

REACH OUT AND READ WISCONSIN

HOW TO ADD NEW CONTACTS TO MYROR.ORG

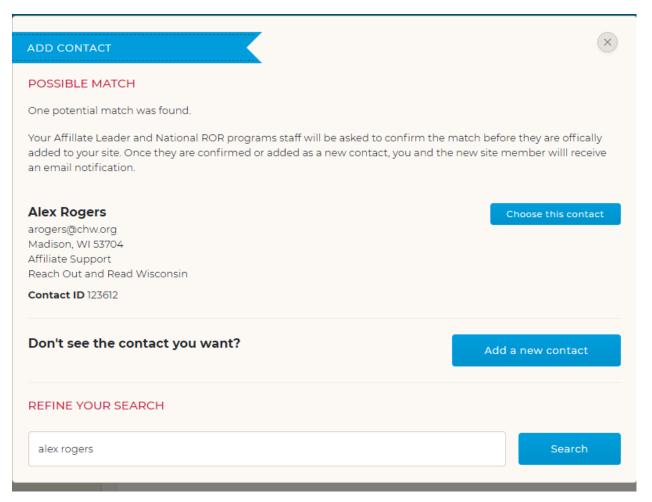
- 1. Login to <u>www.myror.org</u> using your email and password
- 2. Click "Contacts" in the left toolbar

lealth Center	Reach Out and Read National Progra	m	2/15/2018	
Site Summary Edit Site Info Contacts	WELCOME to the new myROR! We are so excited to bring you and your program this amazing new website in 2018. We hope that the experience is a great improvement and gives you the tools you need to change children and families' lives. We are so excited to bring you more features in the coming years!			
Satelines Funding / Account Info Progress Reports Book Shipments	Edit site information and addresses	Invite all providers to training		
Site Quality Site Trainings	★ Primary contact On-Site Coordinator Government Tracy Saladar NP Medical Consultant	Contact Info Contact Info (608) 361-0312 74 Eclipse Center Beloit, WI 53511 Shipping Address Beloit Area Cmnty HithCtr 74 Eclipse Center Beloit, WI 53511	STATUS Active LAST REPORT July 2017 JOINED 10/1/1999 SITE TRAINING PROGRESS	
	PROGRESS REPORTS January 2018 Progress Report Due on 4/1/2018		Start Report	
	SUMMARY			

3. Under "CONTACTS" header, click "Add Contact"

919 – Community Health Systems of Wisconsin - Beloit Area Community Health Center	Add Contact	roviders to training	
SITE(S) Site Summary Edit Site Info • Contacts Satellites	Development Director Development Director Development Staff Executive Director Medical Consultant Medical Provider	0 Off-Site Coordinator 1 On-Site Coordinator 0 Public Relations Contact 0 Satellite Contact 2 Site Support 0 Site Trainer	SITE TRAINING PROGRESS 75%
Funding / Account Info Progress Reports Book Shipments Site Quality Site Trainings	SEARCH User name, email, or ID	Training Status	~

- 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



- 6. If the match is the correct person, click "choose this contact"
- 7. If not, click "Add a new contact"
- 8. Add the contact's first name, last name, email address, phone number, credentials, specialty (either Family Practice, Other, Pediatrics) and job title.

Add Contact to Site ID 919	×
CREDENTIALS	
+ Add Credential	
Please type in your credentials as they typically appear after your name (if applicable)	
(e.g., RN, MD,)	
Specialty	
Job Title	
SITE ROLES	

- 9. Select the person's role at the site from the dropdown.
- 10. When done, click the blue "Add Contact" button.