



WEBSITE BRANCH INFORMATION & WEBPAGES

Some of the most visited areas of the website are the branch pages. The information on these pages is invaluable for promoting the branch to new members.

The database held at Central Office has basic branch information and this is updated to the website regularly. When you look up a branch's information, this is what you can see:

BASIC BRANCH INFORMATION

- Name of the branch
- Address of meeting venue
- Date and time of meetings (e.g. Last Wednesday of the month except December, between 10.00 and 12.30hrs)
- Link to branch website (if the branch has a website)
- Branch membership subscription
- Contact button that links anonymously to the branch secretary's email address
- More info (pdf) that links to the branches webpage

ADDITIONAL SHORT WELCOMING INFORMATION

A number of branches like to add a couple of sentences to give a flavour about the branch e.g

Branch membership gives you the opportunity to meet up with past colleagues and old friends. We organise visits to places of interest, speakers on a range of subjects at our monthly meetings, and you can discover new interests and make new friends.

We look forward to seeing you at our next meeting.

BRANCH WEBPAGE

In addition, there is the facility for your branch to have its own webpage giving more detailed information about your activities and events. This information is useful for staff coming up to retirement or for retirees living in your area as well as members of the NHS Trust or Board who want to know more about their local group.

To get an idea about what to include in your webpage, have a look at the information from Aberconwy in Wales, Liverpool in the North West region, Warwickshire in the Midlands and Highland in Scotland.

The page (or pages) can contain pictures, your branch programme, or you may wish to use a branch newsletter

How to submit and suggestions:

Please send a digital **Word or Excel** file to Central Office for new webpages, amendments and updates. It is important that information on the website and branch webpages is up to date. Instead of saying 'In March 2019, the branch will be 9 years old' it is better to say 'The branch was formed in March 2010' – and if you include your branch activity programme, do check that it is up to date.

Please welcome new members!

Email your branch webpage to **Debbie or Sherry** at any time; it will be posted on the website quickly