



Welcome to the new Scotland Malawi Partnership website!

We're thrilled to be able to share our brand new website with you. We will be officially launching the website on Monday 6th July at the Zambia and Malawi All Party Parliamentary Group in London.

In the week leading up to the launch, we're inviting all our members to start using the new website. You can:

- **Update your profile** – add contact information, pictures, videos, documents about your organisation
- Engage in discussions in our [online forums](#) – ask a question, answer a question, share a news article or share some good news your organisation has had!
- Complete your [Partnership Principles](#) – this is completely private, only the SMP office and your organisation (when logged-in) will be able to view your PP selections.
- Let us know of any resources you'd like us to add to our [Resource Page](#)
- Let us know if you have some news you'd like us to add to the [News Page](#)
- [Malawi Information](#) – have we missed something? Let us know what would be useful to add in

We're keen to give our members the exclusive first-look at our website which we hope will help your partnerships develop and encourage networking with all the 650+ SMP members! We've created some simple step-by-step instructions so show you how easy it is to get involved.

Important: the links used in this document will expire when the website goes live on Monday 6th July. We encourage all members to at least complete the Log-In and Updating Your Profile steps prior to the website launch.

Something not working/need help?

We appreciate that with every new website there are sometimes bugs to fix or links that don't work. Please do let us know if you find something that needs changed by calling Jackie on 0131 529 3164 or emailing Jackie@scotland-malawipartnership.org. Also, if you need help navigating the website please get in touch with Jackie and she'll be happy to walk you through it.

How to use the website

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Log In

All current members of the Scotland Malawi Partnership will be able to log-in to the new website.

Step 1: [Click here.](#)

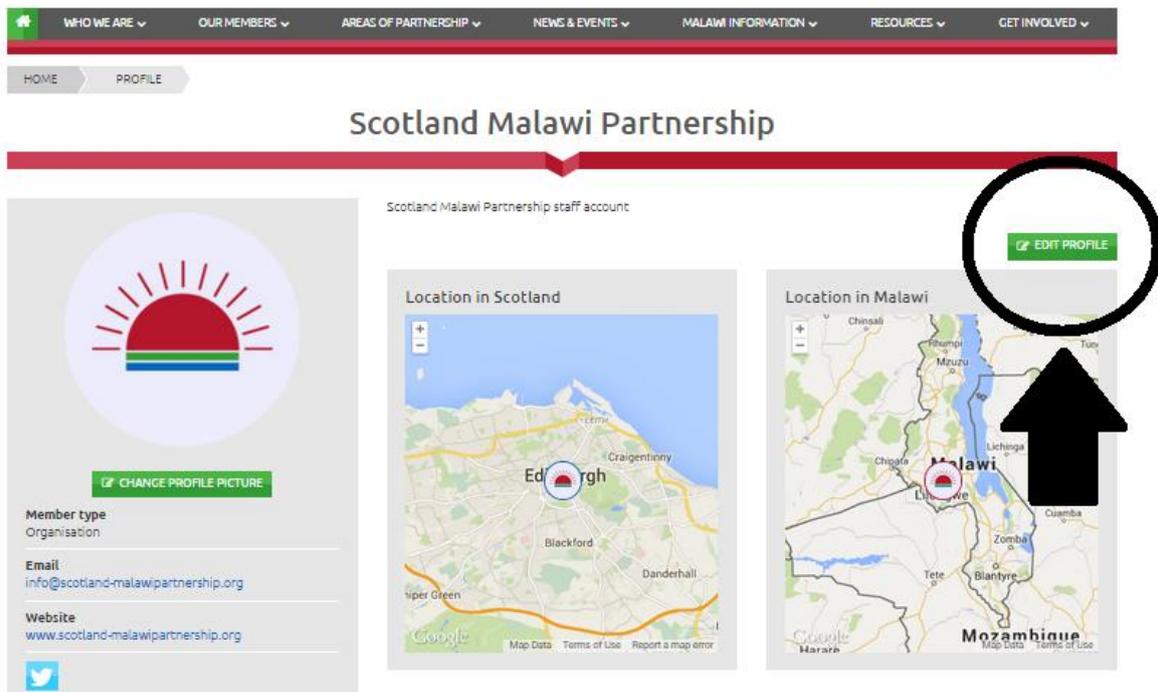
Step 2: Follow the instructions on screen (the email address will be the address you first used to set up your membership – if you have forgotten this please either [click here](#) and search for your current profile or get in touch with us on 0131 529 3164 or email charlie@scotland-malawipartnership.org).

The screenshot shows the website's navigation bar with 'CONTACT US', 'MEMBERS LOG IN', and 'SEARCH'. Below the navigation is a row of social media icons and the 'Scotland Malawi PARTNERSHIP' logo. A 'JOIN US' button is visible on the right. The main menu includes 'WHO WE ARE', 'OUR MEMBERS', 'AREAS OF PARTNERSHIP', 'NEWS & EVENTS', 'MALAWI INFORMATION', 'RESOURCES', and 'GET INVOLVED'. The breadcrumb trail shows 'HOME' and 'UPDATE LOGIN'. The central heading is 'Update login'. A green button on the left says 'Return to homepage'. The main content area is titled 'Update your password' and contains the instruction: 'Enter your account's email address and we'll email you a link to reset your password.' Below this is a form with the label 'Email address' and a text input field. A blue button labeled 'SEND RESET LINK' is positioned below the input field. Below the form is a section titled 'Meet some members of our community...' featuring logos and profile links for 'Churches of God - Fellowship Relief', 'FROM - Famine Relief for Orphans in Malawi', 'Active Learning Centre', 'RSPB Scotland', and 'The Wickerman Festival'. A 'JOIN US' button is also present. The footer contains contact information for the Scotland Malawi Partnership, a Twitter feed for @SCOTLANDMALAWI, and links for 'Partnership Principles', 'Become a Member', and 'Our News'. The footer also includes social media icons, charity registration details, and website credits.

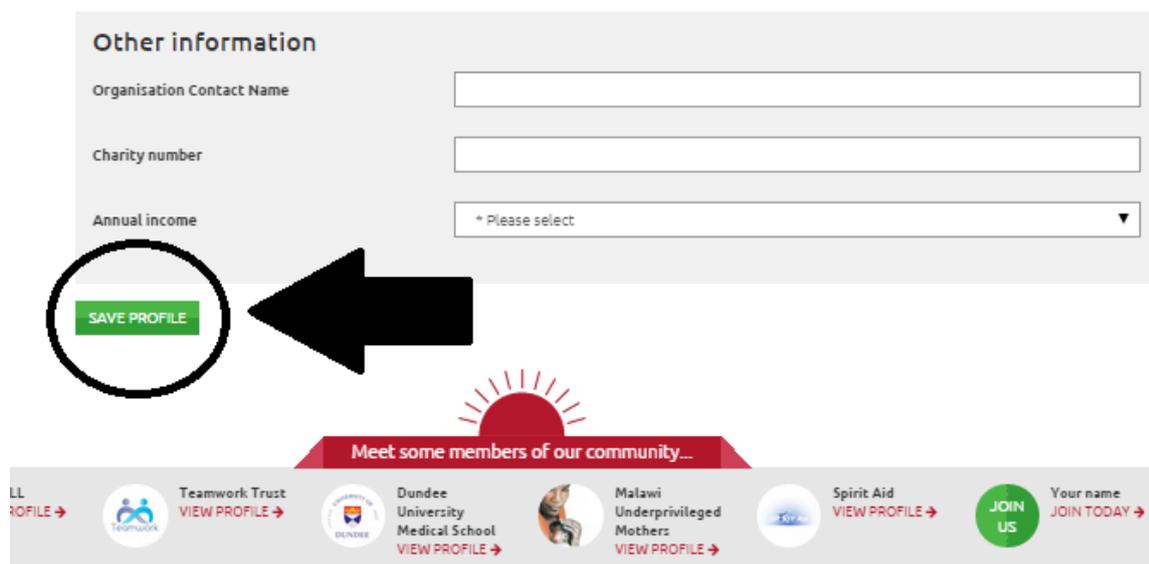
Update Your Profile

All active members of the Scotland Malawi Partnership will be able to update their own profile. Once you have completed the Log-In steps above, you will be able to edit all aspects of your profile. To do this:

Step 1: [Sign in](#) and click on “Edit Profile” in the green box to the right of the page above “Location in Malawi”



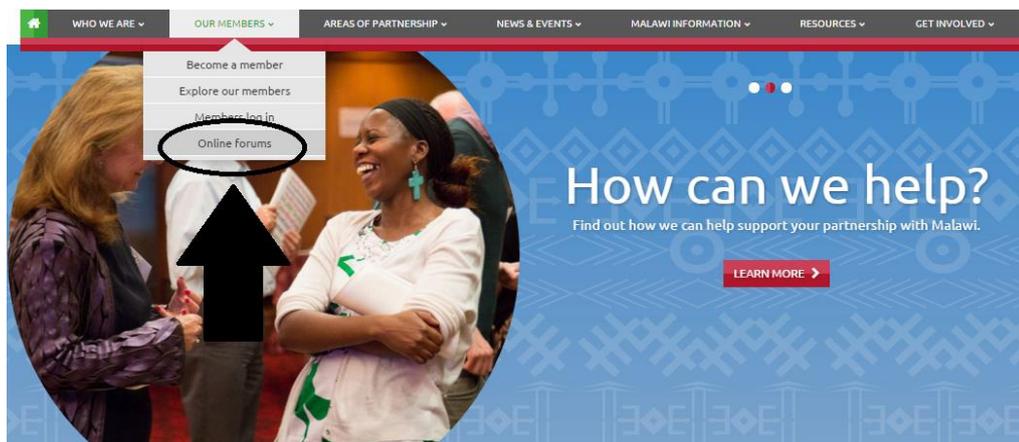
Step 2: Edit your details on that page. If you make any changes, please make sure you click “Save Profile” at the bottom of the page otherwise your edits will be lost.



Use the Online Forums

Step 1: [Click here to sign in](#) – you will not be able to post a comment in the online forums unless you are a member of the Scotland Malawi Partnership. If you are not a member, or are not signed in, you will only be able to view the posts, but not comment on them.

Step 2: Hover your mouse over “Our Members” on the navigation bar on the website and click on “Online Forums” which will appear in a drop-down menu.



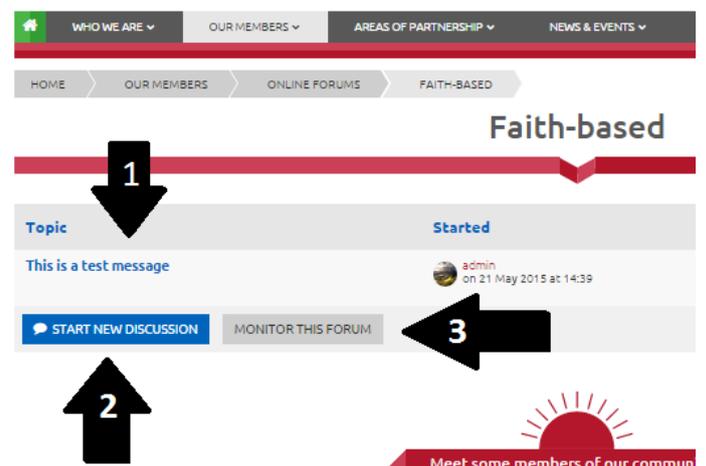
All of the online forums are categorized under each Area of Partnership.

Step 3: Click on the Area of Partnership you are interested in posting a comment in or replying to. (example used is Faith-Based)

Online forums

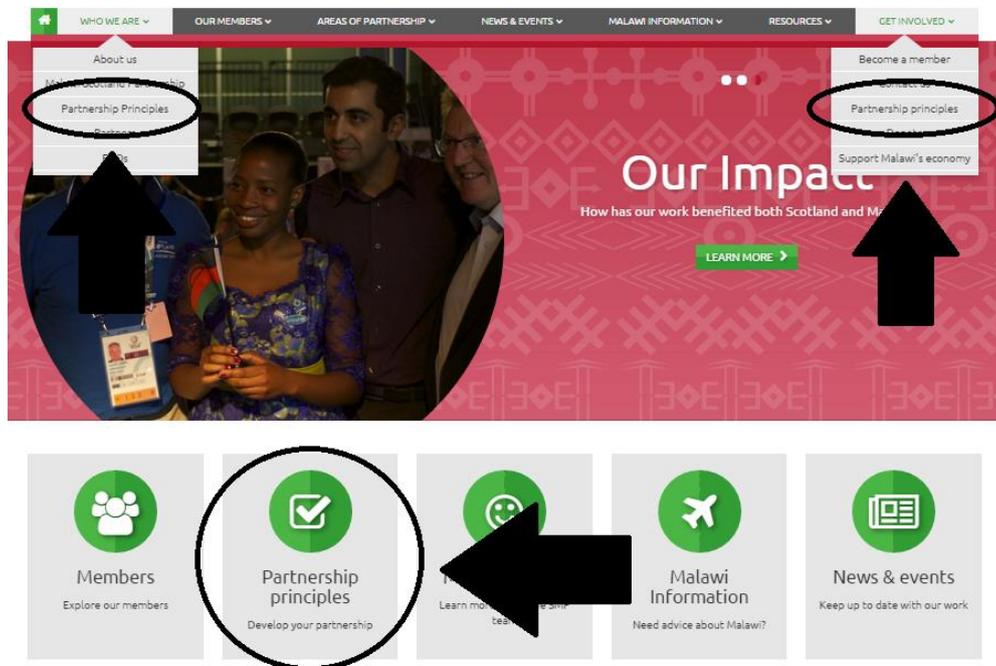
Categories	Last Post	Topics	Messages
Trade and agriculture		2	2
Sustainable Economic Development		0	0
Culture		0	0
Dispora		0	0
Environment and Energy		0	0
Faith-based	This is a test message admin on 21 May 2015	1	1
Further and Higher Education		0	0
Gender		0	0
Governance		0	0
Health		0	0
Local Authorities		0	0
Primary and Secondary Education		0	0
Sport		0	0
Tourism		0	0
Water		0	0
Youth		0	0
General Interest		0	0

Step 4: You can then (1) click on a message to reply to it OR (2) post your own message by following the on-screen instructions. You can also (3) sign up to receive email alerts when another user posts a comment on that particular forum.



Update your Partnership Principles

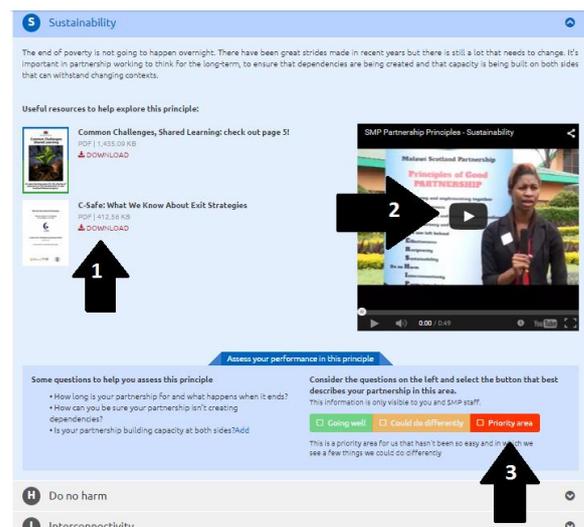
[Click here to sign in](#) (you must be logged in to complete the principles). Partnership Principles can be found on the Home Page and under “Who We Are” and “Get Involved” on the navigation bar. Similarly to the Online Forums, hover over these headings to view a drop-down menu and click on Partnership Principles.



The 11 Partnership Principles are paramount to our work as an organisation. To help our members develop and strengthen their partnerships, we’ve created a private area of the website where members can reflect on their partnership and understand areas in which they can focus on to enhance their links with Malawi. **Only the SMP office and each individual member (when logged in) will be able to see your selections.**

Clicking on each Principle will reveal an interactive information area, where you will be able to:

1. Download PDF’s to help support that Principle
2. Watch a short video clip by an SMP or MaSP member speaking about that Principle
3. Reflect on your own partnership by clicking on one of the three options: Going well, Could do differently, or Priority area.



You will be able to change your options as you develop each Principle. Don’t be afraid of choosing Priority area for some of your Principles - a good mix of green, orange and red is completely healthy!