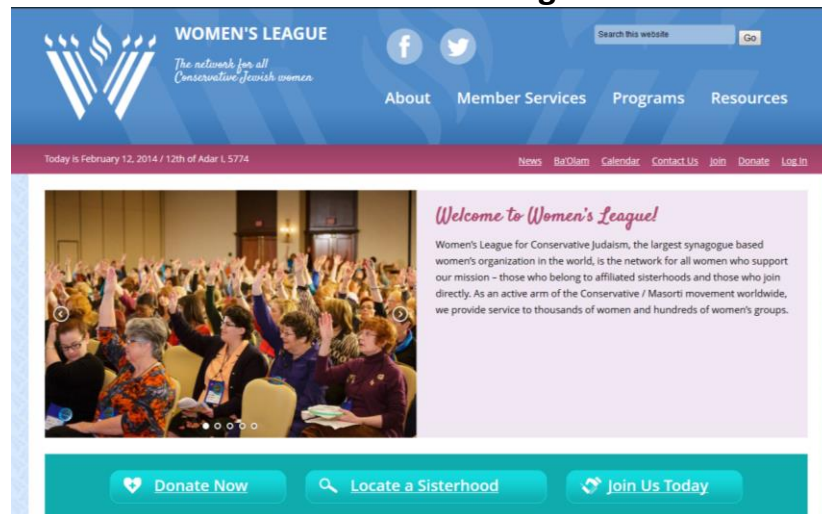


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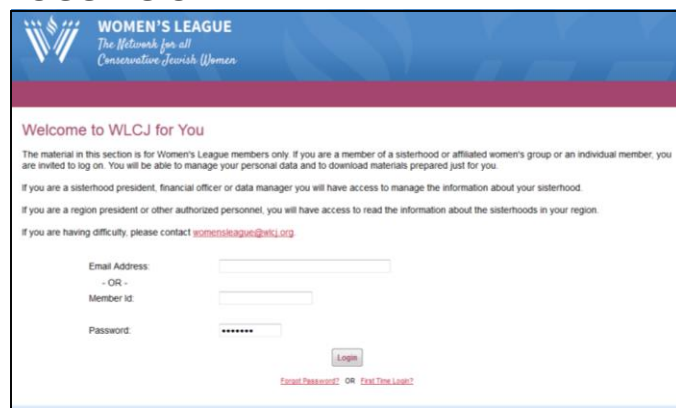
A Guide to the NEW Women's League Website for Sisterhood Presidents



This guide is designed to help you, our sisterhood presidents, access the various sections of the website that will help make your job easier.

We have opened up access to helpful content and material that Women's League has created over the years. Click on **Resources** in the top menu, and you will see **Resources for Members and Friends** to find material for your own benefit, as well as for your sisterhood programming. Click on **Resources for Sisterhood and Region Administration**, and you will get to the **log in** page described below. You can also click on the top right of www.wlcj.org, on any page, on the hyperlink that says "Log In."

LOGGING ON



Click on the top right of www.wlcj.org - from any page - on the hyperlink that says "Log In," just to the right of "Donate." If you click on that, you will arrive on an access page. If it is your first time logging on or, if you have forgotten your password, click on the appropriate button on the bottom. Otherwise, enter your email (the one that Women's League has on file for you, please!) and password (Women's

League will send you a password the first time you log on; you should change your password the first time you are on the site).

MANAGING YOUR SISTERHOOD ONLINE




Once you've logged on, you will see two different menus. Under **My Account**, there are these options:

- **Download WLCJ Member Materials:** Clicking on this will bring you to a directory of Women's League materials geared toward sisterhood success. Materials include Administration, Programming, Membership, Educational Materials, Communications, and so much more, available to download for free!
- **Update My Profile:** Make sure that everything is up-to-date
- **Change My Password:** Choose one that works for you. The system is case-sensitive, so remember to use capital letters, if you include any, every time you log in.
- **Logout**

The **Sisterhood List Access** is only available to sisterhood presidents, financial secretaries, or treasurers and designated data managers. This is where you have access to the data that Women's League maintains about your sisterhood members. **This information is solely for the use of your sisterhood and should not be shared with anyone else.**


Click on **Manage Member List**. You will find a listing of all of your members. To the left of their names are four icons:

indicates the member's status. A check \checkmark indicates active; click to delete the check to indicate inactive. The name will remain as archive information only but will not be included in any report.


 is the **EDIT** icon. Click on this to access the member's personal profile.

clicking on this icon indicates that a member passed away over the past year.

X To **delete members** who are no longer members of your synagogue or sisterhood (for deceased members see next paragraph): click on the red X after the pencil. When clicked, it will ask: "Are you sure you want to permanently remove this member from your membership list?" If you answer yes, it will say "Removed," making her inactive, and you will not be able to edit any information about her. The next time you access the list, her name will not appear.

If the  or **X** are clicked in error, please contact Razel Kessler at rkessler@wlcj.org or (212) 870-1260 for assistance.

Be sure to click SAVE UPDATES TO PER CAPITA LIST at the top of the page ONLY if you have made changes. Otherwise, click on CANCEL UPDATES TO PER CAPITA LIST.

If you click on the  you will see all the information that we have about that member. Please fill in as much additional information as possible, including her position in your sisterhood (see the next section). When you are done, be sure to click on **Save Profile Information** at the bottom of the page.

NO ONE SHOULD DELETE HERSELF; SHE WILL NO LONGER HAVE ACCESS TO UPDATE HER DATA!

MANAGE POSITIONS

If someone is **continuing in her position**:

You will see two sets of data: on the left, the current position holders; and, on the right, the lists for the previous year. If a member is continuing in her position, click on her name on the right/previous year, and it will move automatically to the left/current year list.

If someone is **new to a position**:

Click on **ADD NEW POSITION HOLDER** (above current position holder's list)

From **Position List** drop down, click on position.

From **Member List** drop down, click on name.

Click on **ADD POSITION** to save.

ADD NEW MEMBERS

You will see **New Member List** to the right of the Sisterhood List.

Click on **Add New Member** and a new screen will open.

Input all the information for that member.

Save.

When you have added and saved all new members, click on **Save Updates to Per Capita List** and the new member names will appear on your member list.

The amount due is indicated on the **Manage Member List**, together with any past balance due.

Other options: On the **Sisterhood List Access**

- a. **INVOICE**: with past balance due and current membership per capita dues
- b. **MEMBER REPORT**: a list of all members with their status
- c. **MEMBER EXPORT**: an Excel spreadsheet with their information that you can use for mailing labels or email lists
- d. **POSITION REPORT**: a list of all positions in your sisterhood with the names and information for the women who hold those positions