



World
Heritage UK

info@worldheritageuk.org
worldheritageuk.org



Welcome to the
World Heritage UK
Members Area

Welcome to the World Heritage UK Members Area!

A space designed to support our members, keep conversations going and share ideas and best practice.

Please make sure you read our **Code of Conduct** as all users must agree to follow this.

Introduction

All levels of membership are eligible to join the World Heritage UK Members Area. Staff of Voting Members are eligible to join. Please use your work email so that we can recognise you as eligible.

If you wish to join the Members Area, please email info@worldheritageuk.org. We will aim to respond within 5 working days.

Once you have been added as a **User** by the Site Manager you will receive an automated email from WordPress with a link to log in.

The site creates a password for you but you can change this for something more memorable.

Please keep your log-in and password secure as it is for your use only.

If another colleague wishes to join the Site please ask them to contact us.

There are two kinds of Fora:

- **open**
All users are able to access these, to view and comment on topics and create new topics
- **closed**
These are restricted to specific members. These are designed for working groups or for specific areas of interest.

The table below shows the current forums available and who you should contact if you want to know more about the forum and how to join it.

Currently the following forums are available



Name of group	Open / Closed	Name of moderator	Email of moderator
General This is the open forum area for all members - do you have a question you are wrestling with and need some help from our World Heritage community? This is the place to post it	Open	n/a	n/a
Emerging Professionals This is an open group for any member who considers themselves to be an emerging professional. If you're a student who would like to get career tips or someone just starting out, then this is the group for you.	Open	Brandi Hall-Cossgrove	brandihallcrossgrove@gmail.com
Climate Change This is a closed group for members of the Climate Change Working Group, chaired by Trustee, Don Gobbett. If you would like to be part of the Working Group, please contact Don Gobbett don.gobbett@worldheritageuk.org	Closed	Sarah France	Sarah.france@nationaltrust.org.uk
Learning and Engagement Network This is a closed group for anyone working in community engagement and both formal and informal learning. If you are working in this field and what to be part of the discussion, please get in touch with Ashleigh Taylor who is the moderator of this group	Closed	Ashleigh Taylor	Ashleigh.Taylor@thehwb.org



Please note that the moderators are volunteers so please be patient if you contact them. We aim to get back to you in five working days. In each of the forum you should be able to

- See the topics posted by other members and contribute to the discussion
- Start a new topic and add URL links to documents and external sites
- Add images to add to the discussion
- Subscribe to the forum to be kept updated as others contribute
- Add topic tags help others to find your post in the search function but keep them specific and only put 2 or 3
- You can ask to be notified when someone responds
- Don't forget to hit the submit button at the end!

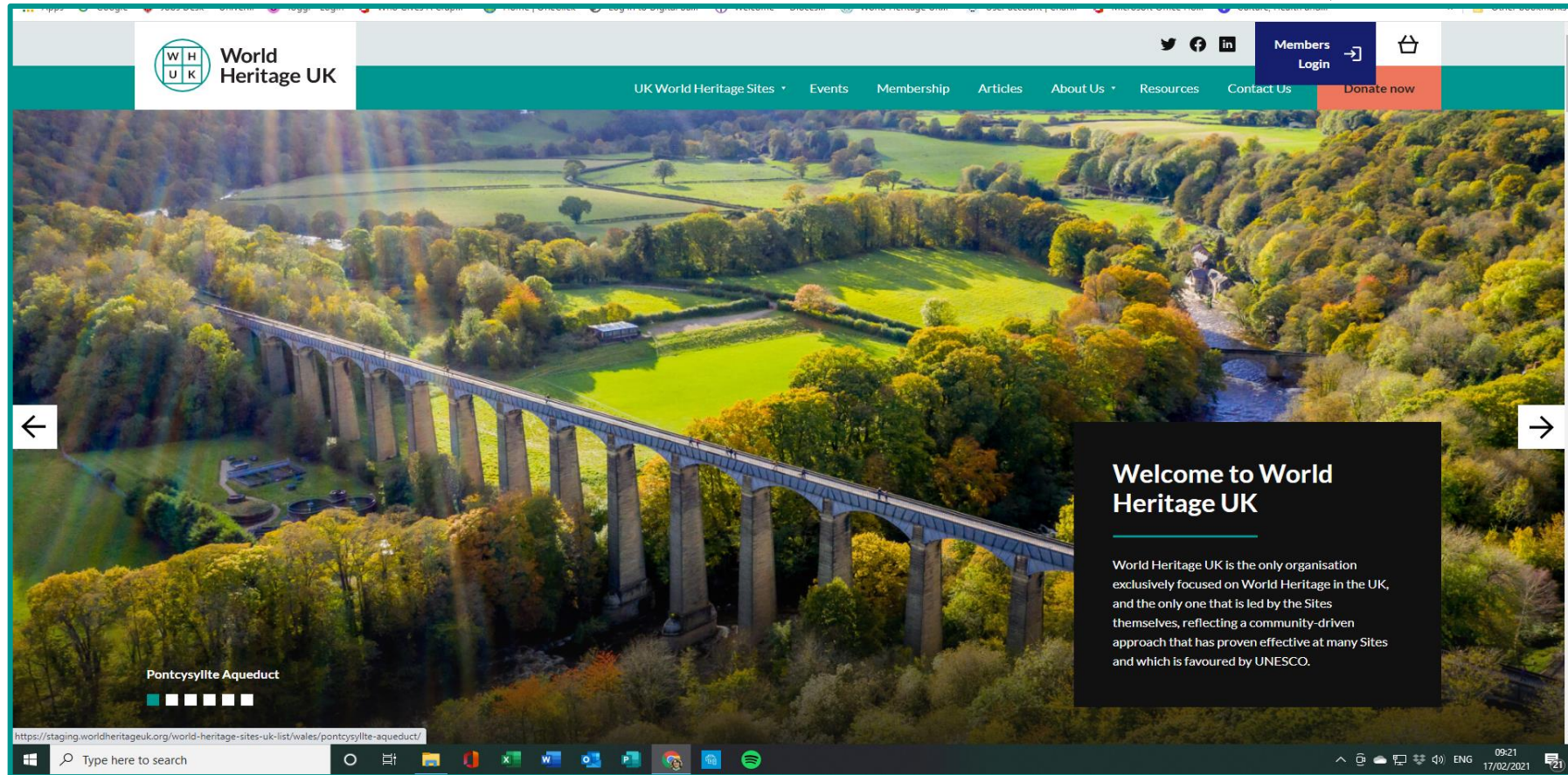
Please let us know if there are any problems with using the system and we can update this User Guide and adjust the Members Area as we go.

This is your area so please help us to improve it!

Entering the Members Area

Access the site: www.worldheritageuk.org to find our home page

Click on
the blue
members
login
button

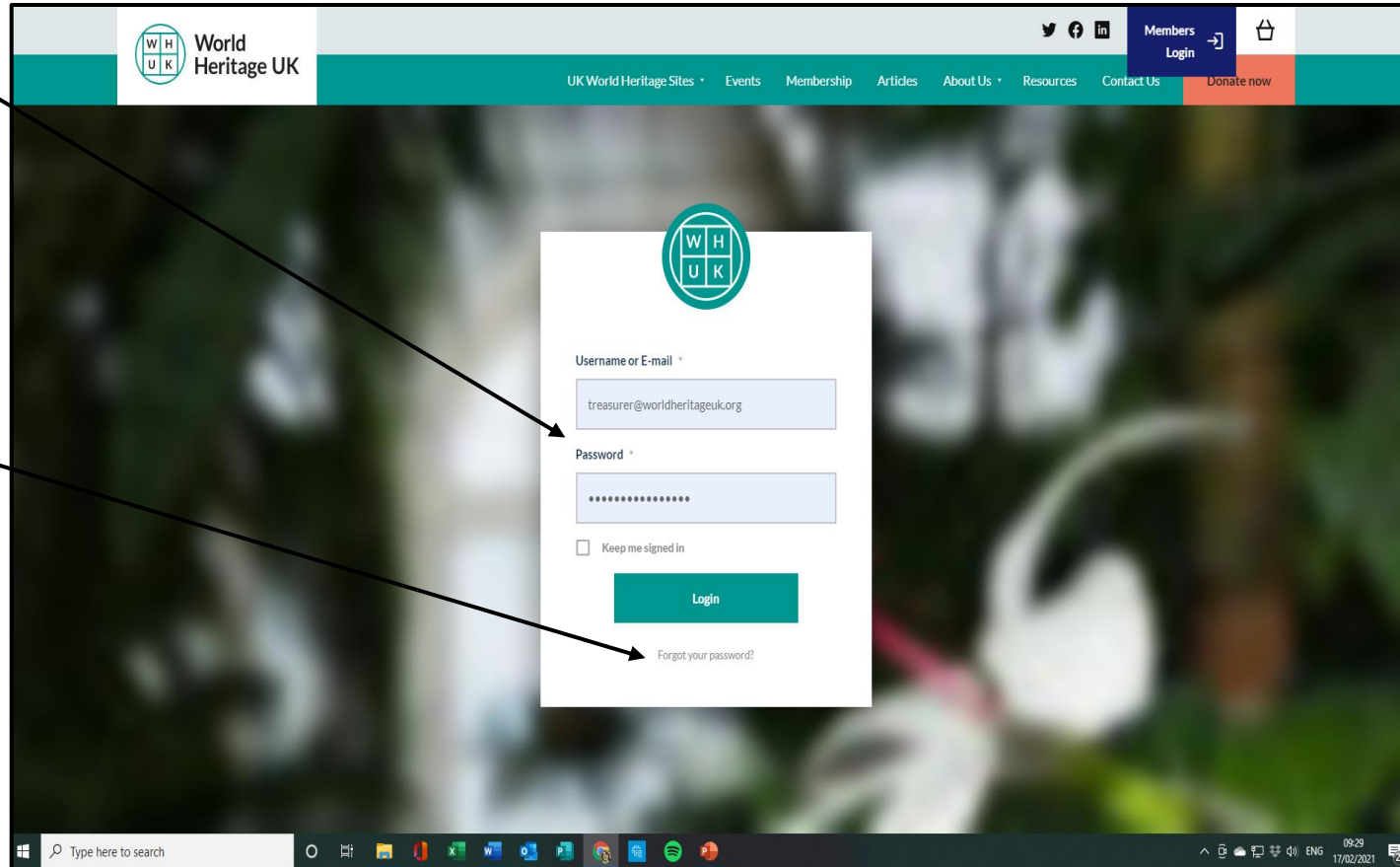


The screenshot shows the World Heritage UK website interface. The top navigation bar includes the logo, social media icons, and a 'Members Login' button highlighted in blue. A callout bubble points to this button with the text 'Click on the blue members login button'. The main content area features a large image of the Pontcysyllte Aqueduct with a 'Welcome to World Heritage UK' text box. The text box contains the following text: 'World Heritage UK is the only organisation exclusively focused on World Heritage in the UK, and the only one that is led by the Sites themselves, reflecting a community-driven approach that has proven effective at many Sites and which is favoured by UNESCO.' The browser address bar shows the URL: <https://staging.worldheritageuk.org/world-heritage-sites-uk-list/wales/pontcysyllte-aqueduct/>. The Windows taskbar is visible at the bottom.

Logging into the Members area

Enter your
email address
and password
and click on the
login button

Reset
password
here if you
need to



The screenshot shows the World Heritage UK website with a login form for the Members area. The form is centered on the page and contains the following elements:

- World Heritage UK logo at the top.
- Username or E-mail * field with the text "treasurer@worldheritageuk.org".
- Password * field with masked characters ".....".
- Keep me signed in.
- Login button.
- [Forgot your password?](#) link.

The website header includes the World Heritage UK logo, navigation links (UK World Heritage Sites, Events, Membership, Articles, About Us, Resources, Contact Us), and a Members Login button. The footer shows the Windows taskbar with the search bar and system tray.

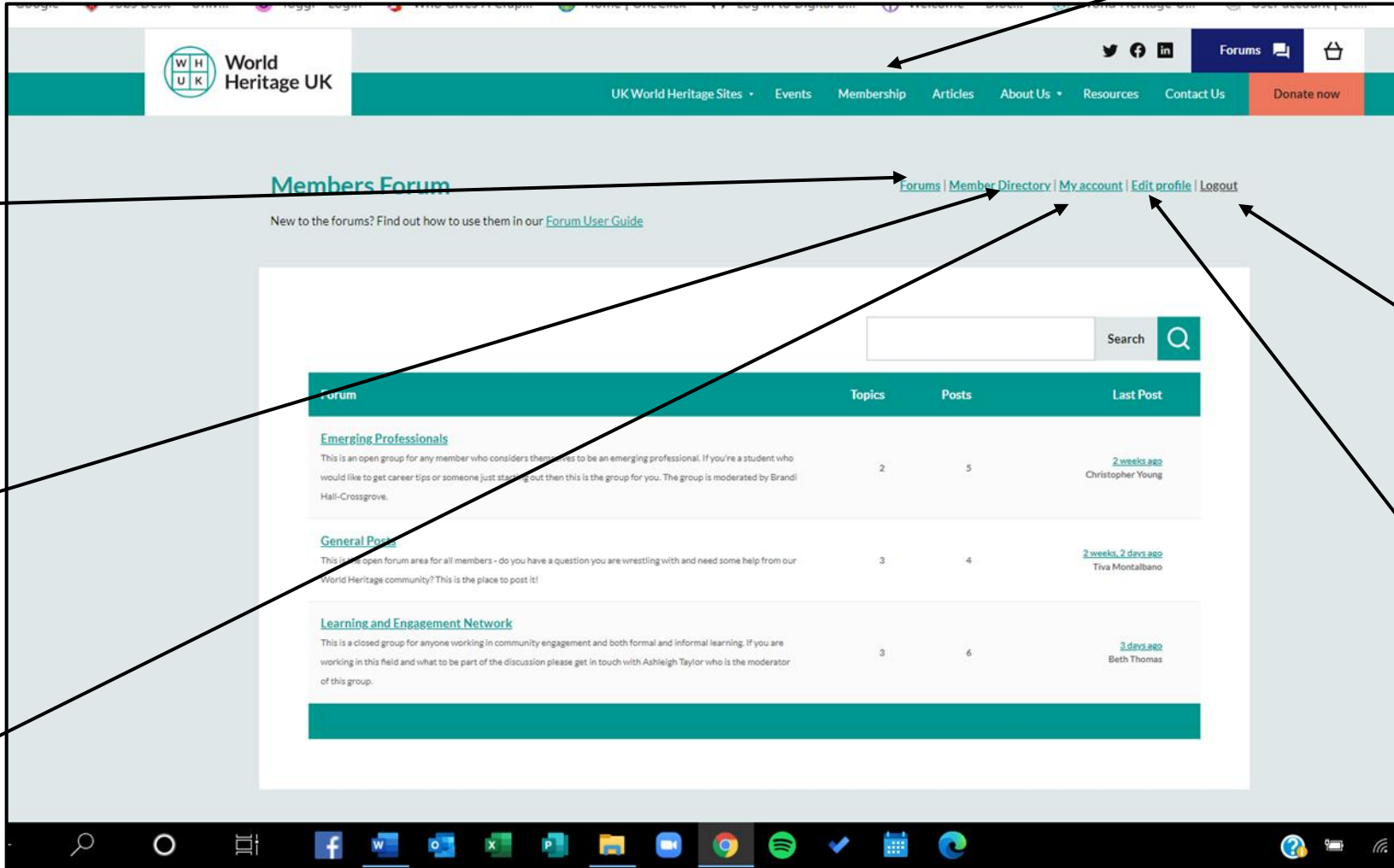
Home page of Members Forum

This is the navigation bar for to return you to the main site

This is the navigation bar to help get you around the Members Forum.

Members Directory gets you to the directory of all members and contact details that they have provided

Your account to change your password and other details



You can log out of the system here

Here you can edit your profile – this is where you can tell other people about you and your role and interests



This is what the general forum looks like when you open it

This is what each forum looks like

Code of Conduct appears in every forum area

Existing topics. Click on the link to open and comment

Create a new topic here

The screenshot shows a forum interface for 'General Posts'. At the top right, there is a 'Subscribe' button. Below it, a summary bar states: 'This forum has 3 topics, 1 reply, and was last updated 2 weeks, 2 days ago by Tiva Montalbano.' A table lists three topics:

Topic	Voices	Posts	Last Post
Code of Conduct Started by: Beth Thomas	0	1	2 weeks, 2 days ago Beth Thomas
Management Plan Revisions Started by: Tiva Montalbano	1	1	2 weeks, 2 days ago Tiva Montalbano
User Testing Thread Started by: Chloe smith	1	2	2 weeks, 2 days ago Tiva Montalbano

Below the table is a 'Create New Topic in "General Posts"' section with a text input field for the 'Topic Title (Maximum Length: 80):'. Underneath is a rich text editor toolbar with buttons for Bold (B), Italic (I), Quote ("), Bulleted List (ABC), Numbered List (123), Link (chain icon), and Image (img icon).

If you want to receive alerts when someone comments on a topic in this forum click the subscribe button

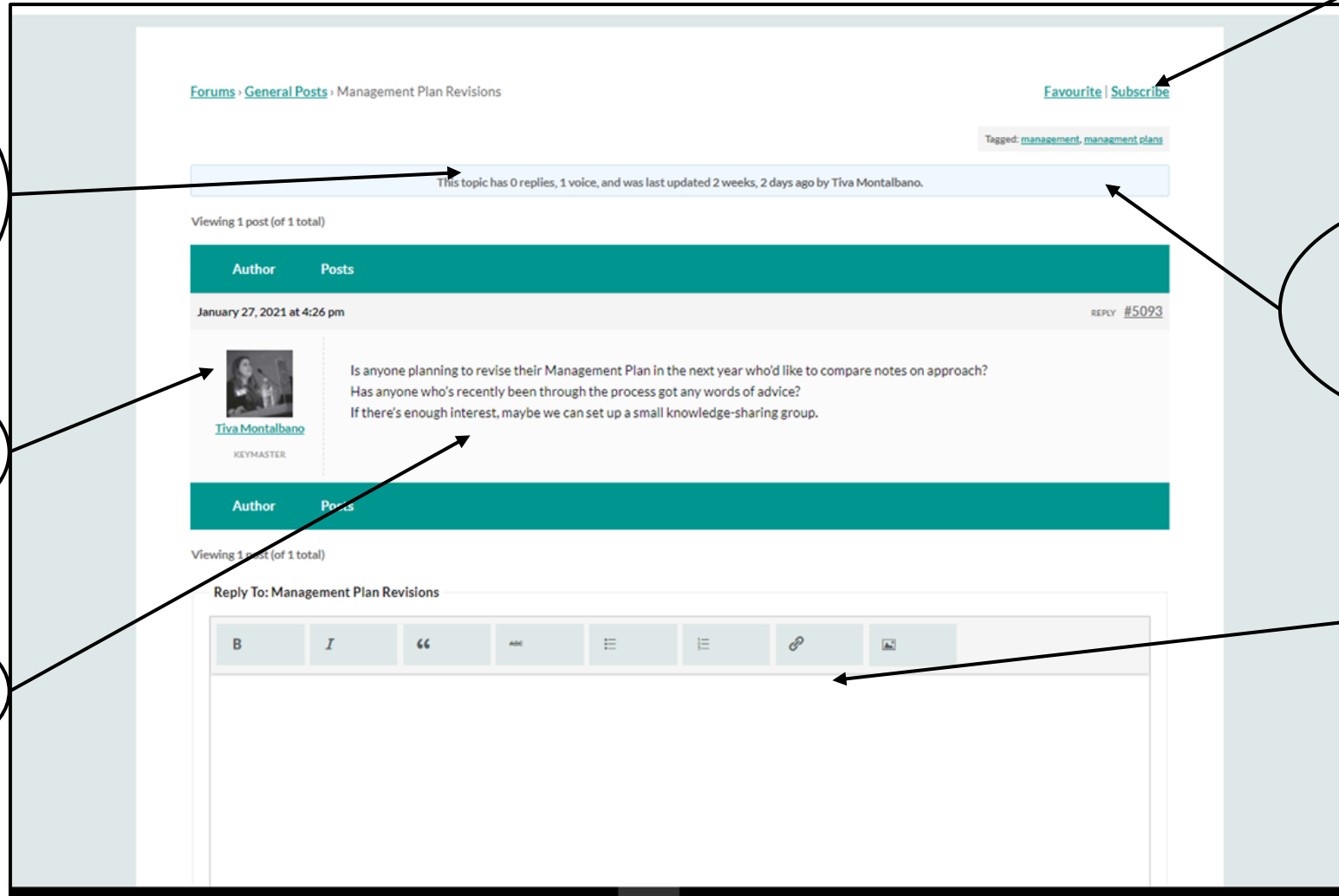
Create the title of your new topic here. Keep it simple and straightforward so others can find it easily

Add links to documents or websites by clicking on this and inserting the link

You can add images here (.JPEG, PNG or GIF file only)

You can use these first six buttons to edit and format your text

This is what an existing post looks like



Statistics on the number of engagements with the post

Detail of the author of the post and the date

Original post

You can make this a favourite or subscribe to hear more comments on this topic

These are the tags used by the author – they help with the search function – keep them limited and specific

This is where you can post a reply including links to websites and documents and images.