



PARTICIPANT GUIDE



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Center City, Minnesota 55012
hazelden.org

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Registration and Assessments

Registration

Go to www.navyamore.org. Your Recovery Coach will enter the Access Code to unlock the participant registration page.

Read the Registration Acceptance Agreement. Click “I Accept,” and then click on the “Next” button.

Enter your registration information, including a valid email address. This will allow the program to send you email reminders to help you work the Navy MORE program. Click on the “Register” button.

User ID is not case-sensitive and cannot include special characters such as [,&'<>"]. For example, *calmseas* is valid, but *calm&seas* is invalid.

Password is case-sensitive, must be at least six characters, and must contain at least one uppercase letter. For example, *Serenity* is valid, but *serenity* is invalid.

NAVYMORE
WELCOME

Welcome to the MORE Program

The program assists you with your personal growth and substance by providing comprehensive and personalized support for every step of your recovery journey.

"A beginning, even the smallest, is all that is needed."
—Lithuanian Proverb

As two people face the same challenges in recovery, the MORE program is created with your specific needs in mind. We ask you a few questions, then we provide you with the right information and tools based on your individual concerns and challenges.

Log In with Existing User

User ID:

Password:

Next

Sign Up as a New User

Enter the access code that we will create your account. Our team of experts is waiting to help you throughout your program.

Access Code:

Next

NAVYMORE
WELCOME

Registration Acceptance Agreement

This Navy MORE website is not intended to provide specific medical advice, but rather to provide users with information to better understand and be engaged in their personal recovery journey. Specific medical advice will not be provided, and you are urged to consult with a qualified physician or other medical professional if you have any personal medical concerns or questions.

Not confidential disclosures

Although most disclosures made as part of any EEO submission about counseling, treatment in substance program, and records kept in connection with these programs are confidential, the following are not confidential:

- Accused (allegation when a physician or clinical psychologist makes a psychiatric referral)
- Disclosure of a past crime, legal act, or any other incident that places the command or any of its members in jeopardy
- Disclosure that any crime or legal act is about to take place. Such information shall be immediately reported to your commanding officer and pertinent units, if any.
- Disclosure of child abuse, sexual and related laws, as well as Navy regulations, require the reporting of a disclosure of child abuse. Suspected or known child abuse must be reported to the Family Advocacy Representative (FAR) and/or another child protective services.

If you have questions or concerns about the Registration Acceptance Agreement, please contact your Recovery Coach.

Yes, I Accept

Next

NAVYMORE
WELCOME

Register New User

User ID:

Password:

Custom Password:

Security Question:

Your Account:

First Name:

Last Name:

Birthdate:

Gender: Male Female

Preferred Contact:

Email Address:

Area Code:

Phone Number:

Time Zone:

Home SAMP:

Branch Of Service:

Best On Ground Combat Tours:

Next Previous

All fields are required

Review your registration information, and then choose either “Confirm” or “Modify.”



You can always log in to the Navy MORE site by using the User ID and Password that you created.



Assessments

Click on “Start Module 1 Assessment” from your My Home page.



Read the Welcome to Assessment 1 overview. Click on the “Start Assessment” button.



The Navy MORE program will assess how you are doing in six key areas of recovery. By tracking your progress, the program will help you get a better idea of where you are doing well and where you might want to focus more of your efforts. The combination of working with a sponsor, attending Twelve Step meetings, and working your personalized Navy MORE program will help you in the key areas of recovery.

You will need to complete each assessment before you will have access to the corresponding module. Please read each set of questions carefully, as some questions allow multiple responses and others allow only one response.

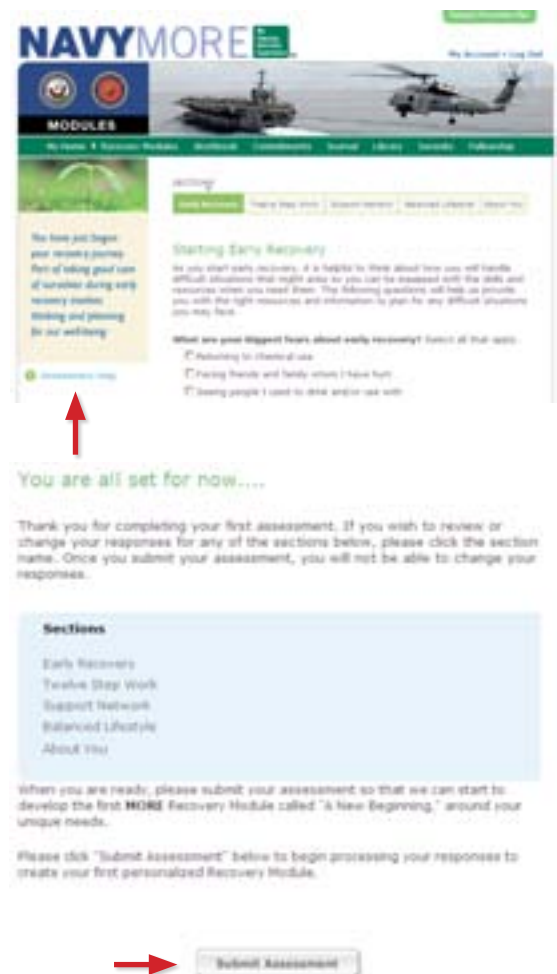
A response is required for every question—even if your response is “don’t know” or “not applicable.”

When you enter your sobriety date, please enter it as a two-digit month, two-digit day, and four-digit year, for example, 01/07/2010.

It is extremely important that you answer honestly and from your perspective today. This is not a test; there are no right or wrong answers. Read each question and reflect carefully on it so that Navy MORE can be tailored to meet your particular needs.

If you have questions about any assessment, please refer to the Assessment Help link on the left side of the page.

When you are done completing each assessment, click on the “Submit Assessment” button.



On the next screen, scroll down to the middle of the page. Click on Assessment Summary to view your individualized assessment graphs. You can also click on Assessment Summary in the left navigation menu to access this information.

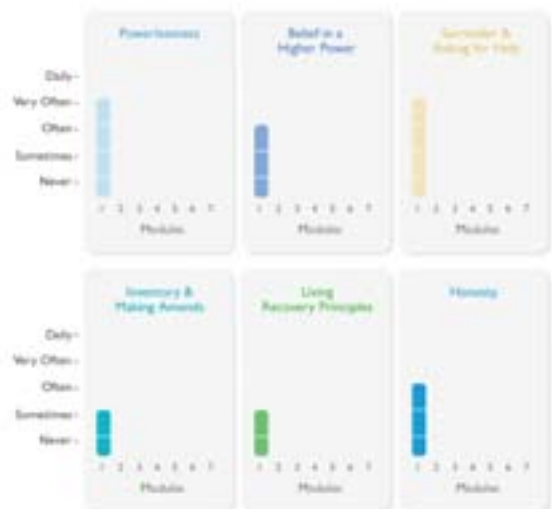


Here you'll find six different charts that give a snapshot of how you're doing in six key areas related to working the Steps: powerlessness; belief in a Higher Power; surrender and asking for help; inventory and making amends; living recovery principles; and honesty. The shorter the bar, the more you will need to focus in that area.

Please be sure to click "Log Out" in the upper right corner every time you leave the MORE program to ensure others may not view your personal information on your computer screen.

The next section of this guide will show you how to navigate the features of Navy MORE.

The charts below reflect what you have told us about your recovery experience.



Navigation of Features

Welcome Page and Log In

Enter www.navyamore.org into the address line of your browser. Review the Welcome page features, using the image for reference:

- 1 Short video tour of Navy MORE
- 2 Link to online Participant Guide
- 3 Log in to Navy MORE, using a previously created User ID and Password

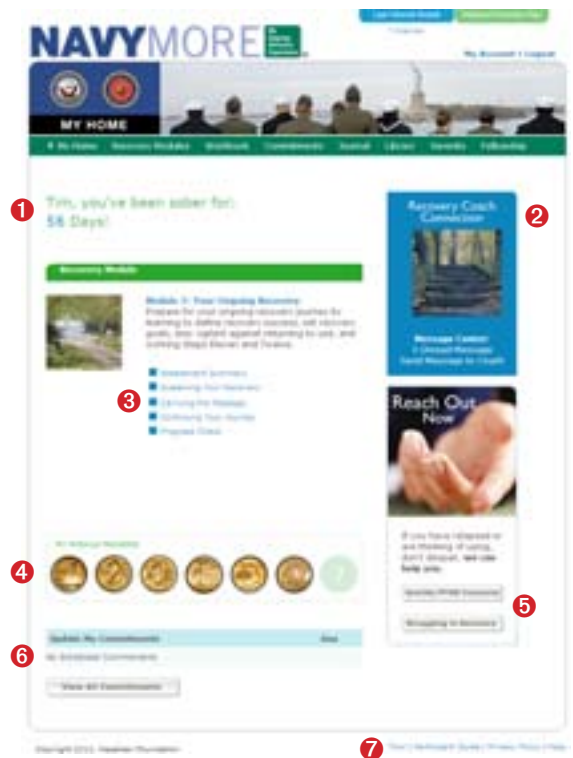
My Home Page

This section explores the features of the My Home page, the Reach Out Now section, and the Recovery Coach Connection. My Home is always available on the green navigation bar.



Click My Home on the green navigation bar. Review the My Home page features, using the image for reference:

- 1 Sobriety counter showing the number of days sober, based on the sobriety date entered on your last assessment
- 2 Message Center for exchanging confidential messages with a Recovery Coach
- 3 Links to your most recent module sections
- 4 Medallions to track module progress
- 5 Links to pages with suicide hotline phone numbers, PTSD resources, and other recovery resources
- 6 List of recent and future commitments
- 7 Links to reference materials



Reach Out Now

In the Reach Out Now section, click on the “Suicide/PTSD Concerns” button.

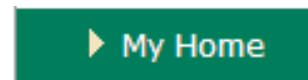
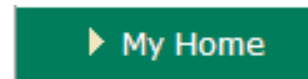
Review the information on the Suicide/PTSD Concerns page.

Click My Home in the green navigation bar.

In the Reach Out Now section, click on the “Struggling in Recovery” button.

Review the information on the Struggling in Recovery page.

Click My Home in the green navigation bar.



Recovery Coach Connection

On your My Home page, find the Recovery Coach Connection box.

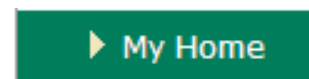
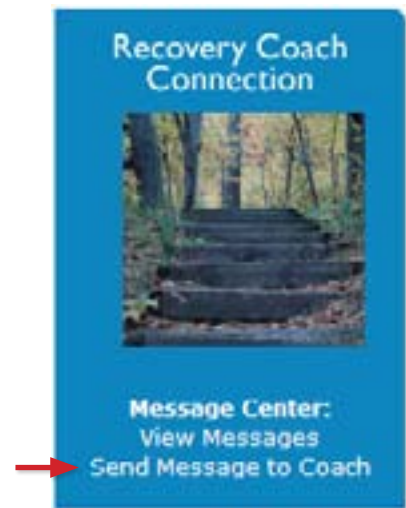
Click “Send Message to Coach.”

Type a message to your Recovery Coach.

Click the “Send” button.

Use the left navigation menu to explore the different parts of the Message Center: Inbox, Compose Message, and Sent Messages.

When you are done, click My Home on the green navigation bar.



Commitments

This section explains how to create a commitment and report commitment progress. The Commitment tool is always available on the green navigation bar.



Click Commitments on the green navigation bar. Review the Commitments page features, using the image for reference:

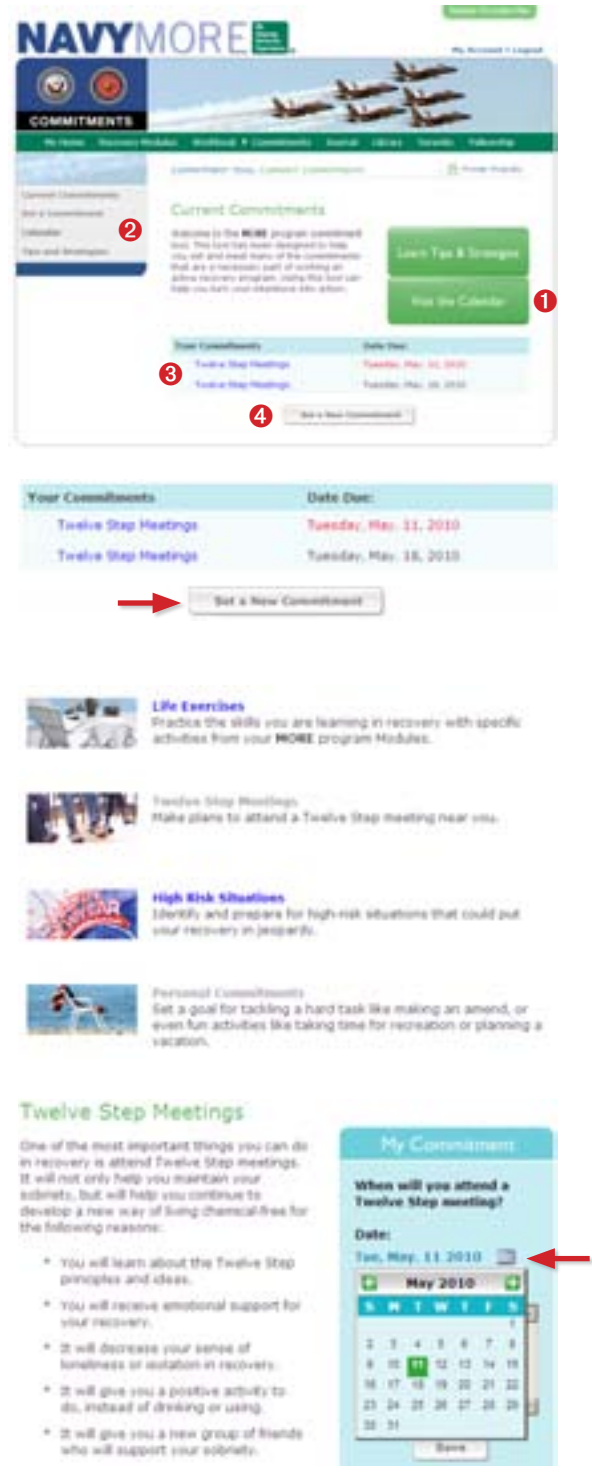
- 1 View commitments in a day, week, or month calendar
- 2 Links to Commitments features
- 3 Future and past-due commitments
- 4 Create a new commitment

Create a Commitment

Click on the “Set a New Commitment” button to create a new commitment.

Click the Twelve Step Meetings link to set a commitment to attend a Twelve Step meeting.

Click the calendar icon. Then, select a future date on the calendar.



Type a message to yourself in the Notes section.
Click on the “Save” button.

You have now set a commitment to attend a Twelve Step meeting on a date in the future.

Report Commitment Progress

Select Current Commitments in the left navigation menu.

In the Your Commitments section, select the commitment you would like to report on.

Click on the “Report” button to report progress on this commitment.

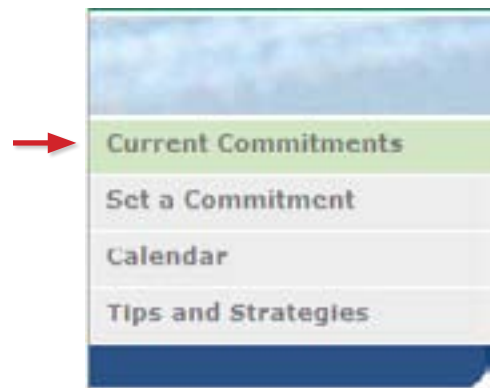
My Commitment

When will you attend a Twelve Step meeting?

Date:
Thu, May. 27 2010

Notes:
I will attend the Thursday meeting onboard ship.

Save



| Your Commitments | Date Due: |
|----------------------|-------------------------|
| Twelve Step Meetings | Tuesday, May. 11, 2010 |
| Twelve Step Meetings | Tuesday, May. 18, 2010 |
| Twelve Step Meetings | Thursday, May. 27, 2010 |

Twelve Step Meetings

One of the most important things you can do in recovery is attend Twelve Step meetings. It will not only help you maintain your sobriety, but will help you continue to develop a new way of living chemical-free for the following reasons:

- You will learn about the Twelve Step principles and ideas.
- You will receive emotional support for your recovery.
- It will decrease your sense of loneliness or isolation in recovery.

My Commitment

Date:
Thu, May. 27, 2010

Personal Notes:
I will attend the Thursday meeting onboard ship.

Report

Choose “Yes” to report that you met the commitment.

Read the congratulations message.

Explore the Commitments tool. When you are done, click My Home on the green navigation bar.

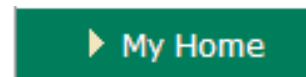
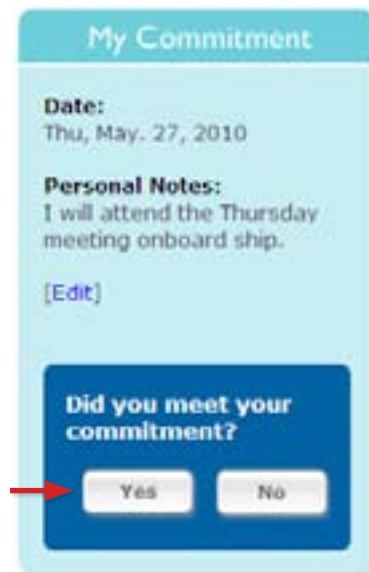
Journal

This section explains how to create a journal entry and review past entries. The Journal tool is always available on the green navigation bar.



Click Journal on the green navigation bar. Review the Journal page features, using the image for reference:

- 1 Links to Journal features
- 2 Buttons to create a new journal entry and review past entries



Create a Journal Entry

Click on the “Create A New Entry” button.

Use the drop-down menu to select a journal type, for example, Daily Life.

Enter today’s date in the format mm/dd/yyyy, for example, 05/19/2010.

Type an entry in the text box.

Click on the “Save Journal Entry” button. The entry has been saved.

Review Past Entries

Click Review Past Entries in the left navigation menu.

Select the journal entry you would like to review.

Read the message.

Click on the “Cancel” button to close the entry. Or click on the “Edit” button to change the entry and save a revised version.

Explore Journal features. When you are done, click My Home on the green navigation bar.



Library

This section explains how to use Search and point-and-click navigation to find articles, view a list of videos, and explore fact sheets in the Library. The Library is always available on the green navigation bar.



Click Library on the green navigation bar. Review the Library page features, using the image for reference:

- 1 Links to Library features
- 2 Keyword search for articles, videos, and fact sheets
- 3 Links and brief descriptions of features



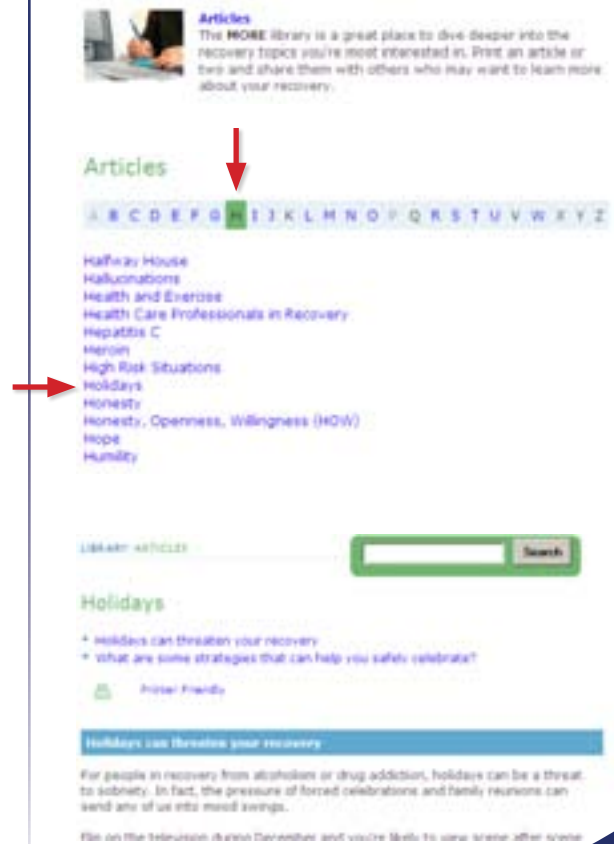
Find Articles

Click on the Articles link in the center of the Library Overview page.

Click H on the Articles navigation bar.

Then click Holidays from the Articles list.

Read or scroll through the article on holidays.



Find Videos

Click Videos in the left navigation menu.

Scroll through the list of full-length videos available in the Library.

Find Fact Sheets

Click Fact Sheets in the left navigation menu.

Scroll through the list of fact sheets available in the Library. Fact sheets are in printable PDF format.

Use Search

Find the Search box at the top of any Library page.

Type “ptsd” in the box and click on the “Search” button.



Videos

Adults and Co-occurring Disorders (Video)

Recovering addicts speak frankly about how their addiction and mental disorder fueled each other, the benefits of therapy, the importance of psychiatric medication taken regularly, and the challenges and rewards of seeking support through a Twelve Step group.



Adults and Co-occurring Disorders (Video)
Running Time: 20 Minutes



Fact Sheets

Family Resources

Continuing Care is Essential to Your Loved One's Recovery (PDF)

Continuing care — care after a person leaves treatment — is an important part of recovery. This fact sheet discusses the key components of continuing care and five ways family and friends can help support your recovery.

Getting Involved in Alateen (PDF)

Alateen is a recovery group for teenagers who are affected by alcoholism. This fact sheet describes the ways teens can benefit from Alateen, what meetings are like, and how to handle it if you're not a member or a parent.



LIBRARY: FACT SHEETS

Three library documents contain the keyword “ptsd”. The documents are listed in the Search Results section of the page.

Click Facts about Addiction and PTSD (PDF).

Review the document.

When you are done, close the fact sheet window and return to the Library Search Results.

Explore videos, articles, and fact sheets in the Library. When you are done, click My Home on the green navigation bar.

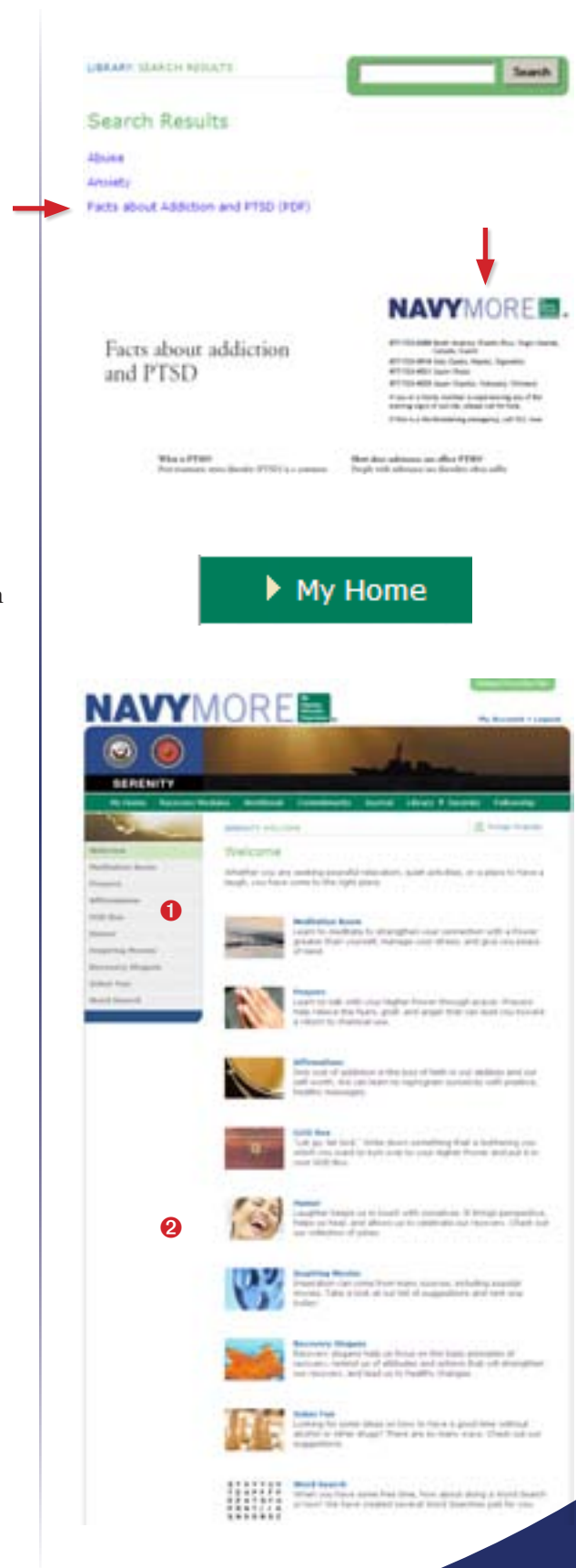
Serenity

This section explains how to use the GOD Box, view recovery slogans, play a recovery Word Search game, and explore the features available in the Serenity section. Serenity is always available on the green navigation bar.



Click Serenity on the green navigation bar. Review the Serenity page features, using the image for reference:

- ❶ Links to Serenity features
- ❷ Links and brief descriptions of features



GOD Box

Click on the GOD Box link in the center of the Serenity page.

Wait for the “paper” to exit the box and then type a message.

Click “Submit.”

Watch and enjoy.

Recovery Slogans

Click Recovery Slogans in the left navigation menu.

Use your mouse to “roll over” the message cards.

Click to select a recovery slogan card.

Use the  icon to close the slogan.



Good Orderly Direction Box

We all need Good, Orderly Direction for those things over which we are powerless. Type those things that are bothering you on the piece of paper below and then “let go, let God” by clicking on “Submit.” Let your Higher Power take care of your worries.



Word Search

Click Word Search in the left navigation menu.

Select Becoming Clean and Sober from the Select Puzzle list.

Click on the “Start” button.

Use the arrow to drag across words in the puzzle.

Complete the puzzle by finding all of the words.

Explore activities in the Serenity section. When you are done, click My Home on the green navigation bar.



Working in Recovery Modules

This section explains how to work Module 1, Section 1, Grounding Yourself. Current module sections are found in the Recovery Modules section of My Home. Past modules are always available in the Recovery Modules section on the green navigation bar—and this section will use that link.



Click Recovery Modules on the green navigation bar. Review the Recovery Modules page features, using the image for reference:

- 1 Tabs for navigation to Overview and Modules 1–7. Module tabs become available after that module’s assessment is completed.
- 2 Links to module sections in the selected module

TIP: Working a module will include navigation to many pages in Navy MORE. A direct link to the last module page visited is available at the top of all Navy MORE pages. Use the “Last Viewed Module” button as a quick link to the last visited page of module content.

TIP: PDF documents and worksheets are common in module content. Closing these items will return you to the module.




Access Module 1

Select Module 1 from the tabs at the top of the Recovery Modules page.

Select Grounding Yourself from the section list.

Read the Welcome overview.

Click  at the bottom of the page.


Create a Safe Space

Read the page content and complete the following tasks:

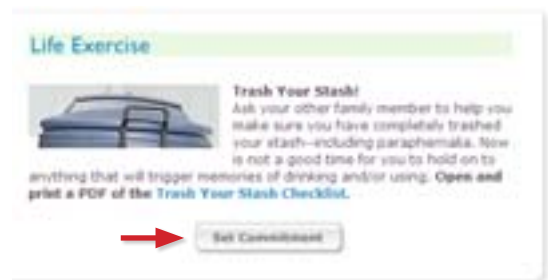
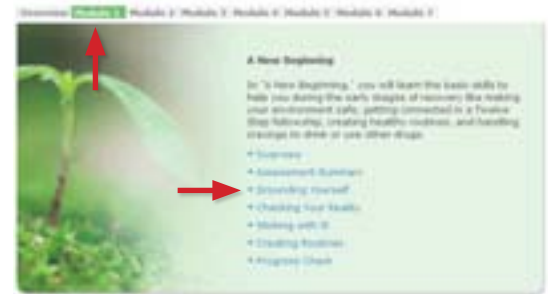
- In the Life Exercise, open and review the Trash Your Stash Checklist.
- Click on the “Set Commitment” button to set a commitment date to trash your stash. Then click Return to Module.
- Watch the short video “Trash Your Stash.”
- Read medication articles in the Library.
- Click  at the bottom of the page.

Plan for Recovery

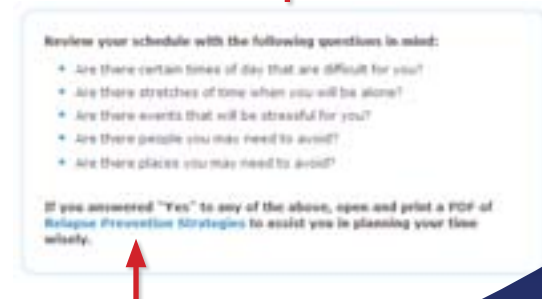
Read the page content and complete the following tasks:

- In the Life Exercise, click on the “Set Commitment” button to set a commitment to develop a structured schedule for yourself.
- View the Seven-Day Time Schedule.
- Read the Relapse Prevention Strategies article.
- Click  at the bottom of the page.

Recovery Modules




Open and print a PDF of a [Seven-Day Time Schedule](#), and fill it out using the following guidelines:




Focus on Spirituality

Read the page content and complete the following tasks:

- Read the Spirituality article.
- *Reminder! Select the “Last Viewed Module” button at the top of the page to return to Focus on Spirituality.*
- Click  at the bottom of the page.

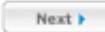
Go to Meetings

Read the page content and complete the following tasks:

- Complete the Your Motivation scale.
- Read the Alcoholics Anonymous article.
- Click  at the bottom of the page.

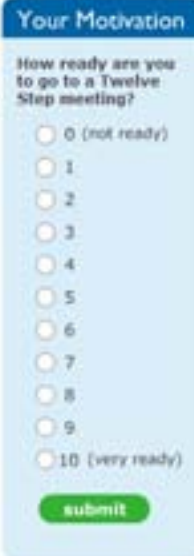
Connect with a Sponsor

Read the page content and complete the following tasks:

- In the Life Exercise, click on the “Set Commitment” button to set a commitment to find a sponsor.
- Read the Sponsorship article.
- Click  at the bottom of the page.

In the Library...

- Spirituality



Your Motivation

How ready are you to go to a Twelve Step meeting?

0 (not ready)

1

2

3

4

5

6

7

8

9

10 (very ready)

In the Library...

- Alcoholics Anonymous
- Narcotics Anonymous



Life Exercise

 Would you like to make a commitment to find a sponsor? Since you don't have a sponsor yet, set a goal to work on getting one as soon as possible.




In the Library...

- Sponsorship


Renew Relationships

Read the page content and complete the following tasks:

- Read one of the Library documents at the end of the page.
- Click  at the bottom of the page.


Get Back to Daily Life

Read the page content and complete the following tasks:

- In the Life Exercise, click on the “Set Commitment” button to set a commitment to work a role-play exercise with a trusted support person.
- Click  at the bottom of the page.

Work Step One

Read the page content and complete the following tasks:

- Complete the three workbook activities.
- *Reminder! Select the “Last Viewed Module” button at the top of the page to return to Work Step One.*
- Read the Biochemistry article.
- Click  at the bottom of the page.

Summary

Read the page content. When you are done, click My Home on the green navigation bar.

In the Library...

- Talking with Children About Addiction and Treatment (PDF)
- Understanding a Loved One's Twelve Step Recovery Program (PDF)
- Understanding What Your Loved One Experienced in Treatment (PDF)
- Continuing Care is Essential to Your Loved One's Recovery (PDF)
- Taking Care of Yourself While Your Loved One is in Recovery (PDF)
- Detachment and Enabling

Life Exercise



What do I say to others?

As you encounter people in your day-to-day life, you may wonder how to talk about your chemical dependency. People may know that something happened, but you get to decide if, when, and how you talk about your addiction and your recovery. If you think you want to talk about it, doing some role-playing may help you figure out how you want to handle this situation. When you are ready, set a commitment to role-play with a trusted support person.



Workbook Activity:
I Can Control It



Workbook Activity:
Powerless Situations



Workbook Activity:
The Power of Addiction

In the Library...

- Biochemistry

 **My Home**

Fellowship

This section explains how to add contacts to My Personal Support List and view military and general resources available on other Web sites. Fellowship is always accessible on the green navigation bar.



Click Fellowship on the green navigation bar. Review the Fellowship page features, using the image for reference:

- 1 Links to Fellowship features
- 2 Links and brief descriptions of features

My Personal Support List

Click on the My Personal Support List link in the center of the Fellowship page.

In the Add/Edit Contact section, add information in the appropriate fields.

Click on the “Save” button.

When the page refreshes, look for your contact in the contact list box.

A screenshot of the 'Add/Edit Contact' form. The form has several input fields: 'First Name' (with 'Tom' entered), 'Last Name' (with 'J' entered), 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Work Phone', 'Home Phone', 'Cell Phone' (with '555-999-7777' entered), and 'Email Address' (with 'tomj@test.net' entered). A red arrow points to the 'Save' button at the bottom right of the form.

Other Resources

Click Other Resources in the left navigation menu.

Scroll through the list of military and general resources.

Explore activities in Fellowship. When you are done, click My Home on the green navigation bar.

Log Out

Click the Log Out link in the upper right corner of any Navy MORE page.



Technical Assistance

This section is for those who have already completed the initial registration to the Navy MORE program, but who have forgotten how to log in to Navy MORE. Those who have not yet registered for Navy MORE should refer to “Registration and Assessments” on page 1 of this guide.

Go to www.navymore.org.

If you forgot your User ID, click “Forgot User ID?”

Type in your First Name, Last Name, and Birthdate. Click on the “Next” button.

You will get confirmation as Record Found, with your User ID and a link to Continue with Login.



If you forgot your Password, click “Forgot Password?”

Enter your User ID, First Name, Last Name, and Birthdate.
Click on the “Next” button.

Answer the security question you created at registration.
Click on the “Next” button.

Create and confirm a new password. Click on the “Next”
button.

Select “Log In” to log in to Navy MORE with your new
Password.

Please contact your Recovery Coach if you experience a
technical difficulty that you can't troubleshoot yourself
using this guide.

