

Booking onto My WI Learning Hub Courses (you will need your email address and password to book a course)

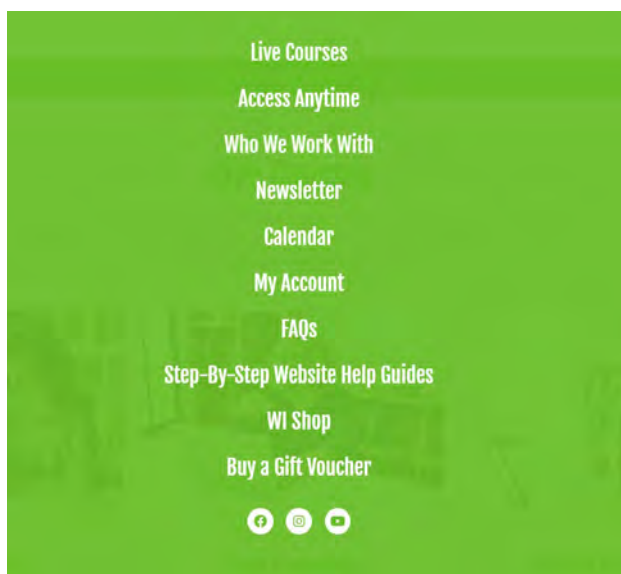
If you have never used the WI Learning Hub, you will need to create an account and set a password once you get to the **CHECKOUT** part of the process

Webpage = <https://learninghub.thewi.org.uk> [Home - WI Learning Hub \(thewi.org.uk\)](https://learninghub.thewi.org.uk)

You will get the HOME screen



You can click on the image for **LIVE COURSES**, or you can use the **MENU** in the top right corner to show the list of things you can do.



Scroll through the list of courses to find what you would like to do and click **BOOK NOW** that will then take you to the booking screen

The course card features a photograph of a wooden cart with large blue wheels in a garden setting. The text on the card includes the course title, start and end times, available spaces, and host name. A 'Paid Member' status is also indicated.

Talks : Simon's Caper around Covent Garden Paid Member: £0.00

Starts: Tuesday, 02 July 2024 at 7:30PM
Ends: Tuesday, 02 July 2024 at 8:30PM

Available spaces: 200
Host: Simon Gregor

Covent Garden has long had a special place in the History of England's capital city as a garden, an early settlement of London, a market or a buzzing piazza as it is today. Join Simon for a virtual st...

[Read more](#) [Book now](#)

You have to choose a place by clicking the + button

A green rectangular button with white text showing the price and a quantity selector. The quantity is currently set to 1.

£5.00 (incl. VAT)
Number of Participants
- 1 +

The booking confirmation screen shows a progress bar with five steps: 1. Choose Items, 2. Your Basket, 3. Your Details, 4. Summary, and 5. Confirmation. The 'Choose Quantity' section is active, displaying the course details and a quantity selector set to 0.

Choose Items

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

Choose Quantity

Talks : Simon's Caper around Covent Garden

Covent Garden has long had a special place in the History of England's capital city as a garden, an early settlement of London, a market or a buzzing piazza as it is today. Join Simon for a virtual stroll around its well-known sights and some of the hidden history - including churches, old military hospitals and of course the music and entertainment for which it is so famous for today.

Zoom log in details will be included at the bottom of your confirmation email after you have registered.

(If you do not receive a confirmation email please check your spam/junk email boxes or sign into the 'Your Account' section of the Learning Hub website to retrieve all of your booking and course information)

Please note, this session will be recorded and available to view after the session within 48 hours of it taking place. You will be able to locate it under our Access Anytime courses list and you will be able to watch it flexibly in your own time for the subsequent 7 days.

£5.00 (incl. VAT)
Number of Participants
- 0 +

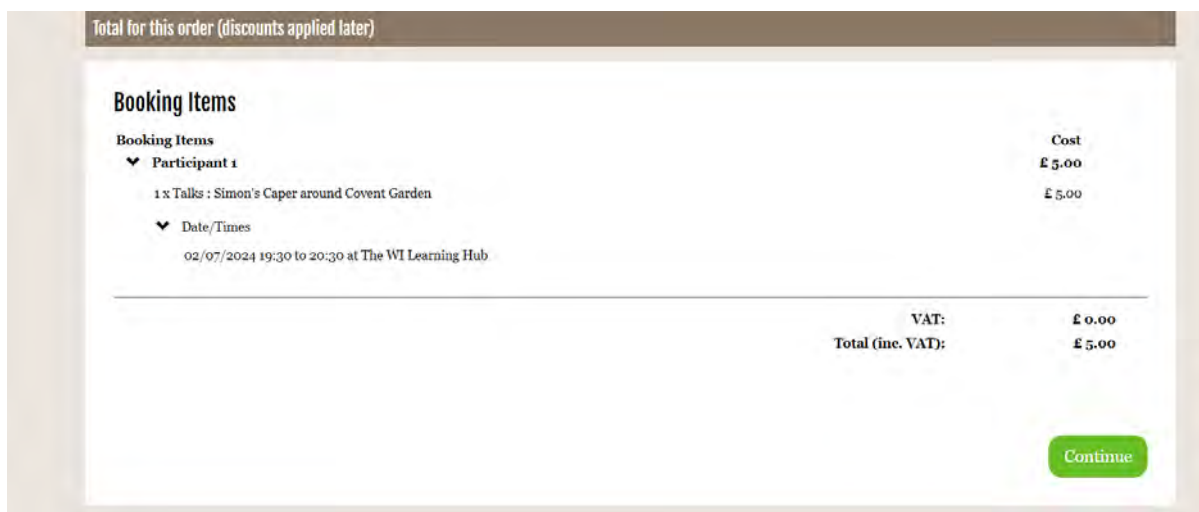
You have to click **SELECT** which then shows the course you have booked.

The 'Dates Available' section shows the date range '02/07/2024 19:30 to 20:30', the course name 'The WI Learning Hub', and the remaining spaces '199 Spaces Left'. A green 'Select' button is positioned below this information.

Dates Available

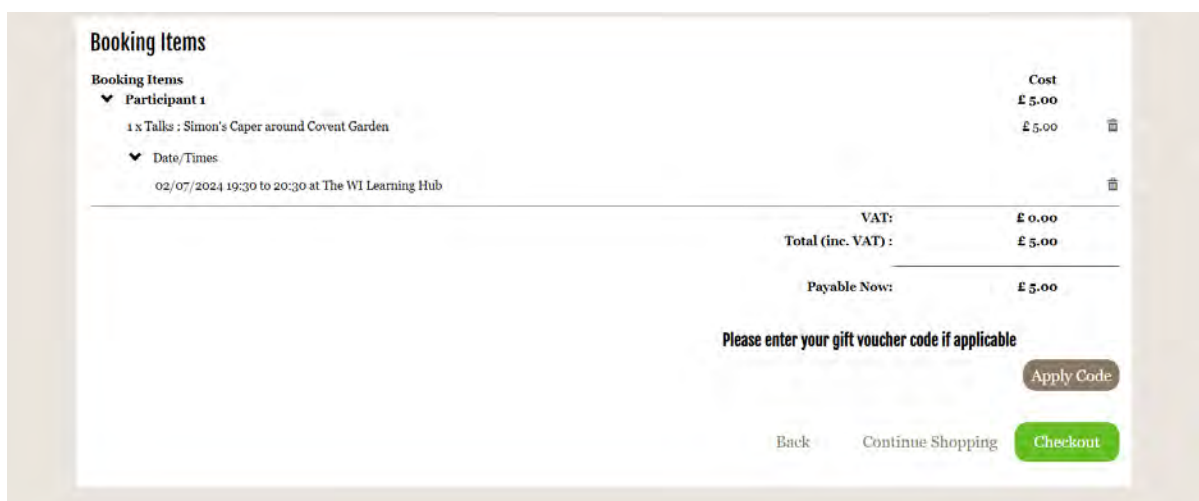
02/07/2024 19:30 to 20:30 The WI Learning Hub 199 Spaces Left

Select



Click the **CONTINUE** button in the bottom right corner – don't worry about the cost at this stage. The WI Learning Hub courses are free to WI members.

Scroll down page to see your order and click the **CHECKOUT** button in the bottom corner.



You will now need your email address and password to continue and book your place.

If you have never booked on a My Learning Hub course you will now need to set up your account and create a password. Enter your email and then click "NO" and click the green **CONTINUE** button in the bottom right corner

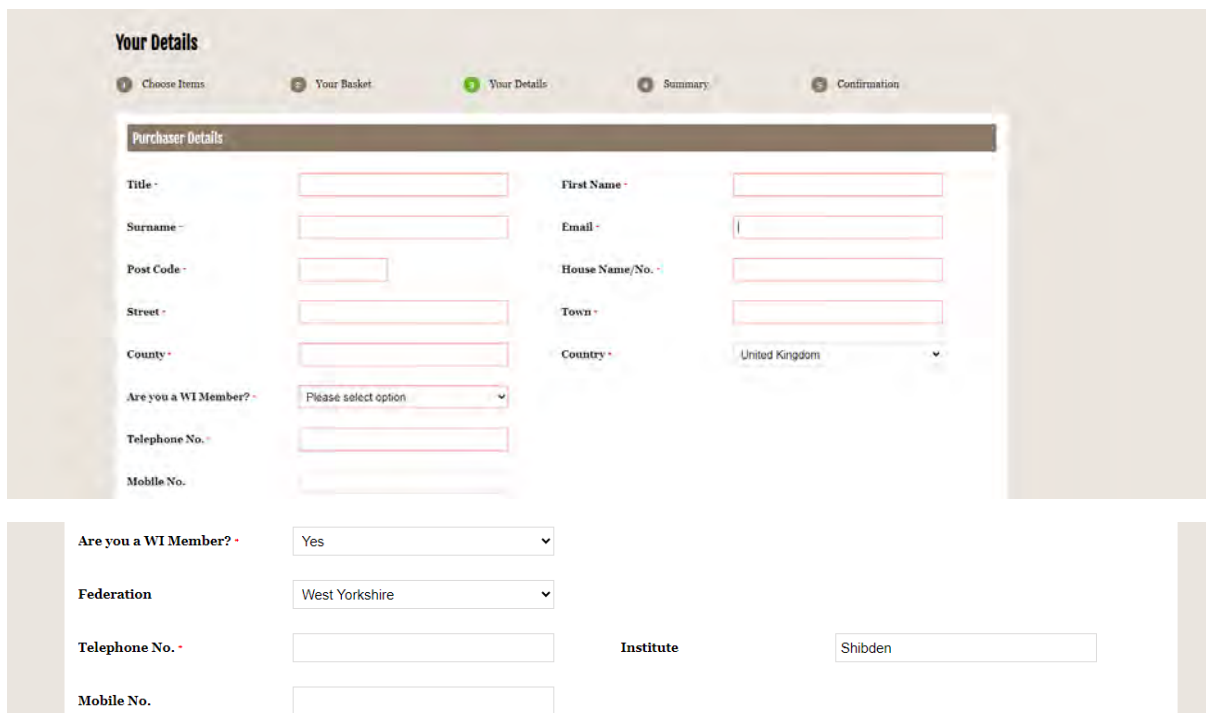


Do you have a Password?

No
 Yes, my password is:

Back **Continue**

You will be asked to confirm your personal details, including which WI and Federation you belong to.



Your Details

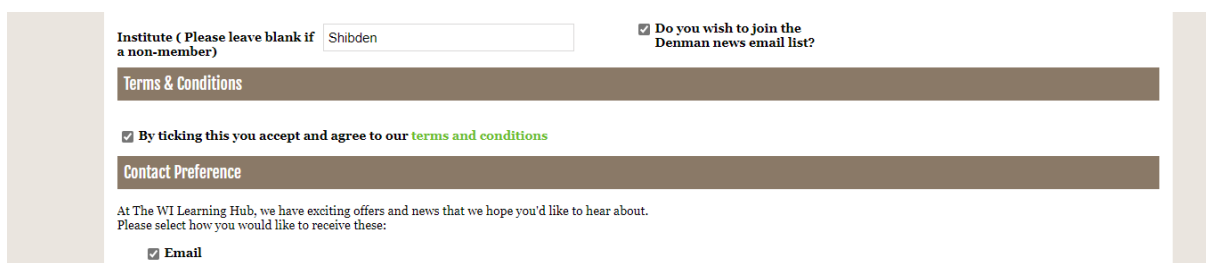
1 Choose Items 2 Your Basket 3 **Your Details** 4 Summary 5 Confirmation

Purchaser Details

Title - [] First Name - []
Surname - [] Email - []
Post Code - [] House Name/No. - []
Street - [] Town - []
County - [] Country - [United Kingdom]
Are you a WI Member? - [Please select option]
Telephone No. - []
Mobile No. - []

Are you a WI Member? - [Yes]
Federation - [West Yorkshire]
Telephone No. - [] Institute - [Shibden]
Mobile No. - []

It's a good idea to click **YES** to joining the Denman mailing list and **YES** to receiving My Learning Hub newsletters, so that you will know of all future courses 😊



Institute (Please leave blank if a non-member) [Shibden] Do you wish to join the Denman news email list?

Terms & Conditions

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

Contact Preference

At The WI Learning Hub, 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 button in the bottom right corner once you have ticked the boxes.

Continue to Summary

If you have booked a previous My Learning Hub course

Enter your email address and make sure you click the " **YES**, my password is" button too and then click the **CONTINUE** green button

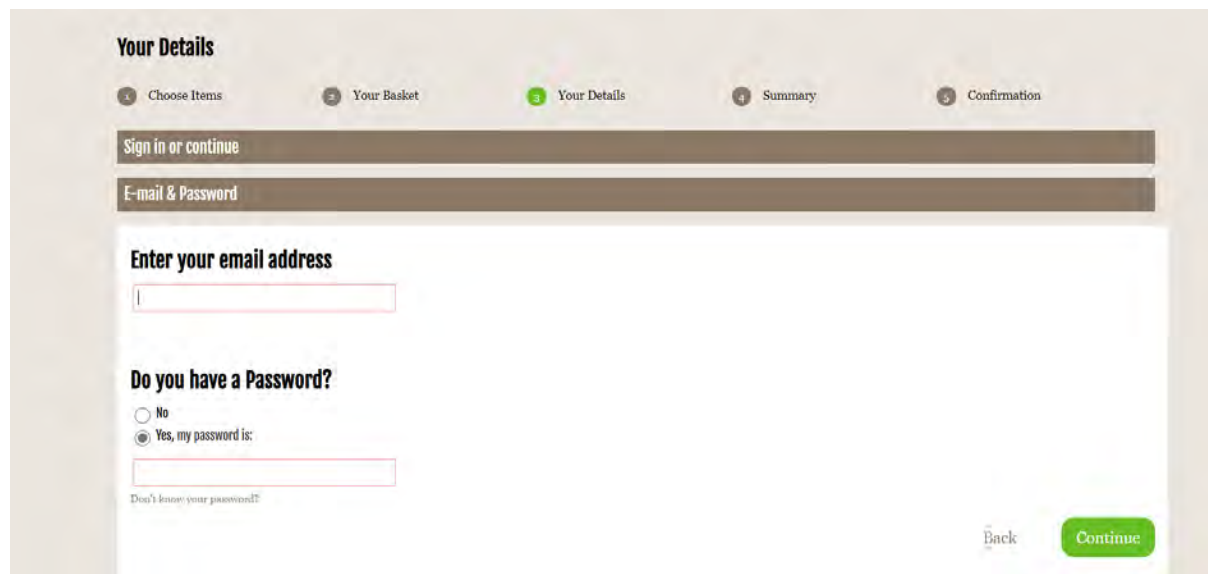


Do you have a Password?

No

Yes, my password is:

[Don't know your password?](#)



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?

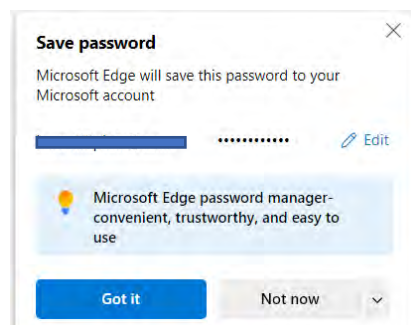
No

Yes, my password is:

[Don't know your password?](#)

[Back](#) [Continue](#)

Ignore any Microsoft Edge pop ups about saving your password use the "NOT NOW" button



Save password [X]

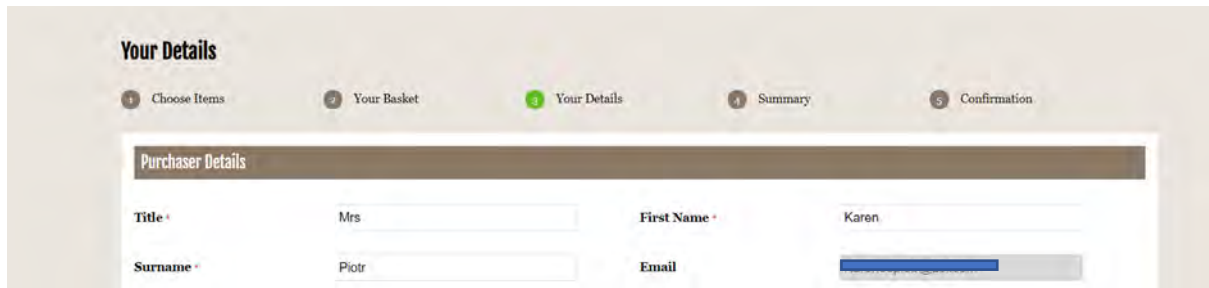
Microsoft Edge will save this password to your Microsoft account

..... [Edit](#)

Microsoft Edge password manager - convenient, trustworthy, and easy to use

[Got it](#) [Not now](#) [v]

You are now at your personal details page – this is from the MCS that we have for you as part of Shibden WI



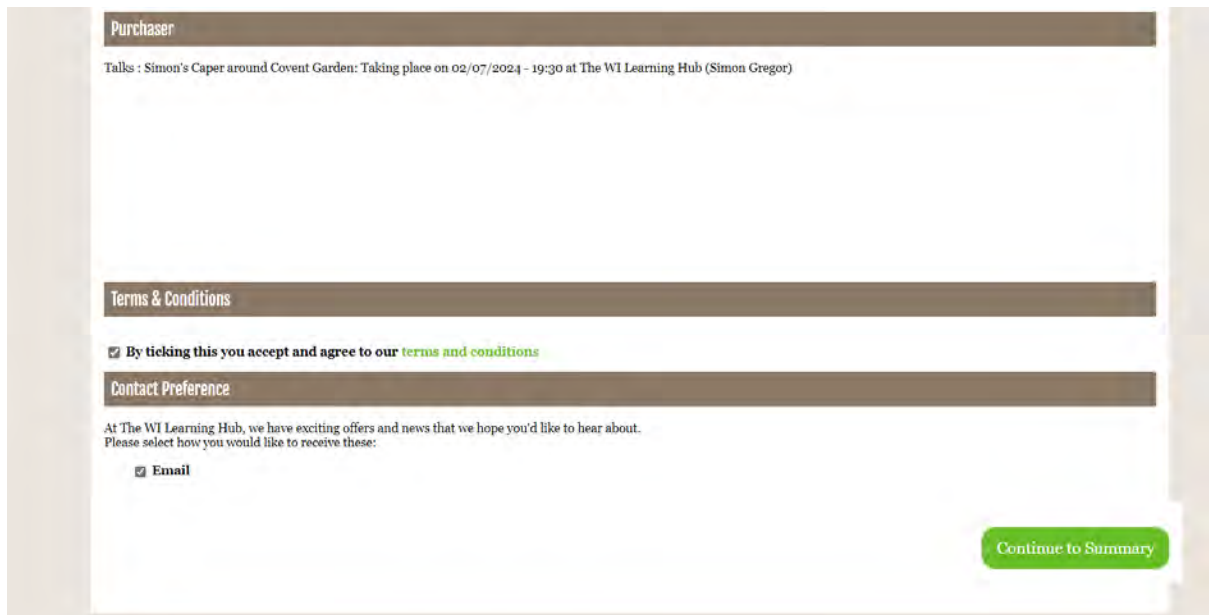
Your Details

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

Purchaser Details

Title *	Mrs	First Name *	Karen
Surname *	Piotr	Email	<input type="text"/>

Click down to show the course details you are booked on and then remember to click the **“TERMS AND CONDITIONS”** button. Finally, click the green **CONTINUE TO SUMMARY** button in the bottom right corner.



Purchaser

Talks : Simon's Caper around Covent Garden: Taking place on 02/07/2024 - 19:30 at The WI Learning Hub (Simon Gregor)

Terms & Conditions

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

Contact Preference

At The WI Learning Hub, 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](#)

LAST STEP (I promise)

You will then get to the booking items summary page and finally click the green **CHECKOUT** button in the bottom right corner to confirm your order 😊 and reserve your place on the course.

Booking Items	Cost
▼ Mrs Karen Piotr	£ 0.00
1 x Talks : Simon's Caper around Covent Garden	£ 0.00
▼ Date/Times	
02/07/2024 19:30 to 20:30 at The WI Learning Hub	

VAT:	£ 0.00
Total (inc. VAT):	£ 0.00
Payable Now:	£ 0.00

[Back to billing page](#) [Checkout](#)

You will then get the SUCCESS booking summary into your email inbox.

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 Karen

BookingID:
Purchase Date:
Booking Status:

Full Name:
Full Address:

You can use the “BACK TO MAIN SITE” button in the green tab bar that will take you back to the HOME page if you want to book on another course.



Go to your email browser/account and you should get an instant email from “The WI Learning Hub” – remember to look in SPAM folder too.



The WI Learning Hub
From: noreply@thewi.org.uk



Dear Karen

Your order has been received and further details have been included further in this confirmation. Please do not reply to this email as the account is not monitored.

BOOKING SUMMARY

BookingID:	REF-500498-VBW
Purchase Date:	29/06/2024 09:37
Booking Status:	Completed
Comments or Special Instructions:	

CUSTOMER DETAILS

Keep scrolling through the email till you get to the **BOOKING ITEMS** section, this will then have the Zoom link MEETING ID and PASSWORD that you will need **at the time** of the course, to be able to join.

NOTE: these are live courses/sessions and you have to join at the start of the course.

If you miss the start or have any IT issues that prevent you from joining, you will not be able to attend. Details of how to book on **ACCESS ANYTIME** are next in this guide.

BOOKING ITEMS

Mrs Karen Piotr	£ 0.00
1 x Talks : Simon's Caper around Covent Garden	£ 0.00
Date/Times	
02/07/2024 19:30 to 20:30 at The WI Learning Hub	
Sub Total:	£ 0.00
VAT:	£ 0.00
<hr/>	
Payable Now:	£ 0.00

Hello!
Your Zoom Code is below (please do not share):
Please sign in a couple of minutes beforehand to enter the waiting room.
Topic: Talks : Simon's Caper around Covent Garden
Time: Jul 2, 2024 07:30 PM London
Join Zoom Meeting

Enjoy your course 😊

ACCESS ANYTIME COURSES


These courses have already happened and are recordings that are available for 7 days only.

If for whatever reason you missed a previously booked live session, you will have to book again on the same course using the **ACCESS ANYTIME** facility.

From HOME screen you can click on the image for **ACCESS ANYTIME** image, or you can use the **MENU** in the top right corner to show the list of things you can do and choose **ACCESS ANYTIME** there.

The screenshot displays the homepage of the WI Learning Hub. At the top, a green banner reads "Welcome to the WI Learning Hub". Below this, there is a paragraph of text: "Learning provides an escape; a chance to build, or rediscover, a new hobby or career, help to re mental health, and most importantly, it gives power, confidence and independence to m". A second paragraph follows: "Our range of courses at the Learning Hub will give you the freedom and control to learn anywl want friendly experts, guidance, socialisation, interaction or collaborations we have it". Below the text is a green rectangular button. A carousel of three featured items is shown below the button. The first item is a woman in a pink jacket using a laptop, with a left arrow icon and the text "Access Anytime" below it. The second item is a pink background with the text "New! Shop with the WI..." and an image of a woman in a white dress holding shopping bags, with the text "The WI Shop" below it. The third item is a green background with the text "Ste Hel" and "Step-" below it. Below the carousel is a large green banner with the text "Live Courses", "Access Anytime", and "Who We Work With" in white.

Again, scroll through the list of courses to find what you would like to go back and watch and click **ACCESS NOW** button that will then take you to the booking screen. These courses are now shown as **ON DEMAND**.



Paid Member: £0.00

On Demand 21st June – Wellness : Tilo talks about Digital Data Legacy

Please note, this session has been recorded from a live course and is available to watch flexibly in your own time up to 11:59pm on 31st July 2024. As we grow older, the prospect of disability (and de...

Read more

Access now

You book the **ON DEMAND** course like a live course, using the **ACCESS NOW** button and remembering to click 1 place.

£0.00 (incl. VAT)
Number of Items

1

Choose Items


1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation



On Demand 21st June - Wellness : Tilo talks about Digital Data Legacy

Please note, this session has been recorded from a live course and is available to watch flexibly in your own time up to 11:59pm on 31st July 2024.

As we grow older, the prospect of disability (and death) come ever closer. Most of us have given thought to what might happen 'after', and have taken steps to deal with our earthly belongings by writing a will. However, a will usually only deals with the tangible elements like your home and its contents after you are gone.

What about the non-tangible things like your social media, computer contents, digital photographs, subscriptions to Netflix or similar: how can those be dealt with when you no longer can? I'll let you in on a secret, it's a veritable maze of practical and legal issues that require specific instructions and this may just be a call to action for you to make it easier on whoever takes over.

Zoom recording link to view this session will be included at the bottom of your confirmation email after you have registered.

£0.00 (incl. VAT)
Number of Items

1

Scroll down and click green **CONTINUE** button in bottom right corner.

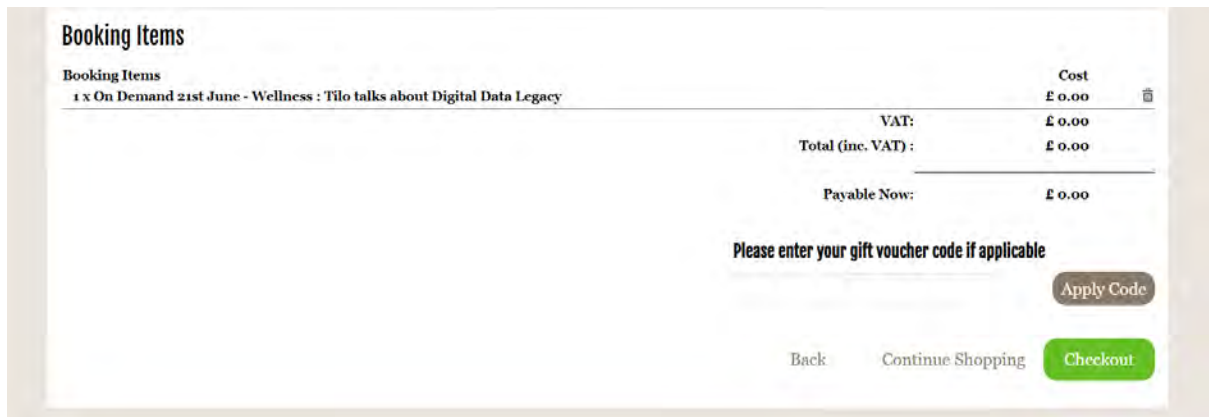
Total for this order (discounts applied later)

Booking Items

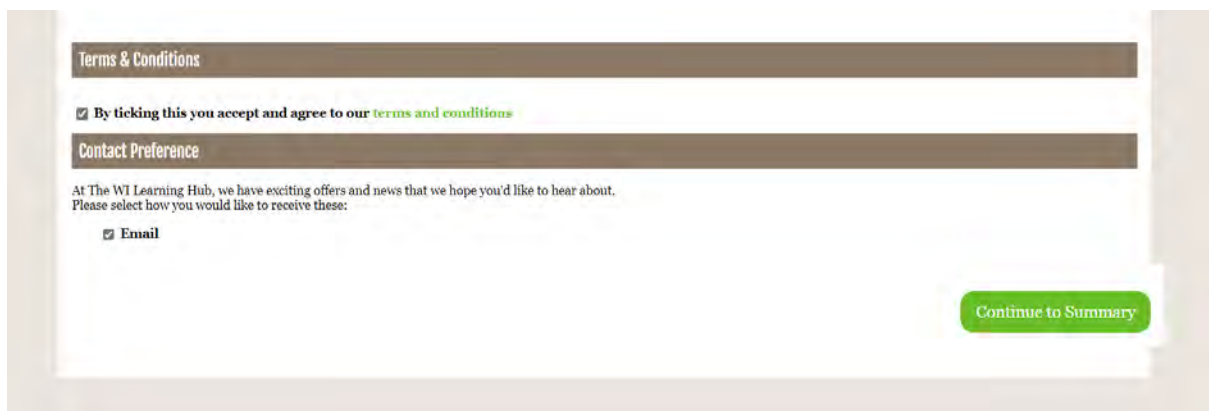
Booking Items	Cost
1 x On Demand 21st June - Wellness : Tilo talks about Digital Data Legacy	£ 0.00
VAT:	£ 0.00
Total (inc. VAT):	£ 0.00

Continue

The booking process is then the same as a LIVE course, where you checkout and confirm your personal details using the green **CHECKOUT** button in the bottom right corner.



Remembering to click **“TERMS AND CONDITIONS”** button and then finally click green **CONTINUE TO SUMMARY** button in the bottom right corner.



Once you click the green **CHECKOUT** button in the bottom right corner, you will get the booking summary page and will get an email from The WI Learning Hub with your Zoom link.

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 Karen

BookingID:
Purchase Date:
Booking Status:

Full Name:
Full Address:

The email will give you details of how long the **ON DEMAND** course is available for and give you the Zoom link reference to use (usually 7 days).

You will be asked to enter your name and email address and confirm that “you are not a robot” and **REGISTER** to be able to watch it before it expires.

Thank you for signing up for Tilo's On Demand Talk - Digital Data Legacy.

https://us02web.zoom.us/rec/share/ZBfkqMdJRtdpPUUfVhPbwEY4Gow_YW.ccI5h3oLeI0ASjyW

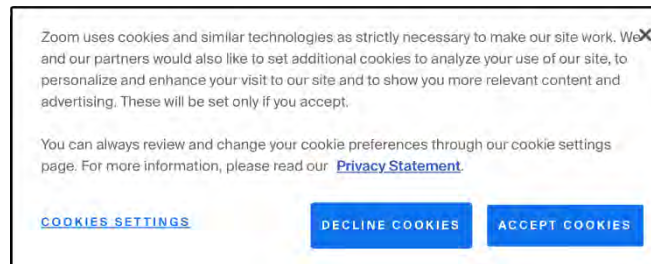
To view this recording, simply press on the link (or copy and paste it into your browser). You will be asked to enter your name and email address to verify, then tick 'I'm not a robot' followed by 'Register'. You'll be able to watch the session immediately.

Please note, this session has been recorded from a live course and is available to watch flexibly in your own time up to 11:59pm on 31st July.

To remove the subtitles, please press the CC button on the bottom of the video screen.

The screenshot shows a mobile browser interface with the Zoom logo at the top left. The main heading is "WI Learning Hub shared a recording with you". Below this, the recording details are listed: Topic: "Wellness : Tilo talks about Digital Data Legacy", Date & Time: "Jun 21, 2024 12:53 PM London", and Duration: "81 minutes". A section titled "Fill out the request form to access the recording" contains four input fields: "First Name *", "Last Name *", "Email Address *", and "Confirm Email Address *". Below the form, there is a disclaimer: "Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy." At the bottom, there is a reCAPTCHA widget with the text "I'm not a robot" and a "Register" button.

ACCEPT COOKIES in the pop-up

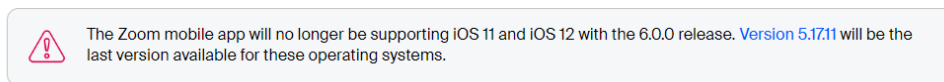


Enjoy 😊

Ipap differences

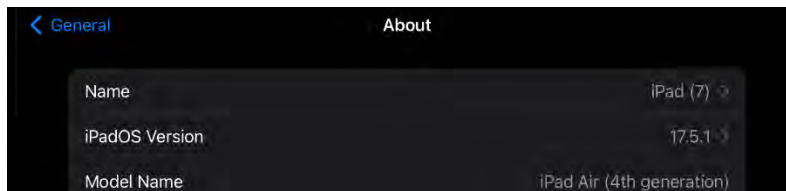
Zoom will no longer support ipap IOS11 or IOS12

Supported operating systems



- iOS 13.0 or later
- iPadOS 13 or later
- Android 6.0x or later

To check your version goto Settings / General / About to see what version your ipap is running



Internet bandwidth needs to be a least 1.5mbps to join group video sessions.

Thank you

Karen Piotr – President Shibden WI

