

NFWI Communications *My WI* website launch

theWI
INSPIRING WOMEN



The NFWI is launching a new and easy-to-access website designed exclusively to enhance members' experience of the WI and WI membership. The *My WI* website will contain everything from advice on running a charity and the WI constitution, to brand new craft projects and cookery ideas, and will combine information with inspiration, as well as connecting with every member throughout the organisation, whatever her level of involvement.

This leaflet contains details about the development of the site and why it is needed, and how every WI member can log in to access the area to really get the most out of her membership.

My WI

As the way that we all communicate with each other changes and develops, the way that the NFWI communicates with members has never been more important. This dedicated website has been specifically designed to reach out to every WI member and provide the information to get the most from WI meetings, plan the most engaging events, and provide inspiration and guidance from the NFWI. The site will be an exclusive one-stop-shop for everything that a WI member needs to know.

Designed in consultation with WI members and tested with them to make sure everything is easy to find, there will be information for every member to access depending on her interest, from policy information explaining how she can get involved in her WI committee, Public Affairs guidance about proposing new resolutions, to explanation about how to engage more with federation Boards of Trustees – and everything in between! A brand new search function and navigation system designed in consultation with WI members will make the site user-friendly and as simple as possible, and because it is only accessible to members, the content is truly exclusive to keep all members informed and up-to-date with everything that's happening throughout the organisation.

Alongside all of this information, there will be plenty of inspiration with dedicated projects and activities designed by all of the NFWI Committees. Whether a member wishes to plan a craft activity at her next meeting, if she needs something last minute because a speaker failed to arrive to a meeting, or if she simply wants to try something new on a free afternoon at home, the *My WI* site will have regularly updated and engaging projects for all members to try – whatever their skill level or experience.

How can I log in?

To ensure that the site is only accessible to members, the log in process is linked through the MCS. MCS stands for Membership Communication System, the secure WI database that holds members' details and enables communication throughout the organisation. Every member must ensure that they have a valid email address entered on their MCS record as this will be the address that their password is sent through to when they first start using the site. It is important that the information on their WI's MCS record is always up-to-date to make sure all correspondence reaches the right recipient.

MCS Rep

An MCS Rep is a member who has volunteered to take responsibility for her WI's records on the MCS. Her federation office will issue her with a unique login and password to ensure maximum security of the system. For this reason, there can be only one MCS Rep per WI at a time.

An easy to follow guide to the MCS can be found on the WI Moodle under the MCS Rep section and a more detailed version is stored on the MCS itself. When a new WI is formed, the WI Adviser should inform the WI about the MCS at their first meeting and suggest that members nominate an MCS Rep.

All WIs should have an MCS Rep who is currently responsible for uploading all member information but for the very first time, once their details have been entered on to the MCS by the MCS Rep, every WI member will be allowed to edit her own information using the site to ensure that all of her contact information, including email address, is up-to-date. If your WI does not have an MCS Rep, please check with your WI Secretary.

Without an up-to-date email address, you will not be able to log in to the new website

My WI- your questions answered

I have an email address registered on the MCS

1. An email will automatically be sent to this email address with your *My WI* log in details
2. Click on the "log in to *My WI*" button on the homepage
3. Enter your *My WI* details on the log in page
4. Enjoy accessing all of the exclusive content!

I have an email address, but I don't think it is registered on the MCS

1. Contact your WI MCS Rep to ask them to update your email address on the MCS. If you do not have an MCS Rep, please check with your WI Secretary.
2. An email will automatically be sent to this email address with your *My WI* log in details
3. Log in to *My WI* through the WI website - www.thewi.org.uk
4. Click on the "log in to *My WI*" button on the homepage
5. Enter your *My WI* details on the log in page
6. Enjoy accessing all of the exclusive content!

I do not have an email address

1. There are many different options and hosts available - more information can be found through www.bbc.co.uk/webwise
7. Once you have registered for an email address, contact your MCS Rep to ask them to update your MCS contact details. If you do not have an MCS Rep, please check with your WI Secretary.
2. An email will automatically be sent to this email address with your *My WI* log in details
3. Log in to *My WI* through the WI website - www.thewi.org.uk
4. Click on the "log in to *My WI*" button on the homepage
5. Enter your *My WI* details on the log in page
6. Enjoy accessing all of the exclusive content!

Going forward, every time a new member is added to the MCS with her email address, she will automatically be sent an email with her login details.

How does *My WI* work with the WI Moodle?

The WI Moodle will continue to be used as a training platform, which is its original purpose, and much of the non-training content from the Moodle (e.g. policy information, WI Officer information etc.) will be moved over to the new website to ensure that everything is easy to access and search for on one site.

What happens now?

With the new area of the website planned to launch at the NFWI Annual Meeting on 7 June, now is the time to make sure that your email address is updated and entered on the MCS. Please ensure that the email address that you have listed on the MCS is a current address and it is one that you access regularly. Once you have done this – or asked your MCS Rep to update your address – you will be sent an email with details on how to access the site as soon as it is live.

For help with the MCS, please contact your MCS Rep or WI Secretary. If you require further assistance, please contact your federation or the NFWI Resources team:
hq@nfwl.org.uk

For help with any communications issues, contact communications@nfwl.org.uk

This guide can be downloaded from the “documents” section on the WI website:
www.theWI.org.uk/documents