



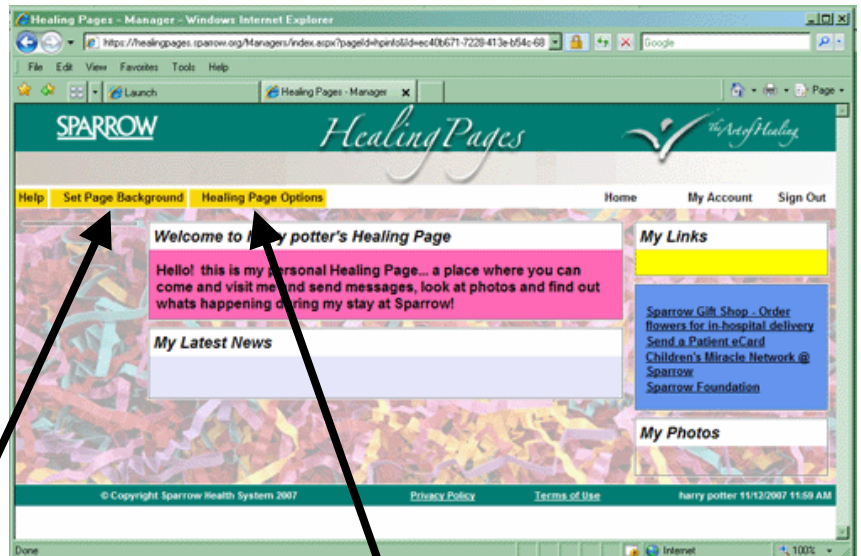
Create a Healing Page

- Go to www.Sparrow.org and click on Healing Pages under “Online Services”
- Select “Create a Healing Page”
 - Register as a page manager. You will receive an access code within 24 hours, which will allow you to log in and complete your pages.
- You will receive an email at the address you used when registering that contains your access code. Click on the link in the email received and enter the access code on the final registration screen.
- Once you have entered your access code and selected a name for your page, you will start designing your Healing Page.

Design your Healing Page

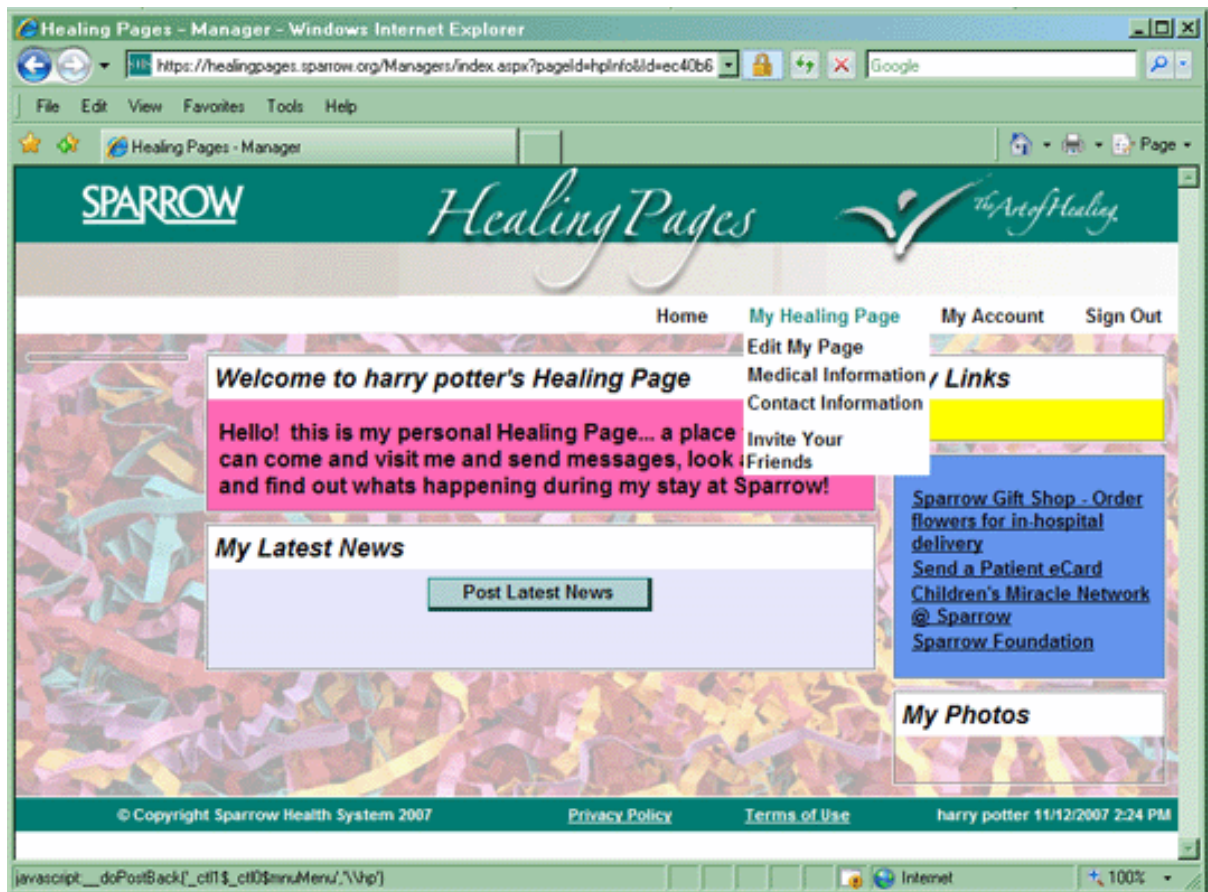
1. The first step is to select a “skin” or theme for your page.

This determines how your page will look. Each theme includes a background image, text colors and styles, along with background colors for selected elements. Some of the theme choices are sports, new baby (boy or girl or neutral), flowers, toys, various holidays when appropriate, and many more. You can see what they look like by clicking on the skin title or “View Skin” on the selection page. This will create a preview page. If this is the theme you want, select “Yes this is the one” on the upper right side of the page or if you would like to see more, select “No, let me view some more” until you find a theme you like.



2. You can change your page theme at any time by selecting “Set Page Background” from the upper left side of your page.
3. You can edit other options on your page by rolling your cursor over “Healing Page Options”, where you can choose from the following:
 - Edit/View – click here to change the Welcome message, add Latest News, Links or photos to your Photo Gallery
 - Publish – select Publish when your site is ready to go live.
 - Discard – If you decide not to complete your Healing Page at this time. You can come back and start over anytime you want.
4. When you select Publish, you will be directed to the Address Book where you can enter email addresses for friends and family. After all of your email addresses are entered, select “Invite My Friends” to send invitations to everyone on your list. You can also add a personal message to the invitations. You can come back and add people to this list and invite them at any time, you can even re-invite people if they happen to miss the original invitation. Your guests will receive an invitation to your page, they will need to click on the link in the email and register on the site to view your page. Only invited guests will be able to access your pages. You also have the option of denying access to visitors, even if you invited them and they have registered.

After your Healing Page is live –



1. Roll your cursor over the words My Healing Page on the upper right side of the page. Here you will have the following options:
 - o Edit My Page – This is where you can edit the parts of your page, Photo Gallery, My Photo, My Links, Welcome Message and Background.
 - o The option for Visiting Hours is a view only page, primarily for visitors to your page.
 - o Invite Your Friends – this will take you to the invitation page.
2. Roll your cursor over the words My Account to access your Address Book where you can add or change the status of invited guests.
3. Click on Post Latest News to create the most recent posting to your My Latest News section of the page – this is where your visitors will be able to post messages back to you as well.
4. Be sure to click on Sign Out when you are done editing, especially if you are on a public kiosk.

What if I have questions?

- Send an email to WebTeam@sparrow.org with the best time and method for contacting you and we'll get back to you within 24 hours. Please do not send patient information via email.

For more information please review the Healing Pages Privacy Statement and Terms of Use, by registering with <https://HealingPages.sparrow.org>, you are agreeing to abide by the rules and guidelines in those documents.