



Surrey Federation of WIs
6 Paris, Parklands, Railton Road,
Guildford, Surrey, GU2 9JX.
01483 233230 info@surreyfedwi.org.uk
www.surreyfedwi.org.uk



March 2022

If you have been allocated the role of the Membership Communication System (MCS), these notes will help you.

Changing Positions In Your WI

If your WI Officers change at your Annual Meeting (or at any other time) you need to do the following steps:-

- Click on WIs and search for your WI.
- When you reach your WI's basic details of meeting time and venue, on the righthand side there is a box marked SECTIONS. Click on Positions in that box and this will bring up all the positions given in your WI and the name of the current holder.
- Click on the arrow on the left hand side of the current holder of the position you want to change.
- This will bring up a box listing the position and the name of the current holder
- Underneath is a box called Select New Holder – click on the green search button within that box.
- Another box will pop up, put the first name and surname of the new holder in that box where relevant and click on search.
- This will bring up Member Search Result with the name of the person you were looking for. Click on the name and that should put the new person in the Position Held at WI box.
- Click on the green save button.

Once you have done this, it should take you back to the list of positions held for your WI and it should show that the new holder has been allocated the relevant position and the old one has been taken out of the system.

ADDING POSITIONS (New WIs or New Positions only)

To add the positions to the WI you need to do the following:-

- Click on WIs and search for your WI.
- When you reach your WI's basic details of meeting time and venue, on the righthand side there is a box marked SECTIONS. Click on Positions in that box and this will bring up all the positions given in your WI (none will be listed).
- Right at the bottom of the list is a button labelled "Add Position to WI". Click on that button and it will bring up a box. You select the relevant position from a drop down menu and then you search for the name of the holder of this position.
- Once found, click on the name and save. This should allocate the person to the relevant position.

CHANGING A MEMBER'S ADDRESS

When you have to change address for one of your members if they move. You need to input the new postcode. There is a box next to the postcode box called "Check for duplicates". Click on that and it will come up with a drop down bar that has any members that have that postcode. You then click on "not a duplicate" and this will bring up an address box and you just need to select the relevant address.