

A Guide to the Whitley WI Website



The website was created by Whitley WI members (and a couple of honorary members; who don't wear dresses!) for the members.

It is designed to inform you about upcoming events, to allow you to catch up on events that you may have missed and to find out more about a particular activity. It is also useful for prospective members to see whether they might like to join and also includes directions/map helping guests to find the meeting location.

It can be found by typing **whitley wi** into Google (or your search engine). You can usually bookmark the site for future use. On a tablet or phone you can create a 'Home Page Icon' – ask if you're not sure; it's worth doing.

Please note that this website is for the Whitley, Cheshire WI.

www.whitleywi.org.uk

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As this website is under constant improvement what you actually see may differ from the screenshots used in this guide.

Should you have any queries or improvement suggestions please contact the person responsible for the website. (See section 5 on page 6)

1. Getting started

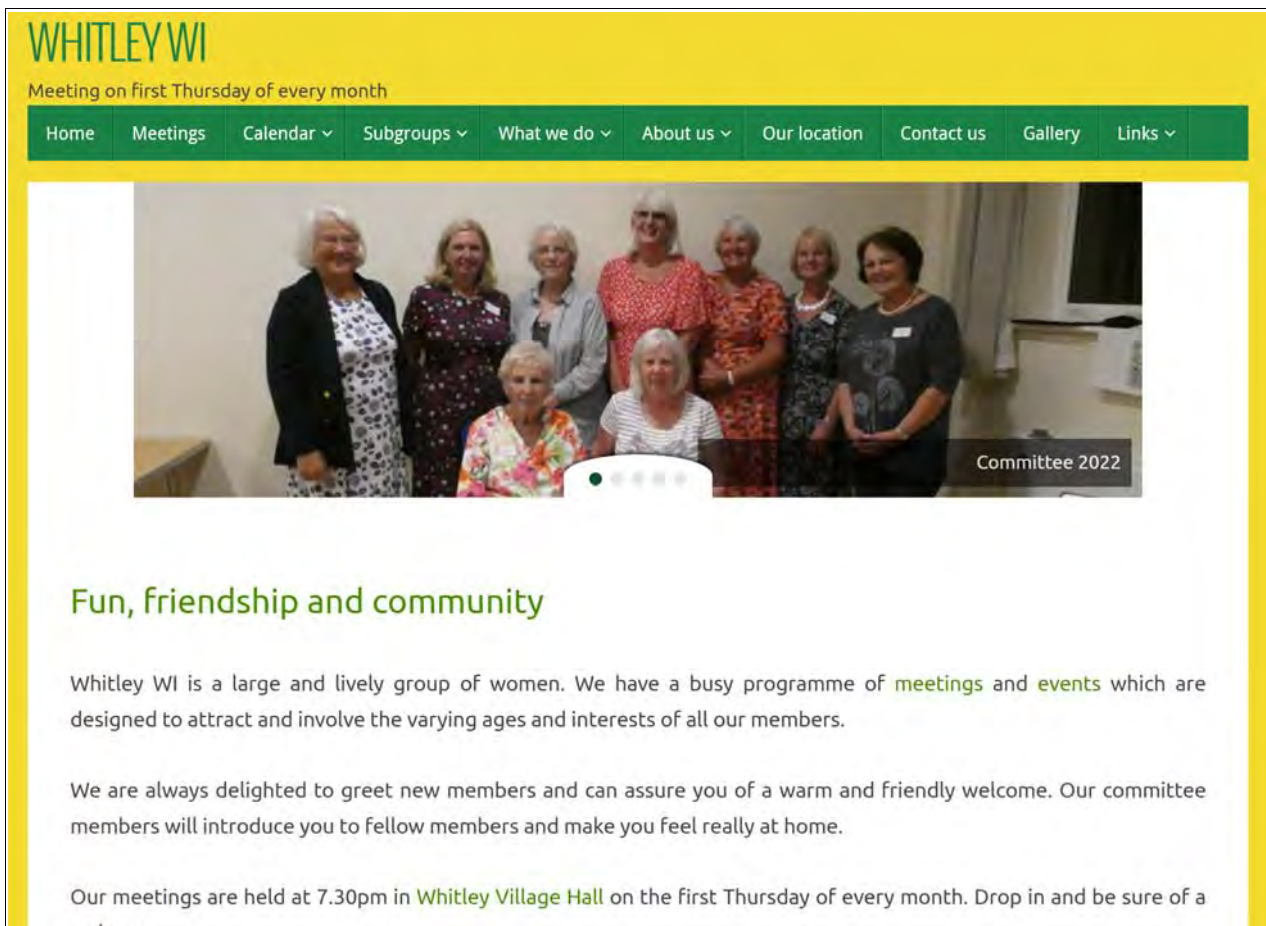
Whitley WI will open the www.whitleywi.org.uk website at the Home page. What you see will depend upon whether you are using a computer, a tablet or phone. The screen display is automatically adjusted to suit the screen size you are using.

This guide describes seeing the website on a computer screen but has a section describing tablet and phone use on page 6

Please note that where the guide says 'Click on the ...' you should touch the item on a tablet or phone.


2. The Home page

This opens with the main menu, a slider show and the 'Fun, friendship ...' text.



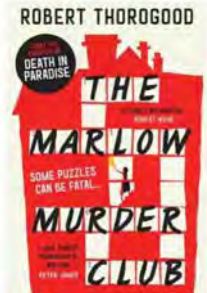
Below the above there are a number of 'Widgets' which allow you to quickly see what is happening in the near future and to see the Newsletters. Click on the Widget to see further information (if available).

These are updated monthly shortly after each Committee meeting.

<p>THURS 20th APRIL</p> <p>VILLAGE WI GROUP LUNCH ANTROBUS VILLAGE HALL</p> <p>Thursday 20th April 12.00 noon</p> <p>TICKETS £10.00 From your WI</p> 	<p>MAY 3rd OUTING</p>  <p>MAY OUTING LETS VISIT CHESTER</p> <p>Boat Trip Lunch Shopping Sightseeing</p>	<p>OPEN TO ALL MEMBERS</p> <p>SUB GROUPS</p> <p>AT WHITLEY WI</p> <ul style="list-style-type: none"> EXTEND YOUR INTERESTS ENJOY NEW INTERESTS LEARN NEW SKILLS but most of all HAVE FUN
<p>WED 15th MARCH</p>  <p>CRAFT GROUP</p> <p>WHITLEY VILLAGE HALL 1.30pm DECOUPAGE WITH PAT</p> <p>ALL MEMBERS WELCOME Book in with Annette</p>	<p>MON 20th MARCH</p>  <p>ART GROUP</p> <p>BOOK IN WITH JEAN or SUSAN 1.30pm at WVH</p>	<p>FRIDAY 31st MARCH</p>  <p>BAKING BEAUTIES</p> <p>CELEBRATING St. PATRICK'S day</p> <p>Bake/Cook Irish Theme</p> <p>GUINNESS IS GOOD FOR YOU</p>

After the Widgets there are many 'Posts', in date order, which are brief records of events that have taken place starting with the most recent. Any important stop press news will appear as the first one in the list.

March Book Club



ROBERT THOROGOOD

DEATH IN PARADISE

THE MARLOW MURDER CLUB

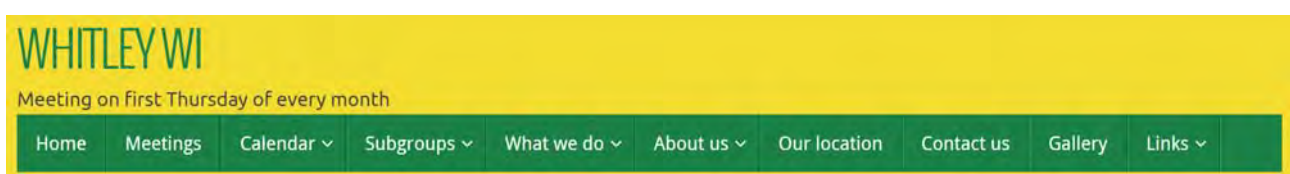
SOME PUZZLES CAN BE FATAL.

At our March meeting Susan L led the discussion on *The Marlow Murder Club* by Richard Thorogood (Writer of 'Death in Paradise') Members found it light and entertaining, but without much depth. They gave it an average score of 7 – for further information look on the [subgroups page](#).

In the example above you'll notice that the [subgroups page](#) is underlined as it is a link. Clicking that text (on the website) will take you to the Book Club page where further, more detailed information can be seen. Links are a shortcut to a further information page.

3. The Main Menu

(See section 6 on page 6 for tablet and phone use)



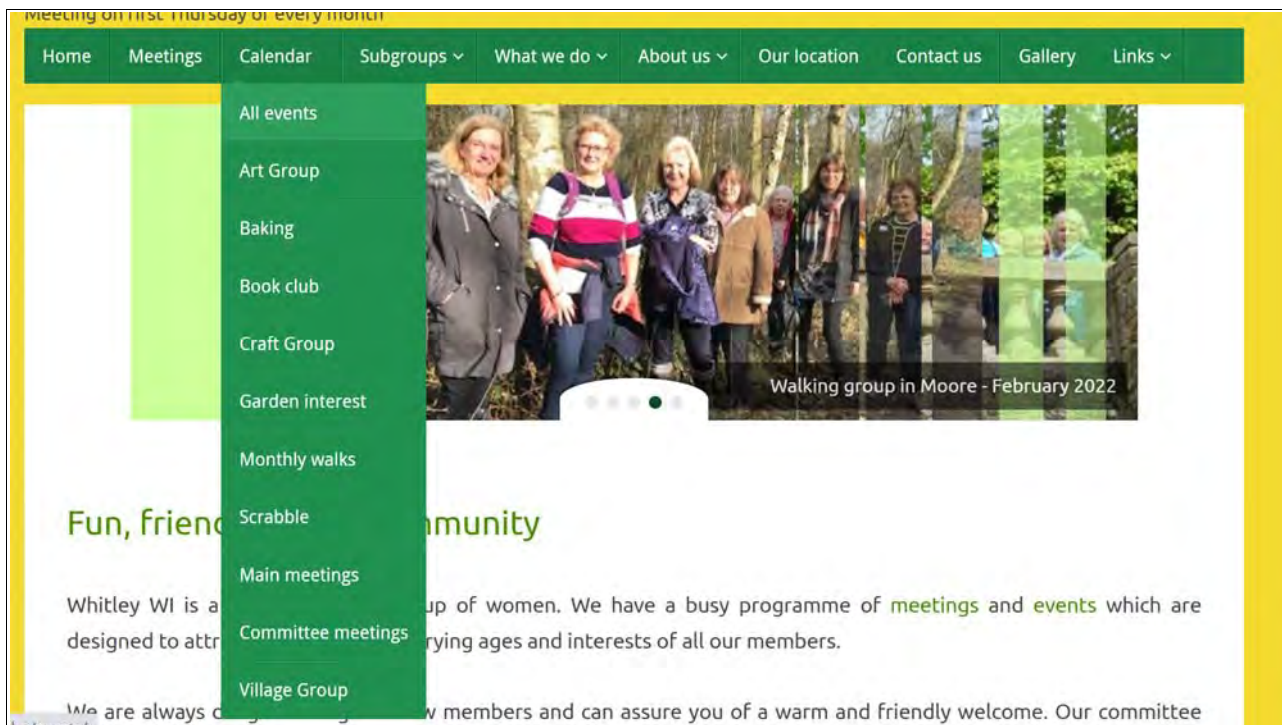
WHITLEY WI

Meeting on first Thursday of every month

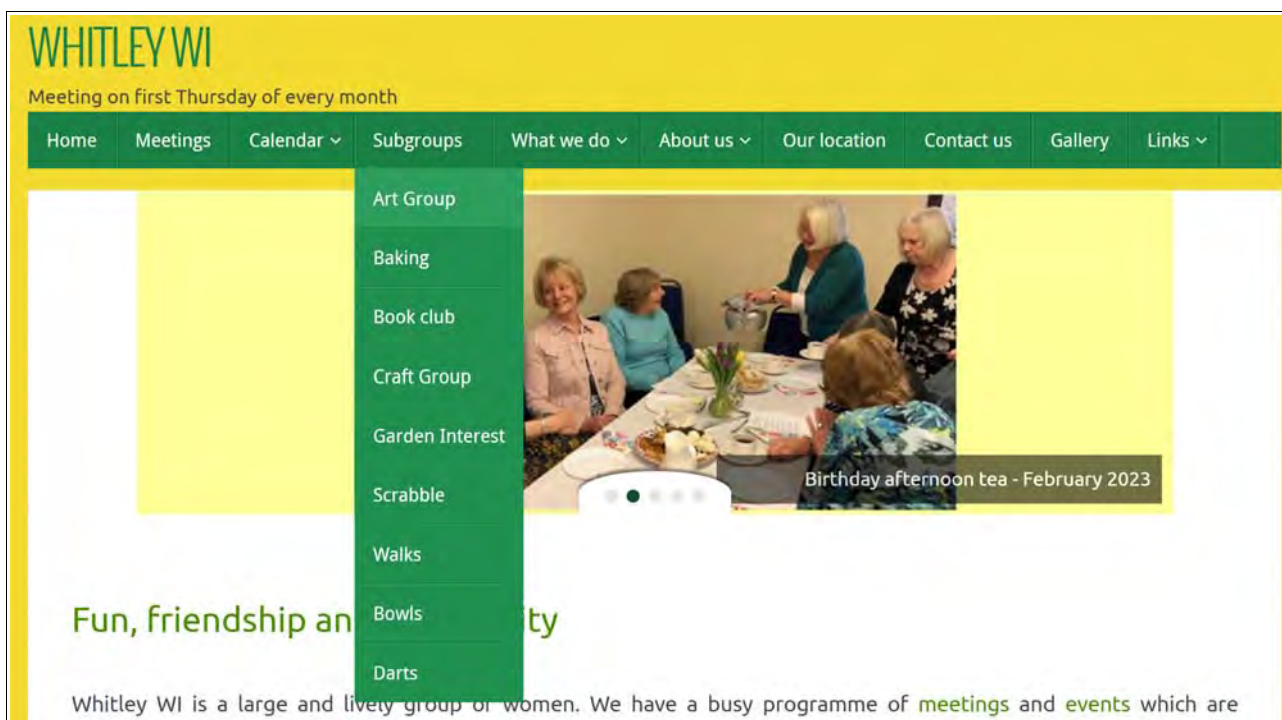
- Home
- Meetings
- Calendar ▾
- Subgroups ▾
- What we do ▾
- About us ▾
- Our location
- Contact us
- Gallery
- Links ▾

You will notice that 5 of the menu items have a v symbol e.g. Calendar v indicating that you can click for a sub-menu.

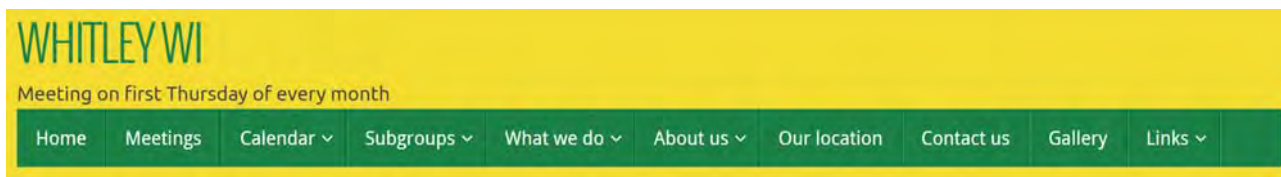
The Calendar sub-menu shows only the events from today for the selected activity type or you can choose the All events option. You can see previous events by using the < > links when in a main calendar page.



Similarly you can select which subgroup page you would like to see.



4. Menu Items



- 4.1 **Home** is always your starting page which will show you the latest information. See section '2. Home page' on page 3
- 4.2 **Meetings** is a page which is updated annually to show the timetable for the year. It is taken from the annual card.
- 4.3 **Calendar** holds all the up to date information about forthcoming events. Clicking on the event takes you to the most detailed page of information for that event. N.B. It is only up to date if the information is passed to the website administrator.
- 4.4 **Subgroups** gives access to the sub-menu for the page for each subgroup. These pages are updated following the website administrator receiving a report.
- 4.5 **What we do** gives access to the sub-menu for outings, previous projects etc.
- 4.6 **About us** gives access to the sub-menu for details of the Committee, subgroups, Village Group etc.
- 4.7 **Our location** helps visitors to find Whitley Village Hall.
- 4.8 **Contact us** provides an email link to the member(s) who will respond.
- 4.9 **Gallery** is a photographic page of past events.
- 4.10 **Links** allows a quick access to other associated websites (e.g. Whitley Village, Cheshire WI & National WI). It also provides map links useful for walking and other activities. The map links extend beyond the UK so could be useful whilst on holiday.

5. Updating the website

Please see 'About us/Committee & subgroups' for the person responsible for the website updating. The main monthly update usually takes place just after each Committee Meeting but information can be added at any time.

6. Differences between using a computer, a tablet or a phone

The website is produced on a computer screen and is probably best viewed on that size of screen. The menu looks like the pictures seen in the sections above. Items are selected by using a mouse or touchpad to 'click' on the item.

A tablet will normally show the menu similar to a computer but the selection of items is done by touching the item on the screen.

A phone uses the 'touchscreen' to select an item but has menus as described in the next section. Most items that you look at will be shown one below the other rather than side by side. It just takes a bit of getting used to.

7. Using a phone to access the website

Because of the small screen size of a phone it is not possible to provide the same menu format as with a computer, albeit the menu items are identical.

The menu is accessed by touching the 3 white bars ☰ at the left of the green bar shown in the left picture below. This results in the menu appearing as in the right picture.

The sub-menus for the 5 menu items that have a v symbol are obtained by touching the menu line and then the sub-menu will appear below the line you touched.

