

# VA Peer Recovery Specialist Portal Recovery Blast Guide

October 2022

vaprs.org

The Recovery Blast page is used by the Office of Recovery Services to keep people up to date on trainings and certification, recovery-oriented events, job openings, information on evidence-based practices, and other important recovery information.

To post an announcement to the portal, follow the steps below. **Please note that publication of announcements are at the discretion of ORS and can take up to 4 business days to be approved.**

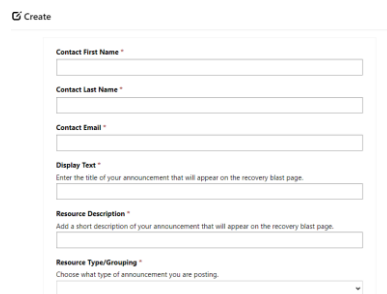
1 Click create to add your announcement.



The screenshot shows the 'Recovery Blast' header with instructions. Below is a table with columns: Announcement Title, Announcement Type, Announcement Description, Announcement Link, and URL (if applicable). A blue arrow points to the 'Create' button in the top right corner of the table.

- 2 Fill out the form with more information about your announcement. Keep these instructions in mind as you're completing the form.
- Choose the announcement type that describes your post best – these include 72-hour PRS trainings, events, job/volunteer/internship announcements, or other trainings.
  - The end date is when your announcement will be taken down from the Recovery Blast page.
  - Copy and paste the part of the file name\* before “.pdf” for the file attachment name field and attach the file at the bottom of the form.

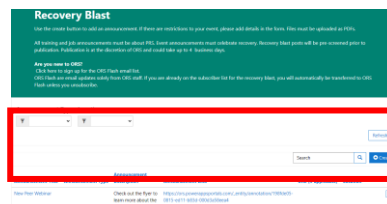
**Click submit when the form is complete. You will receive an email when your post is reviewed by ORS.**



The 'Create' form includes fields for: Contact First Name, Contact Last Name, Contact Email, Display Text (with a note to enter the title of the announcement), Resource Description (with a note to add a short description), and Resource Type/Grouping (with a dropdown menu).

\*Use the following naming convention to ensure no duplications: Your Name\_MonthYear\_Short Description  
(For example: My Name\_October2022\_Internship Flyer)

3 Use filters to search for a specific announcement type or announcement specific to your location. Make sure to press the refresh button on the right side of the page after making your selection.



The screenshot shows the 'Recovery Blast' header and a table with search filters. A red box highlights the 'Refresh' button in the top right corner of the table.



**Recovery Blast posts should be about the following topics:**

- Virginia Peer Recovery Specialist (PRS) 72-Hour Training announcements
- Virginia PRS Job-Internship-Volunteer announcements
- Funding Opportunities for Virginia Peer-Run Organizations
- Trainings sponsored by known Peer-Run Organizations
- Statewide Virginia trainings of benefit to PRS
- Regional Virginia trainings to benefit PRS