



WISCONSIN
★ Children's Health
Alliance of Wisconsin

REACH OUT AND READ WISCONSIN

HOW TO ADD NEW CONTACTS TO MYROR.ORG

1. Login to www.myror.org using your email and password
2. Click "contacts" in the left toolbar

The screenshot shows the myror.org dashboard for a site named "919 - Community Health Systems of Wisconsin - Beloit Area Community Health Center". The left sidebar contains a menu with "Contacts" highlighted in red. The main content area is titled "SITE SUMMARY" and includes a "Reach Out and Read National Program" section with a welcome message dated 2/15/2018. Below this are two action buttons: "Edit site information and addresses" and "Invite all providers to training". The dashboard also displays contact information for a primary contact, Tracy Saladar NP, including phone and address details. A "SITE TRAINING PROGRESS" gauge shows 75% completion. At the bottom, there is a "PROGRESS REPORTS" section for the "January 2018 Progress Report" due on 4/1/2018, with a "Start Report" button. A "SUMMARY" table is partially visible at the bottom of the page.

	1/1/2018	7/1/2018	1/1/2017	7/1/2017
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3. Under the “MANAGE CONTACTS” header, click “Add Contact”

919 – Community Health Systems of Wisconsin - Beloit Area Community Health Center

MANAGE CONTACTS

+ Add Contact Invite all providers to training

SITE(S)

- Site Summary
- Edit Site Info
- **Contacts**
- Satellites
- Funding / Account Info
- Progress Reports
- Book Shipments
- Site Quality
- Site Trainings

0	Development Director	0	Off-Site Coordinator
0	Development Staff	1	On-Site Coordinator
0	Executive Director	0	Public Relations Contact
1	Medical Consultant	0	Satellite Contact
3	Medical Provider	2	Site Support
		0	Site Trainer

SEARCH

User name, email, or ID Training Status

SITE TRAINING PROGRESS 75%

4. The system will ask you to enter the contact’s name or email address to find existing names

5. If a match is found you will be alerted to a possible match

ADD CONTACT

POSSIBLE MATCH

One potential match was found.

Your Affiliate Leader and National ROR programs staff will be asked to confirm the match before they are officially added to your site. Once they are confirmed or added as a new contact, you and the new site member will receive an email notification.

Alex Rogers Choose this contact

arogers@chw.org
Madison, WI 53704
Affiliate Support
Reach Out and Read Wisconsin
Contact ID 123612

Don't see the contact you want? Add a new contact

REFINE YOUR SEARCH

alex rogers Search

6. If the match is the correct person, click “choose this contact”
7. If not, click “Add a new contact”
8. Complete all required fields and when finished click “Add Contact”