

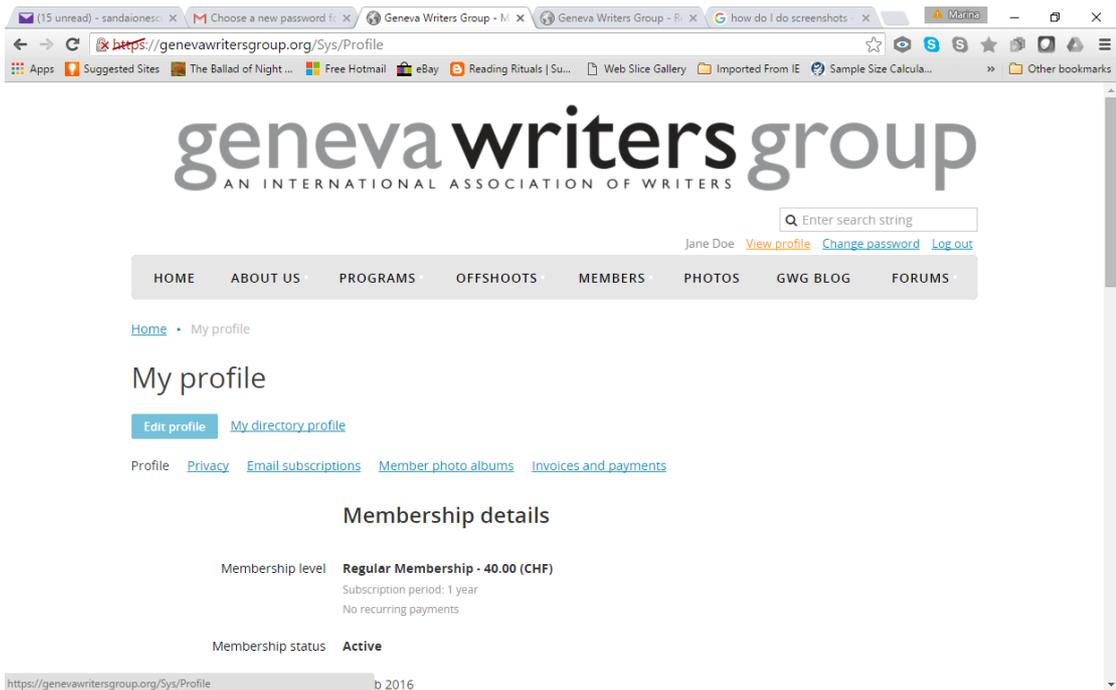
Guidelines for Using GWG Website

- 1) To access the GWG website, you need to go to www.genevawritersgroup.org and log in with the email address you have given us when you registered as a member.
- 2) If it is the first time you log in, you can claim you have forgotten your password and a link will be sent to you on that email address, which allows you to reset your password to something more memorable.

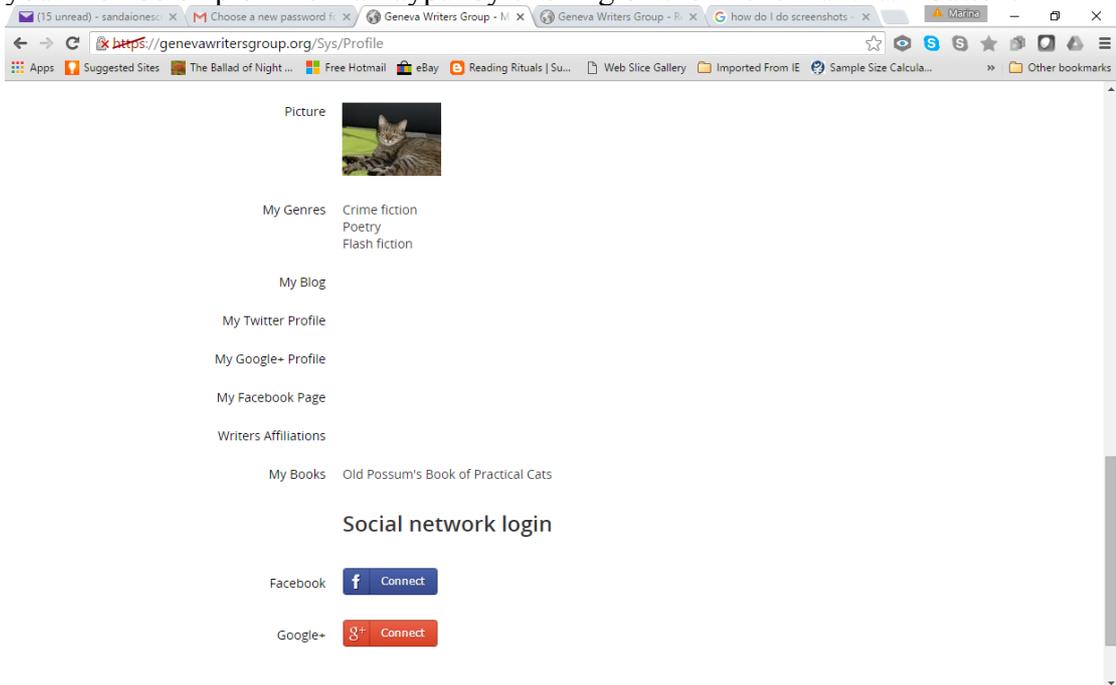


Once you have logged in the first time, you can click the box 'Remember Me' on the home page, and you will be able to connect easily in the future.

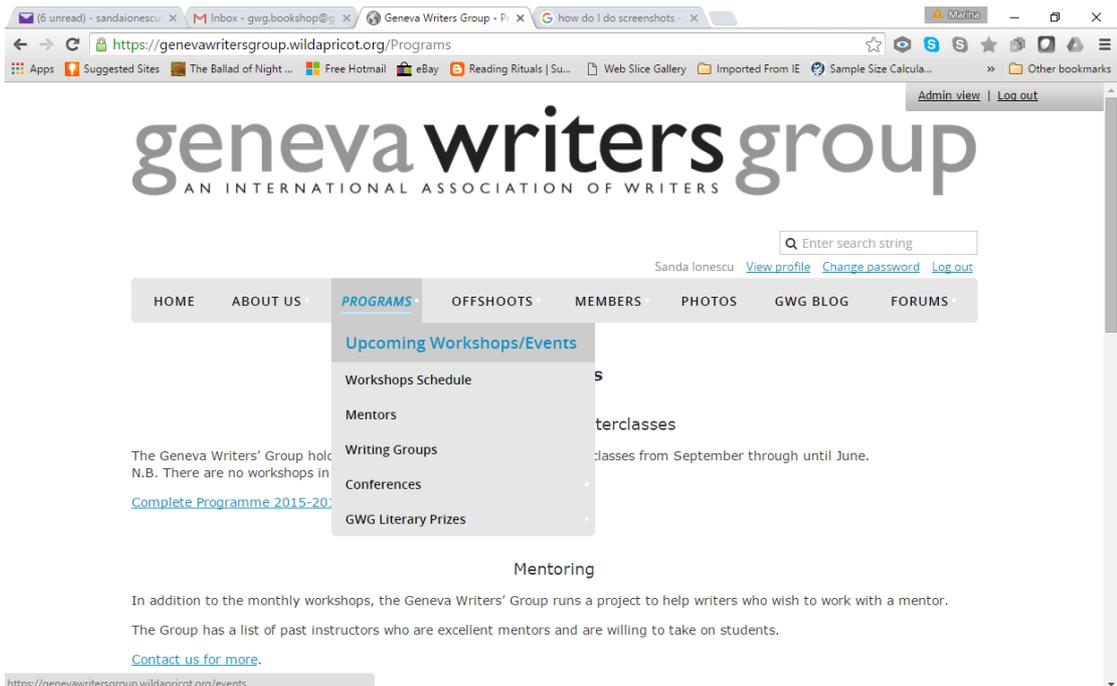
- 3) Once you have logged in, please complete your profile. Don't worry about sharing too much personal information – although an email address, telephone number and postal address are required, this will only be visible to the committee members who are handling the Membership administration. You can see the names and email addresses of the other members in the **Directory**.
- 4) This is how you complete your profile: Go to **View Profile** and then **Edit Profile** button.



You can add a picture, information about what genres you write in, your blog, publisher, website address, Twitter and other social media etc. You can also renew your membership online via Paypal by clicking on the ‘Renew until...’ button.

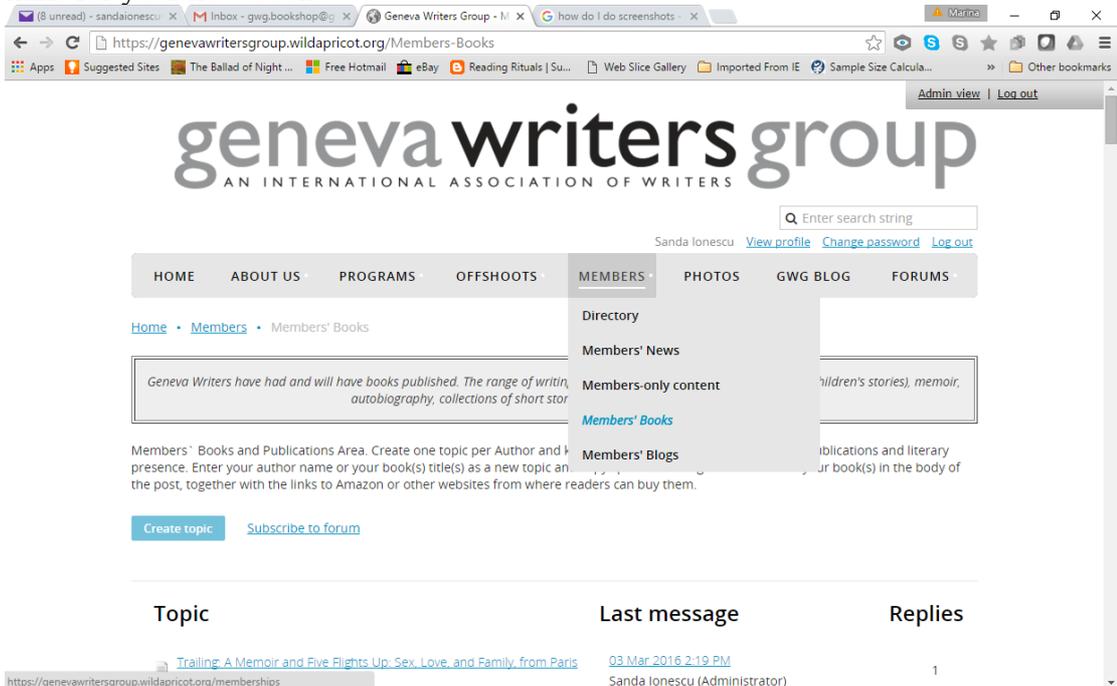


- 5) To register for an event, go to **Programs** tab on the main page. Hover above it and you will see **Upcoming Workshops and Events** as the first subtitle from the top.



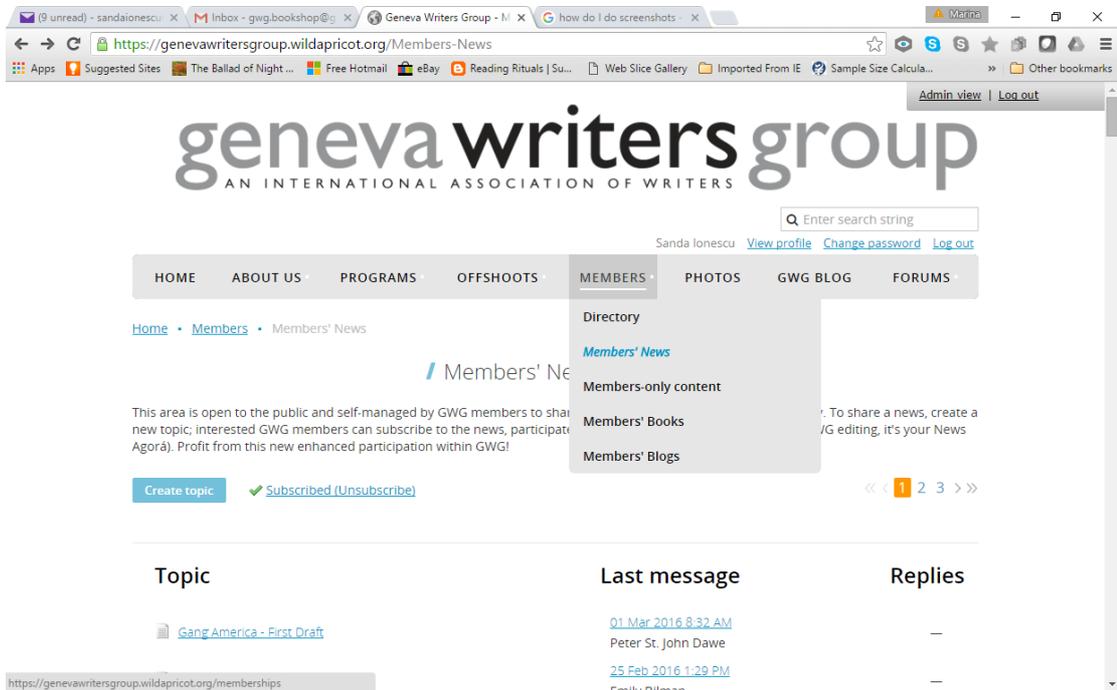
Click on that and you will be taken to the page featuring the next event. Click on the register button and you will be able to choose your payment option. You can pay via Paypal (you need to have your credit card linked to a Paypal account) or in cash at the workshop, but we would strongly encourage you to register in advance anyway, even if you don't pay, so that we know how many chairs and handouts to prepare for each session.

- 6) If you want to update information about any books you have published since July 2015, hover above the **Members** tab and you will see a **Members' Books** subtitle. You click on that and then on **Create New Topic** and you can enter the titles and links for your new books.

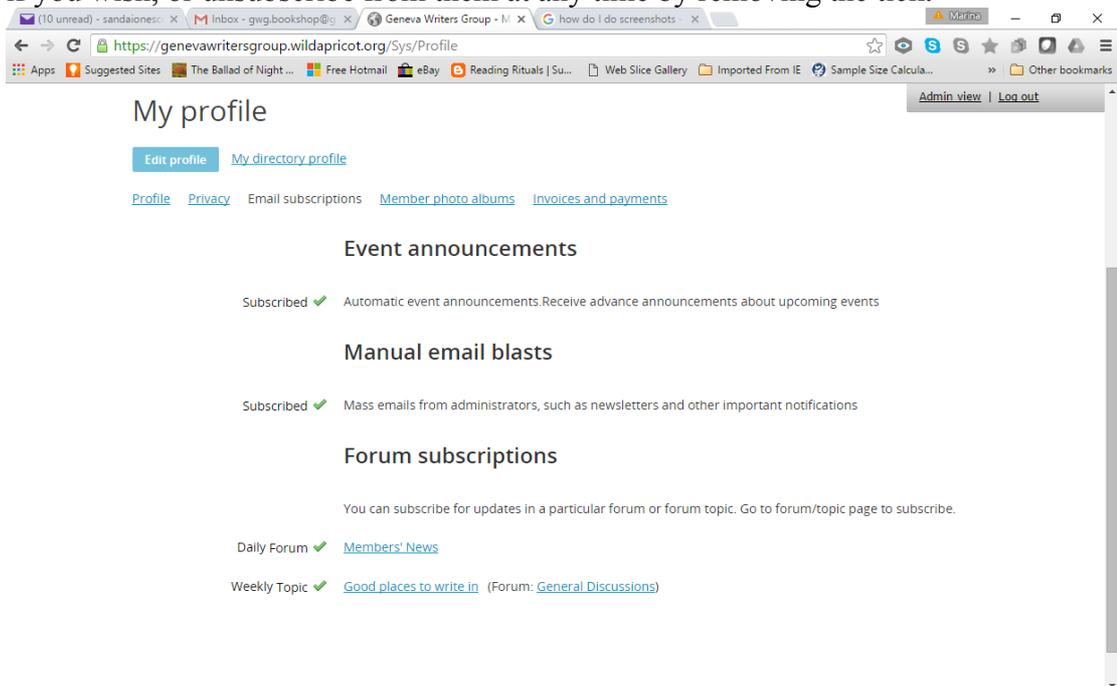


Sadly, at the moment there is no possibility to upload a picture of your book cover - we are working with the website provider on that and hope to solve the problem soon.

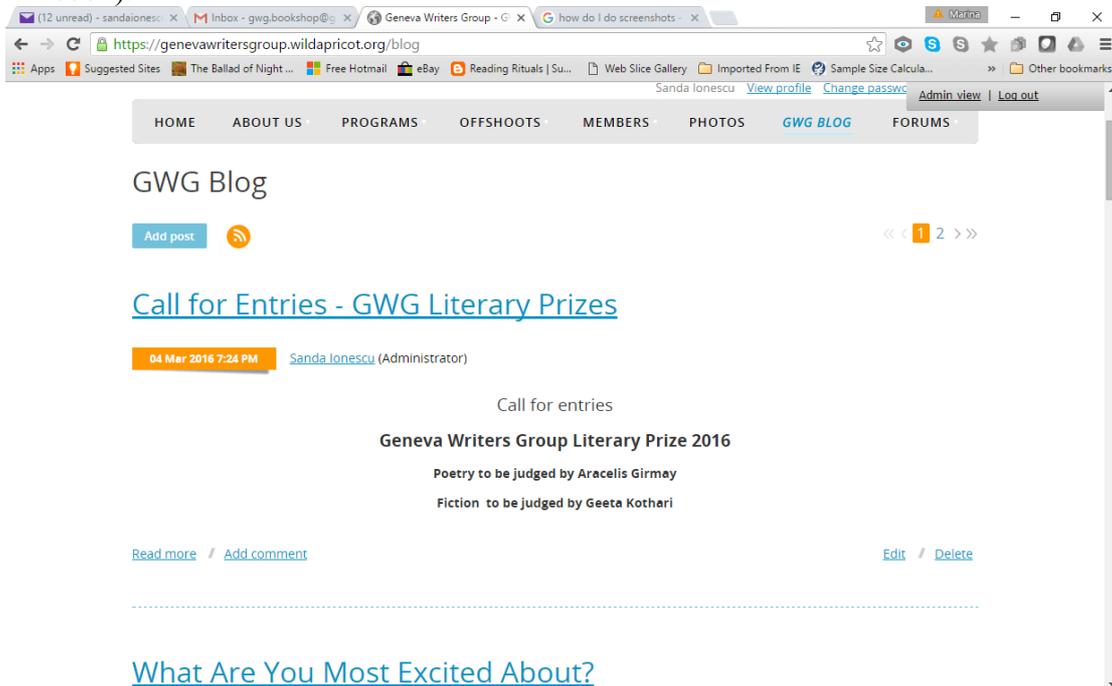
- 7) If you have any other news of publications in magazines, awards, competitions you have won or readings coming up, you can upload all of that under **Members' News** subtitle in the same **Members** tab. You will also have to create a new topic for each item of news. I try to include as many of these as possible in my monthly newsletter as well.



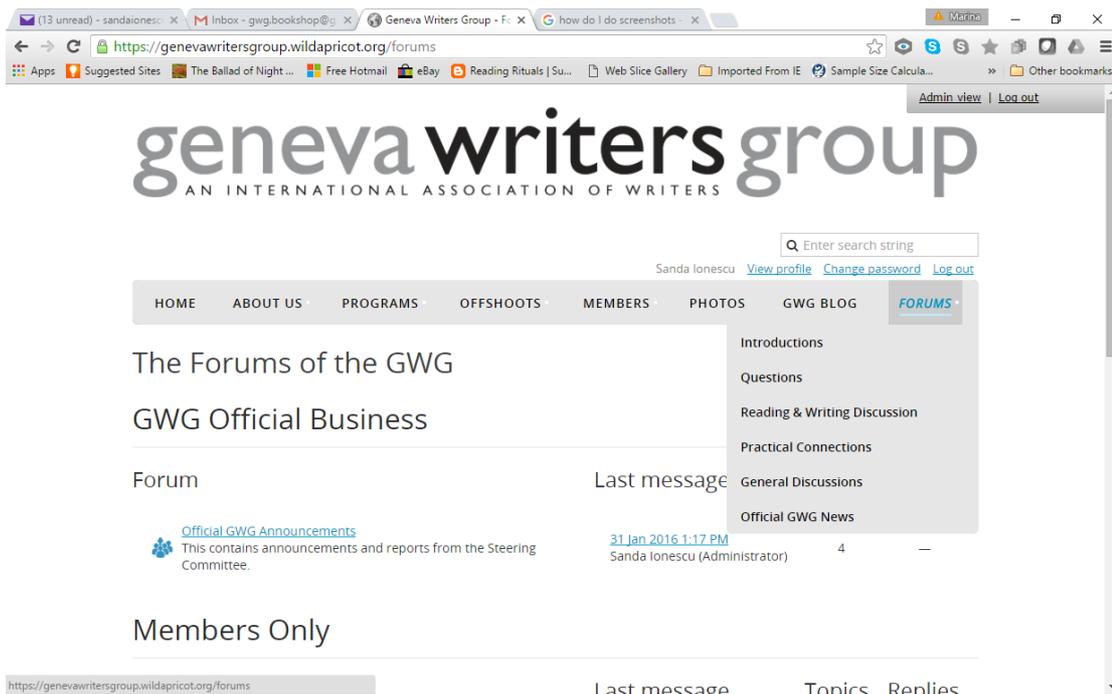
- 8) Make sure that you are subscribed to the monthly newsletter (if you want to be) and any other official announcements, by going to **My Profile**, then click on **Email Subscriptions** and tick the 'Manual Email Blasts' and 'Event Announcements'. You can also subscribe to any discussion threads on the forum if you wish, or unsubscribe from them at any time by removing the tick.



9) Under the **Blogs** tab you will be able to read regular updates about our events and other subjects of a writerly nature, including profiles of various members (coming soon).



10) The **Forums** tab is there for the benefit of our members with all sorts of discussions, including non-writing related ones. You can introduce yourself and ask about car-sharing for various events, for instance, or let people know about concerts, art exhibitions and other cultural events. You can ask general questions about writing, publishing, using the website, blogging, using Twitter and Facebook and so on, and other members can try and answer it. The only thing we ask is for the discussion to always be friendly and polite.



We will upload these guidelines under **Forums – Official GWG Announcements**, where you can also find an archive of all the past newsletters going back to November 2015. There will also be a visible link on the right-hand side of the main page. We would like to encourage you to explore all of the other tabs and information on the website at your leisure and please don't hesitate to ask Massimo, Sanda or other committee members if you have any questions.