

## Division Homepages

Each divisional 'home page' contains a brief description of the division (e.g. its geographical boundaries) and details of its key divisional officers. Photos of divisional officers will no longer be included on the web pages. **If you need assistance with updating the home page, please contact the BMA's web team [webcontent@bma.org.uk](mailto:webcontent@bma.org.uk).**

Nominated officers can upload additional content and send emails whenever they like and are encouraged to do so on a regular basis so that the pages are engaging. Example content includes:

- Agendas for upcoming meetings
- Minutes from previous meetings
- Medico-political news articles of local interest
- Consultation papers with request for feedback
- Invitations to social events

It would be of great help if you could also use your local networks and contacts to encourage members to register for the BMA website - the more email addresses we have, the more people to whom we can disseminate information. Your divisional webpage gives you access to "email statistics", telling you the percentage of members for whom we have email addresses and the list of names for whom we do not. Please help us to register more members by asking them to complete the form online: [www.bma.org.uk/register](http://www.bma.org.uk/register). It only takes a few minutes and they will have full access to all the content and services on the website.

## How to create web pages for your division

### **Logging into your page**

Go to the divisions section on the new website using this link [www.bma.org.uk/divisions](http://www.bma.org.uk/divisions)

You will be asked to log in with your BMA user name (your email address) and password.

Once you have done this you will see the following screen, known as the **Divisions homepage** which lists all the regions which house the divisions.



## BMA Divisions' web pages Get involved with your BMA division

[BMA divisions home](#)

[Cymru Wales](#)

[Midlands](#)

[North of England](#)

[North West](#)

[Northern Ireland](#)

[Scotland](#)

[South and East of England](#)

[South West](#)

All BMA members belong to a local Division. You can browse the pages to find the Division close to you in the left-hand links.

The Divisions are usually run by a Honorary Secretary who will organise a number of meetings each year.

Divisions also submit motions and send representatives to the Annual Representative Meeting become BMA policy if passed.

### Honorary secretaries

Please note BMA News no longer publicises divisional meetings - [Find out more](#)  
[Keep up to date with important division circulars](#)

### Do you have a question about your Division?

Your feedback is always welcome - either to your Honorary Secretary of Division via their webpage or to the BMA.

You can also get to the **Divisions homepage** by logging in from the homepage of the website.

Click on the **Sign in** button near the top right of the screen and once you are logged in you will see a drop down menu.

Click on **My BMA division**

The screenshot shows the BMA website's navigation bar with links for Membership, thebmj.com, Library, BMA Communities, Contact BMA, and Our use of cookies. Below this is a secondary navigation bar with links for your career, Working for change, News, views and analysis, and Events. A user account menu is open, showing 'My account | Sign out' and 'Welcome Dr Englishgpmember'. The menu options are 'My BMA details' and 'My BMA division'. A search bar is visible with the text 'Search the BMA' and a magnifying glass icon. At the bottom of the navigation area, there are social media icons for Facebook, Twitter, Google+, Pinterest, LinkedIn, a plus sign, an envelope, and a speech bubble.

## Your Division landing page

It might look like the one shown below. The main thing is it needs to list the nominated officers of the division along with contact details where the officers have agreed to allow them to be displayed.

**BMA**

**BMA Divisions' web pages**

- BMA divisions home
- Cymru Wales
- East Midlands
- Eastern Region
- London Region**
- City and Hackney
- Edgware and Hendon
- Enfield and Haringey
- Greenwich, Bexley and Bromley
- Islington
- Lambeth and Southwark
- Lewisham
- Mid Surrey Kingston and

**North East London**

Welcome to our Division  
As you can see we are now moving with the times and perfecting our own website.

Our annual general meetings have always included an agreeable cross section of members. We've had retired doctors, hospital consultants and GP's, public health doctors, academics and medical students.

We hope that these annual meetings will attract an even larger and diverse number of doctors who live or work in the Waltham Forest area.

We hope soon to restart the practice of having at least one other social meeting and/or one other educational meeting in addition to the AGM during the year. We have appointed a social secretary to develop these possibilities. Comments from you on this issue will be very welcome.

In the meantime please communicate with us so we can develop our professional and social relationships with one another during the times we are not meeting formally.

Any advice and suggestions from you will be most welcome.

Please note that your division landing page can only be edited by the web team.

Contact webcontent [webcontent@bma.org.uk](mailto:webcontent@bma.org.uk) to get updates to the home page done, including new photos.

### Creating web pages

Now you're in the right place, let's start by creating a web page. You may wish to publicise a meeting, put up an agenda or publish a meeting report.

Look at the list on the left hand side of the screen and click on the first tab which comes under the name of your division - Click on **create a new web page or email**

**BMA Divisions' web pages**

- BMA divisions home
- Cymru Wales
- Midlands**
- Birmingham
- Black Country
- Burton and District
- Coventry and Warwickshire
- Dukeries
- Holland**
- Create a new web page or email
- Division email statistics
- Sent emails

# BMA Divisions' web pages

Create or edit pages and emails for Holland

BMA divisions home

Email the BMA web team

Create a new web page

Create a new email

Cymru Wales

This will launch a new window containing a template for you to fill in:

## BMA Divisions' web pages

BMA divisions home

Cymru Wales

Midlands

Birmingham

Black Country

Burton and District

Coventry and  
Warwickshire

Dukeries

Holland

Create a new web  
page or email

Division email  
statistics

### Create a web page

Items marked ■ are compulsory

Type ■ Please choose: ▾

Title ■

Summary ■

Additional comments You may enter a short message for the BI expiry date or a graphic to be added to you

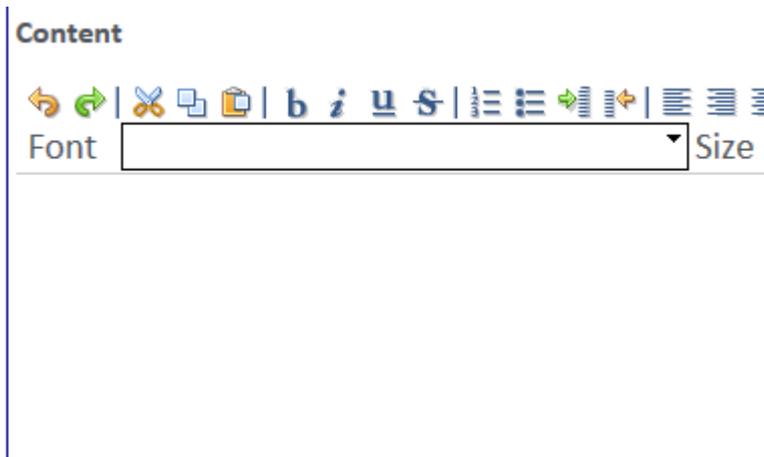
#### Content

Font  Size

- Choose Type of item from the drop down menu eg, Agenda or Article.

Please choose:  
Agenda  
Article  
Consultation documents  
Diary  
Division officers  
Minutes  
News

- Enter a title for your item –make it concise and relevant so that readers will immediately see what it’s about. It will be the link on your landing page that the user sees and your job is to write something that will make them want to open it and read your page.
- Write a summary in the summary field. Think of a text – keep it short and to the point.
- Put your text in the **content** field – see below:



This is where you type the full text of your item – details of a meeting, a lecture or supper evening etc.

**Tip:** Write your text in a notepad page so you can simply cut and paste the content into the field in case of mishaps you won’t lose what you’ve written!

- Keep your message succinct and make sure it contains key information such as date, place and time of your event. Remember that web users scan for information rather than reading everything on the page, so put important information **in bold** to make it stand out.

You may only want to include an attachment – PDF, Word or Excel files. Remember you need to have the file saved on your own computer first before you can upload the attachment.

See below:

**Attachment:**

[Upload this attachment](#)

- Choose Draft to save your document for further editing later
- Choose Approval to send the document to the BMA Web team f

Draft  Approval  Publish

- You have the option to click on the first radio button **Draft** to save your document and edit it later or to click on **Approval** to send it to be checked then published live to the website by the web team. You will get an email to confirm once your notice has been published.
- Click the **Submit** button to push through to either draft or approval stage.

If you chose to save your document to **Draft** and want to go back in to edit it, simply click on the link to your document when you've logged in and select the button **Edit this web page**.

From there you will be able to edit any of the information on the page. Or you may decide you want to archive the page – keep important meeting notes for example - but not have it on display. Click on **Archive this page**. Or you may wish to delete it in which case click **Delete this web page permanently**

### 3MA Divisions' **Holland Division AGM Tuesday 3rd March 2015** web pages

[BMA divisions home](#)

[Cymru Wales](#)

Edit this web page

Archive this web page

Delete this web page permanently

Prezzo Menu for Holland Division AGM Tuesday 3 March 2015

Set menu with menu choice code letters

#### **HELP! My screen doesn't look like this.**

#### **What to do if the template doesn't load onto your computer.**

The main reason for this hiccup is that software called Java hasn't been installed on your PC or Mac. If you're using a computer at work contact your IT administrator who will be able to sort this out for you.

If you're working at home it's very easy to sort out yourself.

Go to <http://www.java.com/en/download/index.jsp> where you will be able to click on a button which downloads Java onto your computer so that you will be able to use the page to create your web page.

#### **Creating a mass email to send to members of your division**

Follow the same steps listed in 'how to create a web page' to get to this screen:

### BMA Divisions' **Create or edit pages and emails for Holland** web pages

[BMA divisions home](#)

[Cymru Wales](#)

Email the BMA web team

Create a new web page

Create a new email

Click on the button Create a new email to get to a screen which looks like this:

## BMA Divisions' web pages

**BMA divisions home**

Cymru Wales

**Midlands**

Birmingham

Black Country

Burton and District

Coventry and Warwickshire

Dukeries

### Create a new email

Items marked ■ are compulsory

**Subject** ■

**Reply to:** ■

**Content**

Font  Siz

- Enter the subject in the **Subject** field.
- Type the content of your email in the **Content** field.
- Remember to keep your message concise.
- Use the tool bar to add format details such as bold text.
- Do not add images as these will not render properly.

If you don't want to send the email straight away, **save as draft** and then click on **submit**

Choose 'Send a test' and then use the submit only

Choose 'Send' and then use the submit butt

Please note there is no way to stop the 'sen

Save as draft    Send a test    Send

**Submit**

You can then go into your drafts view and edit your email later if you wish and when you are happy with your email click on **Edit this email**

## BMA Divisions' web pages **DRAFT: What can the BMA do for you at local level?**

**BMA divisions home**

Cymru Wales

**Midlands**

Birmingham

Black Country

**Burton and District**

Edit this email

Delete this email permanently

Dear Colleague

The BMA is undertaking a major review of representation, services and support and we want to hear your views. At a time when healthcare delivery is becoming and regionally diverse, local voices, support and representation are becoming BMA needs to identify the needs of its members to ensure it has modern, relevant at a local level that support members, give members a voice and provide access

This will give you the following options:

Choose 'Save as draft' and use the submit button to save for further editing later.

Choose 'Send a test' and then use the submit button to send a copy of the email to your personal email address only

Choose 'Send' and then use the submit button to send the document to all valid recipients in your area.

Please note there is no way to stop the 'sending' of an emailing once submitted.

Once the email has been sent you will receive a copy. It will also appear under Sent emails on your divisional homepage.

<b>Holland</b>
Create a new web page or email
Division email statistics
Sent emails
Terms and conditions of use
Help for editors
Archived documents

## And lastly ....

- A Division email will go only to those members of your division who have not opted out of receiving BMA communications by email. If they have opted out they won't receive it. Members can change their options by logging into the BMA website and using the My details link.
- Please note you **cannot** send attachments with an email. You will need to create a web page first, load your attachments onto that and once it is published, insert the link to that web page in your email. See notes on how to create a web page.
- Please don't attach photos or other images to your email – it puts huge strain on the BMA network and may cause problems for sending out or for some recipients whose mail systems can't cope with large files.
- Before you send out an email to members in your division, you will be asked to tick a box to confirm that you have read our terms and conditions (these also cover defamation rules etc). You will only need to do this the first time you send an email.
- The email system must only be used for BMA business. Any contravention of this is a breach of data security regulations and renders the BMA liable to legal challenge or penalty.

## Helpful to know

If you have created the email text in Microsoft Word or want to copy from another web page, first copy and paste it into a Notepad page before pasting it into the Content field. This will strip out any strange symbols or other formatting you don't want.

Windows users can use Ctrl A (to select text), Ctrl C (to copy selected text) and Ctrl V (to paste your selection)

A copy of the email is sent to the BMA centre which looks after your division. We hold the email text in a central database for tracking and analysis. We record the date and time sent and how many people received it.

## Style tips

- Don't use italics, they are hard to read on screen.
- Don't use coloured text – it's impossible to read for those with impaired vision and is often mistaken for a link.
- Avoid using lots of capital letters as it looks like SHOUTING.
- Avoid using acronyms - just spell it out. If the reader needs to stop to puzzle over what you mean, they may not bother to read on.

- Please don't try fancy formatting, it usually clouds the message. Keep it simple.
- Please keep text left justified rather than centred.
- Think about why you are sending the email and keep the message short and to the point.