



Branch and group webpages

We are actively working to increase the information that is available online about the support and events that branches and groups organise locally on behalf of people with MND. This is due to more and more people using the internet for their personal research into MND and the support that is available.

Some of our branches and groups have their own independent websites; however others do not currently have any online presence. This results in a lack of information about local events and activities being accessible online.

To combat this and ensure that we have an online presence for all, we have provided each branch and group with a webpage, hosted for free on our main website. This means that anyone in England, Wales or Northern Ireland who is searching the internet will be able to find information about their local branch/group online.

For those of you with your own independent website:

Your branch/group will have a link from the provided webpage to your own independent branch/group website to continue to support the promotion of it.

We understand that you may wish to continue with your own website being the primary online resource for information about your branch/group. However, to ensure that anyone searching through our website sees accurate and relevant information, there will be a need to ensure that your branch/group webpage on our website is also kept up-to-date.

This information sheet provides details about how you can access your branch/ group webpage, plus information about how you can update your webpage to ensure it reflects what you do locally.

How to navigate to your webpage

Your branch/group webpage is on the main MND Association website –

www.mndassociation.org

It can be accessed by yourself/website users in a variety of ways:

- Direct access via a personalised URL (This is the easiest option)

All follow the following format.

www.mndassociation.org/southbuckinghamshire

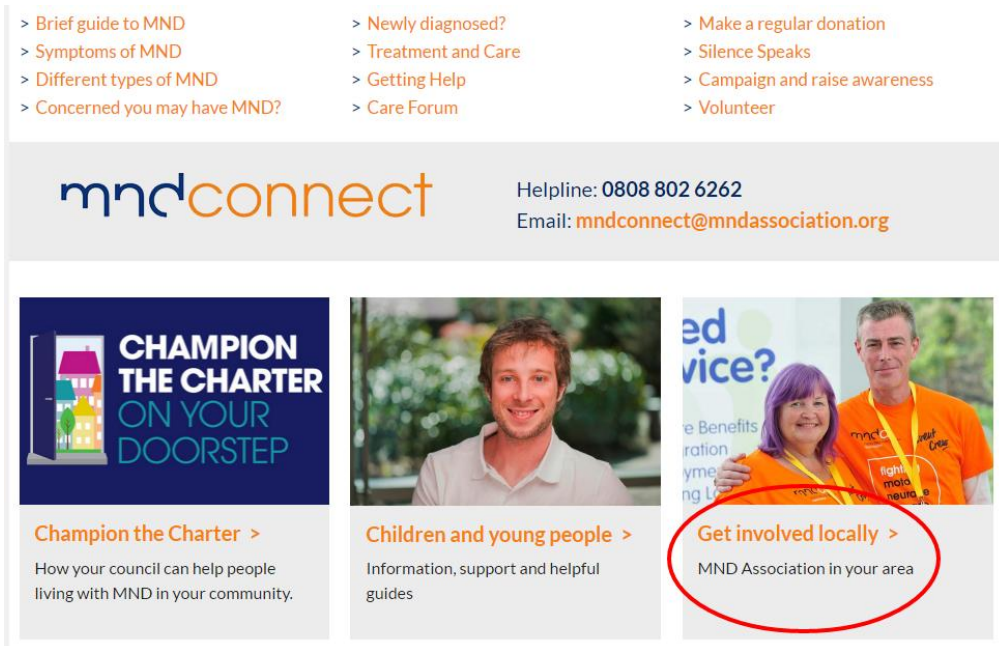
www.mndassociation.org/northandwestcumbria

www.mndassociation.org/bristolbathwestonandwinsley

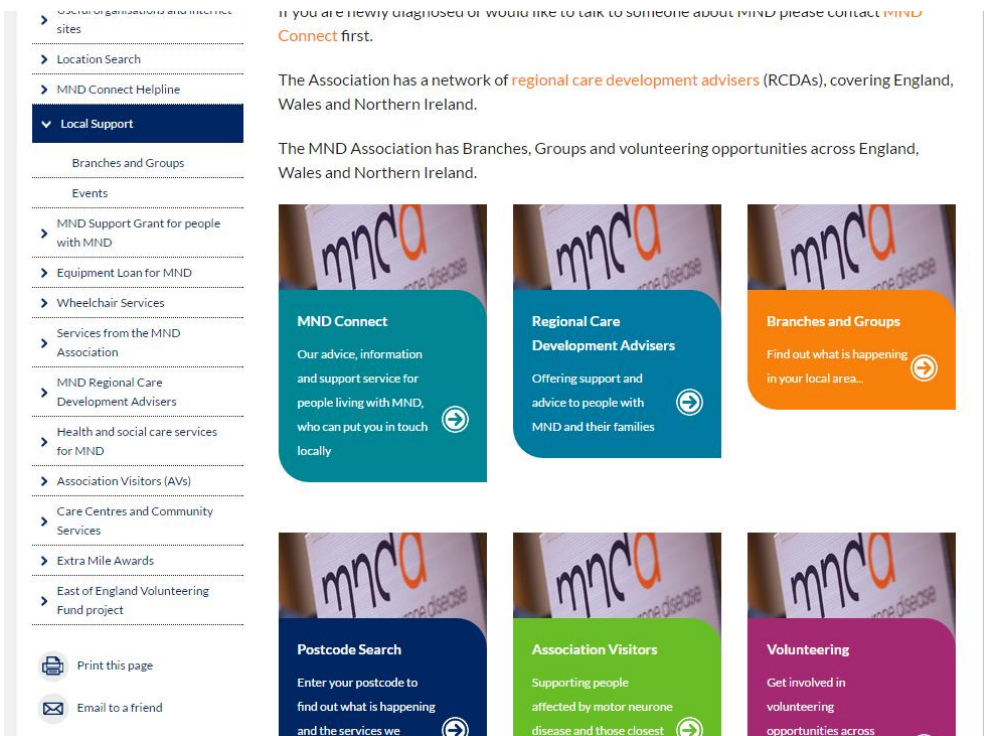
If you have any difficulties accessing your webpage, please contact the Volunteering or Digital team and we can confirm your direct URL.

This can be used for promotional purposes, particularly if you don't have your own independent website.

- From the home page, click on the 'Get involved locally' panel



This brings the user to our 'Local Support' page. Click on the 'Branches and Groups' panel.



This will bring up a local support map. Select the relevant part of the map and then select your branch/group from the list.

Getting Help  Home | Getting Help | Local Support | [Branches and Groups](#)

Useful organisations and internet sites

Location Search

MND Connect Helpline

Local Support

Branches and Groups

Channel Islands

East Anglia

East Midlands

London

North East

North West

South East

South West

Wales

Northern Ireland

West Midlands

Yorkshire and Humber

Scotland

Events

MND Support Grant for people with MND

Equipment Loan for MND

Wheelchair Services

Branches and Groups

Click on an area below for your local branch, group or affiliated organisation:



The Channel Islands

South East | London | East Anglia | East Midlands | Yorkshire and Humber | North East | Scotland | North West | West Midlands | Wales | Northern Ireland | Ireland | Channel Islands | South West |

Volunteer Now

Together we can make a difference 



Become a member

Join us now and strengthen our voice 








Get Involved

Challenge yourself and help us raise funds 

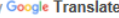


- There is also the 'Find local support link option at the bottom of the main homepage.

Site Map | Find local support | Website Policies | Newsletter |

Symposium | Jobs

Powered by  Google Translate

Updating your branch/group webpage

Each branch and group has the same basic webpage set up. Parts of this webpage can be updated to ensure that relevant local information is provided. See notes below for each part of the webpage.

The screenshot shows the website for the East Sussex Branch of the MND Association. The page layout includes a top navigation bar with 'DONATE' and search options, a main menu, and several content sections. Callout boxes with arrows point to the following elements:

- Welcome image:** A group photo of volunteers in blue shirts.
- Welcome message:** A text block below the image.
- Information panels:** Three panels: 'Contact Us' (with contact details for Sue Smallwood), 'Our Events' (with a 'Walk to Fleet' event), and a 'Some disease people talk Yaay' sign.
- Menu buttons (optional):** A row of buttons for 'Events', 'Latest News', 'About Us', 'Fundraising', and 'Meetings'.
- Brief overview of group and latest news:** A text block providing information about events, support, and fundraising, along with contact details for Sue Smallwood.
- Website link panels:** Three panels at the bottom: 'Volunteering Opportunities', 'Get involved', and 'Become a member today!'.

Welcome image

There is currently a standard header image on each branch/group webpage. This can be replaced with a photo of your branch/group volunteers or a photo of a local fundraising event to help localise the webpage.

The required photo size is: 660 x 265 pixels. If you are unable to crop a photo yourself, please send us the original and we can do this for you.

The reason for this size requirement is to ensure that all images are not stretched and appear clearly on the screen.

Please email your photo to volunteering@mndassociation.org

Welcome message

There is a standard welcome message which currently reads...

Welcome to the XXX Branch/Group of the MND Association

The branch (or group) is run entirely by volunteers and aims to provide the best possible support to local people with MND, their families, and carers

The text above in italics can be changed, however should ideally be no more than 35 words.

Please email any text changes to volunteering@mndassociation.org

Contact us panel

This has been set up to show the contact details of your current Branch/Group Contact volunteer. Please let us know if any details require changing.

As part of the contact details, we require a postcode area to enable your branch/group to appear on the 'Location search' map. In most cases, we have selected a postcode that your branch/group covers, however this may not necessarily be the central postcode for the area you cover. We would be grateful if you could provide us with a central postcode to ensure the map is accurate.

Please email your central postcode to volunteering@mndassociation.org

Our events panel

This is where information about any branch/group events that you enter will be displayed. Currently only two events are displayed at one time.

They also appear on a central events list at www.mndassociation.org/groupevents/

If nothing is entered, the column will be blank.

To add a branch/group event you will need to complete an event creation form. This is available at www.mndassociation.org/eventcreation.

Viewing Options A A search this site DONATE

Publications Volunteering Contact us Shop

Home Life with MND About MND Carers Getting Help Helping Us News & Events Research For professionals About Us Fundraising

Getting Help

- Useful organisations and internet sites
- Location Search
- MND Connect Helpline
- Local Support**
- Branches and Groups
- Events**
- Event Creation
- Group Linked Events
- National Events
- MND Support Grant for people with MND
- Equipment Loan for MND
- Wheelchair Services
- Services from the MND Association
- MND Regional Care Development Advisers
- Health and social care services for MND
- Association Visitors (AVS)
- Care Centres and Community Services
- Extra Mile Awards
- East of England Volunteering Fund project

Print this page Email to a friend Share this page

Event Creation

Your Details

Name

Email

Event Name

When

This is a recurring event.

From

to

Event starts at

to

All day

Where

This event does not have a physical location.

Location Name:

Create a location or start typing to search a previously created location.

Address:

City/Town:

County:

Postcode:

Region:

Country:

Location not found

Details

Visual Text

File Edit Insert View Format Table Tools

B I

If your event is associated with a specific branch, please choose the branch below. Otherwise, please choose Nationwide.

Branch (if applicable):

Site Map Find a branch Website Policies Newsletter Select Language

Fundraising Standards Board Symposium Jobs Powered by Google Translate

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Once submitted, the information will be checked centrally and uploaded live on the website usually within 24 hours.

(Please note, within 24 hours if submitted Sunday – Thursday, or within 72 hours if submitted Friday - Saturday).

A page will appear as follows:-

The screenshot shows the MND Association website interface. At the top, there is a navigation bar with the MND Association logo, a search bar, and a 'DONATE' button. Below the navigation bar, there are tabs for 'Publications', 'Volunteering', 'Contact us', and 'Shop'. The main content area is titled 'Events' and features a sidebar with options like 'Branches and Groups', 'Event Creation', and 'Group Linked Events'. The main event page is for 'Bike for Brian' at 'The Angel Inn, Watlington'. It includes a map showing the location, the date and time (31/07/2016, 11:00 am - 11:45 am), the location name, and the category 'King's Lynn Fundraising Group'. The event description mentions an eight-mile family-friendly sponsored bike ride starting from The Angel at 11:00 am. The footer contains social media icons, a 'Fundraising Standards Board' logo, and copyright information for the MND Association.

Latest News section

This is the body area of the page where you can choose your own editorial content. Suggestions for what could be included here are:

- Brief overview about the group including information about your regular support/open meetings (when and where they are held)
- A link to your independent branch/group website if you have one
- A link to your latest newsletter
- A link to your branch/group social media accounts e.g. Facebook or Twitter

This should be no longer than 3-4 paragraphs long.

For minor updates to section (e.g. Adding a latest newsletter, changing contact/event details, etc) please send the information required, along with any relevant attachments, to volunteering@mndassociation.org and this will be updated for you.

If you have a lot of content that needs refreshing on a regular basis, you may wish to consider gaining access to part of our content management system (CMS) to be able to update this section yourself. When considering this option please take into account local capacity, access to the internet and ICT literacy.

Our website uses Wordpress as its CMS, and is easy to use. We can provide training and best practice guidelines on how the system works. Please email volunteering@mndassociation.org for more information.

Website link panels

The left link panel links through to the volunteering homepage on the website. The middle link panel links through to the fundraising page, and the right link panel links through to our membership pages. These cannot be changed.

Social Media Links

If the branch/group has social media pages, such as Facebook, Twitter, YouTube, these can be incorporated into the page.

If you have a branch/group Flickr account we can automatically add your photo feed to the bottom of your webpage. This is an optional feature. If you don't have a Flickr account, this won't appear at all.

For more information please email volunteering@mndassociation.org.

In summary...

To enable us to support you with ensuring your webpage is up-to-date, please provide us with:

- A local photo for the welcome image
- A central postcode for the area your branch/group covers
- Any text required for the Latest News section, including any downloads

Please also let us know if you'd like more information on the CMS to enable you to update the webpage yourself.

Please start to submit your forthcoming events using the event creation form.

For more information contact the Volunteering Team or the Digital Team:

Abi Stafford (Volunteering Information & Communications Co-ordinator):

Phone: 01604 611756

Email: abigail.stafford@mndassociation.org

Website: www.mndassociation.org/volunteerzone

Simon Hoggarth (Website Administrator): Phone: 01604 611874

Email: simon.hoggarth@mndassociation.org

Adam Belson (Digital Media Manager): Phone: 01604 611892

Email: adam.belson@mndassociation.org

