

# HINTS & TIPS FOR MCS REPS

## Venue Information

You should make sure that all your venue information is kept up to date by entering the appropriate details on to the MCS system. This will ensure that your meeting details appear correctly on the WI list page on the WI website - click on "WIs" on the left-hand menu to select individual WI names. Please include the post code.

## Venue Accessibility

If you haven't already done so, please make sure you amend the "Disability Access Options" box on your main WI information page which you select by clicking on "WI Membership" along the top bar, then select "click here to view information about [your WI name]" in the first paragraph.

## Post Codes

At the beginning of April 2009, NFWI made an adjustment to the way details are input to the MCS. This means that, from now on, you MUST enter a new member's address by putting in the postcode and then selecting a house number from the selection shown on the ensuing drop-down menu. Failure to enter data this way, could mean that errors will be made when sending out WI Life magazines and/or NFWI mailings to Presidents/Secretaries. Similarly, if a member notifies you of a change of address, you must enter the new address in the manner outline above.

## Keeping up-to-date

If you are not your WI's Secretary or Treasurer, then make sure that you are kept up-to-date with current membership details - and this includes those members who have decided not to rejoin; they should be removed from the MCS list.

## Joining Date

Please remember when you enter a new member on to the MCS, you must enter the date they joined - if this is not shown on the membership form, then please ask the member for the information.

This date ensures they are picked up by NFWI as a new member, and they should then receive their welcome pack, as well as WI Life from the next available issue. If the member is re-joining please do not include a joining date. This also applies if the member has moved from another WI ask NFWI to move the members record to your WI – you will need the name and Federation of the WI the member has moved from.

## Dual Members

Please contact Ros Cooper to add a member who is already a member elsewhere. If a dual member leaves, please go to the membership tab on the members record and delete your WI record only, leaving the member on the other WI list.

**PLEASE NOTE:** The password you require as an **MCS Rep** is **NOT** the same as the password required to update your WI Webpage. **Please apply to Ros Cooper for a MCS password**

**For Website queries please contact Sue Atrill**