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CANADA'S PORTAL FOR RESIDENCY
PROGRAM PROMOTION

PORTAIL PROMOTIONNEL DES PROGRAMMES
DE RÉSIDENCE CANADIENS

PURPOSE OF THE PROGRAM GUIDE

This document is designed to orient and guide program administrators in using the CANPREPP web tool by providing step by step instructions.

WHAT IS CANPREPP?

CANPREPP is an easy-to-use web-tool which allows medical students and graduates to explore Canada's medical residency programs. CANPREPP features a National Calendar of Events, allowing you to access virtual meet and greets, townhalls, Resident Q&As and more to discover and learn about the variety of residency programs across the country. The third version of CANPREPP (released this Fall) is packed with new features, such as:

- Upgraded user profiles
- A ticketing system for inquiries
- A carousel to highlight important news and updates
A new and improved calendar
- New optional promotional content on program profiles including adding more media files and additional resident experience entries
- Addition of sub-specialty program profiles
- Expanded program profiles
- Dedicated information for IMGs

PROGRAM ACCOUNTS

CANPREPP features unique accounts for each Canadian residency program. Log-in credentials for program accounts were circulated to program administrators via e-mail. If you require assistance signing into your account, please contact us at service@afmc.ca.

DISCOVER, EXPERIENCE,
CONNECT.

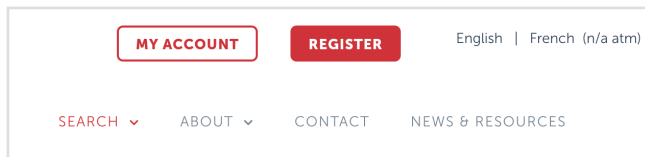
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MANAGING YOUR ACCOUNT

SIGNING-IN AND ACCESSING THE DASHBOARD

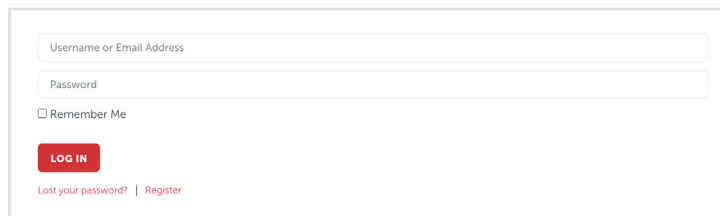
On the CANPREPP homepage, Select "My Account" in the upper righthand corner of the screen



Alternatively, you can select "My Account" from the links at the bottom of the homepage, under "Other"

CANPREPP	SEARCH	OTHER
About	Events	My Account
Contact	Programs	Give Feedback
FAQ	Universities	Privacy and Terms & Conditions
News & Resources		

Enter your email address and the password provided to you in the separate fields, and click "Log In"



You are now logged in. Select "My Account" again to access your dashboard. Welcome to your Dashboard!

UNDERSTANDING YOUR DASHBOARD

Your dashboard is divided into four sections representing the main actions you can perform. The 'Main' page provides links to CANPREPP announcements and the help-desk. 'Programs' allows you to change the content of your program pages and submit the edits for review. The 'Events' section allows you to schedule and modify virtual events advertised to your prospective residents. Finally, 'Settings' allows you to change your profile information, such as uploading a photo, or changing your username and password.

User Name

Main

Programs

Events

Settings


PROGRAM USER GUIDE
 We have created this Program User Guide with step-by-step instructions to help you navigate the CANPREPP web tool.


ANNOUNCEMENTS
 Welcome to the updated CANPREPP dashboard!
 We want you to know we value your time and feedback in improving the webtool. As a result of feedback received to date, we are excited to share with you the new administrator dashboard. You can now manage all your program content and events from one place, as well as request support and help from the CANPREPP team.
 Note: Administrators can now add and manage their own events right from their dashboard! For step-by-step instructions on how to add, edit, or cancel an event, please refer to the Program User Guide in your dashboard.

PROGRAMS

When you click on "Programs", you will be taken to a new page where all the programs you are responsible for are listed.

Main

Programs

Events

Settings

PENDING

PUBLISHED

Status: Pending


uOttawa
 Faculté de médecine
 Faculty of Medicine
Test Specialty
test program - test program - test program

VIEW

EDIT

Status: Pending


uOttawa
 Faculté de médecine
 Faculty of Medicine
Test Specialty 2
test program - test program - test program

VIEW

EDIT

Click "Edit" on the program you wish to update to open the editor. You will be able to make changes to the program using the fields of the form.

Editing

1. CONTACT DETAILS
 Provide your basic program contact details below.

Faculty*

Specialty*

Location*

Director*

Once you are done, click "Submit for Review" at the bottom of the form to submit your changes. *Note: If you have submitted content for review, until the changes are approved the program page is unpublished.*

SUBMIT FOR REVIEW

SETTINGS

This section is designed to help you update your account information (profile picture, first and last names, email address, password, etc.) at any point in time.

Click on "Settings" in your dashboard.

 Main
 Programs
 Events
 Settings

After clicking "Settings", a form will open. Make the desired edits to your profile and click "Update" to save your changes.

GENERAL

First Name*

Last Name*

Email*

Title

About Me

SETTINGS

New Password

Confirm Password

UPDATE

EVENTS CALENDAR

This section allows you to edit and add events for your program(s).

ADDING AN EVENT TO THE NATIONAL CALENDAR OF EVENTS

Click on 'Events' to be taken to a new page where all the events you are responsible for are listed. To add a new event, click on the 'Create an Event' button to get started.

Events

Create, edit, or publish events with our new calendar tool!

Simply hit the "Create an event" button to add an event to the CANPREPP National Calendar of Events. From this page you can also easily review and edit any of your current or past events.

[+ CREATE AN EVENT](#)

UPCOMING

PAST

14 SEP	12:00 EST — Program Director or Assistant Program Director Test Event 1	VIEW EDIT
29 OCT	18:00 EST — Resident Q&A Test Event 2	VIEW EDIT
05 NOV	12:00 PST — Meet & Greet, Program Information Test Event 3	VIEW EDIT

Upon clicking "Create an Event", a form will open. Populate the form with your event details and click "Create Event".

Creating Event

Title*

Faculty*
Select

Match Type*
Select

Specialty*
Select

Sub-Specialty
Select

PART ONE: DATE & TIME

Type*
☐ Information Session
☐ Meet & Greet
☐ Open House
☐ Program Director or Assistant Program Director
☐ Program Information
☐ Program Q&A
☐ Resident Q&A
☐ Resident Panel
☐ Social Event
☐ Teaching Session
☐ Town Hall Session

Date*
yyyy-mm-dd

Time Start*
--:--

Time End*
--:--

Time Zone*
Select

Once you submit your event details, your event will automatically appear on the National Calendar of Events.

EDITING AN EXISTING EVENT

Editing an event includes changing its time, description, date, venue, meeting link, status (cancellation, postponement), etc.

On the 'Events' page, click "Edit" on the event you wish to change.

06 DEC	Test Event	VIEW
		 EDIT

You will be redirected to a new page, and you will be able to make your changes in the "Editing Event" form that opens on your screen.

Editing Event

Title*	
Test Event	
Faculty*	Match Type*
Select	R1
Specialty	Sub-Specialty
Select	Select

PART ONE: DATE & TIME

After you have finished making changes to the event, click 'Publish Changes' to save the event details.

PUBLISH CHANGES

REACHING OUT TO THE CANPREPP TEAM

If you would like to get in touch with the CANPREPP team, submit a ticket from your dashboard. Enter your name, email address, message and click "Submit". The CANPREPP team will review your inquiry and respond to you within one business day.



NEED HELP?

For all inquiries, please reach out to us by submitting a ticket below.