

# Global Society Website

**You need your Username and Password to log into the members only area.**  
**This will have been provided to you.**

- 1 You are encouraged to change your username and password to something memorable to you. The combination of username and password must be unique and it is suggested that using a combination of names and dates specific to you will achieve this.
- 2 The only opportunity you have to change your Username is during the initial sign-in. However Usernames must be unique across the whole website so, if the alternate Username you select is already in use, you will be asked to choose a different one.
- 3 Usernames are not case sensitive, so you don't have to worry about using capital letters. However Passwords, if you change then to include letters, are case sensitive.
- 4 Your Branch Contact has a copy of your Usernames and Passwords just in case you need any help in signing on.
- 5 Where your first name is just an initial, or is missing, you can amend this through the Control Panel.
- 6 When you amend your records please ensure that your e-mail address and postal address are both correct and fully up to date, as we shall soon be using this information for our communications with you.

## **2. Use your internet browser and go to: [www.iwfs.org](http://www.iwfs.org)**

Tabs on the Home Page provide public access to common topics and non-restricted information in the Regions. Now you are ready to register as a Member and sign in: →



"By clicking on the 'I CONSENT' button I confirm my consent to the collection, storage and processing by the Society, its regions and its branches of personal data relating to me, subject to it doing so in accordance with the appropriate data protection legislation in my region of the Society."

Member Name:

Login Name: You will use this name to sign in:

Password: Choose a password:

Password: Retype your password:

1. Enter your Username and Password as above, under Member Sign In, and then click on:
2. Scroll to the bottom of the Registration screen, change your Login Name (if you wish), and enter your new Password in both boxes
3. Click on:
4. You can now explore the Members' pages or, if you wish, you can click on Control Panel to edit your details .... (see Section 4 overleaf)

### 3. Explore the Members' Pages

Member sign in unlocks much more content, including access to the Secretariat tab. The site recognizes members upon sign in and opens their session on their Region's "News" page.



Click on a Branch name in the drop down menu and access the content posted by that Branch, organised for viewing by the public, IWS&F members or Branch members. Branches with external web sites can create links to them.

The Contact feature sends e-mails to the Society, Regional or Branch Contact, depending on the menu from which sent, while preventing their e-mail address from visibility on the internet. Special attention should be paid to the Branch Event scheduling and reporting feature. A calendar of events may be posted, with content added as each event is firmed up. Following each event, photos and reports can be added for viewing. Unless reserved for Branch Members only, events are consolidated and can be viewed by Region and by the Society as a whole. Well worth reviewing before your next trip away from home!

Europe / Africa - TWFS

ESTONIA  
ESTONIA (TALLINN)

FINLAND  
HELSINKI

INDEPENDENT MEMBERS  
INDEPENDENT MEMBERS UK  
INDEPENDENT MEMBERS CONT EUROPE

OVERVIEW  
OFFICERS  
EVENTS  
EVENT HISTORY  
CONTACT  
DOCUMENTS

EUROPE / AFRICA  
CAPITAL

Home / Europe / Africa / Capital / Events

### EVENTS

Please use this calendar to review Branch events held from 2010 onwards as well as future events planned:

October 2010						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### October Events

Theme: A Game Lunch  
Venue: 4 Windrush Heights, Sandhurst, Berks GU47 8ET  
Location: Sandhurst, Berkshire  
Date: 31 Oct 2010  
Time: 12.30 for 1pm

Keth and Sheila have kindly offered their home again for our October event. The event has been devised around a venison dish that Bernard Lamb has offered to prepare for us with a matching w... [more info](#)

#### [4. Access the Control Panel to update your details](#)

In the Control Panel you can manage your Password, e-mail addresses, primary address, other addresses, contact preferences, 'phone numbers, etc. These are accessible by your Branch for member lists, invitations and administration. Just click on [control panel](#)

Welcome Back John W [control panel](#)

LOGOUT

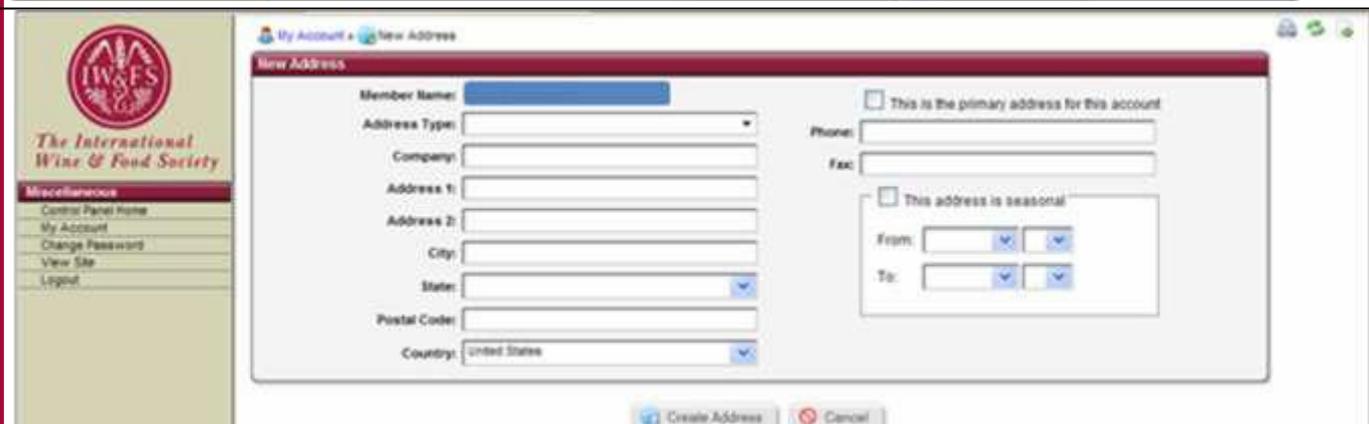
Secretariat Americas Europe / Africa Asia / Pacific Home About W&F S How to Join Contact Us

EUROPE / AFRICA OVERVIEW EVENTS NEWS OBJECTIVES RESOURCES PUBLICATIONS HOW TO JOIN CONTACT US

UK, LONDON ST JAMES'S MEMBERS ONLY OVERVIEW

Click on “Miscellaneous” to expand the menu if necessary.

From Control Panel, click on “My Account” to see your basic account information. From this screen you can “Edit Account Details”, edit existing addresses (see 3. in the light blue box below), or “Add an Address”. Because of the variation in use of Postal Codes across the EAC Region, we are using the “Postal Code” for the fourth line of your address. Please ensure that there is an up to date e-mail address in “Primary Email”. Click on “Save Changes” whenever you complete the entries on a page.



From the “Miscellaneous” menu, you can use the “Change Password” feature – don’t forget to “Save Changes” after doing this! There is no need to “Logout” if you plan to return to the Members’ pages.

## **5. Keep Information Current**

This is your Wine & Food Society. The organisation and web site exist to enhance your enjoyment. Please update your contact information whenever it changes. We want you to receive the most up-to-date information and announcements.

### **What’s next ?**

This site gives you access to the International Wine & Food Society’s worldwide resources. Now, your Branch can add its own web presence, at no cost, for displaying its heritage and informing its members. This is an IWFS Membership Benefit, and only the beginning. Additional features and content are being developed as you read this.