



Norfolk Federation of WIs
Charity number 1201046

WI Web Editor Training

Thursday, 19th Sept 2024

Evelyn Suffield House, Norwich, NR1 3LY



Basic training 10:30am - 12:30pm

Intermediate/Advanced training 1:30pm - 3:30pm

(Maximum of 2 attendees per WI as only 1 can log on at a time)

- **Basic:** Does your **WI Website** work well for you? Your WI has its own page on the National Website. See it at <https://norfolk.thewi.org.uk/find-wi>
- **Intermediate/Advanced:** For WI Web Editors who have successfully completed the basic workshop. Learn how to add an additional page and develop it further. More on photos, tables and improving the user experience.

- ❖ **You will use your My WI username and password for the course**
- ❖ **Please bring your own laptop or tablet and a charger**
- ❖ **Please bring a packed lunch if staying all day**

In order to do the training, the office will check that you are entered as the Web Editor for your WI

Please check that you can log on My WI successfully the day before the course, if you cannot please contact the office

Tickets will be allocated from 8th August 2024

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WI

Name: _____

Address _____

Postcode _____ Telephone _____

Email _____

Is disabled access / parking required? _____

Basic Training AM Intermediate/ Advanced PM Both AM & PM

If applicable, please supply names and email addresses of additional applicants on reverse

Please return to Evelyn Suffield House, 45 All Saints Green, Norwich NR1 3LY **with a SAE if you require a posted ticket.** Other applications will receive an email confirmation only

Please bring ticket or email confirmation with you

FOR OFFICE USE ONLY Please do not staple cheques to this form

Date received _____

Date tickets sent _____ By Post By Email By Hand

Thursday, 19th September

WI

Name

Email Address
