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For new Membership Communication System (MCS) reps, to access MCS you need to go to National's website at www.theWI.org.uk

At the bottom of the home page is a link to MCS so click on that. To log on your old MCS rep must have added you as the new MCS rep to the system first via the Positions option and your email address MUST be on your details on the database. Should your email address not be on the database you will need to contact us at the Office to add this to your details before you can log on.

To log on you type in your email address and the password which has been sent to you.

We do not want to overwhelm you with too much detail so we are only putting a few points down for the moment, however full details can be found if you click on the "i" on the log-on site.

Once you have logged on you will see a list of options, the main ones you will need will be WIs or Members.

To see details of your WI, you click on WIs in the menu at the top of the page. This will open up a new menu where you have the option to click on My WI or search all. Either way, when the system has found your WI you need to click on the name and it should take you to the basic details for your WI. When you have reached your WI, there will be a tool menu on the right hand side with various options:-

- Basic details
- Members
- Positions
- WI Competitions
- WI Campaigns

If you want to see a list of members you click on Members and a list of your members should come up. It will show you a list of your full members and dual members whose primary WI is different. If one of your full members is dual somewhere else, she will only show as full member on your list.

Adding a New Member

To add a new member you need to click on the Members list (see above) and right at the bottom there is a green button marked "Create a new member" - click on that, then you add:-

- Title, first name, surname and postcode.
- Beside the postcode box there is an orange box marked "Check for duplicates" which you click on. This will bring up any member with that postcode. If not listed then click on "Not a duplicate" and this will bring up a range of addresses for the postcode so click on the relevant one.
- Add other details such as telephone number and email address.
- Putting in joining date, as this means the new member will get a pack from National.
- Lastly click save or save record.

Removing a Member

Should you need to remove a member, you go to the member's details and change her status from Active to Inactive. You have to give a reason for the change but there is a drop down menu which will give you a

range of options. Select the appropriate one and then click on confirm change. If the member subsequently rejoins your WI, email us at the Office and we can re-instate her details.

If you have any problems please do not hesitate to contact the Office and we will work through them together.