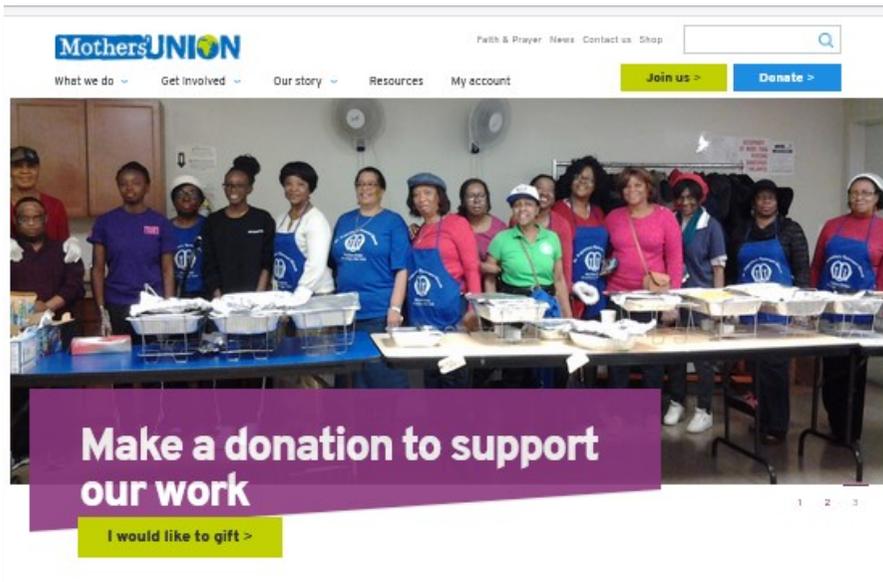


The new Mothers' Union website is ***your website***.

As a Member you will be able to submit stories/ articles about your work, events, campaigns and much more through the website.

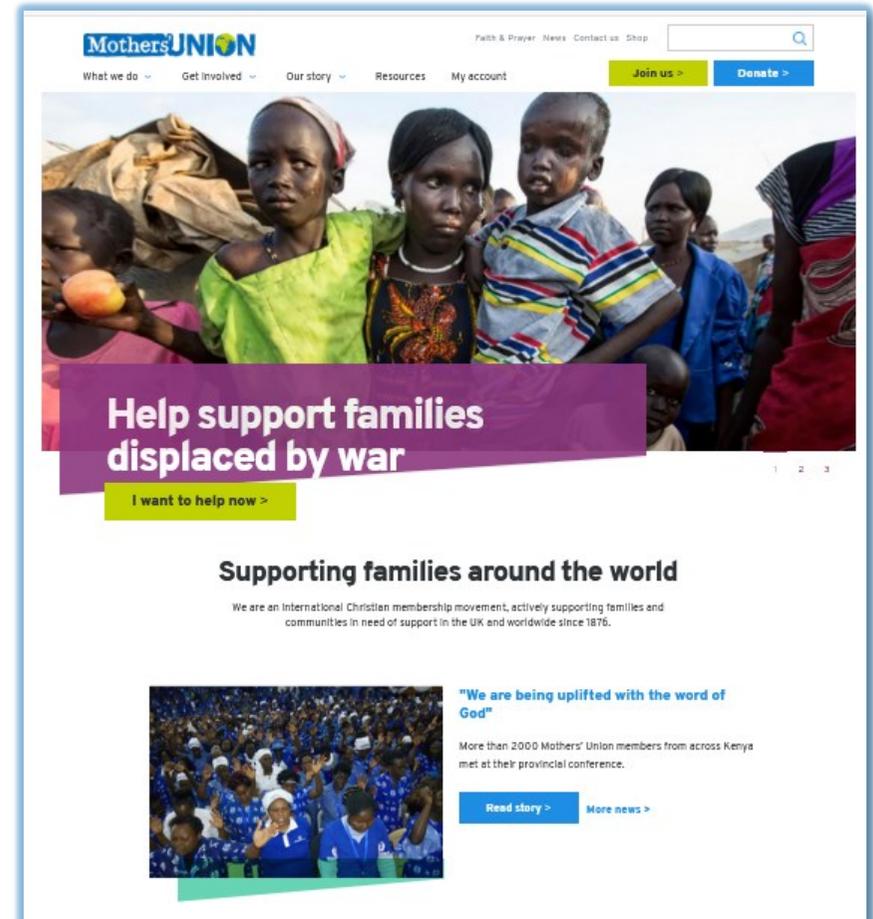
Please log in or setup your account and let us know your thoughts by sending an email to [IT@mothersunion.org](mailto:IT@mothersunion.org)



### Special thanks:

- ◇ To the pilot Dioceses of Oxford, Rochester, Chester and the Provinces of Canterbury, Wales, Scotland for the time volunteered to help start us along this journey.
- ◇ To all the Dioceses and Diocesan Officers who have undertaken the massive task of gathering Member information for the Member Directory.

# Have a look at your Mothers' Union Website and Member Directory



[www.mothersunion.org](http://www.mothersunion.org)

**Mothers' UNION**

## **The Mothers' Union Website was designed and built under the Membership Communication Project (MCP)**

Member Officers and Members from several pilot Dioceses volunteered their time to help us understand their requirements. From the long list of requirements they developed, we summarized four key goals.

### **Key Goals of the Membership Communication Project (MCP)**

- 1. Provide a higher quality of service to Members.**
- 2. Increase efficiency for Dioceses and Global Mothers' Union.**
- 3. Raise Mothers' Union profile Globally.**
- 4. Increase income generated by Mothers' Union.**

## **What do I do if I am having problems with the website?**

Please send an email to [IT@mothersunion.org](mailto:IT@mothersunion.org) with a description of the problems you are having and we will be in touch to assist.

It is important to us that we know the problems you are facing so that we can try and resolve them for all Members.

## **I can't find what I am looking for?**

Please always [Log in](#) when you come to the new Mothers' Union website. There are some sections and resources that only Members who are logged in can see and access.

We are updating most of the content and resources, please let us know what resources or information you need and we will prioritise this.

# How do I get involved in the new Communities of Interest?

*The new Communities of Interest are currently being populated with content and resources. We will announce their launch shortly.*

The screenshot shows the 'Communities of Interest' page on the Mothers' Union website. At the top left, there is a blue header with the text 'Communities of Interest'. Below this is a navigation menu with the following items: My account dashboard, Kill my account, Manage my members, Add a new member, Manage my profile / device, Submit a story, Organization events, Website settings, Member resources, Communities of interest, Contact us, and Logout. The main content area is divided into two sections: 'My Sub Communities' and 'All Communities'. 'My Sub Communities' includes 'Publications', 'Social Media and Website', and 'Website Member admins'. 'All Communities' includes 'Communications >', 'Development >', 'Directory and website >', 'Faith >', 'Fundraising >', 'Governance >', 'Membership >', 'MU Enterprises >', and 'Policy >'. Each community has a small image and a brief description.

# Every Member has an Account!

Go to the Mothers' Union website – [www.mothersunion.org](http://www.mothersunion.org)

Click on **'My Account'**

The screenshot shows the homepage of the Mothers' Union website. At the top, there is a navigation bar with the Mothers' Union logo and links for Faith & Prayer, News, Contact us, and Shop. Below the navigation bar is a search bar and two buttons: 'Join us >' and 'Donate >'. The main content area features a large image of a family (a woman, a man, and two children) sitting at a table. Overlaid on this image is a purple banner with the text 'Help a family get away for a holiday' and a green button that says 'I want to help now >'. Below the banner is a section titled 'Supporting families around the world' with a sub-headline 'We are an international Christian membership movement, actively supporting families and communities in need of support in the UK and worldwide since 1876.' At the bottom of this section is a small image of a young girl eating. To the right of the image is a blue button that says 'Find Out More >' and a green button that says 'Donate Now >'. A blue circle highlights the 'My account' link in the navigation bar, with a blue arrow pointing to it from the text 'Click on 'My Account''.

# How do I access my account?

Please follow the steps below:

1. Watch the help video.
2. Click **'Reset my password'**, enter your email address and click **'Email new password'**.

The screenshot shows the Mothers' Union website's login page. At the top, there is a navigation bar with links for 'Faith & Prayer', 'News', 'Contact us', and 'Shop'. Below this is a search bar and a 'Home' link. The main heading is 'Log in' with a sub-heading: 'Please watch the help video on the right to help you get started or if you are having problems accessing your account'. There are two input fields for 'E-mail \*' and 'Password \*', a reCAPTCHA widget, and a 'Log in' button. A blue arrow labeled '2' points to the 'Log in' button. Below the login form, there is a link for 'Reset my password' which is circled in blue. To the right, there is a video player with a play button and a blue arrow labeled '1' pointing to it. Below the video player, there is a 'E-mail new password' button.

This is a close-up of the password reset form. It features an 'E-mail \*' input field, a reCAPTCHA widget, and a yellow 'E-mail new password' button at the bottom.

# How do I submit a story?

*As a Member you will be able to submit stories/articles about your work, events, campaigns and much more that you do locally to be published on the website.*

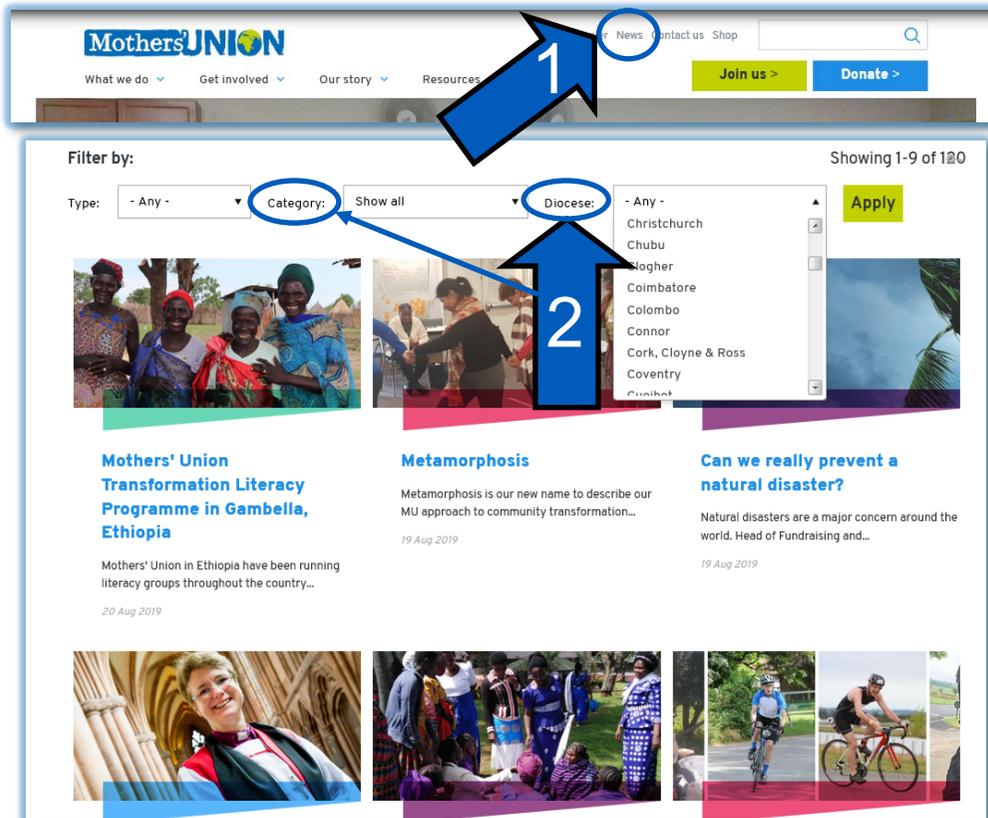
1. Click **'Submit a story'**
2. Fill the form with a title, your story/news and any images you have.
3. We will receive the story and will review, publish and link your stories/articles to your Diocese profile page and news section.

The screenshot shows the Mothers' Union website's 'My account' page. At the top, there is a navigation bar with links for 'Faith & Prayer', 'News', 'Contact us', and 'Shop'. Below this is a search bar and a 'Home' link. The main heading is 'My account' with a sub-heading: 'Thank you for your ongoing support of Mothers' Union'. There is a list of account management options: 'My account dashboard', 'Edit my account', 'Manage my members', 'Add a new member', 'Manage my province / diocese', and 'Submit a story'. A blue arrow labeled '1' points to the 'Submit a story' link. Below this, there is a 'Submit a story' form with a heading: 'We are often referred to as the Anglican Communion's "best kept secret" but we want this to change so we can tell the world of the incredible work of Mothers' Union. With four million members worldwide we need you to help us tell our story, so why not use the form below to tell us what you have been up to in your community? It could be a community project you recently received funding for, some parent or carer activity you have carried out or a fundraising event. Fill out the form below and we will review and link it onto the website.' The form has fields for 'Title \*' and 'Type \*'. A blue arrow labeled '2' points to the 'Type \*' dropdown menu.

# How do I find Global and Local news and stories on the website?

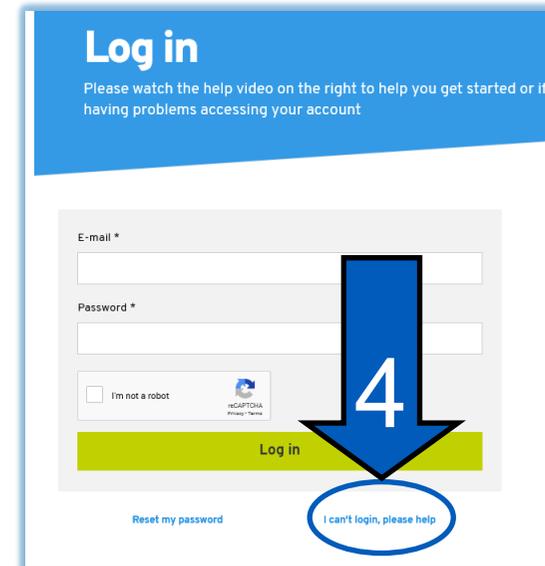
Go to the **'News'** section at the top of any page on the website.

1. Click **'News'**.
2. See the latest news which you can filter by **Category** or filter to choose news and stories from your **Diocese**.



**Please note: you will also find local news and stories at the bottom of your Diocese / Province profile pages .**

3. **An email will be sent to your account with a link to reset your password.**
4. **If you have problems logging in, please click on the **'I can't log in, please help'** link and fill out the **'Account Verification'** form.**



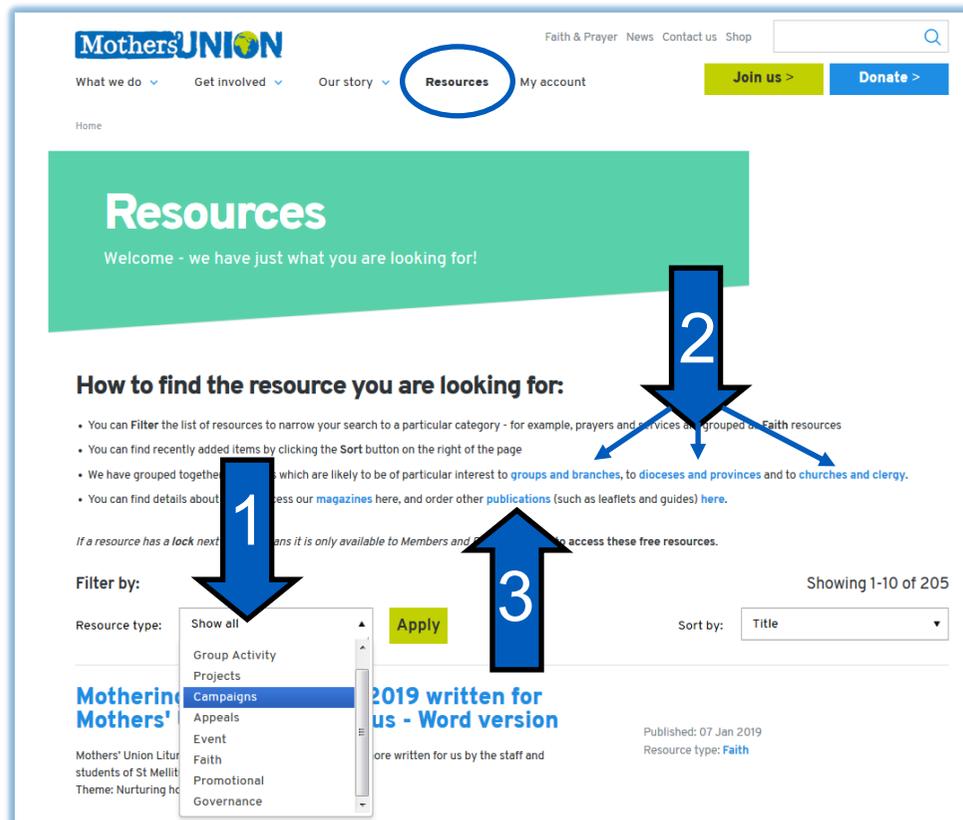
5. **After a review of your submission, you will receive an email from the IT team with a temporary password to log in. Once logged in you can change it to a personal / secure password.**

**Please note: there are help videos across the website and Member directory that have been created to help make this journey easier. If you have any problems please contact us at [IT@mothersunion.org](mailto:IT@mothersunion.org)**

# How do I find resources on the website?

Click on the **'Resources'** link at the top of any page.

1. You can find resources by using the **'Resource type'** filter
2. We have created a section of resources for **Groups and Branches, Diocese and Province and Church and Clergy.**
3. There is also a section for **Publications** which includes leaflets and guides.



# How do I find information about my Diocese and/or Province?

1. You can use the search feature at the top right of the page by typing in the name of your Diocese or Province.
2. For Dioceses go to the top of the website **"Our Story -> Mothers' Union Near You"** and use the search function.
3. For Provinces and Dioceses go to the top of the website **"Our Story -> Provinces"** which takes you to Provinces and Dioceses in your Province.

