



connecting the women's sector online

## A Step by Step Guide to the Women's Café

### A bit of background

This site is for women working in the women's voluntary and community sector in the UK. It has been set up by a working group of women's organisations from across the country, who will continue to steer its development. The site is administered by staff at the Women's Resource Centre, and if you have any problems we'll try to help you out. But it is your site, for you to use and benefit from.

### What is it?

It is an online community for the women's sector. You might also hear terms like "social network" or "content-sharing site". Basically, it is a place for women in the sector to network, discuss and share experiences and information.

We run the Women's Café using a Ning network (you don't *need* to know this but you may find it interesting if you're into online networks).

### Who is it for?

We want this to be a safe, supportive space for women working in the women's voluntary and community sector. For this reason, membership is restricted to women working in the voluntary and community sector (you can be a paid staff member, volunteer or trustee). Members' profiles are reviewed before being approved (or not), so make sure you include enough information about your involvement in the women's sector.

### What can you do there?

You can...

- Meet people who work in your area or share your interests – without having to leave your desk or pay to attend a conference
- Share knowledge and advice
- Share useful supplier contacts or recommendations
- Create events & invite others
- Start and participate in discussions on the site forum or within groups
- Find out about funding opportunities
- Share documents and useful links
- Use the chat function for online meetings

# OK, I'm sold... How do I sign up?

1) Go to <http://thewomenscafe.ning.com/>

### The Women's Cafe

Connecting women's organisations, women's projects and women's charities in the UK. Join us for information, peer support and networking.

#### Sign In

If you're not a member, [click here to sign up](#).

Email Address

Password

**Sign In** or [Sign Up](#)

[Forgot your password?](#)  
[Problems signing in?](#)

 We use Ning ID for authentication. [What is a Ning ID?](#)

2) Click on Sign Up, and enter your email address and a password

### Sign Up for The Women's Cafe


Apply for membership now. If you're already a member, [sign in](#).

Email Address

Password

Retype Password

Birthday Month  Day  Year   
We won't display your age without asking

Type the 2 Words on the Right  
  
[Refresh](#)


**Sign Up** [Problems signing up?](#)


By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

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#### About The Women's Cafe


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**3) You will be sent an email to the email address you entered, to make sure that you are a real person**

**4) Click on the link in that email. You will then be asked to add some more information to create your Women's Café profile.** (See next page for tips on completing your profile.)




**Create Your Profile**

One more step: tell the people on The Women's Café more about yourself. Questions marked with a lock icon are private and only visible to network administrators.

\* indicates a required question

**Full Name** \*

**Profile Photo**

Upload a Photo (GIF, JPG or PNG; limit 10MB)

**Country** \*

**Which organisation do you work for?** \*

**What's your job title?** \*

**What is your gender identity?** \*  Private

**Your interests and areas of work**

**What is your involvement with the women's voluntary and community sector?** \*

**Your (organisation's) website address**

http://

**5) When you click 'Join' you will get a message saying your membership is awaiting approval.** What happens then is that a Women's Café administrator receives an email saying that someone wants

to join the Women's Café. She will review the profile and – if it all seems in order – will approve your membership. If she has any questions, she will email you directly.

**6) You will then get an email saying your membership has been approved.** You can now log in to the Women's Café, using the email address and password you set up earlier. (Remember to click **Sign In** not Sign Up, otherwise you'll be taken through the whole process again!)



## Hints on completing your profile

To join the Women's Cafe, you will need to provide an email address, set a password and answer a few questions. This is to ensure that everyone who joins is genuinely part of the women's sector. Some of it is optional (and you can add it later) - e.g. contact details and areas of interest - but it will help people to find women who are interested in the same things, or based in the same area. You can edit your settings at any time, so you can change your profile information, privacy settings and choose what kind of emails you want to receive.

**Full name:** One of the main purposes of the Women's Café is to 'meet' and network with other women from the sector, so it is helpful if you put your full name.

**Profile photo:** Again, it really helps if you can put a picture up of your real face, as people feel more comfortable communicating that way – it also helps if you ever meet up in real life as you'll recognise people!

### **Which organisation do you work for? What is your job title?**

I think these are quite straightforward. If you work for more than one organisation, then you can pick one of them, or put both. If you are a volunteer or trustee, please put that.

**What is your gender identity?** We ask this because the Women's Café is a space for (self-identified) women only. Obviously this is not something we can verify, but we ask everyone so that people are aware of the policy.

**Your interests and areas of work:** This information is optional but really helps people get to know each other.

**What is your involvement with the women's voluntary and community sector?** This is a very important question so please make sure you answer it fully. Members' profiles are reviewed before being approved (or not), so make sure you include enough information about your involvement in the women's sector. So, if you work at a women's organisation, or you're a trustee of a women's organisation, or you run a specific women's project within a generic organisation – make sure you say so in your profile.



## Once I'm in, what should I do?

### Sort your profile out

- Use your full, real name. We're here to network, so it's nice to know who we're talking to.
- Upload a profile picture so we can say hello if we meet you!
- Choose your personal email settings to control how many emails you get from this site
- Change your Privacy settings – who can view your profile, photos etc.

### Introduce yourself, join a group and start networking

- The chances are that some of us have met already – have a look at the Members page to see who is here. Already know someone? – add them as a contact by clicking on the "Add as friend" link underneath their photo on their profile page.
- If you want to get in touch with people using private messages, you'll need to be their friend.
- Head over to the Forum and get stuck into the conversation.
- Join a Group – and have discussions around specific topic of interest.

				
<b><u>Young Women and Girls</u></b> 18 members	<b><u>Women's Cafe Wales</u></b> 14 members	<b><u>Social media</u></b> 8 members	<b><u>Women's Cafe North East</u></b> 13 members	<b><u>CEDAW working group</u></b> 29 members

- You might want to start your own Group too - it's easy to do. We just ask that if you start it, please own it - please stay involved with it. Groups might be based around an area of interest, perhaps you all do the same kind of job and want to compare notes, or maybe you want to discuss a new policy that is being developed.
- If you're stuck or you have a question about the website which is not answered here, send a private message to one of the Women's Cafe helpers, who will be happy to help. Try Leah Williams or Ellen Storrar.

To find out more, check out the Getting Started guide and FAQs section.