

**Ministry of Community and Social Services**

**Ministry of Children and Youth Services**

Hamilton/Niagara Region

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August 25, 2011

**MEMORANDUM TO:** Best Start Network Chairs  
Consolidated Municipal Service Manager, Child Care Managers  
Hamilton/Niagara Region

**FROM:** Sandra Datars Bere  
Regional Director  
Hamilton/Niagara Region

**RE:** **Ontario Best Start Online Collaboration Site**

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As announced in the Minister's update on Best Start Child and Family Centres on June 21, 2011, this is to provide further information on the launch of the Ontario Best Start Online Collaboration Site.

This new sector specific site is geared to child and family service providers and stakeholders as a way to widely distribute materials, to engage professionals in on-going dialogue about key concepts and decisions, and to maintain a forum for community feedback. The site provides information and materials (in both English and French) specifically targeted for Best Start Networks, municipalities, service providers, administrators and planners in relation to the Best Start Child and Family Centre initiative.

On this site you will find:

- News and announcements,
- Tools and reports that describe parts of the Ontario Best Start vision,
- Information about successful processes, strategies and activities that have helped other communities move toward integration,
- Information about reports and other websites that are helpful to read, and
- A portal for you to provide on-going feedback and advice.

Attached is a tip sheet that outlines where to find the Online Collaboration Site and how to join the site.

Should you have any questions please feel free to contact Rita Cesarini, Program Support at Coordinator, at [rita.cesarini@ontario.ca](mailto:rita.cesarini@ontario.ca) or at (905) 521-7128.

# Ontario Best Start Online Collaboration Site Tip Sheet

## Where is the Online Collaboration Site?

- You can access the Ontario Best Start Online Collaboration Site at [BestStart.children.gov.on.ca](http://BestStart.children.gov.on.ca)

## Who will be using the site?

- The site provides information and materials specifically for Best Start Networks, municipalities, service providers, administrators and planners in relation to the Best Start Child and Family Centre initiative.

## How do I register to use the site?

- The first time you go to the site you will be asked to register. Complete the form on this page and click on [Submit] at the bottom of the page.
- You will receive a username and password with additional login instructions once your registration request has been processed.

**LOGIN or register by completing the form below.**

\*(denotes required field)

Name: \*

E-Mail Address: \*

E-Mail Address again: \*

Please enter your E-mail Address a second time.

Region \*

Service Sector (e.g. school, mental health, child care, recreation, etc)

Service role (e.g. frontline, administrator, planner, researcher, manager, etc)



CAPTCHA Code: \*

## How do I login to the site?

- You will receive a username, password and login address once your registration request has been processed.
- Enter your username and password at the login screen to access the site.


## How do I change my password?


- At the bottom of the menu click, 'Administration'. From this page you can link to your user profile where you can change or add information about yourself and update your password.

 **Profile**

**Personal Options**

Admin Color Scheme

 Blue

 Gray

Show Admin Bar

when viewing site

in dashboard

**Name**

Username

First Name

Last Name

New Password  *If you would like to change the password type a new one. Otherwise leave this blank.*

*Type your new password again.*

**Strength indicator** *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ).*

## What if I forget my password?

- If you forget your password, go to the login screen and enter your username. Click [Lost Your Password?] and a new temporary password will be emailed to the account you used to register.

## How do I switch the language of the site?

- You can choose your language from the menu on the left hand side.
- You can also indicate your preferred language in your profile. To go to your profile, click 'Administration' at the bottom of the menu then follow the instructions.

## How do I provide feedback?

- This is a collaboration site, so we are hoping many users share feedback. There are two ways to share your feedback.
  - When you *leave a comment*, your feedback is posted to the website and other registered users can read and reply back to you.
  - When you *use the 'Contact Us' form*, your comments are sent only to the Best Start team at the Ministry of Children and Youth Services.

## How do I leave a comment?

- You can leave a comment to any blog post on the website. (A blog post is a short, date-stamped note about an announcement, report or discussion point.)
- Click on the blog post to open it in a new page. At the bottom of the blog post you will see the title 'Leave a Reply' followed by a text box.
- Type your comment into the text box and click [Submit Comment].

Let us know what you think! You can share your comments about the paper with the ministry and other users of this site but 'posting a comment' to this blog entry below. Or you can send a message to the ministry email from the 'Contact Us' page.

0 comments

### Leave a Reply

Logged in as #username# . [Logout](#) »

[Submit Comment](#)

### **Where do I find the blog posts?**

- The most recent blog posts are shown on the home page of the website. You can also click on the most recent blog posts from the menu called 'Recent Posts'.
- All blog posts from the site are organized in the archive by month (click on 'Archive' in the menu).

### **Will my comment be posted immediately?**

- If you provide feedback using the 'leave a reply' method, you are giving permission for your comments to be posted on the website. All comments will be moderated. This means someone from the website team will review and approve all comments before they are posted to the site.
- Expect a delay of one to two business days before your comment is posted on the site.

### **Who can see my comments?**

- All registered users of the site can read all posted comments.

**More questions, email us at:** [BSCFC\\_MCYS@ontario.ca](mailto:BSCFC_MCYS@ontario.ca)