conference in Taiwan now online!
- Task force meeting on "Redefining the concept of Cultural Competence: implications for policy, organisation and practice"
- National Korean Conference on HPH
- WHO-HPH AUTUMN SCHOOL 2010 IN KOREA
- 4th annual conference of the Taiwan Society of HPH

## How do I log in and get ready to work on the sub-site?

To work on the page you need two things:

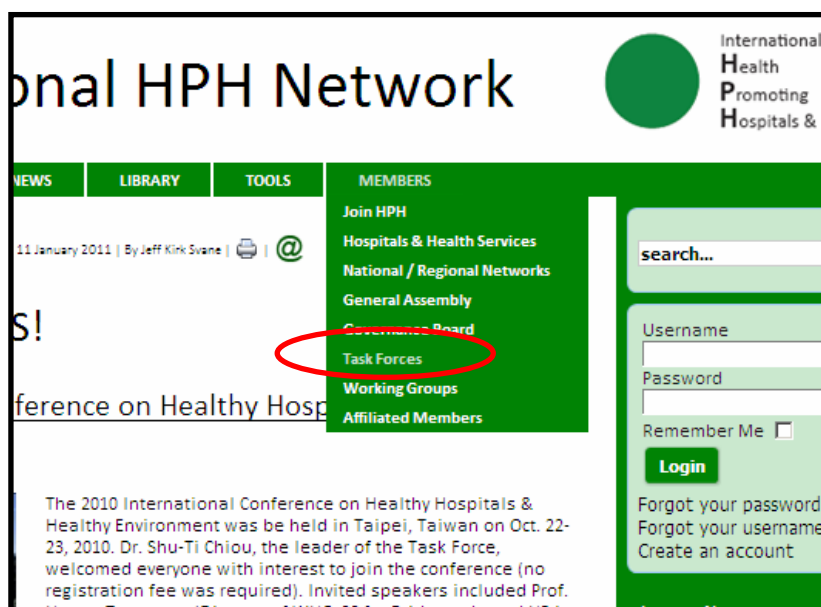
- You need a user account at HPHNET.ORG. Getting one is very easy, just go to the front page and click "[Create an account](#)"
- Second, you need to have the correct user privileges assigned to the user profile you just made. To do that, please [contact the Technical Officer](#) at the International HPH Secretariat in an email (and remember to note the user name of your account). Once we receive the email, we will give your user account the editor-rights of your sub-site – and then you can start working!

## How do I edit the sub-site?

To edit your sub-site, you need to [login](#) to HPHNET.ORG at the front page using your username and password. Then, here is what you do:

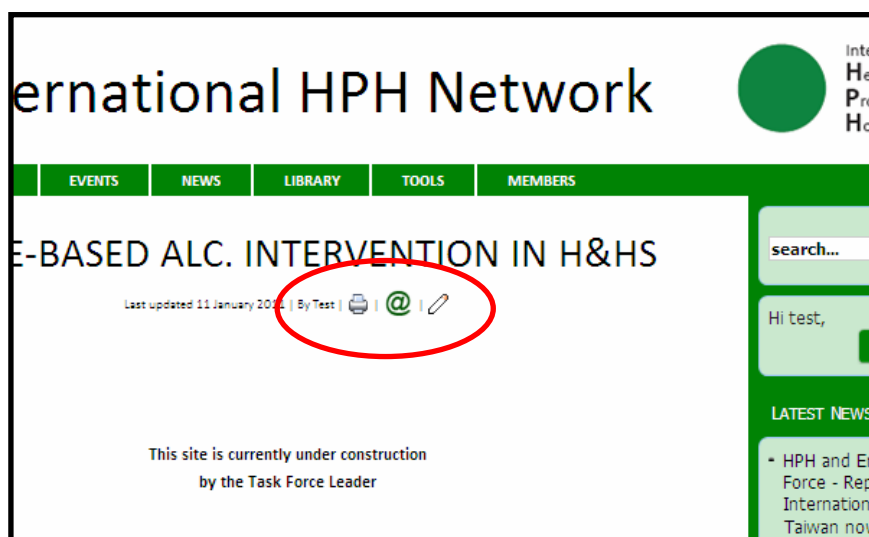
- Go to "Members" and then "Task Forces".

- Select your Task Force from the list.

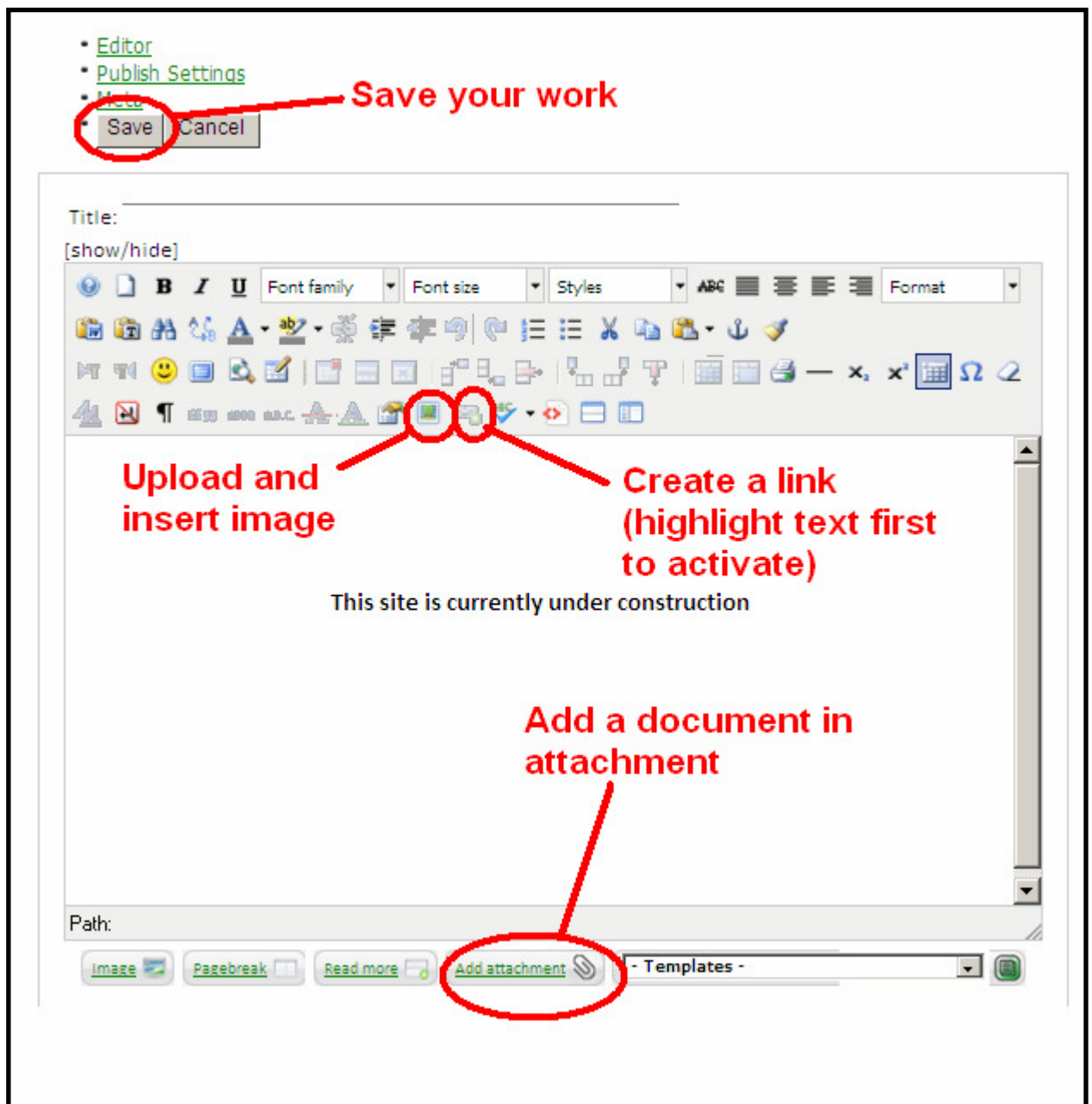


- Note that now, as you are logged in and the Secretariat has assigned your user account the editor rights, your name appears in the top of the article (this means that only you can edit the page).

- Also note, that **a small white pen icon** appears just next to your name. If you click the small white pen icon, an editor will open, allowing you to edit your page as you wish.



- e) Having opened the editor you can now type, create links, insert images etc etc. We invite you to have a go and spend some time with it at this point – it works very much like the familiar editor in MS Word.



- f) If you have any questions or problems – feel free to contact the [Secretariat](#).
- g) Happy editing and have fun profiling your Network at HPHNET.ORG!