

HBWC Website

A new version of your club website was launched formally on 1st March 2006.

The purpose of your club website is:

- to promote and enhance networking opportunities for members
- to promote your business
- to keep members and prospective members informed of club events
- to provide a 'notice board' for members to promote special events/activities/initiatives in their business
- to provide an on-line booking system for club events
- to formally recognise and thank sponsors
- to promote the charitable fundraising work of the HBWC
- to promote members businesses to a national and international community.



The Highland Business Women's Club

HBWC Club Treasurer
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The Highland Business Women's Club

Website information

www.hbwc.co.uk



Issued: 1 Mar 06

HBWC Website

How to log on

Go to www.hbwc.co.uk on any computer connected to the internet and follow the links on the menu


Viewing your on-line directory listing

Go to www.hbwc.co.uk and click on 'Our Members', then 'Current Members'. View your business details by clicking on your business name in the on-line directory list.

How to update your details

Go to www.hbwc.co.uk and click on 'Our Members', then 'Current Members'.

Click on the 'update' button. An email link opens an email message. Write your message to explain which items you wish updated or attached a logo or

 photograph. Then simply click on the send button to send the message using your normal email system. Please be patient—your details will be updated by the volunteer committee member who is currently responsible for the on-line membership directory.

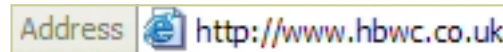
How book on-line

The first Wednesday each month (except January) is when the HBWC meet. Your club has moved with the times and now offers an 'on-line' booking system for club meetings for **Members** and **Guests**.

Follow these simple steps to book:

Step 1: Log on to the Internet

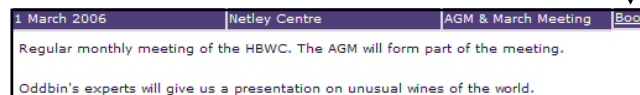
Step 2: Go to your club website



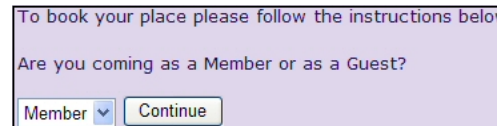
Step 3: Click on 'What's On' then 'Book Your Place'



Step 4: Click on the 'book'



Step 5: Click 'Continue' if you are a **Member** otherwise change to '**Guest**' then click 'Continue'



Step 6: Complete your details then click the 'Continue' button.

Book your place at the March 2006 meeting in the Netley Centre.

Type
Member

Title - eg Ms, Mrs, Dr etc
Mrs

First Name
Lynne

Surname
Clark

Email
lynne.clark3@nhs.net

Telephone
01463 257505

Company
NHS Highland

Comments
I have also booked a guest for tonight's meeting (Pauline Anderson). Could she please have a membership application form.

Dietary Requirements
Vegetarian

Continue

That's it! You've reserved your place at the monthly HBWC Club Meeting. Pay for your meeting on the night. Sorry we do not accept on-line payments yet. For further information on subscriptions and fees please feel free to contact the HBWC Club Treasurer. We look forward to meeting you.