Workshop Guide

Workshop Overview

Memowhen is an online application. Members use memowhen.com to record memories and quickly create a summary of their life.

This guide can be used to present a 1-hour workshop on how to use memowhen.com

The following topics are covered:

- Prerequisites
- Workshop Preparation
- Registration
- Auto-adding birthday and anniversary dates
- Browsing the Summary page
- Editing events
- Deleting events
- Adding memories
- Adding library events
- Display options
- Printing

Workshop Prerequisites

- Every participant needs Internet access
- Every participant needs an individual email account

If a student does not have their own private email address they should sign-up to G-Mail, Yahoo or similar service and get a free email address before starting the workshop. They needn't ever check the email account – they just need a unique address in order to join memowhen.com. Having said that, the email address is the ONLY means of communication that Memowhen has with its members. In order to receive notifications it is advisable to use a current and valid address.

Some couples will share a common email address. If both people want to have independent Memowhen accounts, one should get a new email address.

Tip: Some ISPs offer multiple mailboxes for no additional fee.

Tip: One mailbox can be forwarded to another. This will work well for a couple who share a single email address. Set up a new address and have it auto-forwarded to the main mailbox. Memowhen messages and announcements will then be redirected to the single shared email account. Mail forwarding is usually straightforward to set-up using the Webmail Options provided by most services.

Workshop Preparation

First time set-up only

We recommend you create a demonstration account for your SeniorNet Learning Centre. Once set up, this account can be used every time you run a Memowhen workshop.

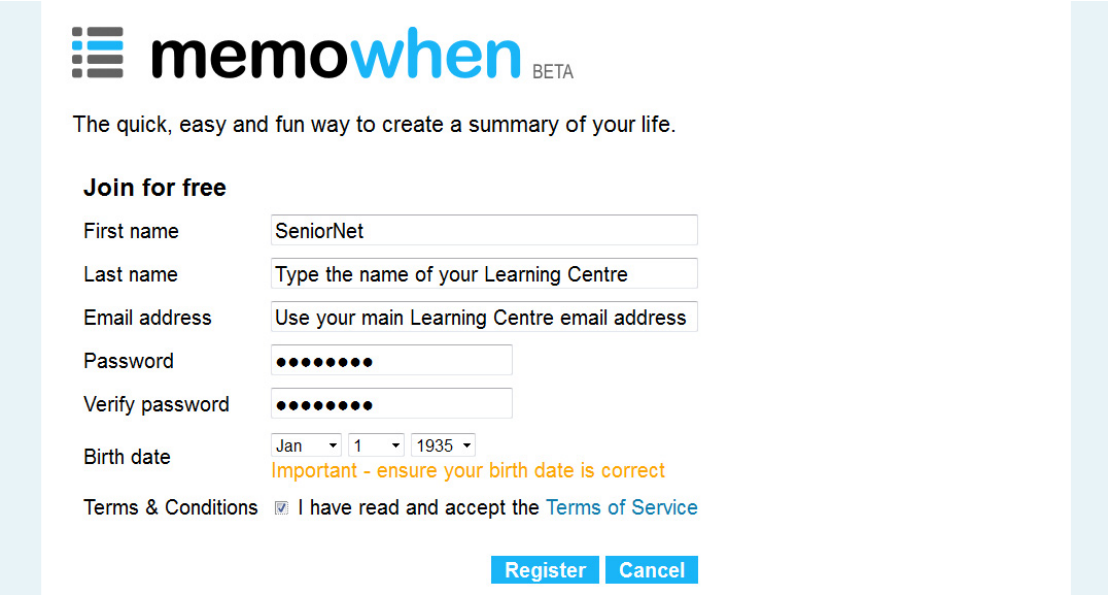
If you prefer, you can set up a new account every time you run a workshop and delete it at the end. If that's the case, skip this section and go straight to the start of the workshop (see next section).

Follow these instructions to set up a demonstration account:

- Go to www.memowhen.com
- Click **Join for Free**
- Complete the registration form (example below)
- Use your main Learning Centre email address (it's used for sign-in and password recovery)
- We recommend you record the **Birth date** as Jan 1 1935. Your screen will then look the same as the screenshots in this guide.

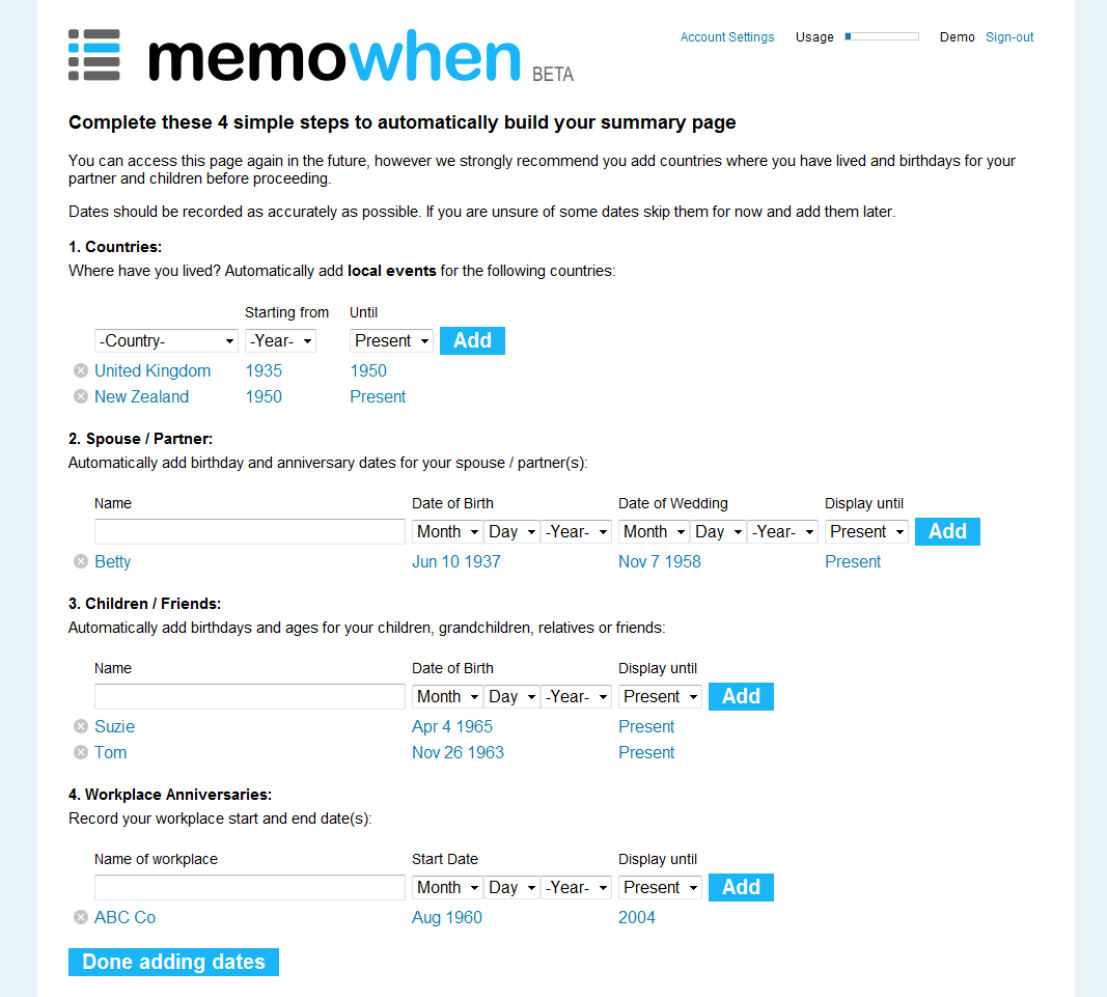
Choose your own password and record it somewhere for future workshops. We have provided space on the next page.

A confirmation message will be sent to the email address you specify.



The Auto-Add form will open after you have successfully registered.

During the workshop you will step students through this form. Complete it in advance using similar information to the example below.



You have now finished setting up the demonstration account.

- Click **Done adding dates**
- Click the **Sign-out** link when you have finished

Demonstration Account Details

Email address ……

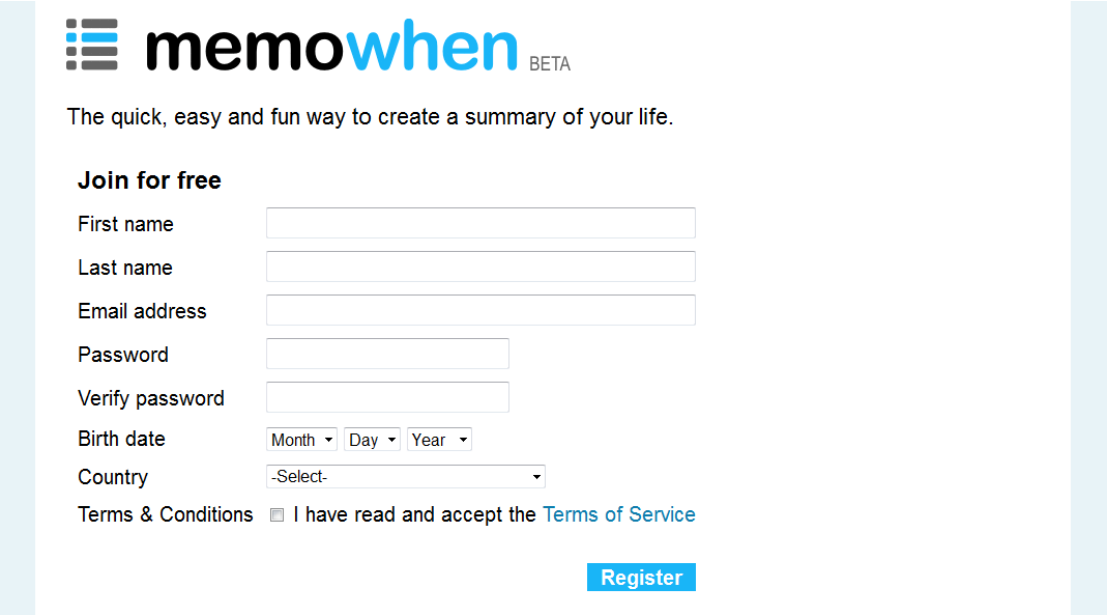
Password ……

Workshop Starts Here

Each student should complete the registration screen using his or her personal information.

- Start at the Memowhen home page www.memowhen.com
- Click **Join for free**

The Tutor will use the previously set up demonstration account and should therefore skip the registration process (see Tutor Only Instructions below)

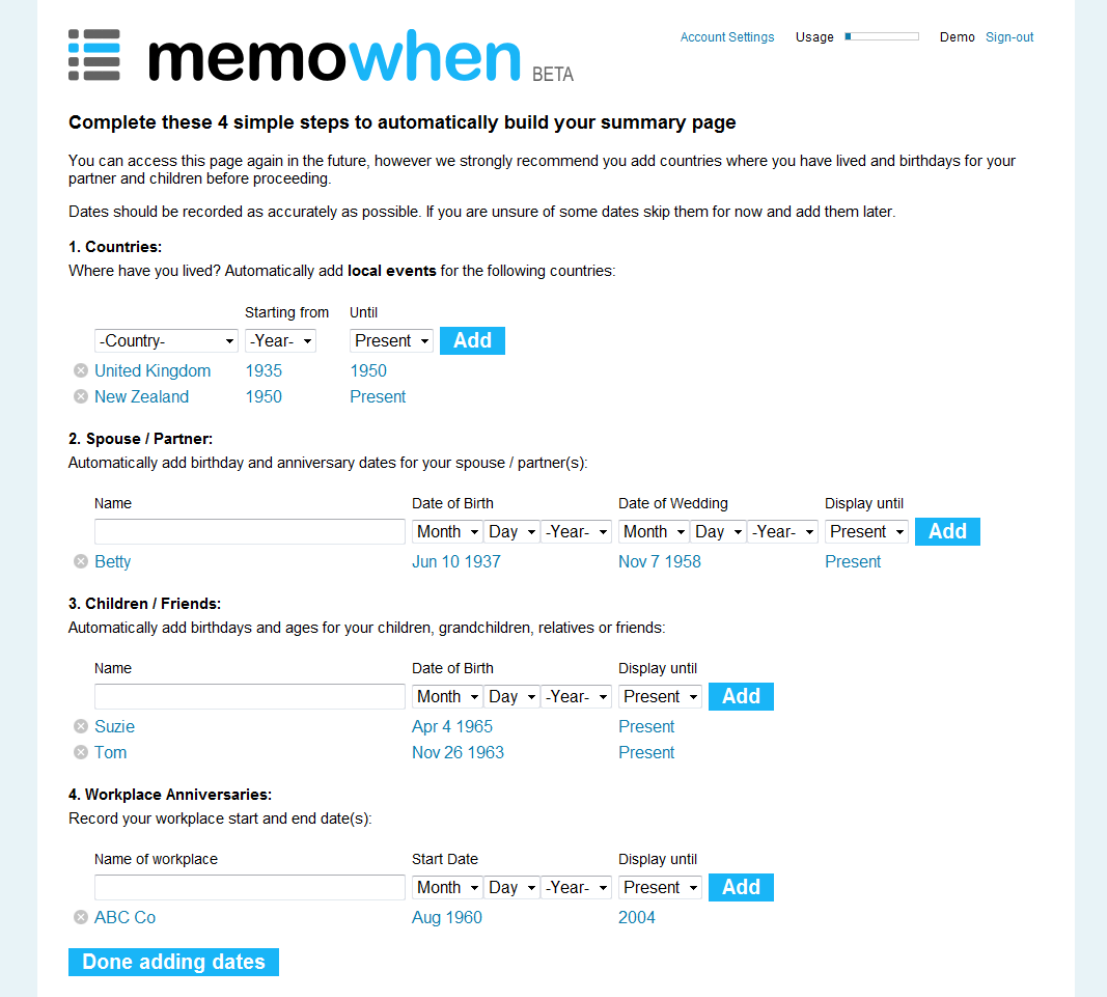


Tell students to complete the form, taking care with dates. **Date of Birth** cannot be changed after registration.

Tutor Only Instructions

- Students click **Register** but the tutor should click **Cancel**.
- The tutor should now sign-in to the demo account (see Workshop Preparation) and click **Auto-add Events**

All students and tutor should now see the following page. The tutor's page should show the previously recorded information.



Students should now complete this form.

Tutor instructions

1. Countries:

Everyone automatically gets access to a library containing hundreds of important world events. This form lets you add *local events* from specific countries to your library.

Add countries where you have spent time living for more than 6 months. The event library for each student will be populated with local events for each of the countries selected. For example, if you were living in the New Zealand in 1968 your library will include the Wahine Disaster. If you weren't living in New Zealand in 1968, your library won't contain this event.

2. Spouse / Partner:

Most people will record informal names (like Betty). Some people may prefer formal names – it's up to individual preference.

Record dates accurately. It's possible to correct mistakes – but it's much better to record accurate dates now. TAKE YOUR TIME.

'Display Until' means birthday and wedding anniversaries will be displayed until this date. Leave it as 'Present' or select the year the person was divorced, separated or passed away.

Some people will need to add more than one spouse / partner.

3. Children / Friends
Adding children will quickly personalise Memowhen so encourage everyone to add their children, being careful to record accurate birth dates.

'Display Until' means birthdays (ages) will be displayed until this date. Leave it as 'Present' or select the year the person passed away.

This page can be accessed in the future. Grandchildren can be added later. Some people might want to record special friends – or even their pets. Ideally everyone will add at least one name now, preferably 2 or 3.

Tutor detail: For Children / Friends, Memowhen automatically displays birthdays and ages every year from 0 – 21 years, then every 10 years.

4. Workplace
This is an optional field for people who have spent more than 5 years with the same employer. Memowhen will automatically display workplace anniversaries for example: Worked for 10 years at ABC Co.

When everyone has completed the Auto-Add form…

- Click **Done adding dates**

Everyone will now get to see a summary page starting the year they were born to the present day.

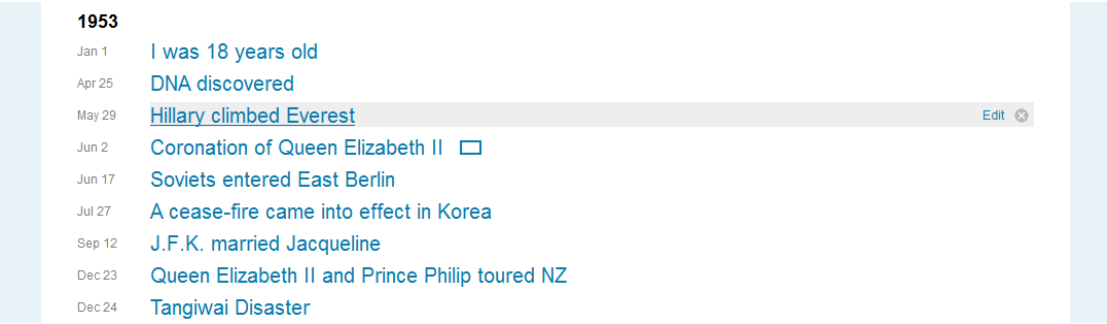
Give everyone a minute to scroll through his or her page.

Summary page

Demonstrate functionality in the Summary page…

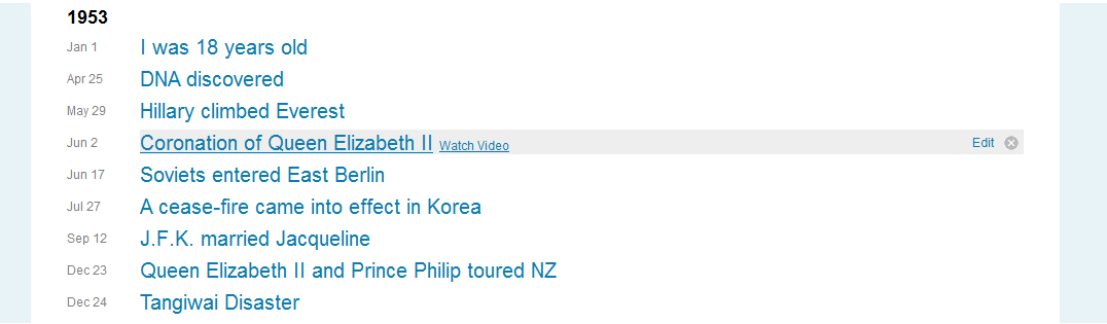
Linked library events
Many library events are linked to other websites – like Wikipedia and the BBC.

- Scroll down and click on some linked events
- View contents in the new window that opens… and then close it



Video
Some events are linked to video clips.

- Scroll down to an event with a rectangular box, for example, the Coronation of Queen Elizabeth II in 1953.
- Click **Watch Video**
- Click the Play icon
- Close any pop-up YouTube advertisements that appear
- Close the YouTube window

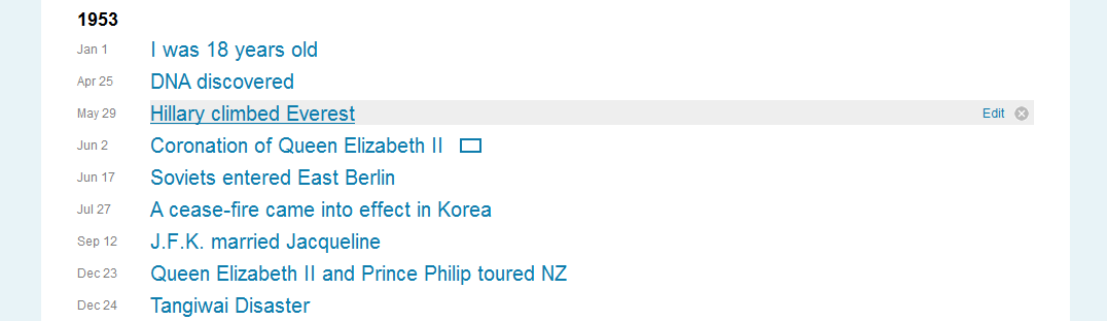


Allow time for students to click some links and play some clips.

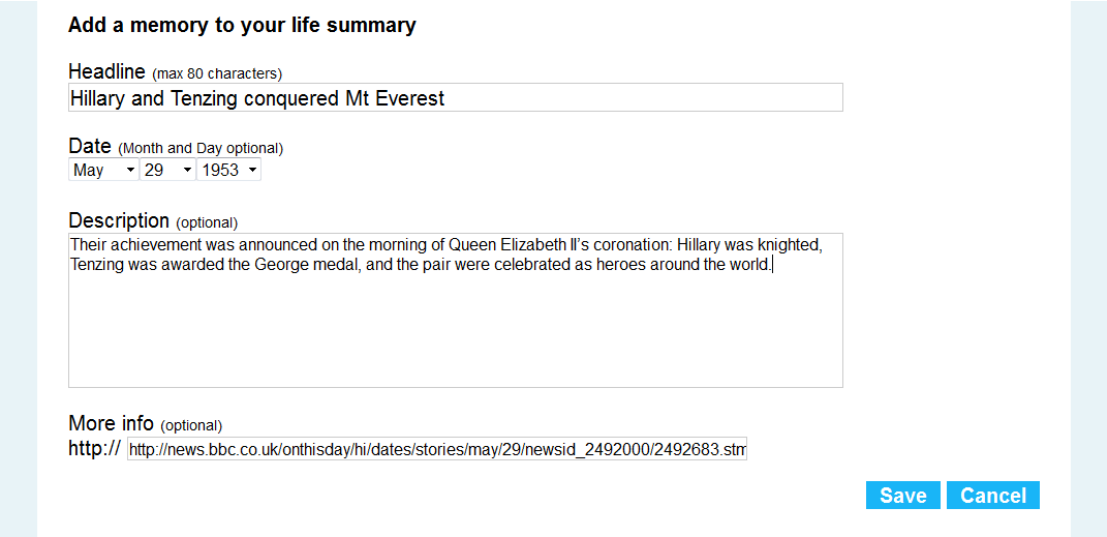
Editing events

You can edit the Headline and add a Description to any library event.

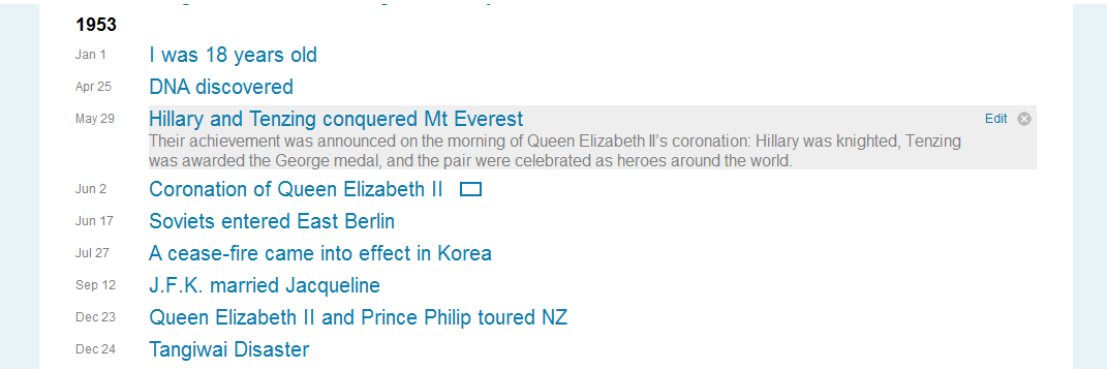
- Mouse-over an event and click the **Edit** link on the right hand edge of the highlight bar.



- Add a Description or memory of the event



- Click the **Save** button
- Scroll down to view the item
- Click **More** to see the full description



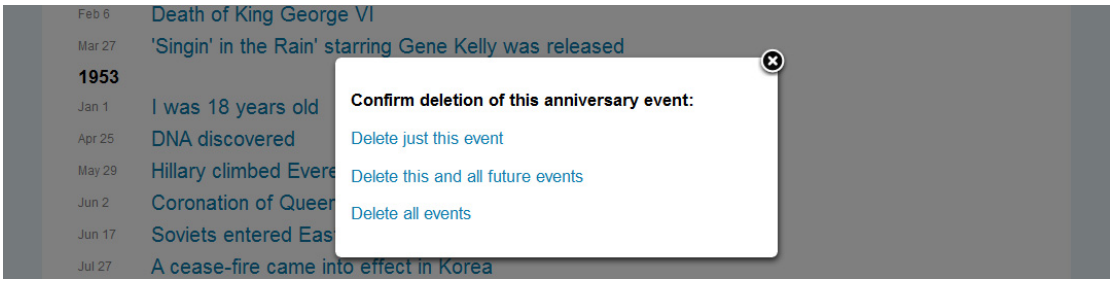
Deleting unwanted events

- Mouse-over an event and click the delete icon on the right hand edge of the highlight bar. Confirm you want to delete the event.

If you accidentally delete a library event to can add it back (see later).

Deleting unwanted anniversaries

- Mouse-over an anniversary and click the delete icon on the right hand edge of the highlight bar.
- Select an option to delete a single anniversary event, all future anniversary events or all anniversaries for a given event.

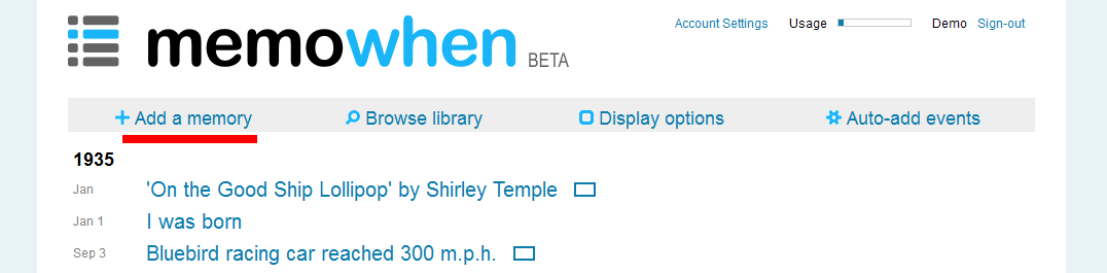


Tutor Instructions

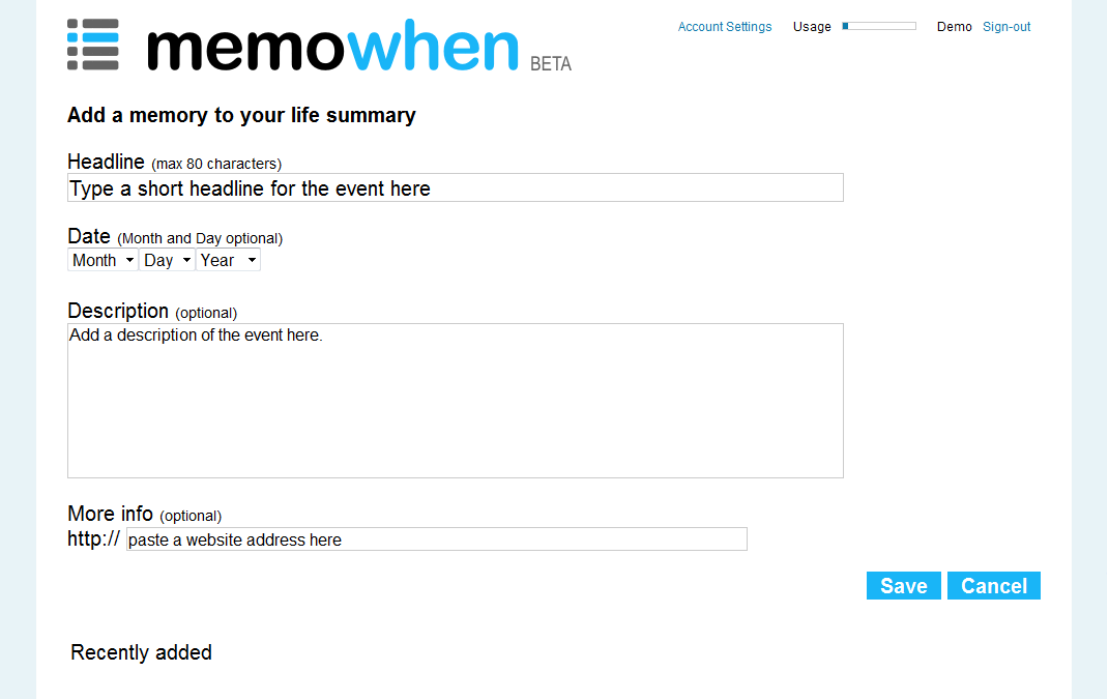
Students should be pleased with the result even after the little effort it has taken to reach this point. It's important to note that the real value in the service comes from adding **memories** – which is the next thing we will do.

Adding Memories

Adding memories is the most important feature of the website. The more personal memories added the better.



- Click Add a memory



Tutor Instructions
Headlines are 80 characters max (including spaces)
Every memory must have a year – months and days are optional.

Tip: Try to include the month wherever possible. It makes a big difference to see events in the correct order.

Descriptions have no size limit but a maximum length of few paragraphs is a good guide.

Optional URL should start 'www'.

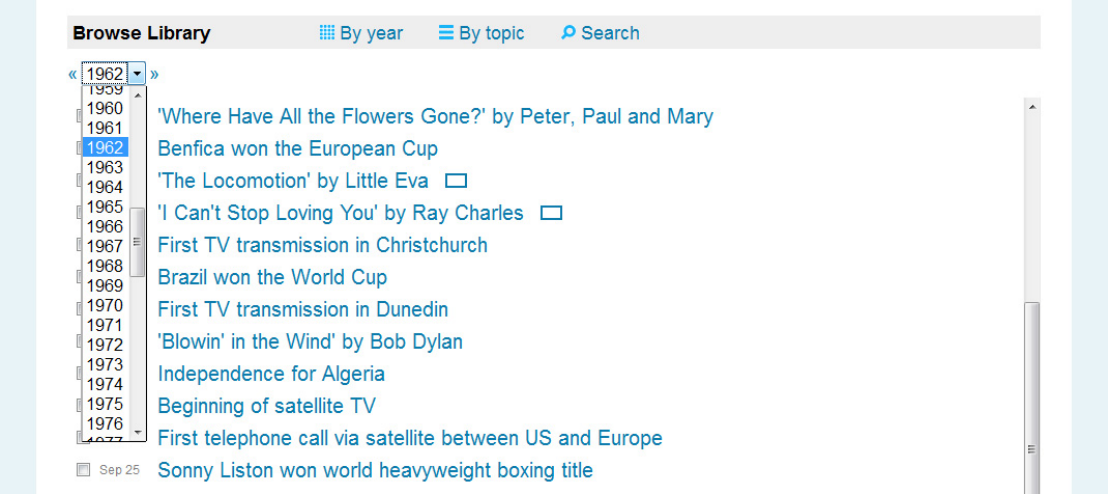
Example URLs include links to Wikipedia, YouTube and Flikr

Memowhen will make the headline clickable and a new tab will open with the specified URL when clicked.

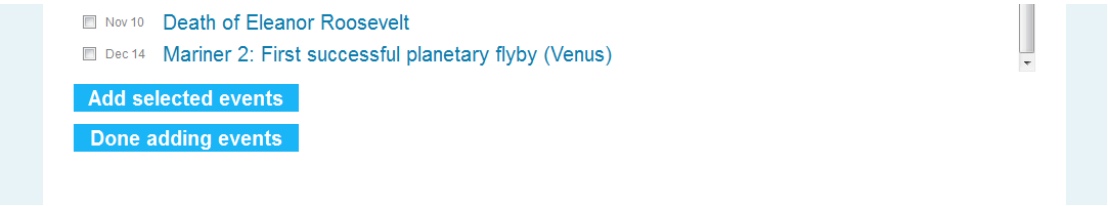
Browse library

The library has thousands of events from around the world that can be added to your summary with a single click. The library will continue to be updated with new and historical, local and international events.

Browse by Year

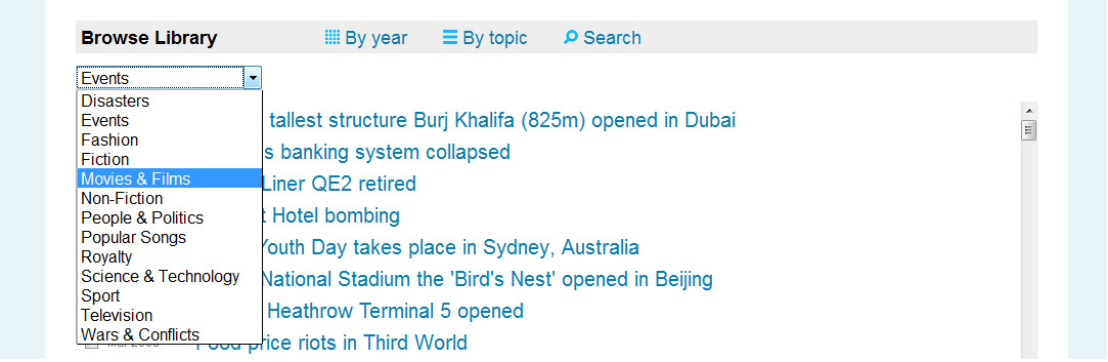


- Pick a year either or click forward >> or back <<
- Click the events you want to add

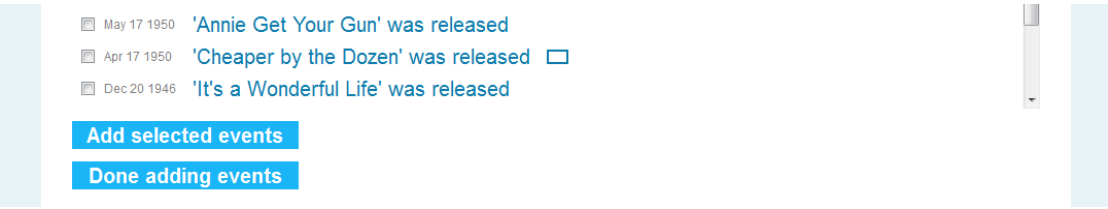


- Scroll down and click the **Add selected events** button
- Select another year OR click the **Done adding events** button

Browse by Topic

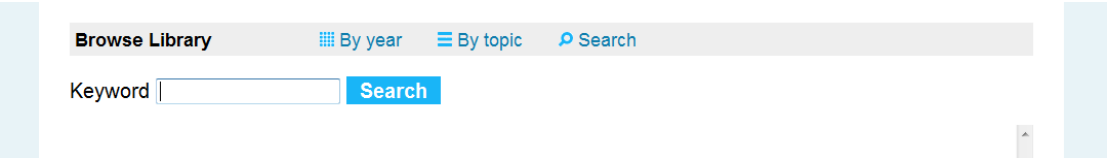


- Pick a year topic
- Click the events you want to add

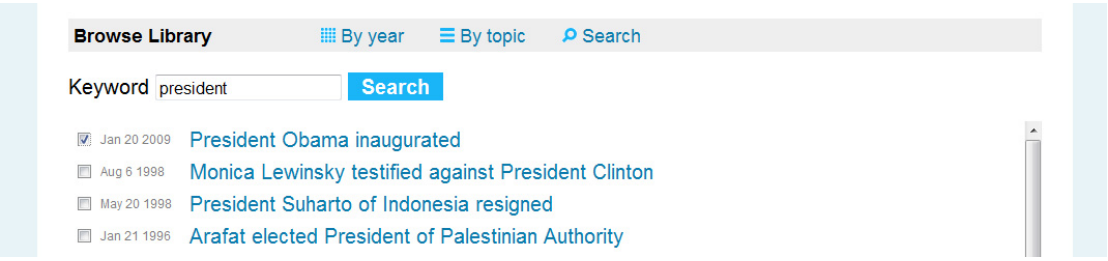


- Scroll down and click the **Add selected events** button
- Select another topic OR click the **Done adding events** button

Search

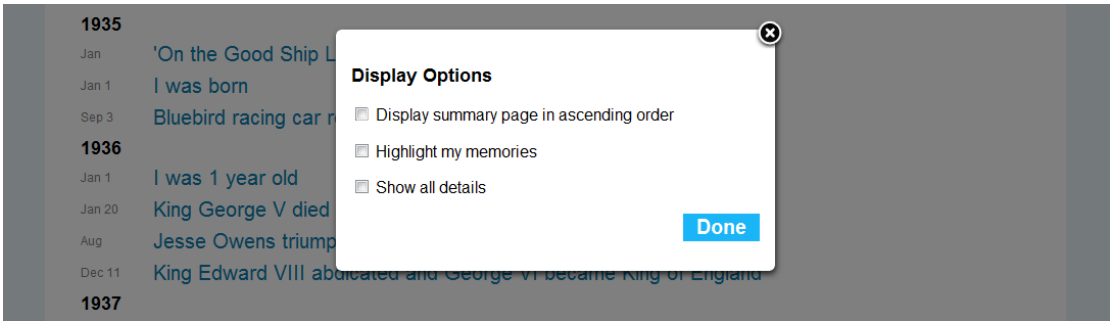


- Type a word, or part of a word and click **Search**



- Click the events you want to add
- Scroll down and click the **Add selected events** button
- Search for another word or click the **Done adding events** button

Display options



Display summary page in ascending order reverses the order of events

Highlight my memories lightens the colour of library events providing a contrast between library events and personal events and memories

Show all details displays all optional descriptions

Printing

Some people may want to print their Memowhen summaries.

Before printing, set the Display Options as follows:

Highlight my memories should be unchecked
Show all details should be checked

Page Setup should be set to **Landscape**
Print from your browser **File** menu