Upper Peninsula Veterans Community Action Team (UP VCAT) online Podio workspace tutorial

Everything you need to know to get started
What is the UP VCAT?

• There have been a number of Veteran focused service provider networks across the State of Michigan in various forms over the years (ex. National Guard – Joining Community Forces), however there still remained a lack of awareness of each other and coordination among many organizations.

• The State of Michigan Veterans Affairs Agency (MVAA [https://www.michiganveterans.com/]) recognized the need for coordination and reached out to a contractor named Altarum ([https://altarum.org/]) to explore solutions to address this challenge.

• Altarum assisted with establishing a structure for coordination of Veteran service provider networks they have previously experienced success with in California and Texas: [https://altarum.org/sites/default/files/uploaded-related-files/VCAT_Booklet_FINAL_FOR_Email%2020160206.pdf]
First Step: Networking is what got you here, helping Veterans is what this is all about!!

• Somehow, somewhere along the way someone made a connection (in person, phone, email, online directory, business card, napkin, message in a bottle, etc.) and now you are wondering what this Podio business is all about.

• Podio (https://podio.com) is a software platform (similar to Facebook, etc.) which is used by many different organizations to facilitate a variety of tasks (ex. project management, collaboration, etc. https://podio.com/site/en/use-cases).

• The Upper Peninsula contains about 1/3 of Michigan’s land mass (over 16,000 square miles), which makes this online platform very helpful for assisting our geographically dispersed team with networking, information sharing, collaboration, problem solving, and other tasks.
Getting connected: UP VCAT Podio workspace invitation

• The UP V CAT has numerous opportunities throughout the year to get connected via face to face or conference call:
  • Quarterly main body meetings (conference calls in snowy weather, face to face conference style gatherings when travel is non life-threatening)
  • Leadership meetings (usually monthly)
  • Committee meetings for Healthcare, Education, Employment, Quality of life (numerous throughout the year)

• In-between the opportunities listed above, the need for collaboration on a day to day basis remains. This is where the online workspace serves as a helpful tool to share information, events, and find resources to assist Veterans.

• Access to the workspace is by private invitation via an e-mail containing a link to complete a webform. Service providers who complete the webform with applicable information will be granted access pending approval from the Regional Coordinator.
Over 200 service providers have created profiles within the workspace using the webform, sharing information about what they can do to assist Veterans and their families, eligibility criteria, contact information, how to provide a referral, etc.
JUST SHOW ME THE PICTURES!!!!!

• Seriously, I’ll figure it out when I get the chance to mess with this back in the office. Just give me pictures to show me what to do, please 😊!
Accessing the workspace: Podio Homepage
Podio Login
UP VCAT Workspace
Activity Feed
Members
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Bank Council of Michigan</td>
<td>The Food Bank Council of Michigan operates a statewide Helpline that can assist clients with applying for the Food Assistance Program (SNAP/Bridge Card) as well as connecting clients with local food pantries and other resources. The Helpline number is 1-866-564-0873.</td>
</tr>
<tr>
<td>Extension Health Educator</td>
<td>Works with individuals to solve issues regarding pension and health-related benefits, social security issues, etc.</td>
</tr>
<tr>
<td>Michigan State University Extension</td>
<td></td>
</tr>
<tr>
<td>Food Bank Council of Michigan</td>
<td></td>
</tr>
<tr>
<td>Ankerhusser</td>
<td>N/A</td>
</tr>
<tr>
<td>Aranda</td>
<td>Information clearinghouse - we work with many local assistance agencies on a regular basis and are often able to refer a person in need to the correct state program, answer questions on what kind of funding may be available, and direct people to specific contact points within local organizations.</td>
</tr>
</tbody>
</table>
Events
Events: Monthly Calendar
Events: Add Event
Events: Recurring Event
Documents
## Documents

![Documents](image)

<table>
<thead>
<tr>
<th>Title</th>
<th>What kind of document is it?</th>
<th>Description of the document</th>
<th>Draft or final version?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MVMF Strategic Plan</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>2</td>
<td>Chippewa - Lyme - Macdonal</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>3</td>
<td>Housing Veterans - Vets</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>4</td>
<td>VA Safe Long-term Storage</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>5</td>
<td>VA Mission Act Community</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>6</td>
<td>VA Women Veterans Healthcare</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>7</td>
<td>VA Appeals Modernization Act</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>8</td>
<td>Escanaba VCTC Presentation</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>9</td>
<td>Engaging and integrating</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>10</td>
<td>VA Telebenefits Brochure</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
<tr>
<td>11</td>
<td>Regional Coordination Map</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>12</td>
<td>VA Telebenefits Brochure</td>
<td>Other</td>
<td>Final version</td>
</tr>
<tr>
<td>13</td>
<td>Eisenhower Center</td>
<td>Presentation</td>
<td>Final version</td>
</tr>
</tbody>
</table>

[Add a Document]
Documents: Add a Document
Helpful Links
Helpful Links
Requests for assistance
Requests for assistance
Requests for assistance: add request
Requests for assistance: add request
Requests for assistance: add request
Looking for something?
Looking for something (or somebody)?
Use correct keywords to get results
Adjusting account settings (ex. email notifications)
Adjusting account settings

Account settings: Email & Notifications

Send me an email when:
- I receive any messages or notifications
- Someone sends me a message
- I am given a task, @mentioned, or added to a project, etc.
- Changes in workspace membership occur (add, leave, join etc.)
- I am being reminded about something
- I create or update a meeting as the organizer
- Someone adds me as a participant to a meeting or a meeting is updated
- Something else happens on anything I follow, or I have interacted with

On-screen notification settings:
- Enable on-screen notifications
- Enable sounds
- Enable web notifications (Notifications Center)

Daily Digest
- Send me the Daily Digest
  Get an email every morning to catch up on activities you are involved in - including the last 24 hrs and the upcoming day.

Need help managing your notifications? Read our Help Centre article

Save
Still have questions?