



WI Web Editor Training

Thursday, 15th September 2022

Evelyn Suffield House, Norwich, NR1 3LY

Basic training 10:30 am - 12:30 pm

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

£7.50 per session

- **Basic:** Does your **WI Website** work well for you? Your WI has its own page on the National Website See it at www.thewi.org.uk/become-a-member/structure-of-the-wi/england/norfolk/find-a-wi
- **Intermediate/Advanced:** For WI Web Editors who have successfully completed the basic workshop. If you are able to log-on to your WI's pages and update the Overview data. Learn how to add an additional page and develop it further. More on photos, tables, photo galleries and improving the user experience.
 - ❖ **Please check with your MCS Rep that they have updated your MCS record to show that you are a Web Editor**
 - ❖ **Please bring your own laptop or tablet and a charger**
 - ❖ Please bring a packed lunch if staying all day

Tickets will be allocated from 18th August

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.....WI

Name:

Address

.....Postcode.....Telephone

Email.....

Is disabled access / parking required?

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

I enclose £for: places @ £7.50 for the morning session
..... places @ £7.50 for the afternoon session

By cheque made payable to NFWI. On the reverse please write "Web Editor" and the name of your WI

By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449

Payments should be referenced with your Surname, WI and "WebEd"

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.....Amount.....P I BACS Cash

Date tickets sentPost Email

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.....WI

Name

Email Address

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