

**Process for Accessing NWCEE Info on the Women's Club website (using the LINK to the Evening Edition sections)**

1. The easiest way to BEGIN is to click on the following LINK, which will take you directly to the HOME page for the Evening Edition's section of the Club's website: <https://napawomensclub.com/nwc-evening-edition/> **To use this LINK, highlight it, right click and select Open Hyperlink from the drop-down menu.**
2. From there, you may Click on any of the seven (7) YELLOW bubbles/LINKS to go any the section of the EE's website that you'd like to review:
  - EE Welcome
  - EE Meetings (i.e., contains links to the Master Calendar)
  - EE Resources (i.e., contains all our documents and other important info, such as Rosters, Forms, Instructions, Bylaws, and Standing Rules)
  - About the EE
  - EE Leaders and Contacts (i.e., contains names of Board Members and Committee Chairs & Co-Chairs)
  - EE Galleries (i.e., contains photos from past meetings and events)
  - Collaborations (i.e., contains names/logos of other organizations with which we partner)

To view any of these specific sections, simply CLICK on the yellow bubble, or sometimes the underlined text (e.g., General Federation of Women's Clubs, etc.).

3. If you would like to go DIRECTLY to the Resources section to view Rosters, access a Member Renewal Form, see how to pay dues via Venmo, etc., start by clicking on this LINK: <https://napawomensclub.com/ee-resources-2/> **To use this LINK, highlight it, right click and select Open Hyperlink from the drop-down menu.**
  - Of course, you may also access this screen by selecting EE Resources from the Home page.
4. **A few important tips!**
  - If you want to CLOSE or EXIT a particular screen, do NOT click on the X in the upper right-hand corner, because that will take you all the way to the very first screen in the entire website.
  - To do this, you MUST click on the BACK arrow.
  - If you accidentally click on the X and go back to the beginning, you may close the website and start over again or simply follow the steps to get back to the Evening Edition section (see page 2).

**Process for Accessing NWCEE Info on the Women's Club website (without using the LINK to the Evening Edition)**

1. If you do not want to use the LINKS to jump to certain sections of the entire website, start by going to your browser and entering "Napa Women's Club."
2. Then, click on the full name and description of the Women's Club that appears on the LEFT, OR on the Club's website under the photo on the RIGHT.
3. On the first screen of the website, select Affinity Groups, from the items listed directly beneath the photo at the top of the screen.
4. Next, select Evening Edition.
5. Then, click on whichever of the YELLOW bubbles you'd like to access, and click on the BACK ARROW to exit each specialty section and select another.
6. To see all sections of the website, follow the Steps on page 1, because, from this point forward, they are the same.