

Welcome to Computers West

New Member Orientation
and
Monitor Training

1 hour

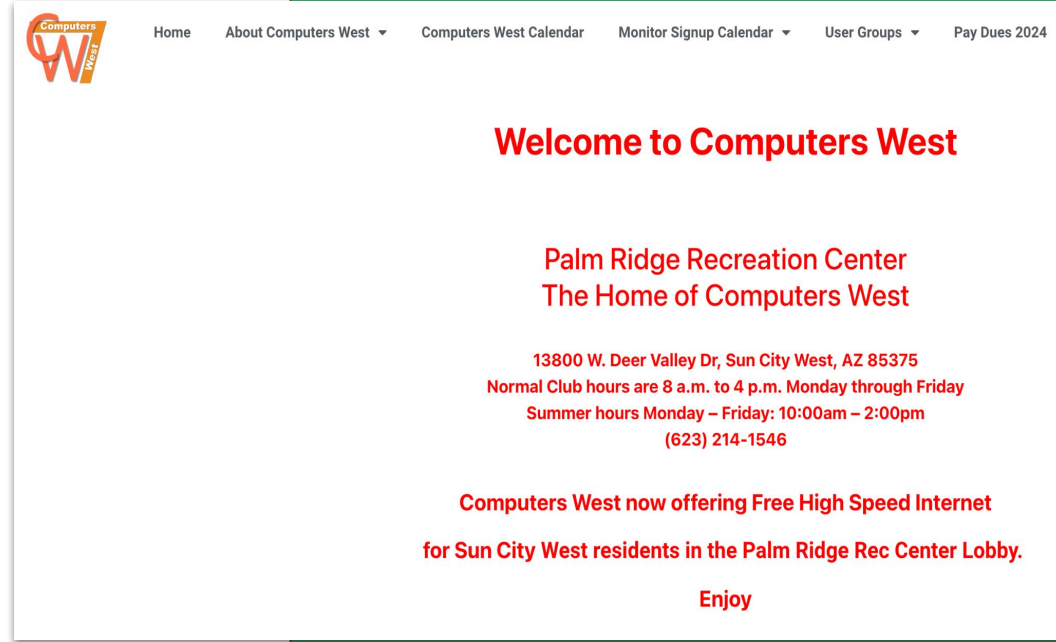


About Us

We are a social and technology club whose members share information and experiences about using software, computers, tablets, cellphones, Smart TVs, and other Internet of Things (IoT) devices.

Know our website

1. Open a browser on any device
2. Type computerswest.org
3. Depending on your device, Press Enter, go, submit
4. Follow along with me while I navigate around to familiarize yourself with what's there by clicking on the menu at the top and scrolling down each page



Important things from our website

Open hours, location, and phone number

Review online minutes, bylaws, board members

Find out what's happening by using the online club calendar

Sign up to monitor, so you can be a member in good standing to take classes, get computer help, and access other club benefits

Pay dues online with credit card



Communication

Website information

Newsletter emailed periodically

Welcome Brochure at monitor desk

Meetings, Classes, User Groups

How to access wifi at the club

Network: scwpcug-5G

Password: 4scwpcug



Tour of our club online or physically

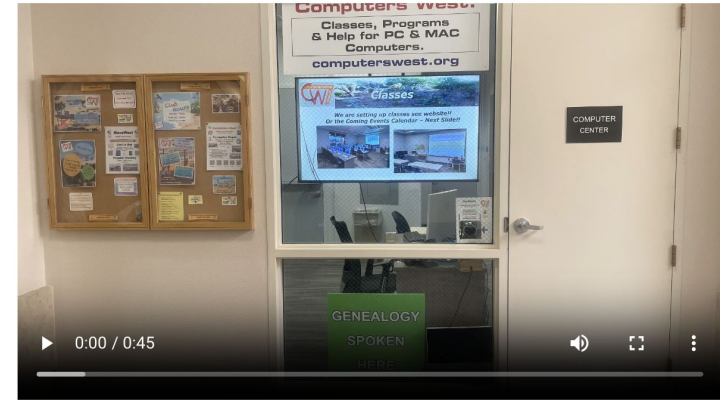
Room A - Main room where you entered,
Printer, General use PCs

Room B - PC Classes, Genealogy, Printer

Room C - Classes, General use Apple
computers

Room D - Classes/Flight Simulator

Take a Video Tour of Computers West



Monitor Training

Monitor manual (kept on the desk)

- Open and close the club
- Check in a member
- Answer the phone
- Take a message on the phone or voicemail
- Collecting dues
- How to register for a class

Please signup to Monitor before you leave



1. In a browser **type**
computerswest.org/monitor-calendar
2. Scroll down and click on Monitor
Signup 

Member in good standing must be current with their dues and monitor a 4 hour shift each year

Required prior to taking classes, or getting PC or Mac technical support

A white rectangular card with a green border. On the card, the words "thank you for coming" are written in a black, cursive, handwritten style. Below the word "coming" is a small, simple heart symbol.