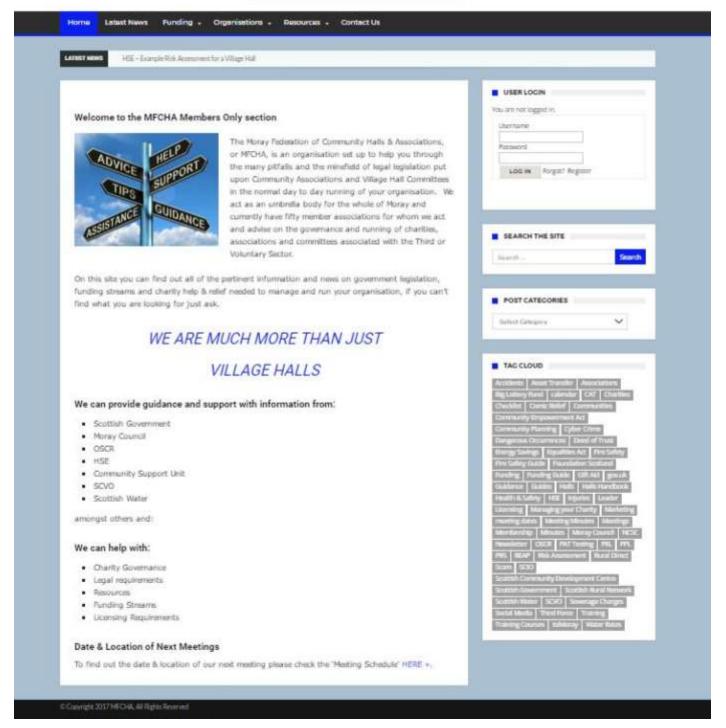


www.mfcha.org

OUR NEW WEBSITE ADDRESS

Your Guide to the new look MFCHA website





The MFCHA website has been relocated and rebuilt, as a result you will need to register as a new user to access any of the information within the website.

REGISTER

Before you can access the site you will need to register, your old login details will NOT work in this site



Click the 'Register' link on the right-hand side of the screen in the 'User Login' box

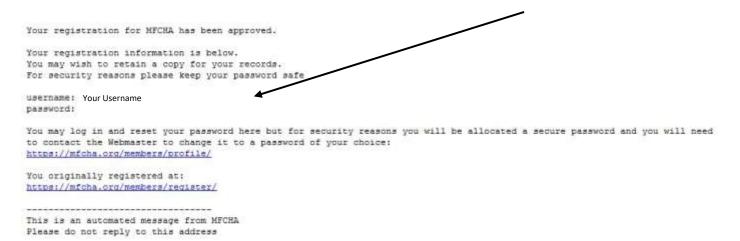
Fill out the form completely, you cannot submit it with empty fields.

The requested information has been kept to a minimum to ease the registration process but you will need to fill the form out completely.

When completed click on the blue register button.

You will then be sent a confirmation email whilst your request is approved, please be patient.

Once we have verified that the membership application is from a current member your registration will be approved and you will receive a confirmation email with your chosen username, no password will be visible on this email for security purposes



You can now log in and access the website.

go to: <u>www.mfcha.org/members</u>

and log in using the details that you supplied on registering



EXPLORE THE SITE

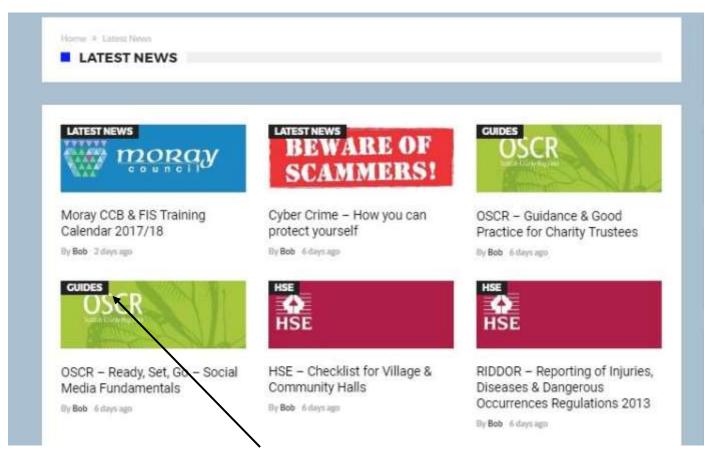
In this section we will explore the website and explain it's features:

1) Navigation—all sections of the website are incorporated into the navigation menu, broken down into categories:



Latest News:

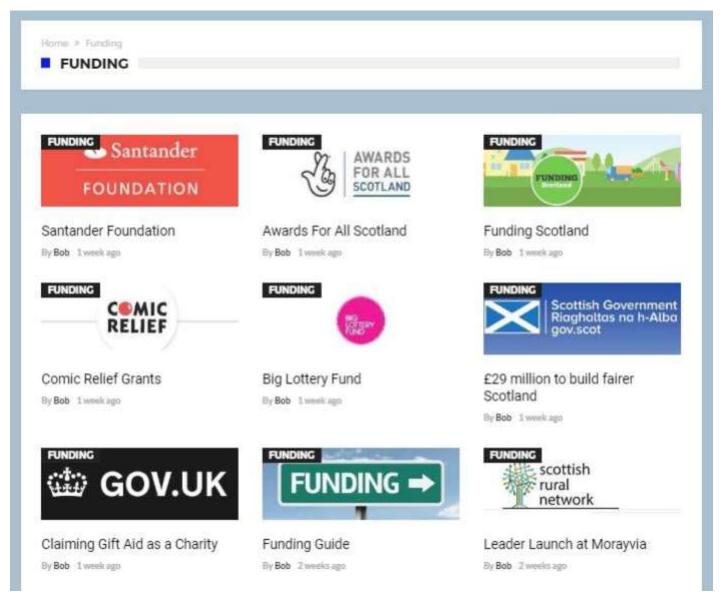
ALL posts will appear here under this heading as they get posted so you can always see the latest content as it appears on the website with the newest posting at the top. Clicking on each post will open to allow you to read the full article.



Each of the articles posted here in the 'Latest News' category have their own categories, specific to their subject matter, e.g.: OSCR for instance (above) has two postings, both have been posted as latest news but are also OSCR Guides, so have been also categorised as 'Guides' and can be found under: Resources/Guides/OSCR Guides in the navigation menu at top of each page.

Funding:

This category has, as it implies, all of the funding articles and information posted here, but any new posts will also be posted in the 'Latest News' category.



Organisations:

This category has all of the articles and information from third party organisations posted here, but all new posts will also be posted in the 'Latest News' category as they come in to us.

Resources:

This category has anything deemed as a resource posted here, meeting minutes, training calendars, risk assessment checklists, licencing information, performing rights information etc. etc.

Guides:

As you would imagine, if it's a guide, it's in here, OSCR has it's own category where you can find all of their latest guides on running your organisation/charity/SCIO etc.

Diary of Events

As the name suggests, this is the Google calendar with any known events within the membership, so if you are holding an event, let us know. There is also a guide within the link on the navigation explaining, step by step, how you can put your own events onto the calendar. This can also be used to check if your event will clash with a neighbouring event scheduled for the same day.

Contact the MFCHA

As the name suggests you will be able to find all of the contact details, plus contact forms, for the MFCHA Office Bearers and Advisers.

Contact a Member Association or Hall

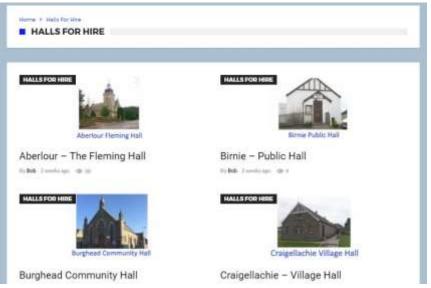
This is YOUR contact details for your association or committee, available for public viewing, check the details and if need be, contact the Secretary and amend your contact details, **THIS NEEDS TO BE UP TO DATE & CORRECT**. This is how the public will be able to contact you and your committee. If your hall or association has a website there is also a link to your website within the listing, if you have a website and it is not listed contact the webmaster.

Halls For Hire

This section is where all member halls have the option to display their hall to the public. Providing information on capacity, locale, facilities available, photos, hire rates, contact details etc. etc.

These are shown in 'category view', which means all halls listed appear here in list view and clicking any hall in the listing takes you through to the relevant hall page with all of the de-

tails of the hall for hire.



If your hall details are not listed here please contact the webmaster and get it listed.

FINDING INFORMATION

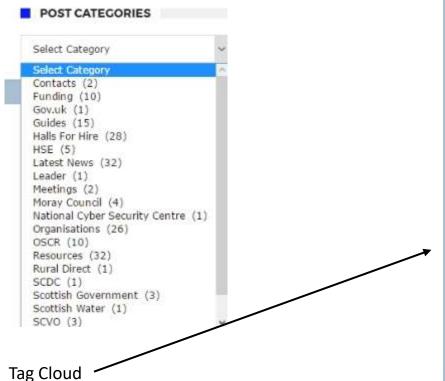
In this section we will explain how to find information within the website:

Search

Entering keywords for the information here will bring up any relevant content on the website.

Post Category -

This facility beaks down the category of post within the website and shows, in brackets, the number of postings within that category, see below.





Whenever a new post is published on the website keyword 'tags' are added to the post and these 'tags' show up here, in the tag cloud. Clicking any of the tags within this cloud will display all postings relevant to the tag selected. For instance, if you were looking for the Scottish Water Tax Exemption Scheme but couldn't remember what the scheme were called merely clicking on the tag 'sewerage charges' or 'water rates' would bring up any relevant postings. Nothing on the website is more than a couple of clicks away.

USEFUL CONTACTS

Contact details for the MFCHA:

Rosella Smith - Vice-President	Anita Milne - Convenor
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rosella.smith@hotmail.co.uk	anita.milne@tinyworld.co.uk
Andrea Fuller - Vice-Convenor	Eileen Fitzpatrick - Secretary
01340 871745	fitzpatrick.eileen1.googlemail.com
andreafullerhome1@btinternet.co.uk	
Tony Bowmer - Treasurer	Bob Fuller - Webmaster
01343 850192	01340 871745
anthonybowmer@btinternet.com	bobfuller@madasafish.com