

How to use this website

Welcome

Welcome to the Worldwide Marriage Encounter England & Wales (WWME) website. You can jump straight in and explore or use this guide to help familiarise yourself with the website and its features. If you want to come back to this page at any time it is linked within the footer of every page:

[Terms & Conditions](#)

[Privacy Policy](#)

[How to use this website](#)

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Read on to find out:

- More about the movement in England & Wales
- How to register and activate your account
- How to log into your profile
- How to connect with old and new friends
- How to join or create relevant groups
- How to communicate in the group forums
- How to book onto Marriage Encounter and Engaged Encounter Weekends – coming soon
- How to browse and add activity to the community
- How to send public and private messages
- How to book onto weekends

and more.

Getting Started

The WWME website at wwme.org.uk is an information resource for the Catholic branch of Worldwide Marriage Encounter in England & Wales. It provides useful information on Marriage and Engaged Encounter to the general public, and provides a range of additional community services to the thriving WWME membership.

Areas of the website

The screenshot shows the WWME website interface with several annotated areas:

- Account pull-down tab:** Located in the top right corner, containing 'Log out' and 'Account' links.
- Main navigation:** A horizontal bar below the header with buttons for 'MARRIAGE ENCOUNTER', 'ENGAGED ENCOUNTER', 'ABOUT', 'WEEKENDS', and 'COMMUNITY'.
- Sub-navigation items:** A horizontal bar below the profile section with buttons for 'Activity', 'Profile', 'Messages', 'Friends', 'Groups', 'Forums', 'Album', 'Weekends', and 'Settings'.
- Sidebar:** A vertical panel on the right side containing 'Log Out', 'Recently Active Members', and 'Forthcoming Weekends'.

Handwritten text in the top left reads: "This is our community. Help to pages for couples and priests or religious who have already - or are yet to experience - a weekend."

Finding information

The publicly accessible parts of this website are available under these options from the main navigation:

- Marriage Encounter
- Engaged Encounter
- About
- Weekends

If you are visiting this website for the first time you may find information relevant to your needs by clicking on one of these links and reading the information contained within these pages.

Browsing weekends

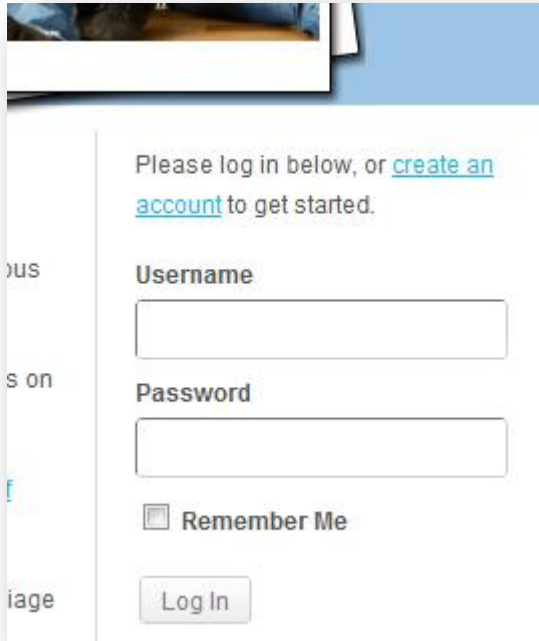
Once you have read the available information you may decide that you would like to book a weekend. You may search for a weekend as an anonymous visitor to the website. As soon as you would like to make a booking however, you will be directed to sign up as a member of WWME. This is because WWME needs some information about you to help us deliver the best weekend possible for your circumstances.

Please note that further information on bookings will be made available on this page shortly.

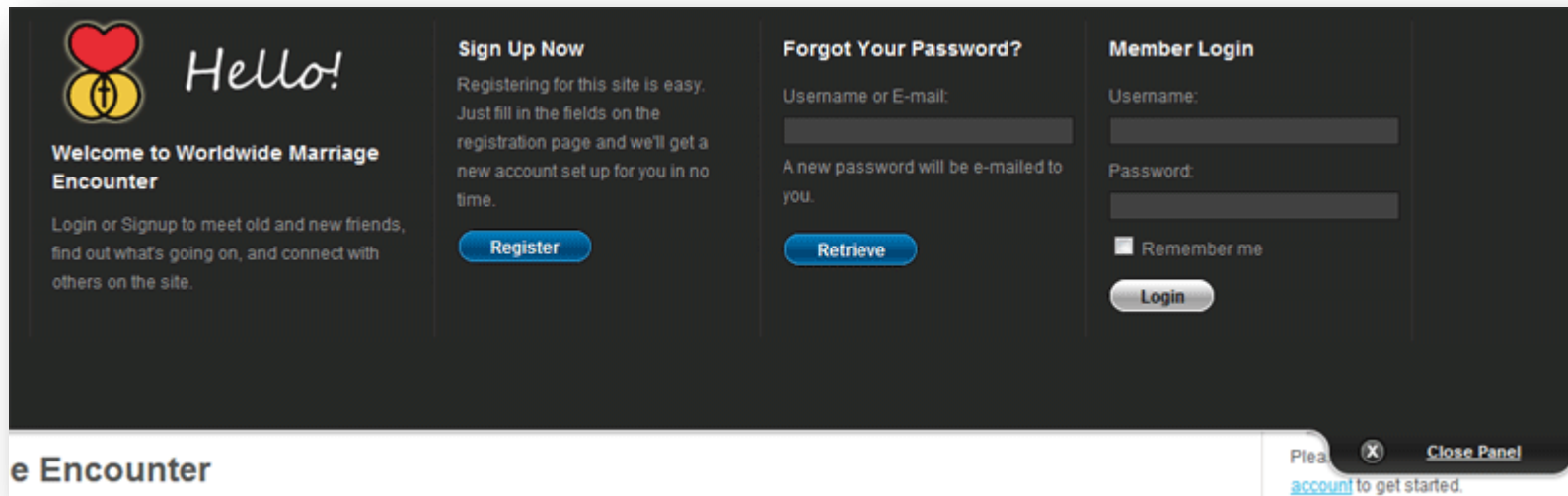
Signing up

Registering and activating your WWME account

You can create an account at any time by clicking on 'create an account' in the sidebar on the right of the website:



You may also select 'register' at any time within the account pull-down panel at the top of the website:



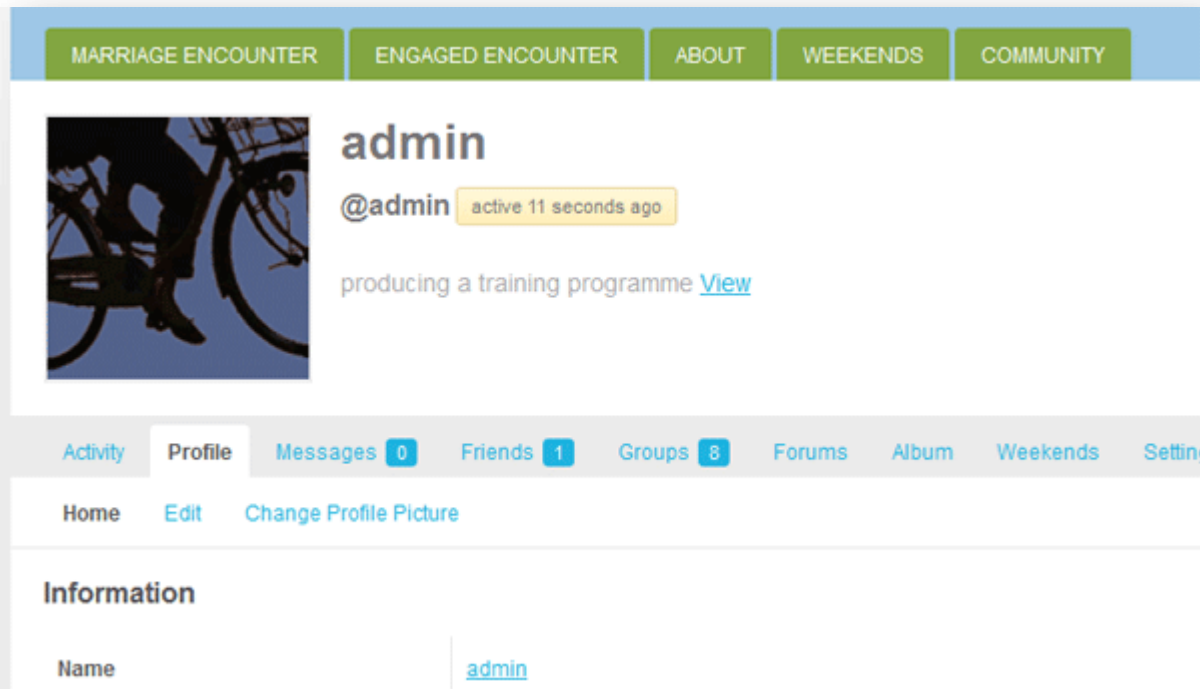
Finally, if you try and access 'members only' content you will be redirected to a log in screen, where you should select 'Register' to begin signing up.

Please complete the fields on the 'Create an Account page'. Choose a strong, memorable password to secure your account. You must read, and confirm that you have read, the terms and conditions of use.

Once you have completed the fields please click on the 'Complete Sign Up' button. Your account will be created automatically and an email containing an activation key will be sent to the address you provided. If you have not received this email within a few minutes please check your email junk or spam folders – ensure you mark email from wwme.org.uk as 'not spam' or add it to your whitelist in your email programme to ensure that you receive notifications in future. Once you have received the email, click on the activation link to activate your account. You may now log in with the username and password you selected.

Log in to your profile

To visit your profile click on your username on the right hand sidebar of the website and select 'Profile' from the sub-navigation options:



Friendships

A community is as strong as the links that bind it. In our WWME community we have friendships spanning decades, and new friendships forming continually. Find your friends by following the instructions below.

Finding friends

Click on Community > Members to access the members directory. Here you will be able to browse a directory of all members and also search for members of the community that you may already know from a Weekend.

Connecting with friends

To connect with new or old friends in the community visit the members directory and find friends as described in the 'Finding Friends' section. Then, simply click on the 'Add Friend' button to send a friendship request. The button will change to display 'Friendship Requested'.

Viewing your friends list

To view your friends list log into your profile as above and select 'Friends' > 'Friendships' from the sub-navigation items.

Viewing your friendship requests

To view your current friendship requests either click on the Account pulldown tab at the top right of the website, or click on your username in the right hand sidebar of the website to go to your profile, then select Friends > Requests to view all of your current requests:

Accepting or rejecting a friendship request

To accept a friendship request view your friendship requests as above then click 'Accept' or 'Reject'. Please note that notifications are only sent when you accept a friendship request.

Cancelling friendships

To cancel a current friendship visit your profile and click on 'Friends' in the sub-navigation options. Select the friendship you would like to cancel and click on the 'Cancel Friendship' button. Your friendship will be cancelled. Please note that no notifications are sent to alert your ex-friends of the cancellation.

Groups

Using groups

Groups allow members to cohere around a central theme, issue or event to discuss, plan, share documents, find other like-minded friends online and even attend weekends convened especially for members of that group.

Accepting invitations to groups

On successfully signing up you should receive an invitation via email to the 'Welcome' group. You will also receive similar emails for future group invitations. Follow the links in the email to view the group to which you have been invited (in this case the Welcome group), and select 'Accept' to accept the invitation, or 'Reject' to reject it.

Viewing your group memberships

To view your current group memberships log into your profile and select 'Groups' > 'Memberships' from the sub-navigation items.

Accessing and sharing group documents

Within a group, select 'Documents' from the sub-navigation items to download or upload documents for sharing.

Group forums

Within a group, select 'Forum' from the sub-navigation items to access the forums directory, or to start a new topic of group discussion.

Group weekends

If there are any group weekends available you will find them within a group from the 'Weekends' sub-navigation item. You may book onto these weekends as described in the bookings section.

Group members

Select 'Members' when within a group to see a list of the group's members. From here you can request friendships as described above.

Visiting the groups directory

To view a list of all available public and private groups visit 'Community' > 'Groups' in the main navigation. This will open the groups directory, from where you may join public groups or request membership of private groups from the group's administrator.

Joining groups

To join a public group visit the groups directory and click on the 'Join Group' button next to the group's name.

Requesting membership of private groups

To request membership of private groups visit the groups directory as above and click on the 'Request Membership' button next to the group name. Please note that some groups have joining criteria which must be satisfied for membership. For example, the 'Marriage Encountered'

group is only for members of the community who have experienced a Marriage Encounter weekend since the group includes material and topics discussed on the weekend.

Leaving a group

View your group memberships as described above. To leave a particular group click on the 'Leave Group' button.

Creating your own groups

Groups may be created by members if another similar group does not already exist. Please make sure you have explored and searched for similar groups before you create a group. To create a group, visit the groups directory and click the 'Create Group' button.

1. Choose a name for your group and describe its purpose in the relevant fields, then click on the 'Create Group and Continue' button.
2. In step 2, settings, select whether you want to enable a group discussion forum; then select the privacy options for the group: public, private or hidden. Lastly, select how group invitations are handled. Once you have completed step 2 click on the 'Next Step' or 'Back to Previous Step' buttons as appropriate.
3. In step 3 you may choose a profile image for the group, or use the image that is automatically generated for you.
4. In step 4 you may invite any of your current friends to join the group. Select 'Finish' to create the group.

Posting updates in groups

To post an update, log into the group as described above and enter a status update in the 'What's new in...' text box, and click on the 'Post Update' button. The update will appear in the group activity stream.

Deleting updates from groups

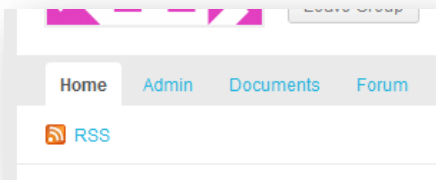
If you would like to delete an update you have made find it in your – or your group's – activity stream and click on the 'Delete' button.

To comment on an update

Click on the 'Comment' button beneath a status update, add your comment and click 'Post'.

Subscribing to group feeds

At the top of each group home page you will find an RSS icon:



Click on this to subscribe to the group news feed in your usual RSS reader. To find out more about RSS news feeds visit:

<http://www.whatisrss.com/>

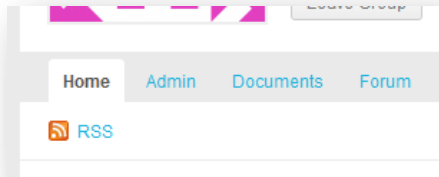
Forums

Forums are part of a group and are the place where group discussion happens. You may post a forum topic by selecting 'Community' > 'Forums' from the main navigation, then clicking on the 'New Topic' button. Fill in the title of your new forum topic and its content in the relevant fields. Now select enter tags which describe your forum topic separated by commas, for example: new baby, sleepless nights. Finally, when you are ready to submit the forum topic, select the group forum in which you wish to post from the drop down list and click on the 'Post Topic' button.

Activity

Subscribing to activity feeds

Wherever you see the RSS button you can subscribe to the feed generated for that area. If you would like to subscribe to the entire community activity feed for example, you may do so by visiting Community > Activity and clicking on the RSS button.



Click on this to subscribe to the group news feed in your usual RSS reader. To find out more about RSS news feeds visit: <http://www.whatisrss.com/>

Marking favourite content

Click on the 'Favourite' button next to the item. Any content marked as favourite is automatically added to your profile under 'Activity' > 'Favourites' for later viewing.

Flagging user generated content as inappropriate

You may flag any user generated content as inappropriate where you see the word or button 'Report User'. Content marked as inappropriate will be moderated by an administrator and removed as necessary.

Messages

Sending a public message to another member

Click on a member's profile name in the public activity streams, groups, forums or by visiting the members directory. When their profile loads check click on the 'Public Message' button. Complete the message

Viewing public messages where you have been mentioned

You may log in to your profile and select 'Activity' > 'Mentions' at any time to view updates where you have been mentioned.

Sending a private message to another user

Click on a member's profile name in the public activity streams, groups, forums or by visiting the members directory. When their profile loads check click on the 'Private Message' button. Check that the private message is addressed to the correct member's profile, then enter a subject and message in the relevant text boxes. When you are ready to send click on the 'Send Message' button.

Viewing your messages

You may access your private inbox and sent messages, and also compose messages at any time by logging into your profile and selecting 'Messages' > 'Inbox', or 'Messages' > 'Sent' or 'Messages' > 'Compose' from the sub-navigation items

Weekends

The WWME website includes a full list of forthcoming weekends which you are welcome to browse, search and book online.

Browsing weekends

Once you have read the available information you may decide that you would like to book a weekend. You may browse or search for a weekend as an anonymous visitor to the website. As soon as you would like to make a booking however, you will be directed to sign up or log in. This is because WWME needs some information about you to help us deliver the best weekend possible for your circumstances.

Booking a weekend

To book a weekend, please browse or search for a weekend as described above. You will see a list of weekends displayed if there are weekends available that match your search criteria. When you have found a weekend that you would like to book onto, click onto the weekend name to access further information on the weekend. Review the time and date of the weekend, its location and the type of weekend (Marriage Encounter, Engaged Encounter etc). To book, please complete the booking form ensuring you provide information in all of the mandatory and relevant fields. Then, when you are ready, proceed to make the booking via Paypal. After you have completed the transaction you will be redirected back to the WWME website.

Reviewing your weekend bookings

At any point you can see which weekends you are attending by viewing your profile and selecting 'Weekends' from the sub-navigation items. Select 'Weekends Attending' to see the status of your booking.