

Instructions for Maintaining Your Patient Web Page

Creating Your Web Page Through CarePages

To create a CarePage, visit carepages.com/stfrancishospitals and click “Create a CarePage.” You will complete a registration form and be guided through a series of short steps to complete your CarePage.

During the set-up process, you will need to choose the type of CarePage (Newborn, Baby, Child or Adult) that you wish to build. You will also need the full name of the person for whom you are creating the CarePage.

You don’t have to provide all of the information when you first create your CarePage. You can use the Manager Tools to edit or add information once you’ve finished creating your CarePage.

Updating Your CarePage

You can add or edit updates at any time for family and friends. Use the CarePage Links box on the left of the screen and follow these steps:

- Click on Manager Tools.
- Click on “Post Updates.”
- Type your message in the text box.
- Click “Post” to complete the update.

Only the CarePage Manager, the person who creates the CarePage, can make updates. If you would like to appoint someone to help maintain your CarePage, you can allow one or more visitors access as a Co-Manager.

To designate someone as a Co-Manager and grant them access to the Manger Tools, follow these instructions:

- Click on Manager Tools.
- Click on “Guest Book.”
- Click on the “Co-Manager” box next to the visitor you wish to select.
- Click “Save Changes.”
- You will be given the option to confirm your choice. Click “Save Changes” to confirm your selection.

Adding/Uploading a Photo

The process of moving a picture from your computer to a CarePage is called "uploading." If you do not have photos on your computer, you can save them to your hard drive with a digital camera or a scanner. If you have photos that have been developed from film, these images can be put on a disk by a photo processing lab, many of which are located at local grocery or discount stores.

To upload photos to your CarePage, follow these steps:

- Click on Manager Tools.
- Click "Post Photos."
- Click "Browse" to select a photo from your computer. Locate the photo on your computer's hard drive, select it, and click "Open." Once you've selected the photo of your choice, click "Continue" and the photo will be uploaded to your CarePage.

The Photo Tools allow you to post or delete photos, as well as add photo captions for your CarePage visitors. You can select up to 52 photos for your CarePage Photo Gallery. You may add or delete photos at any time.

Inviting Family and Friends to Visit Your Web Page

The "Invite Visitors" feature allows you to invite family and friends to visit your CarePage. This tool sends an e-mail invitation and a direct link to your CarePage, as well as instructions on visiting your CarePage, to anyone you wish. Visitors must click the link within the invitation, register, and they will be taken directly to your CarePage. To invite visitors to your CarePage, follow these steps:

- Click on Manager Tools.
- Click on "Invite Visitors."
- Type the e-mail address of the person you wish to invite. You also may type a personal message to include.
- Click "Send."

To protect your privacy, CarePages can only be visited by registered members. All CarePages are protected by a CarePage name that is chosen by the CarePage Manager. If a visitor does not know or has forgotten a CarePage name, they must contact the CarePage Manager for the information.

Changing Your CarePage Privacy Level

To change the privacy level of your CarePage, follow these steps:

- Click on Manager Tools.
- Click "Change Privacy Level."
- Select the privacy level you would like for your CarePage.
- Click "Save Changes."

Editing Your Contact Information

If you wish to edit your contact information, follow these steps:

- Click on Manager Tools.
- Click on “Edit Contact Info.”
- Make necessary changes to your address, phone number, email address, etc.
- When you’ve finished, click “Save Changes.”

Editing Visitor Information

You can post special instructions and information to your CarePage, such as hospital visiting hours, room number and driving directions. To post information, follow these steps:

- Click on Manager Tools.
- Click on “Edit Visiting Info.”
- In the text box, write any special instructions and information for your visitors.
- When you’ve finished, click “Save Changes.”

Editing Your Member Information

After you’ve signed in, you may update your registration information and preference settings or change your password at any time. Click on “My Account” on the left-hand side of the screen. Select the appropriate link where you need to make changes. Once you updated your information, click “Save Changes” at the bottom of the page.

Deleting Your CarePage

You may keep your CarePage active as long as you wish. However, after six months of inactivity, CarePages will contact you by e-mail to find out if you would like to keep or delete your CarePage.

Only the CarePage Manager, the person who created the CarePage, has the authority to delete it. If you wish to permanently delete your CarePage, follow these steps:

- Click Manager Tools.
- Click “Delete your CarePage.”
- Click “Continue.”
- Click “Delete” to permanently delete your CarePage.