

theWI
LEARNING HUB

The WI Learning Hub How to Guide

<https://learninghub.thewi.org.uk/>

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How to sign up to the WI Learning Hub newsletter

Step 1: Click [here](#) to be taken to the sign up webpage

Step 2: Enter your email address, first name and last name in the fields indicated below. Under 'Marketing Permissions' click in the box to the left of 'Email' to indicate you are happy to be emailed. Then click 'Subscribe' at the bottom of the screen.

The WI Learning Hub

The WI Learning Hub Newsletter will contain details of online courses, training opportunities, projects and activities relating to WI and the NFWI.

By clicking to subscribe to our email newsletters, our third-party provider, Mailchimp, will store your email address on servers in the United States. Your information will only be used for the purpose of sending you the WI Learning Hub newsletter and will not be sold to any third parties or transferred outside of the EEA (European Economic Area) without obtaining your consent first. For information on our privacy practises, [please click here](#).

Email Address

First Name

Last Name

Marketing Permissions

Please select all the ways you would like to hear from :

 Email

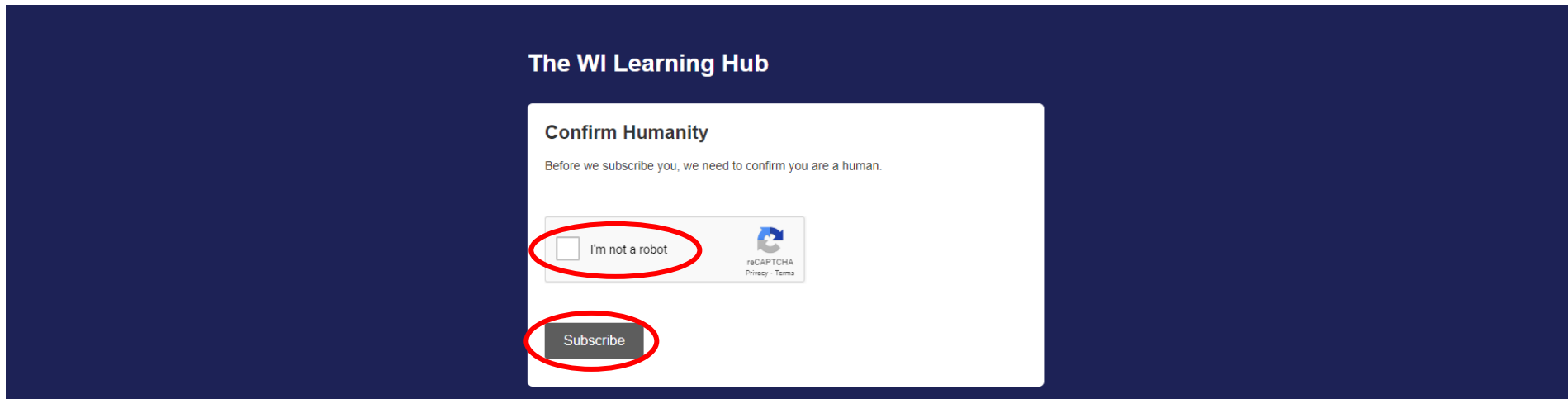
You can unsubscribe at any time by clicking the link in the footer of our emails. For information about our privacy practices, please visit our website.



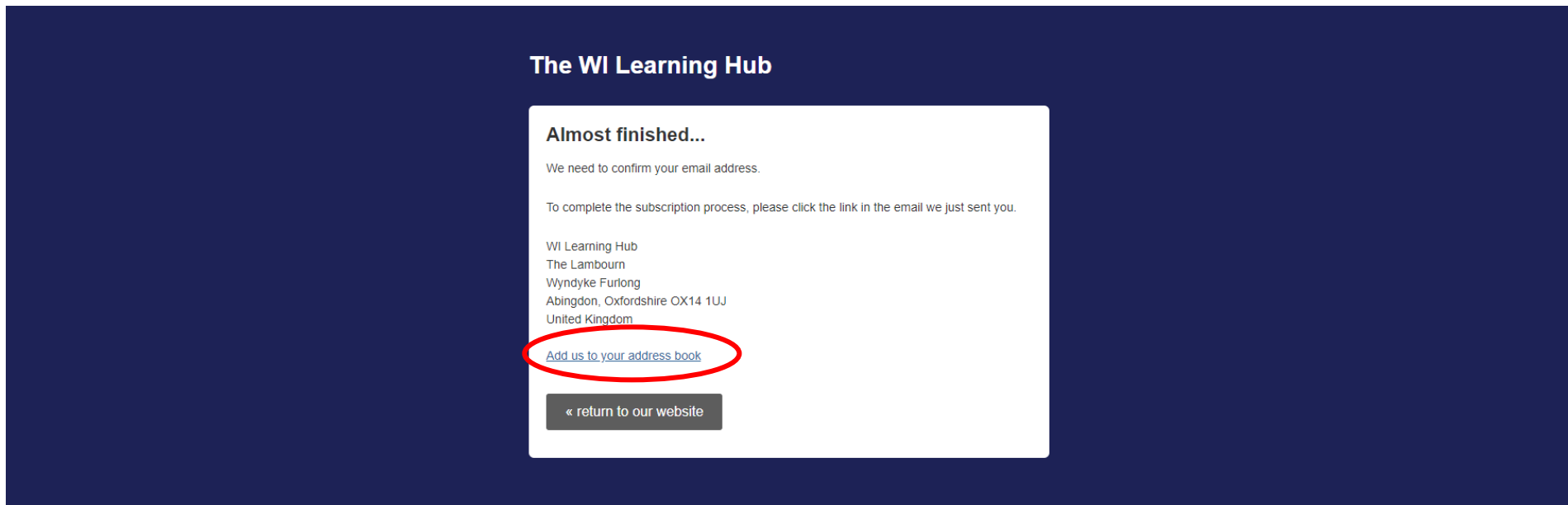
We use Mailchimp as our marketing platform. By clicking below to subscribe, you acknowledge that your information will be transferred to Mailchimp for processing. [Learn more](#) about Mailchimp's privacy practices.

Subscribe

Step 3: Click in the box to the left of 'I'm not a robot', you may be asked to click on various images to confirm. Then click 'Subscribe'.



Step 4: You will be given the option to save the WI Learning Hub in your address book to ensure future emails go directly to your inbox and are not filtered as spam/junk.



Step 5: You will then receive a confirmation email. Please note this may take a few minutes to come through. Please check your spam/junk folder. Click on the link 'Yes, subscribe me to the list' to confirm. If you do not confirm you will not receive the newsletter.

The WI Learning Hub: Please Confirm Subscription

WI Learning Hub
To: Womens Institute Learning Hub

Wed 10/01/2024 14:44

The WI Learning Hub

Please Confirm Subscription

Yes, subscribe me to this list.

If you received this email by mistake, simply delete it. You won't be subscribed if you don't click the confirmation link above.

For questions about this list, please contact:
wilearninghub@nfwl.org.uk

Reply Forward

Step 6: Your subscription is confirmed! You will also be given another opportunity to add the WI Learning Hub to your address book.

The WI Learning Hub

Subscription Confirmed

Your subscription to our list has been confirmed.

Thank you for subscribing!

WI Learning Hub
The Lambourn
Wyndyke Furlong
Abingdon, Oxfordshire OX14 1UJ
United Kingdom

[Add us to your address book](#)

continue to our website »

or

manage your preferences

Newsletter FAQs:

- Please note if you receive an error message that your email is already subscribed this is because you have already signed up to receive the newsletter.
- If you have not received your confirmation email, please be patient. The email can sometimes take around 20 minutes to come through. Be sure to check your spam/junk folder in case your account has filtered the email.
- The WI Learning Hub newsletter will first be sent out on Saturday 20 January 2024 and will then follow weekly with some additional emails when needed.
- WI members and non members are welcome to sign up to the WI Learning Hub newsletter.
- If you wish to unsubscribe at any time you can do so by clicking 'unsubscribe' at the bottom of the newsletter email.

How to sign in for the first time

Step 1: You will first be asked to sign in when you make your first booking (further information on this is available in the 'How to book a live course' section of this guide). After you have selected the course and confirmed you will see the below page. Enter the email address registered for you on the MCS. Select 'No' under 'Do you have a Password?' and click 'Continue'. You will be asked later in the booking process to set up a password.

theWI LEARNING HUB

Need help?

wilearninghub@nfwi.org.uk

[← Back to main site](#)

Your Details

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Sign in or continue

E-mail & Password

Enter your email address

Do you have a Password?

No

Yes, my password is:

Back

How to update your details (including email)

Step 1: From the site homepage click 'Menu' in the top right hand corner and then click 'My Account.'

The image shows a screenshot of the WI Learning Hub homepage. In the top right corner, a 'Menu' button with a hamburger icon is circled in red. A green navigation menu is overlaid on the right side of the page, listing various options: 'Live Courses', 'Access Anytime', 'Study Courses', 'My Account' (circled in red), 'Newsletter', 'Our Hosts', 'Who We Work With', 'Calendar', 'FAQs', and 'Buy a Gift Voucher'. At the bottom of the menu are icons for Facebook, Instagram, and YouTube.

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Learning is about to take a new direction

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The new Hub will recognize the continual changes that we all face and brings together an exciting range of opportunities; taking users on a learning journey that is accessible, flexible and inclusive, allowing all women and girls to choose their own learning pathway, at their own pace and at times that fit into their lifestyle.

On Wednesday 24 January 2024, we will be celebrating the International Day of Education by opening up bookings for new live courses. Until then, for those who are looking for a break away from the mince pies and festive activities, there will still be a small number of access-anytime courses available online for you to enjoy, simply click on the tab below.

Make your no1 New Year's Resolution – be a part of a new journey, join the WI Learning Hub!

[Follow us](#)

Live Courses
(Opens 24/01/24)

Access Anytime

Study Courses

Step 2: Enter your email address and password and then click 'Log in'. If you cannot remember your password see 'How to change your password' section of this guide.

« Back to main site

E-mail & Password

Email

Password

Remember me next time?

Log in

[I've lost my password](#)

Step 3: Select 'My Profile' and you will see your information listed.

My Profile

- Home
- My Documents
- My Profile**
- My Emails
- My Feedbacks
- My Account
- My Memberships
- My Bookings
- Logout

Profile

Title *

First Name *

Surname *

Step 4: Make any changes you require and click 'Update' at the bottom of the page.

County *

Country *
United Kingdom ▼

Are you a WI Member? *
Yes ▼

Federation
Please select option ▼

Telephone No. *

Institute

Mobile No.

Email

[Request a copy of your data for download](#) , please allow 24hrs for processing and come back here for a link to the download.
[Forget Me](#)

How to change your password

Step 1: From the log in page click 'I've lost my password'.

theWI LEARNING HUB

Need help?

wilearninghub@nfwl.org.uk

[« Back to main site](#)

E-mail & Password

Email

Password

Remember me next time?

Log in

[I've lost my password](#)

Step 2: Enter the email address you use for the Learning Hub and click 'Send me the password reset link'.


The screenshot shows the 'theWI LEARNING HUB' logo at the top center. Below the logo, there is a link for 'Need help?' with the email address 'wilearninghub@nfwl.org.uk'. A green navigation bar at the top right contains the text '« Back to main site'. The main content area is a light gray box with a white background. It contains the text 'Enter your e-mail address and we will send you a link with which you can reset your password'. Below this is the text 'Booking Page' and 'Email'. There is a white text input field with a red border. A red arrow points to the input field from the left. Below the input field is a green button with the text 'Send me the password reset link', which is circled in red.

Step 3: You will see a page confirming a password reset email will be sent to you. If you do not have an account with the email address inputted you will not receive an email.

The screenshot shows the 'theWI LEARNING HUB' logo at the top center. Below the logo, there is a link for 'Need help?' with the email address 'wilearninghub@nfwl.org.uk'. A green navigation bar at the top right contains the text '« Back to main site'. The main content area is a light gray box with a white background. It contains the text 'Thank you! A reset link has been sent provided an account exists for this email address.'

Step 4: You will then receive an email allowing you to reset your password. Click 'Set Your Password'. Please note it may take a few minutes for the email to come through, ensure you check your spam/junk folder in case it has been filtered.

Reset your password

 To: ☺ 📧 ↶ ↷ ↸ 🗄️ ⋮
Fri 12/01/2024 13:34

Dear
Please do not reply to this email as the account is not monitored.
Your username is m.branch@nfwi.org.uk. Please click on the following link to log in and set your password: [Set Your Password](#) (Requires 6 characters, an uppercase letter, and a number)
Please do not reply to this email as the account is not monitored.
With kind regards,
The NFWI Education Team
If you are not already a WI member, there are many exciting benefits. We would love to welcome a new WI member, please have a look at the [WI website for more details](#)

Follow us on [Facebook](#) | [Instagram](#)

Sent by BookingLive.com

[↶ Reply](#) [↷ Forward](#)

Step 5: A webpage will open asking you to enter and confirm your new password. Please note this must be at least 6 characters, including at least one uppercase letter and one number. Please ensure you are typing the same password into both sections.

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LEARNING HUB

Need help?

wlearninghub@nfwl.org.uk

« Back to main site

Please setup your password

Password

Confirm Password

Set Password

You will then be sent to your account where you can see your recent bookings and find course documents.

How to book a live course

Step 1: Navigate to the Learning Hub site and click 'Live courses'.

The screenshot shows the homepage of the WI Learning Hub. At the top left is the logo "theWI LEARNING HUB" and at the top right is a "Menu" button with a hamburger icon. The main heading is "Learning is about to take a new direction" in green. Below this is a paragraph: "Whilst everyone enjoys the festive break, Denman at Home will begin its new journey into becoming the WI Learning Hub." This is followed by another paragraph: "The new Hub will recognize the continual changes that we all face and brings together an exciting range of opportunities; taking users on a learning journey that is accessible, flexible and inclusive, allowing all women and girls to choose their own learning pathway, at their own pace and at times that fit into their lifestyle." A third paragraph states: "On Wednesday 24 January 2024, we will be celebrating the International Day of Education by opening up bookings for new live courses. Until then, for those who are looking for a break away from the mince pies and festive activities, there will still be a small number of access-anytime courses available online for you to enjoy, simply click on the tab below." Below the text is a call to action: "Make your no1 New Year's Resolution – be a part of a new journey, join the WI Learning Hub!". A green "Follow us" button is centered above three images. The first image, "Live Courses", shows a woman with red hair at a laptop and is circled in red. The second image, "Access Anytime", shows a woman with grey hair at a laptop. The third image, "Study Courses", shows a woman with glasses at a laptop. Below the images are the labels "Live Courses", "Access Anytime", and "Study Courses". A small note "(Opens 24/01/24)" is visible below the "Live Courses" label.

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Menu ☰

Learning is about to take a new direction

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On Wednesday 24 January 2024, we will be celebrating the International Day of Education by opening up bookings for new live courses. Until then, for those who are looking for a break away from the mince pies and festive activities, there will still be a small number of access-anytime courses available online for you to enjoy, simply click on the tab below.

Make your no1 New Year's Resolution – be a part of a new journey, join the WI Learning Hub!

Follow us

Live Courses
(Opens 24/01/24)

Access Anytime

Study Courses

Step 2: You can then choose from one of the learning pillars or view all courses.

Live Courses

Like-minded people from all over the globe can take part in our online courses, learning new skills, brushing up on their history or taking their hobby to the next level . It's all there for every ability and every interest. Since the launch of Denman at Home in May 2020, we've had over 90,000 different people join our online courses and events, will you be next to discover that hidden talent you never knew you had?



Creative Crafts



Environment & Nature



Food & Lifestyle



Talks & Interests

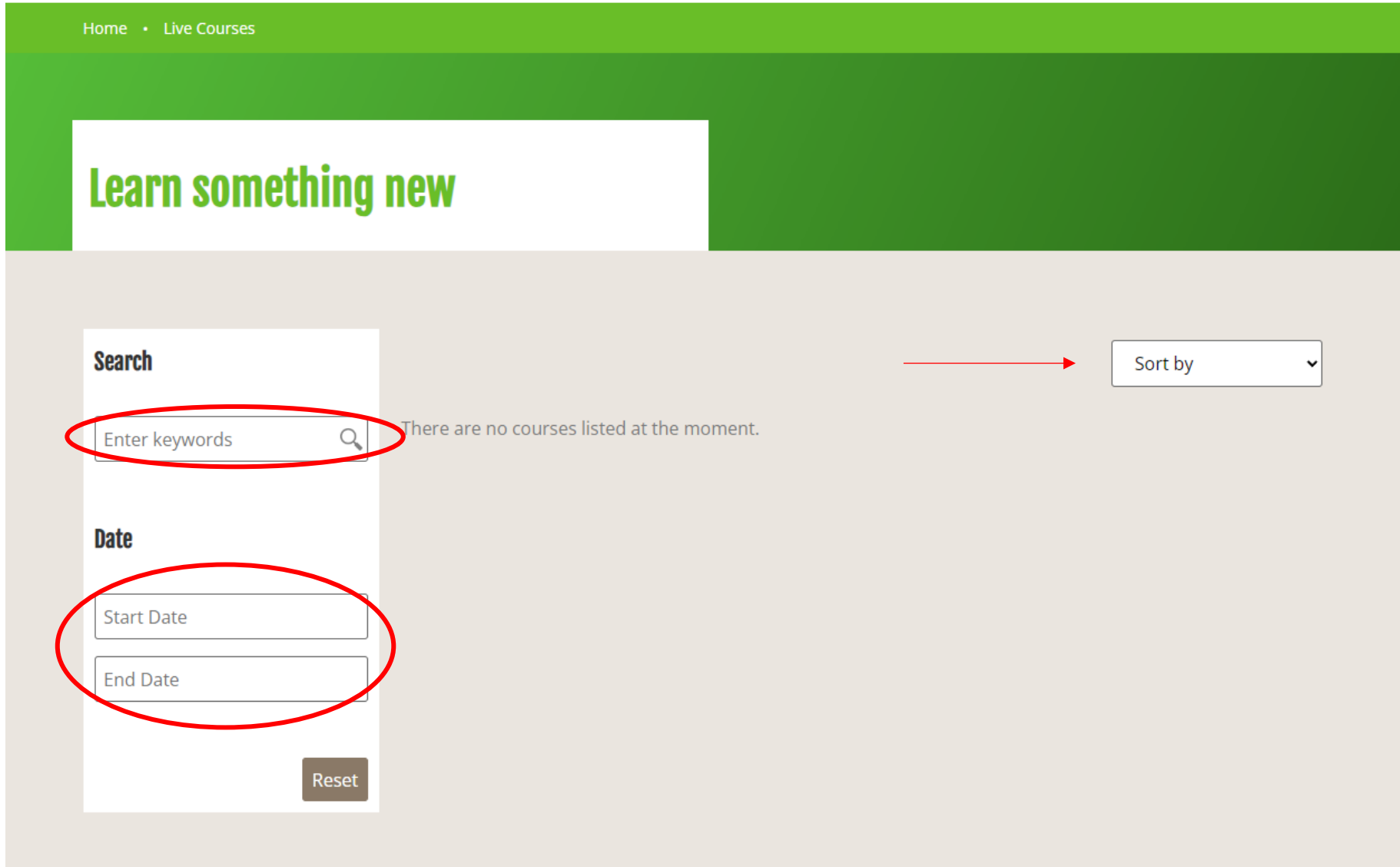


Business & Training

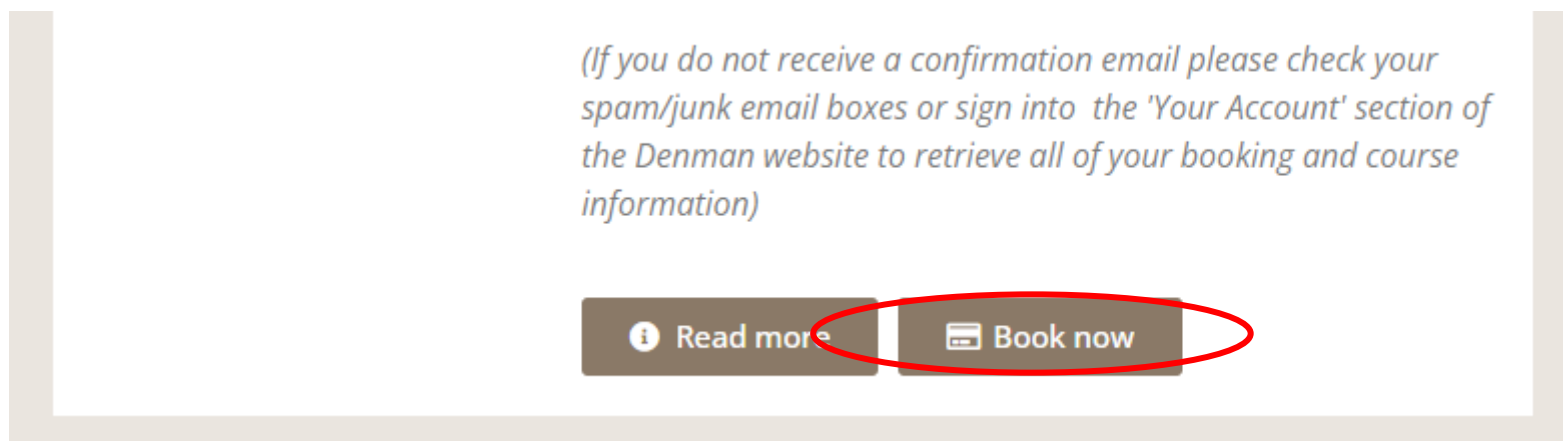


View All Courses

Step 3: You can then search for a specific topic or host, or search by date. There is also a drop-down menu to sort the courses alphabetically or by time.



Step 4: Once you have selected a course you would like to book, click 'Book Now' from the search results or at the bottom of the individual course page.



Step 5: Click the '+' to add one participant and then 'Select'. Please note, if you have not yet signed in then the amount will say £5 until you do so.

Choose Items

1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation

Choose Quantity



Test Course hub
Test course

£0.00 (incl. VAT)
Number of Participants

- 1 +

Dates Available

Filter by location

All Locations

15/01/2024 18:00 to 16/01/2024 17:00

Denman

10 Spaces Left

Select

Total for this order (discounts applied later)

Step 6: Then click 'Continue' at the bottom of the page.

Choose Items

1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation

Choose Quantity



Test Course hub
Test course

£0.00 (incl. VAT)
Number of Participants

- 1 +

Dates Available

Filter by location

All Locations

15/01/2024 18:00 to 16/01/2024 17:00

Denman

10 Spaces Left

Selected

Total for this order (discounts applied later)

Booking Items

Booking Items

▼ Participant 1

1 x Test Course hub

Cost

£ 0.00

▼ Date/Times

£ 0.00

15/01/2024 18:00 to 16/01/2024 17:00 at Denman

VAT:

£ 0.00

Total (inc. VAT):

£ 0.00

Continue

Step 7: You can then click 'Checkout' or 'Continue Shopping' to go back to the website and select more courses.

Booking Items

Booking Items

▼ Participant 1

1 x Test Course hub

Cost

£ 0.00



£ 0.00

▼ Date/Times

15/01/2024 18:00 to 16/01/2024 17:00 at Denman



VAT:

£ 0.00

Total (inc. VAT) :

£ 0.00

Payable Now:

£ 0.00

Please enter your gift voucher code if applicable

Apply Code

Back

Continue Shopping

Checkout

Step 8: You will then be asked to enter your name, address, phone number and select whether you are a WI member or not. Make sure to enter all of the information indicated.

Your Details

1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation

Purchaser Details

Title *	<input type="text"/>	First Name *	<input type="text"/>
Surname *	<input type="text"/>	Email *	<input type="text"/>
Post Code *	<input type="text"/>	House Name/No. *	<input type="text"/>
Street *	<input type="text"/>	Town *	<input type="text"/>
County *	<input type="text"/>	Country *	<input type="text" value="United Kingdom"/>
Are you a WI Member? *	<input type="text" value="Yes"/>		
Federation	<input type="text" value="Please select option"/>		
Telephone No. *	<input type="text"/>	Institute	<input type="text"/>
Mobile No.	<input type="text"/>		

Step 9: Under 'Participant 1', click 'I'm attending'. After reading the terms and conditions, then click in the box to the left to accept and agree. You will also need to click in the box to the left of 'Email' to confirm your contact preference. Then click 'Continue to Summary'.

Participant 1

Online Course : Studying History with Simon - 'Victoria' Group : Term 3 (WI Member): Taking place on 15/01/2024 - 19:00 at Denman (Simon Gregor)

I'm attending Buying for someone else

Looks like we've got the details we need already!

Terms & Conditions

By ticking this you accept and agree to our [terms and conditions](#)

Contact Preference

At Denman, we have exciting offers and news that we hope you'd like to hear about.
Please select how you would like to receive these:

Email

[Continue to Summary](#)

Step 10: Review your booking summary and click 'Checkout'.

Summary

1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation

Booking Summary

▶ Purchaser:

▶ Participant:

Booking Items

Booking Items



1 x Test Course hub

▼ Date/Times

15/01/2024 18:00 to 16/01/2024 17:00 at Denman

Cost

£ 0.00

£ 0.00

VAT:

£ 0.00

Total (inc. VAT) :

£ 0.00

Payable Now:

£ 0.00

[Back to billing page](#)

[Checkout](#)

Step 11: You will then see a page confirming your booking and an email will shortly be sent to your email address. The email will include the course information including Zoom log in details, a live courses help sheet and any handouts specific to the course.

Success

If you wish to manage your order or profile, please log into [MyAccount](#)

Booking Summary

Thank you for your Booking A confirmation email has been sent to

BookingID: REF-436194-UJK
Purchase Date: 12/01/2024 14:31
Booking Status: Pending

Full Name:
Full Address:

Contact Number:
Email Address:

Booking Items

Booking Items

▼ Participant 1

1 x Test Course hub

▼ Date/Times

15/01/2024 18:00 to 16/01/2024 17:00 at Denman

Cost
£ 0.00

£ 0.00

VAT:	£ 0.00
Total (inc. VAT) :	£ 0.00
<hr/>	
Payable Now:	£ 0.00

Booking FAQs

- If your booking will not go through it is likely that you have already booked onto one or more of the sessions in your basket. To check this you can go to the 'My Account' section of the website and review your bookings. Once you have removed any duplicates from your basket the booking will complete.
- We are aware that there appears to be a formatting issue with the T&Cs box for the Safari browser which our tech team have been looking into. We've been advised in the meantime that tapping in the area of where the box would be does then register a tick, however you may prefer to use an alternative browser or device to make the booking where the box appears e.g. Google Chrome, Microsoft Edge.

How to access course recordings

Once a live course has taken place the recording and any supporting documents will be accessible via the 'Access Anytime' area of the Learning Hub. Recordings will be loaded as soon as possible and within 48 hours of the course taking place.

Step 1: From the site homepage click 'Access Anytime'.

theWI LEARNING HUB Menu ☰

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[Follow us](#)



Live Courses
(Opens 24/01/24)



Access Anytime



Study Courses

Step 2: Then click 'On Demand Courses'.

Access Anytime



On Demand Courses



Projects & Activities



Resources

You will then be able to scroll through a variety of on demand content or search for something in particular; you can click 'Read more' to see more detail on the course. Once you have found something you would like to access, simply click 'Access now' to be guided through the booking journey and receive the content via email.

How to access course bookings and documents

Step 1: From the site homepage click 'Menu' in the top right hand corner and then click 'My Account.'

The screenshot shows the homepage of the WI Learning Hub. In the top right corner, the 'Menu' button is circled in red. On the right side of the page, a vertical green navigation menu is visible, with the 'My Account' option circled in red. The main content area features a large green heading 'Learning is about to take a new direction' and several paragraphs of text. At the bottom, there are three image-based buttons for 'Live Courses', 'Access Anytime', and 'Study Courses'. A 'Follow us' button is also present above these buttons.

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Menu ☰

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Live Courses
(Opens 24/01/24)

Access Anytime

Study Courses

- Live Courses
- Access Anytime
- My Account**
- Newsletter
- Our Hosts
- Who We Work With
- Calendar
- FAQs
- Buy a Gift Voucher

f i y

Step 2: Enter your email address and password and then click 'Log in'. If you cannot remember your password see 'How to change your password' section of this guide.

E-mail & Password

Email

Password

Remember me next time?

Log in

[I've lost my password](#)

Step 3: Select 'Bookings' and you will see your information listed. You can then click 'View' to see more information about individual bookings. You can also click 'My Documents' and 'My Emails'.

My Bookings

- Home
- My Documents
- My Profile
- My Emails
- My Feedbacks
- My Account
- My Memberships
- My Bookings**
- Logout

Filter Your Orders

All

Reference

Filter

Orders

Reference:	Booking Date:	Status:	Total:	Discounted Total:	Outstanding Balance:	
REF-430825-YUW	25/10/2023 13:25	Completed	£ 0.00	£ 0.00	£ 0.00	View