



## Welcome to the Coolum Women's Shed

Thanks for your membership application. According to the rules of our constitution your membership application must be approved by our management committee. However please assume that unless you hear otherwise, your membership application has been accepted. Memberships run on a rolling 12 month basis.

Your membership number will be given to you separately, you may collect your membership card next time you visit the shed. **Please write it here for future reference:**

You can now book onto any of our activities without paying the non member surcharge. For some activities, members are also given priority booking access.

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE :-)

## What's on?

**Our website has the most up to date information**– we are working on our website all the time so please check back regularly. Our roster is updated regularly here. This calendar is also linked into 'Band'- our virtual shed (community forum). We have a 'news' section on our website where we keep you updated with info about what's happening. ([www.thewomensshed.org/news](http://www.thewomensshed.org/news).)

You can book onto groups and activities directly from our ebsite. ([www.thewomensshed.org/bookings](http://www.thewomensshed.org/bookings) ).

**It really helps everyone if you can book online for activities** so we know who is coming. If there are not enough people registered we will cancel the activity and transfer or refund your booking. You can create an account for the booking system, which makes booking even quicker.

## Software and passwords

We expect to consolidate some passwords soon, but at the moment, you will need four logins. This relates to the different uses for each system. The reason we have so many is because we decided to use software that is specially designed for the purpose, rather than trying to build one system that does everything. This would be very expensive to create and maintain, whereas the software providers we use are established companies with millions of users worldwide. **We want to reassure you that most of us hadn't used this software until COVID 19 forced us to adapt – and we appreciate that there is a bit of a learning curve.** That being said, we are also here to help our members learn new skills, and you can be assured that we understand it's a bit difficult to start with. Now we are really happy that we can continue our little group despite any social isolation requirements.

You can get up to speed in our members area - for example we have drawing for beginners, fabric dyeing resources and our vocal group - you are able to review anything you have missed, or take things at your own pace. We will be continuing to offer some activities online in the future, please

do not attend the shed if you have any symptoms of illness - there is plenty for you to join in with at home.

### Online software summary

**Website: Public Access** - Publicly available information including news, booking our activities and paying for membership – no password or login required.



#### Website : Booking Classes & Activities

You can create an account to save details for bookings including card details. This is separate to the members area log in as it is managed by a specialist scheduling provider (Acuity Scheduling)

My username:

My Password:



#### Website: Members Area

The members area includes useful resources, including recordings of classes you may have missed. Select 'Members Area' from the menu. You will be sent an **invitation to your email address from 'editmysite' to create a password.**

My username:

My Password:



#### Band: Community Forum

Members only forum, similar to facebook – chat, no ads, doesn't sell your personal information. A good place to ask questions, share photos etc. You can request an invite to join in the members area of the website. You will need to download the app or access via your web browser. You don't have to have the app, but it is a place where members can chat and plan. Band is best accessed from a mobile device but works on computers as well. If you can use Facebook, you can use Band 😊

My username:

My Password:



#### Zoom : Online classes and meetups

Video conferencing tool, allows us to run classes and meetings online. When you book into classes or activities you will be sent joining instructions for zoom. It is best to join your first class a little early to get familiar with the software. It's fairly straightforward once you get used to it. You do not need a zoom account, but they are free. You will need to download onto your mobile device or web browser before your first use, so please allow some time. You can choose not have your camera switched on if you prefer.

My username:

My Password:

## Other options to keep in touch

Our latest news is on our website and also emailed directly to your inbox unless you have opted out of email. You can unsubscribe at any time, although you will still be contacted about important information such as general meetings.

Our Facebook page is [www.facebook.com/thecoolumwomensshed](http://www.facebook.com/thecoolumwomensshed). A quick caution about Facebook – our members are sometimes frustrated that **they don't find out about workshops, events or cancellations until it is too late**. Unfortunately, **Facebook doesn't always show you everything we post, and we don't always see your posts, comments or messages**. Maintaining facebook groups isn't a priority for us at the moment - we are trying to streamline them, we also found that some members didn't want a Facebook account due to privacy issues, that's one of the reasons we use Band, as it is within our control (rather than Facebook's). If you are a facebook user, please like, comment or share our posts - it 'tells' Facebook that it is an interesting post and helps more people see us on Facebook, member or not.

We have an instagram account @coolumwomensshed - please like or comment our posts and give us a follow. We don't post very often (we have too many other things to do 😊), but it is another way we can link with the wider community.

If you have a general query for the shed, the best option is to email us [coolumwomensshed@gmail.com](mailto:coolumwomensshed@gmail.com) or ask other members on Band (our private version of Facebook).

If you prefer paper to electronic info, we usually have a paper copy of our timetable at the Shed and in Coolum library. You can print the calendar from the weekly roster. However, we are here to help our members learn new skills, and we can support you to access our online content - you need a mobile device, a computer and internet, we can help you from there.

## Get more involved

Is there something you want to see happening at the shed? Maybe you have a skill you would love to share? Members that volunteer to share their skills are the heart of the Women's Shed – it means we can keep prices low and raise money. It can even be as simple as deciding you want to learn a skill and seeing who will join you - accountability is a great motivator :-). Or you might just want to find some other people with a similar interest who want to meet on a regular basis.

- Coordinate an activity - be the person who turns up, opens the shed and signs people in (ideally two people for each activity).
- Participate in working bees - learn how to make things for yourself, and make a few for the shed to sell.
- Run a fundraiser workshop - with yourself as facilitator or by finding a facilitator. These tend to be 'one-off' events rather than a regular commitment.

- Run an information session for our members - for example a talk on a specific subject. We don't charge our members for these sessions and they can be interesting - especially the questions and answers. We do not approve 'marketing sessions' – our members are not an untapped market.

We take care of the IT support including putting events on our website and booking system. Our activity proposal helps to identify what we need to, how we will fund the activity and ensures that we complete a risk assessment. This will be online soon in the procedures section, a paper version is there for you to download.

**NB our insurance only covers volunteers - if someone is being paid they will need to have their own public liability insurance.** We can still cover any costs for material or equipment .

Please check our Facilitators and Coordinators Guides on the website, in the [policies and procedures section](#) for more detail.

You need **general manager approval** to:

- Ask for or accept donations of equipment/materials/services
- Approach local companies for member discounts and deals

You need **management committee approval** to :

- Approach companies for sponsorship.
- Apply for grants.
- Run activities that are not expected to cover their costs.

### Other useful information

The Coolum Women's Shed was founded in 2018 and is entirely run by volunteers. **We do not have any paid employees. Sometimes we receive feedback that a requested activity hasn't happened yet, so please remember that activities only run if people put their hands up to organise them.** If you are passionate about seeing an activity at the shed, please consider offering to help run it. If you like the look of a new activity please support it - we cancel activities if there is no interest from members so that we can use our time on other things.

We understand that our members have other commitments and we ask that you help when you can, but please don't feel obliged – the Women's Shed is supposed to be fun 😊. We try to keep costs low so that our members can try a variety of activities, most activities are suitable for beginners unless stated. **Most activities are women only, unless explicitly stated that men are welcome.**

**If you like the look of an activity, please support it by giving it a try, we cancel activities that don't get traction. We do not have the resources to run loss making or unpopular activities.**

**We do not own the building at 26 Research Street.** We hire it by the hour from Coolum Men's Shed. At the moment our main strategy is to establish the systems and processes to support this so that volunteers have more time to work towards having our own space. We are currently working on a strategy to fund our own workshop space, and the speed that we can achieve this depends on our capacity to fundraise, whilst keeping activity costs low.

We hold regular member meetups to share what has been happening, if you cannot attend then you can find the information in the members update section of our website.

**Please respect the privacy of other members** – treat them as you would any good friend – do not post photos of them on social media without their permission, and please respect anything that is told to you in confidence.

### The legal stuff

When you apply for membership we are legally obliged to tell you that we have \$20mn public liability insurance.

Our constitution is called 'The Coolum Women's Shed Charter' and is currently under review for the next AGM, due August 2020.

The Women's Shed is an incorporated not-for-profit association. Our official name is 'The Womens Shed, Coolum Inc'. There should be an apostrophe in the name, and we will be updating this at the AGM.

Phew, that was a lot of information! We hope you are still with us, and if you have any questions please get in touch. We look forward to seeing you soon at the Shed

Nell, Monita & Luanne

(President, Treasurer & Secretary)

xx