Guidelines on submitting reports for ‘Activities of MWIA and its Regions’ using MWIA Google Form Templates

Guidelines for National Association Leaders

Background
For many years, MWIA has published a regular ‘MWIA Update’ for members. This is now superseded by an electronic publication called ‘Activities of MWIA and its Regions’.

These instructions are for the representatives reporting for National Associations. Separate instructions exist for Office Bearers and for MWIA Representatives.

Instructions

1. Open the Google Form Submission Template using this link or the link provided by email.

https://forms.gle/5ZU3UFH69MhKBUp9

2. Complete the form using the tips below:
Questions marked with a red asterix must be completed in order to submit your report.

Please provide two sentences to be included as an introduction to your report. This will be published in Mailchimp. The whole report will be published on the website. There will be a link from Mailchimp to the full report on the website.
Please upload one photo, along with a short comment. This will be published in Mailchimp and posted on the website. Image must be 20kb-30kb, and minimum 600 pixels x 600 pixels.

If you would like to upload a second photo, do this here. Please include a comment for a second photo if one is uploaded.

If you would like an event from your national organisation included in the MWIA calendar, please inform us in this section.

If you would like an announcement or award included in the MWIA Mailchimp and website, please inform us in this section.