

# How to Use Fair Shake

The short answer to “How do I use Fair Shake?” is: however you wish!

Fair Shake is the ‘un-program’. It is built like a library...a buffet...a phone book...a do-it-yourself building center...where you get to choose from a lot of options! One way to build a successful life is by making decisions that propel you forward in the direction that you want to go.

Fair Shake will never tell you what you should read, or the services you should use, the food you should eat or the life you should build. Ultimately, you will do what you want to do, and if you align what you want to do with what you need to do... as a friend, as a parent, a partner, a citizen, and also as an employee or business owner...you’ll be intrinsically (self) motivated to learn what you need to learn to be on the path of personal success. On your terms.

We are constantly confronted with choice. We are also constantly encouraged to do what others, including programs, tell us we ‘should’ do. It is no accident that our schools do not teach us how to make good decisions. Making good decisions (which includes values, care, judgment and will power - esp. to say ‘no’ when we need to) is one the most important tools we need in our life!

It is in this perspective that I hope you will look at how I’m building Fair Shake.

The app/website provides many ways for you to find information. If you don’t find what you’re looking for, I hope you’ll reach out to me! If it’s on the website but you can’t find it, I’ll let you know where it is. And if it’s not on the website but should be, I’ll be grateful for your insight and I’ll add

the information. After all, what you ask may be what others are looking for, too.

I hope you can resist being overwhelmed by choice. This is life today! So many choices. We must learn to discern. There’s no one way to use the website and there are many different ways to get to every page. Please take your time, explore, push buttons, click on blue words (links), open documents, watch videos, and follow your curiosity!

And don’t worry about getting lost in the website. No matter where you go, you can always click on the logo in the upper left-hand corner and it will take you right back to the home page so you can start over.

Fair Shake is for everyone at any time. Let your family and friends know about it! If you are checking it out on a app in an institution, you won’t be able to click on the links that lead to the internet...but your supporters could check out the link on the website! The app (available inside institutions) is the same as the website. If you don’t have supporters to check on the links, you’ll be able to click on them when you access the world wide web.

## HOW TO NAVIGATE THE WEBSITE AND APP

There is a Quick Start Guide in the upper right section of the home page. To open it, click on any of these three things: 1. the image of the document, 2. the words or 3. the arrow - and a new window will open to show you the Quick Start Guide pdf. The guide has many images to show you how the website is laid out.

The best way to use the Quick Start Guide is to print it. If printing it is not an option, simply leave the document open on your screen while you check out the website/app.

Fair Shake works best on a computer. If you don't have access to a computer presently, know that, in general, they are available in the library, the work force development center or, perhaps, at a friend or family-member's house. Once you know how to get around on the website, it will be easy to navigate the website on a tablet or phone.

### THE HOME PAGE

The Fair Shake home page has several sections. We've grouped information, such as stakeholders, frequently visited pages (Reentry Tool Kit), and menu tabs where all pages are located. **WORDS IN BLUE ARE LINKS.**

### STAKEHOLDER BOXES

Since reentry success involves everyone, we made pages for 6 stakeholder groups: Formerly and Currently Incarcerated People, Family and Friends, Employers, Property Managers, Corrections and Reentry Orgs, and the greater Community. See what we offer (so far) to each group! **EACH BOX LINKS TO THAT STAKEHOLDER PAGE**

### REENTRY TOOL KIT

These are our most frequently visited pages. Each arrow points to words that are links (blue) to the pages they represent.

**MENU TABS** (4 purple tabs with white words on the upper-left side of the home page)

We've organized all the pages on the website into these tabs. On a computer, if you hover your cursor over any one of

them, you'll see blue words organized into columns. In the Reentry Resources and Information Center tabs, you'll see three columns with the words organized under headings. Each blue word, or set of words, is a link to a page. Move your cursor over a word or set of words that interest you. The words will turn orange and a line will appear underneath them. Now you can click on the words to go to that web page.

Menu tabs on a phone or tablet are a little trickier. Phones and tablets are not only different from computers, they are different from one another. I could tell you how something works on the phone I have, or the tablet I have, but the steps are likely to be different for yours. I have not found a way to hover over the tabs on either of these devices. I've found that if I press and hold (vs a quick click) the tab, the menu will come up. I have also found that if I do the quick click, the menu shows up, but on a white page in one column. All of the links are there...so you can access the pages from that page, too. Finally, I found that if I arrive on that white page, and then click the 'back arrow' (only on the phone or tablet) I will be back on the home page with the open menu.

### USING THE RESOURCE DIRECTORY

There are two resource options on this page. The individual resource listings, which you will find through the "Search for Resources" box at the top of the page, and the Reentry Guides listed below the Search Box.

**REENTRY GUIDES** - The Reentry Guides section is loaded with 450+ city, county, state and national books, brochures, booklets, flyers, and more. Scroll down the page to see the national listings, or click into the "Choose Your State" box, find the state you want to check out, click on

the name of the state and check out the information we have found.

If you find that your state does not have much info, please reach out to me to let me know. I do this by myself and keep up as best I can. Special requests help guide my search for more info. What I find and add to the website/app will support you and many others!

**SEARCH FOR RESOURCES** – By typing your state and city into the Search For Resources box, you'll find listings for individual organizations - including names, addresses, phone numbers, links and basic info – in the Resource Directory. To start your search, click in the State box and start typing the full name of your state. When your state is in the list, click on it (or just finish typing it out). Next, in the text box below it, enter the name of the city or town (or the closest one) - or the zip code - where you are looking for information. When that's done, click on the 'Search Resources' box and you'll see two columns of folders appear in the Results area below.

The left column will show cities (if you click on the box below the city name, you can increase the available resources range to 100 miles!). The right column will show state resources and also national resources (scroll down the page to see them).

You'll see there are a lot of folders! The folders represent the resource categories. When you click on them, you'll see more folders with subcategories (if there are any) that will help you fine-tune your search. If all folders seem relevant to your search, click on them all! When you do, you'll see the contents of the folder listed below it. Opening all of the folders may be overwhelming, so you might wish to just

open one and then close it, by clicking again on the folder or the title of the folder.

When the folder is open, you can see the resources which you can write down on paper to save, or – if you have access to a printer – you (or your supporters!) can click on the green plus sign (+) and whatever you select will be saved into a printable document. Click on as many as you like from the city, state and national columns!

Remember: City resources will be local orgs, state resources will include listings that connect you to getting your birth certificate, your driver's license, and business/trades licensing. State listings can also include workforce development, human services from birth to aging, and housing, food and even sobriety resources. National resources will include national programs that often provide support for technology (free computers, phones, higher education), finance/credit help, advocacy groups, reduced-rate prescription cards, and more.

Open and close as many folders as you like!

If you're not able to print at this point, you can simply write down the names and addresses of the organizations you'd like to contact.

Again, if you can print, click on the 'save +' button to the right of the resource name and when the button turns red and says 'saved' with a check mark, the resource info will be stored while you continue to search for and add others.

#### **PRINT YOUR SAVED RESOURCES**

Once you've saved resources from the City, State and National sections, you can review all of the resources you've chosen

by clicking on the “Print Saved Resources” tab above the Search Box.

The page will open up to reveal all of the resources you’ve chosen. You can now look them over, consider your choices and, if there are any you want to delete, you can do that here by clicking on the word ‘delete’ in the upper right hand corner of each resource box.

Once you’re satisfied with your list, click on the purple button that says “Print or Save Resources’. (It’s right above the first ‘delete’ button on the right side of the page...)

Once you click on that button, a document will be created for you to print your resource list (or save it, if you can/want to).

#### OWNERSHIP MANUAL

The last area I’ll cover in this basic ‘how to’ document is the Ownership Manual. You’ll find a link to it on the home page, in the Reentry Toolkit column to the left of the stakeholder boxes. That link will lead you to the many ways you can access the book.

To ‘flip’ through a virtual version of the book, click on the large red words on that page. They’ll take you to a page with the image of a yellow book on a virtual shelf. Click on that “book” and you’ll be able to read it much like a regular book! You can zoom in or out. And you can find a page you’d like to check out in the table of contents, insert that number into the box

between the < and > arrows and click, and the ‘book’ will ‘turn’ to that ‘page’.

I hope you’ll find the book both interesting and informative! And I also hope that you’ll let me know what you think I should add, what you think is incorrect, or anything else you’d like for me to know.

Pro-tip #1: You can find a lot of information on the Fair Shake website by using the search bar in the upper right corner! Just type in a word or two and click on the image of the magnifying glass and you’ll land on a ‘results’ page. Look through the options listed and click on the blue words that describe what you’re looking for.

Pro-tip #2: You can find the sitemap (where you can see all of the pages on the website) at the bottom of almost every page on the website (this applies to most websites).

Soon, I will offer documents like this one about the other pages of the website. I’m also hoping to load the Fair Shake ‘How To’ videos soon! I have a few things to learn to be able to do that, but I’ll get there! ~ : )

Please feel free to ask questions and I’ll get info to you as quickly as I can. I’m here, like the folks at the hardware store, to help you ‘do it yourself’!

A ‘fair shake’ is both just and relational. Let’s work together to build a future that gives everyone a fair shake at life!