

A QUICK GUIDE TO THE NCCW WEBSITE

We are so glad that you are interested in learning how to find items on our NCCW website because it is the means we have to communicate information about our NCCW with you most rapidly and completely.

We have made it current, attractive and work to make it user-friendly. It is updated at least weekly, oftentimes more. We know that not every member is very computer savvy, so we are happy to provide this little guide to help you become familiar with our site.

Like any website, the more you use it, the easier it becomes so we hope that you will take the opportunity to explore the site in order to learn as much as possible about our NCCW.

GUIDE

THE HOMEPAGE:

Every website starts with the homepage. This is the page you reach after you type www.nccw.org into your browser (A browser is a program on your computer that lets you locate and select web pages. Some common browsers are Google, Firefox, Internet Explorer, Safari, etc.) The homepage is important because you can reach everything on the NCCW website by going through the homepage.

No matter what page you are on the NCCW website, you can get back to the homepage by clicking on our NCCW logo at the top of each webpage. Doing this takes you right back to the NCCW homepage.

1. Near the top of the NCCW homepage, you will find 4 green buttons: Join Us, Donate, Store, and Login. We'll now look at each of these briefly. To see what is included in these areas, you can click on the button. We'll now look at what you can find under each of these green buttons.
 - A. Join Us
Clicking on this takes you to a page that allows one to read the benefits of individual, supporting, and affiliate membership and to join online. At the bottom of the page is a line you can click on to access a form to print to join or renew an individual membership.
 - B. Donate
Clicking on this takes you to a page that you can fill out to make a donation. There are two types of pages you can select: There is a button for Donate as an organization. If you are making a donation as an individual (not as an organization), you can click on the Donate as an organization button and it changes to Donate as an individual. All the information you need to make either type of donation will be found on the page you select (Organization or Individual).
 - C. Store
Clicking on this button takes you to the pages that display the resources and items for sale in the NCCW Store. To order an item, click on the item and you go to a page describing the particular item that allows you to see it in more detail and to select the number of that item you want. You then click on the Add to Cart button and it takes you to a page with a summary of your order and the cost. This is your "Cart" page. This page will automatically deduct 10% off the cost of the item if you are an individual member (A benefit of individual membership). You can then choose the Continue Shopping button if there are more items you wish to order or you can select the Check Out button if you are through shopping. On the check out page you will complete the information required and then click the Place Order button just once. If you prefer, you can fill out a "shopping form" that is available by copying and pasting the link for that form into your browser, printing out the form, and sending it into the NCCW office. A store form is also available in each issue of *Catholic Woman* magazine.
 - D. Login
Clicking on this button brings you to an Account Login screen where you enter your userID and your Password and then click the Log In box. This then takes you to a page where it has your name and account (membership) number. It will tell you whether your membership is active or not. To the right you will find a list of things you can click on to check or update things like your membership, your profile, donations, orders, Store etc. If you

wish to order items from the NCCW online Store, members should do so when they are logged in as then they will receive the 10% discount available to members on items in the NCCW Store. If you wish to check the status and history of your membership, click on My Membership. Doing so will also allow you to renew your membership online.

2. Logo

Beneath the line with the 4 green buttons discussed above, you will find our NCCW logo. It is important to know that when you are on a page other than the homepage and you wish to return to the homepage, all you need to do to return to the homepage is to click on the NCCW logo.

3. 5 search areas

On the same line as the logo, moving to the right, you will find 5 sets of words: About Us, Get Involved, Membership, NCCW Convention, and News and Events. When you click on each of these, a blue background will open up with a menu of items for each. You can then click on any of the items in the menu to further explore that information. We'll now look at each of these areas since they take you to most of the information on our website.

a. About Us

-If you click on About Us, you will first find a page that gives bullet points about our founding, the benefits of membership, and our Mission Statement.

-If you click About Us open to reveal the menu (on the blue background) for this section, you will find the following choices: Financials, History, Protocols, Board of Directors, Staff, and NCCW Partners. Click on the one you want to learn about.

(1) Financials: Here you will find:

-Our NCCW audited statements and

-NCCW tax return documents

(2) History: Here you will find:

-Why the NCCW was founded

-Highlights of our accomplishments through time

-A list of NCCW Presidents

-A downloadable NCCW History Brochure, and you are able to

-Purchase an e-book copy of our First 75 Years history.

(3) Protocols: Here you will find:

-Voting Guidelines for NCCW elections

-Resolutions -Current and archived and a form to submit proposed resolutions

-Bylaws

-Ask the Parliamentarian booklet

-Convention Voting Protocol

(4) Board of Directors Here you will find:

-List of the current NCCW officers and members of the Board of Directors

-The names of the representatives to national organizations from the NCCW

-The name of our NCCW representative to the United Nations in New York

-The name of our representative to the World Union of Catholic Women's Organisations

(5) Staff Here you will find the names, titles, and contact information for our NCCW staff

(6) NCCW Partners. Here you will find a list of our NCCW partners. If you wish to learn more about any partner, please click on the logo for that partner or on the line to which you are directed to click. For instance, the new CRS Water for Life video is found under the CRS partner listing and you are directed to click on a line to access the video. For information on CRS and the NCCW, you would click on the CRS logo.

b. Get Involved

If you click on the menu for this section, you will be able to select from:

Commissions, Committees, Youth and Young Adult Outreach, Faith Formation, and Prayer.

Clicking on your selection will give the following information:

(1) Commissions Here you will find

- The three NCCW Commissions displayed in three separate sections. In each, you will find the names of the members of the commission and the resources available under that commission. Members can click on those resources they wish to download for free.
 - Below the three commissions, you will find all the information and related resources and forms concerning our national NCCW anti Human Trafficking Program
 - (2) Committees Here you will find the lists of members on all current NCCW committees
 - (3) Youth and Young Adult Outreach Here you will find:
 - Membership explained for youth and young adults
 - You can click on each of the following to open them:
 - How to Form youth councils
 - Start Up Booklet
 - A resource on moral education and the Council Experience
 - A registration form for High Schools
 - A registration form for Colleges
 - Education for Justice: NCCW members can click on this link for free access to all the Education for Justice resources
 - (4) Faith Formation Here you can click on each of the following to open them:
 - The Apostolic Exhortation *Evangelii Gaudium*
 - The NCCW guide to *Evangelii Gaudium*
 - The Apostolic Exhortation *Gaudete et Exsultate*
 - The Encyclical, *Laudato Si*
 - The latest Vatican news on the participation of women in our Church
 - (5) Prayer Here you will find:
 - NCCW Prayers
 - Some selected Catholic Prayers cited in our Resolutions or requested by our bishops
 - Prayer intentions sent in by our members and instructions on how to submit a prayer intention
 - The current USCCB Call to Prayer
 - The monthly intentions of the Pope
 - (6) Leadership Training Development (LTD) Program
 - Explanation of the LTD
 - Sampling of topics from which you can choose for individualized training sessions
 - Current information on the LTD
 - Listing of upcoming training session locations
 - Information on how to host an LTD program
 - c. Membership Here you will find:
 - A brief explanation of the benefits of membership
 - Forms you can click on to join as an individual or as an affiliate
 - Link to a form you can print, complete, and mail to join or renew your membership
 - d. NCCW Convention Here you will find:
 - The date and location of the next National Convention
 - The Call for Resolutions
 - Hotel rates and cancellation policy
 - Highlights from past convention
 - Future Convention Host Application and guidelines
 - e. News and Events: Here you will find:
 - Latest NCCW updates, such as the Monthly Member Call recordings
 - NCCW press releases
 - A page created to display CCW accomplishments
4. On the same line immediately after News and Events, you will find a picture of a magnifying glass. When you click on it, a Search box opens and you can type in what you are looking for. When you have completed typing, press Enter on your computer keyboard and you will be taken directly to a link to that item. For instance, if you

are looking for our current Bylaws, and you did not know it was in the Protocol section under About Us, click on the magnifying glass and when the Search box opens, type in the word Bylaws and it will take you to a link for Protocols. Click on that and it takes you to our Bylaws.

5. Mission Statement: Below the line with the logo, 5 items, and the magnifying glass you will find the NCCW Mission Statement.
6. Continuing down the page, you will next find the current NCCW theme
7. Below the section with the current theme, you will find three boxes that contain pertinent information such as a new resource, message from our bishops, and our national project, currently our anti Human Trafficking project.
8. Below the area with the three boxes, you will find the section NCCW Current events and happenings. Here you will find information on our latest projects, reports, meetings, and NCCW items. For example, the Our Lady of Good Counsel award, a Call for Resolutions, the Monthly Member Call and Monthly Rosary Call directions, and other current topics.
9. Below the section described above, you come to our Prayer Request Section. Clicking on the Learn More button takes you to the page that lists our Prayer Requests and instructions on how to submit a prayer request.
10. The very bottom of the homepage has NCCW office contact information.

QUICK GUIDE TO SELECTED ITEMS:

Anti -Trafficking Project, NCCW's National Project: Homepage or Homepage, Get Involved tab, Commissions, Below commissions

Bylaws: Homepage, About Us tab, Protocols, Bylaws

Commissions: Homepage, Get Involved, Commissions

Contact Us: Homepage, bottom of page

Convention Information: Homepage, tab at top of page

Leadership Training Development (LTD) Program: Homepage, Get Involved tab, LTD Program

Local CCW New: Homepage, News tab, Affiliate Happenings

Membership: Homepage, Tab on top of page

Member Faith Formation: Homepage, Get Involved, Faith Formation

NCCW Mission: Homepage

NCCW Prayer Requests and NCCW Prayers: Homepage or Get Involved, Prayers

Resources: Homepage, Get Involved, Commissions and Homepage Store tab

Resolutions: Homepage, About Us, Protocols, Resolutions

Store: Homepage, top of page

Voting: Online and At Convention: Homepage, About Us, Protocols. For eligible on-line voting: Log In, Go to dropdown menu What Do you Want To Do? Select Member Only Resources, Voting becomes available.

Youth Outreach: Homepage, Get Involved, Youth and Young Adult Outreach

TIPS:

Clicking on the NCCW logo at the top of any page, will take you back to the homepage

Renew your membership online: Click on the log in button at top of home page, enter your login information, select My Membership, look at the Current Membership table, click on Renew Now.