

# WOMEN'S COUNCIL WEBSITE BASIC INFORMATION

Website: [www.wcgbr.com](http://www.wcgbr.com)

Email: [info@wcgbr.com](mailto:info@wcgbr.com)

A. Gail Coleman-O'Conner, Website Coordinator

## **Main WEBSITE Page**

*Open to General Public*

### **Headline News**

- Used to promote current, major stories of interest to the general public and membership.

**Instant Access to Membership Application** -- by clicking on tabs at top on one of the links: *Become a Member Today* or *Renew Now*.

**Instant Access for Non-members to WCGBR Meeting Notices** -- by clicking on link *Non-members Monthly Notice*, non-members will join an e-mail list to receive a monthly meeting notice.

### **News & Updates**

- News stories and information of interest to members and to the general public about the Women's Council
- By clicking on "Visit News Room," you gain access to all previous news releases as well as the Women's Council's Logos: WCGBR, Women's Week and Silver Magnolia Logos – all of which may be downloaded.

### **Event Calendar**

- Listing of all WCGBR Upcoming Events – clicking on date will give basic info – time, place, description of event. May be used by general membership to promote member events. Events may be submitted from Member Area.

### **WCGBR Member MarketPlace**

- Service available to MarketPlace Members with *current* Women's Council non-profit, small business and corporate membership to list their basic information – access to register given in Member Area to small business, non-profit and corporate members.

### **Tabs across the top**

- Home – Returns you to the Women's Council Home Page.
- Who is WCGBR – Basic organizational information – President's Message, Vision and Purpose, Officers/Board, Contact info, Committees, By-laws and LIST (names only) of WC Membership.
- Membership – Membership Benefits, Renew Membership, New Member Registration.
- Women's Week – All Info on Women's Week – including Steering Committee, Luncheon Registration/Tickets, Patron Registration, Activity Registration.
- Silver Magnolias – Current Silver Magnolias with Pictures, Previous Honorees, Nomination Information and Application Packet, Info about the Silver Magnolia Award.
- Photos – Photo Gallery of WCGBR Events going back *two full years plus the current year*. Photos are arranged in folders by event and may be viewed as well as downloaded to keep or to print. See "Archived Photos" tab on Member page for access to photos from 2006 forward.
- Member Login Tab – must be a Member. Login here to gain access to the Member Area. Note the "Quick Help" topics on the left-hand side which include the following: *Forgot your password?*, *Members update your e-mail address* and *Rejoin WCGBR e-mailing list*.
- Newsletter – Displays current newsletter and previous issues through May, 2009.

## **MEMBER AREA**

*Restricted to Members with Current (dues paid) Membership  
Requires LOGIN name and password to access  
Access to Member Area is lost when membership expires.*

**NOTE: If you forget your login information, send a note to [member@wcgbr.com](mailto:member@wcgbr.com) or [info@wcgbr.com](mailto:info@wcgbr.com) with your request.**

### **My Profile**

- Lists member's Name, Member ID Number, Membership Renewal Date and a link to edit her profile, that is: update contact info, email, phone numbers, name changes, address, change password.
- This area also lists the access privileges a member has to restricted areas and databases. Access to these areas must be given by Website Coordinator **A. Gail Coleman-O'Conner**.

### **Names of new members**

### **Members' names with birthdays that month**

### **News that is more personal about members available to members only**

### **Lists the upcoming events that may be accessed in detail on the Event Calendar on Women's Council Home Page**

### **Provides link to submit events to the event calendar**

### **Submit Your Event**

- Only members with current, paid memberships may submit events. Events must be related to organizations or benefits that are members of the Women's Council.
- Do not use any unusual or special characters – such as apostrophes, #'s, etc. – to submit an event. If you do, you will get an error. If you get an error, **use your back arrow** in your web browser to go back to your original document and remove the problem character then re-submit.
- If you have a problem, send a note to [info@wcgbr.com](mailto:info@wcgbr.com). For immediate help, call **A. Gail Coleman** at 225-937-4625.
- Once you have submitted your event successfully, send a note to [info@wcgbr.com](mailto:info@wcgbr.com) that you have submitted an event and it will be activated as soon as possible.

### **Tabs across the top**

- [Member Home](#) – Returns you to the Member Area.
- [Member Directory](#) – Provides detailed contact information on the General Membership – *not available to Public*.
- [File Manager](#) – Maintained by individual committees -- provides access to current Women's Council documents – such as the by-laws, nomination forms, etc.
- [Member News](#) – links to current and past news releases for public (external news) and member-only access.
- [Archived Photos](#) – Photo archive back to 2006.
- [WCGBR Website](#) – Opens a new window to the Women's Council Home Page.
- **Remaining Tabs are not currently active or being updated.**

**QUESTIONS?** Contact **A. Gail Coleman-O'Conner** – 225-937-4625, [agailcoleman@cox.net](mailto:agailcoleman@cox.net) .