

WWW.WLCJ.ORG

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

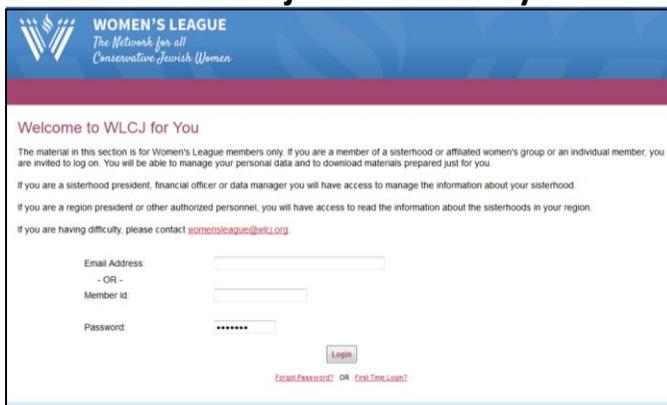


As of February 2014 Women's League has a brand new website! This new website is easy to navigate and you can find all the documents and materials you need quickly.

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 much of the educational and social action material that Women's League has created. 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.

LOGGING ON: It's just a click away



To make the most of our website, you need to access some of the password protected material! On the upper right hand corner of the www.wlcj.org home page is a button that says: **Log In**. If you click on that you will arrive at the access page to WLCJ for YOU. 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 one 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. Any member of Women's League can download any of these at no cost.
- **Update My Profile:** Check 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 Sisterhood 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 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.

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!

SISTERHOOD POSITION PROFILE

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

You will see two sets of data: on the left the current positions and on the right the list for 12-13. If a member is continuing in her position, click on her name under 12-13 and it will move automatically to the 13-14 list.

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

Click on **ADD NEW POSITION HOLDER POSITION** (above left box, next to: List for 13-14)

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 Sisterhood List**, together with any past balance due. If you prefer, you can request an invoice from womensleague@wlcj.org.

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:** a 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

PROGRAMMING 101

The site has many options to help you design your sisterhood for success. We know that no two sisterhoods are the same, that every sisterhood functions in its own way. Women's League hopes that each of its affiliates incorporates elements of education, tikkun olam (repairing the world), culture, and fun in the course of the year. You can find material for all of these on the website. There are full-blown guides that you can download (The Sisterhood Planner, The Z'havah Planner, Ways to the Means, Membership Magnets, Blueprint for Membership) that will give you suggestions and directions for a variety of programs. There are study materials to open a meeting (several years of Divrei Hokhmah, which are brief, self-guided points for discussion on a variety of topics). There are directives for book clubs.

If your sisterhood members are interested in programs to improve the world and the communities in which we live, look at the community service campaigns you can join, information about and links to various Conservative/Masorti agencies serving us in North America, in Israel and worldwide, and the full list of Women's League resolutions that authorize our membership to take stands on a vast array of important issues from abortion to women's health insurance inequalities.

Maybe you don't know what your sisterhood members want from sisterhood, or what your sisterhood could offer to entice non-members to join. Find surveys about special interest groups or member talents under LINKING, where you'll also find publicity images, flyers, invitations and more. You can access Women's League Training Services and multiple helpful listserves from the website, as well.

RESOURCES FOR MEMBERS AND FRIENDS

Jewish Study and Ritual

Women's League Shabbat

Divrei Hokhmah

- Derekh Eretz: R*E*S*P*E*C*T
- Hiddur Mitzvah: Enhancing Mitzvot
- The Environment
- Kol Ishah- A Woman's Voice
- Heart & Soul
- Proverbs
- The Ten Commandments
- Pirkei Imahot: The Wisdom of Our Mothers

Mitzvah Yomit – A Mitzvah a Day

Guidelines for Rosh Chodesh Groups

Days of Study

- Tehillim (Psalms)
- Ruth
- Esther
- Kohelet (Ecclesiastes)

- Eikhah (Lamentations)
- Yom Yarak: Tu B'Shevat Celebration

Seasonal Materials

- Sukkot (Ushpizot, Invite Them In: Women in the Bible)
- Chanukkah (Hiddur Mitzvah, Chanukkah, oh Chanukkah, Chanukkah: Lights in the Darkness)
- Tu B'shevat (Yom Yarak Tu B'Shevat Celebration, Tu B'Shevat Seders)
- Purim (Vashti's Banquet: A New Women's Celebration)
- Passover (Four for Your Passover Seders, Women's Seder)
- Shavuot (Ruth's Reading Ruth: A Creative Way to Celebrate Shavuot, Why Shavuot Has Few Rituals)
- Tishah B'Av (Questions and Answers and Relevant Texts)

- Creative Judaic Arts projects – Women’s League Designs, Community Service projects, for holidays, for home, for personal use, synagogue ritual items
- For Book Lovers - Orpah’s List, BookMarks, Book Club flyers
- Keruv: welcome and outreach to intermarried couples and their families
- Scripts (for installation and trigger scripts for ready-made programs)

- Gemilut Hasadim Pocket Cards
Social Action and Community Service campaigns
- Get Out the Vote Campaign
 - Guide to Writing Advocacy Letters
 - Guide to Writing Women's League Resolutions
 - Giving Tzedakah with Thought
 - Women’s League Resolutions
 - Israel - Programming Ideas (films, programs, books), Study Days in Israel

RESOURCES FOR SISTERHOOD AND REGION ADMINISTRATION

(password protected)

Sisterhood Administration

Best Practices Tax Letters and Policy
Sample Sisterhood Budget
Nominations Leadership Succession Ideas
Nominations Excuse Busters
Nominations Guide for Sisterhoods
Women's League Parliamentary Guide
Ways to the Means
Sisterhood Advisor
Model Bylaws for Sisterhoods
Synagogue/Sisterhood Relations

Publicity Tools for Sisterhoods

Flyers: Turn on the Power
Flyer: Sisterhood is a million things
Flyer and card: Workout with Sisterhood
Flyer and card: Recharge yourself with sisterhood
Flyer and Card: Sisterhood-The Best App of All
Ten Facts You Should Know about Women's League Sisterhoods
Find Yourself at Sisterhood (flyer and trifold)
Image Plus (guide to publicity and communications)

Membership Matters for Sisterhoods

Yearly Membership Planner
Spring Membership Campaign
Blueprint for Membership (comprehensive guide to building your sisterhood)
How to Make Free Membership Profitable for Everyone (brochure)
Membership Magnets 1, 2, 3 (Tried and true success stories from sisterhoods)

Programming

Z'havah Planner
Sisterhood Planner

Helpful Forms

Special Interest Group Survey
Sisterhood Member Talent Survey