



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 screenshot shows the memowhen BETA registration form. At the top left is the memowhen logo with 'BETA' to its right. Below the logo is the tagline: 'The quick, easy and fun way to create a summary of your life.' The form is titled 'Join for free' and contains the following fields and options:

- First name: Text input field containing 'SeniorNet'
- Last name: Text input field containing 'Type the name of your Learning Centre'
- Email address: Text input field containing 'Use your main Learning Centre email address'
- Password: Password input field with 7 dots
- Verify password: Password input field with 7 dots
- Birth date: Date selector with dropdowns for 'Jan', '1', and '1935'. Below the date selector is a note: 'Important - ensure your birth date is correct'.
- Terms & Conditions: A checkbox labeled 'I have read and accept the Terms of Service' which is checked.

At the bottom right of the form are two buttons: 'Register' and 'Cancel'.

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.

memowhen BETA Account Settings Usage Demo Sign-out

Complete these 4 simple steps to automatically build your summary page

You can access this page again in the future, however we strongly recommend you add countries where you have lived and birthdays for your partner and children before proceeding.

Dates should be recorded as accurately as possible. If you are unsure of some dates skip them for now and add them later.

1. Countries:
Where have you lived? Automatically add **local events** for the following countries:

	Starting from	Until	
<input type="text" value="-Country-"/>	<input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> United Kingdom	1935	1950	
<input checked="" type="checkbox"/> New Zealand	1950	Present	

2. Spouse / Partner:
Automatically add birthday and anniversary dates for your spouse / partner(s):

Name	Date of Birth	Date of Wedding	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Betty	Jun 10 1937	Nov 7 1958	Present	

3. Children / Friends:
Automatically add birthdays and ages for your children, grandchildren, relatives or friends:

Name	Date of Birth	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Suzie	Apr 4 1965	Present	
<input checked="" type="checkbox"/> Tom	Nov 26 1963	Present	

4. Workplace Anniversaries:
Record your workplace start and end date(s):

Name of workplace	Start Date	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> ABC Co	Aug 1960	2004	

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

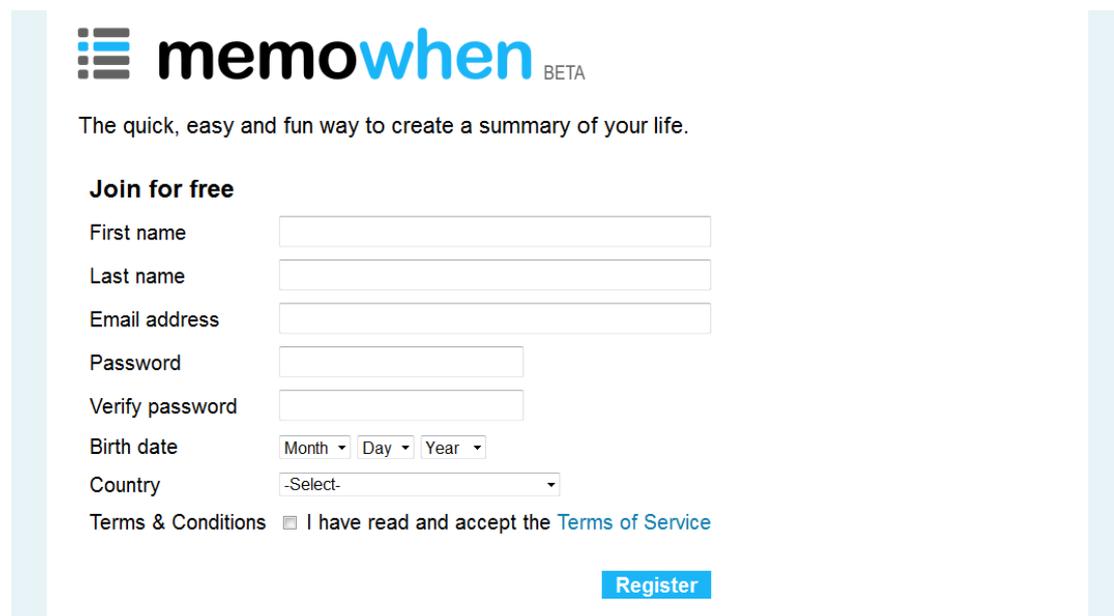
Password

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)



 **memowhen** BETA

The quick, easy and fun way to create a summary of your life.

Join for free

First name

Last name

Email address

Password

Verify password

Birth date

Country

Terms & Conditions I have read and accept the [Terms of Service](#)

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.

memowhen BETA Account Settings Usage Demo Sign-out

Complete these 4 simple steps to automatically build your summary page

You can access this page again in the future, however we strongly recommend you add countries where you have lived and birthdays for your partner and children before proceeding.

Dates should be recorded as accurately as possible. If you are unsure of some dates skip them for now and add them later.

1. Countries:
Where have you lived? Automatically add **local events** for the following countries:

	Starting from	Until	
<input type="text" value="-Country-"/>	<input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> United Kingdom	1935	1950	
<input checked="" type="checkbox"/> New Zealand	1950	Present	

2. Spouse / Partner:
Automatically add birthday and anniversary dates for your spouse / partner(s):

Name	Date of Birth	Date of Wedding	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Betty	Jun 10 1937	Nov 7 1958	Present	

3. Children / Friends:
Automatically add birthdays and ages for your children, grandchildren, relatives or friends:

Name	Date of Birth	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Suzie	Apr 4 1965	Present	
<input checked="" type="checkbox"/> Tom	Nov 26 1963	Present	

4. Workplace Anniversaries:
Record your workplace start and end date(s):

Name of workplace	Start Date	Display until	
<input type="text"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="-Year-"/>	<input type="text" value="Present"/>	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> ABC Co	Aug 1960	2004	

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

1953	
Jan 1	I was 18 years old
Apr 25	DNA discovered
May 29	Hillary climbed Everest Edit
Jun 2	Coronation of Queen Elizabeth II <input type="checkbox"/>
Jun 17	Soviets entered East Berlin
Jul 27	A cease-fire came into effect in Korea
Sep 12	J.F.K. married Jacqueline
Dec 23	Queen Elizabeth II and Prince Philip toured NZ
Dec 24	Tangiwai Disaster

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

1953	
Jan 1	I was 18 years old
Apr 25	DNA discovered
May 29	Hillary climbed Everest
Jun 2	Coronation of Queen Elizabeth II Watch Video Edit
Jun 17	Soviets entered East Berlin
Jul 27	A cease-fire came into effect in Korea
Sep 12	J.F.K. married Jacqueline
Dec 23	Queen Elizabeth II and Prince Philip toured NZ
Dec 24	Tangiwai Disaster

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.

1953

Jan 1 I was 18 years old

Apr 25 DNA discovered

May 29 **Hillary climbed Everest** Edit

Jun 2 Coronation of Queen Elizabeth II

Jun 17 Soviets entered East Berlin

Jul 27 A cease-fire came into effect in Korea

Sep 12 J.F.K. married Jacqueline

Dec 23 Queen Elizabeth II and Prince Philip toured NZ

Dec 24 Tangiwai Disaster

- Add a Description or memory of the event

Add a memory to your life summary

Headline (max 80 characters)
Hillary and Tenzing conquered Mt Everest

Date (Month and Day optional)
May 29 1953

Description (optional)
Their achievement was announced on the morning of Queen Elizabeth II's coronation: Hillary was knighted, Tenzing was awarded the George medal, and the pair were celebrated as heroes around the world.

More info (optional)
[http:// news.bbc.co.uk/onthisday/hi/dates/stories/may/29/newsid_2492000/2492683.str](http://news.bbc.co.uk/onthisday/hi/dates/stories/may/29/newsid_2492000/2492683.stm)

Save Cancel

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

1953

Jan 1 I was 18 years old

Apr 25 DNA discovered

May 29 **Hillary and Tenzing conquered Mt Everest** Edit

Their achievement was announced on the morning of Queen Elizabeth II's coronation: Hillary was knighted, Tenzing was awarded the George medal, and the pair were celebrated as heroes around the world.

Jun 2 Coronation of Queen Elizabeth II

Jun 17 Soviets entered East Berlin

Jul 27 A cease-fire came into effect in Korea

Sep 12 J.F.K. married Jacqueline

Dec 23 Queen Elizabeth II and Prince Philip toured NZ

Dec 24 Tangiwai Disaster

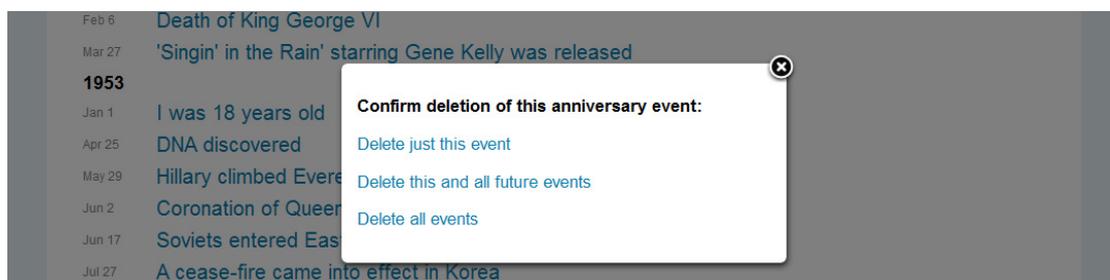
Deleting unwanted events

- 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.

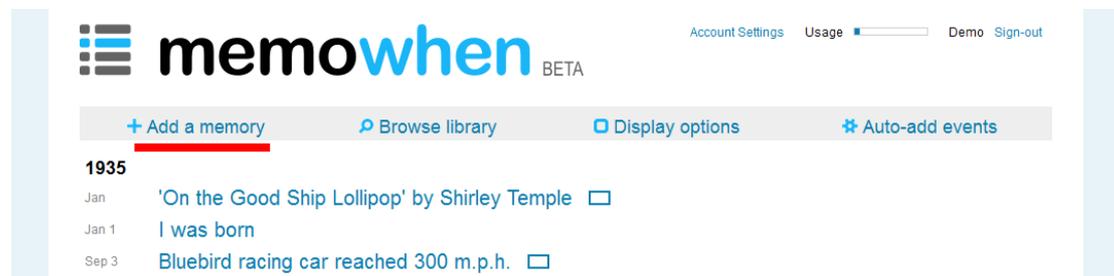


Tutor Instructions

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.

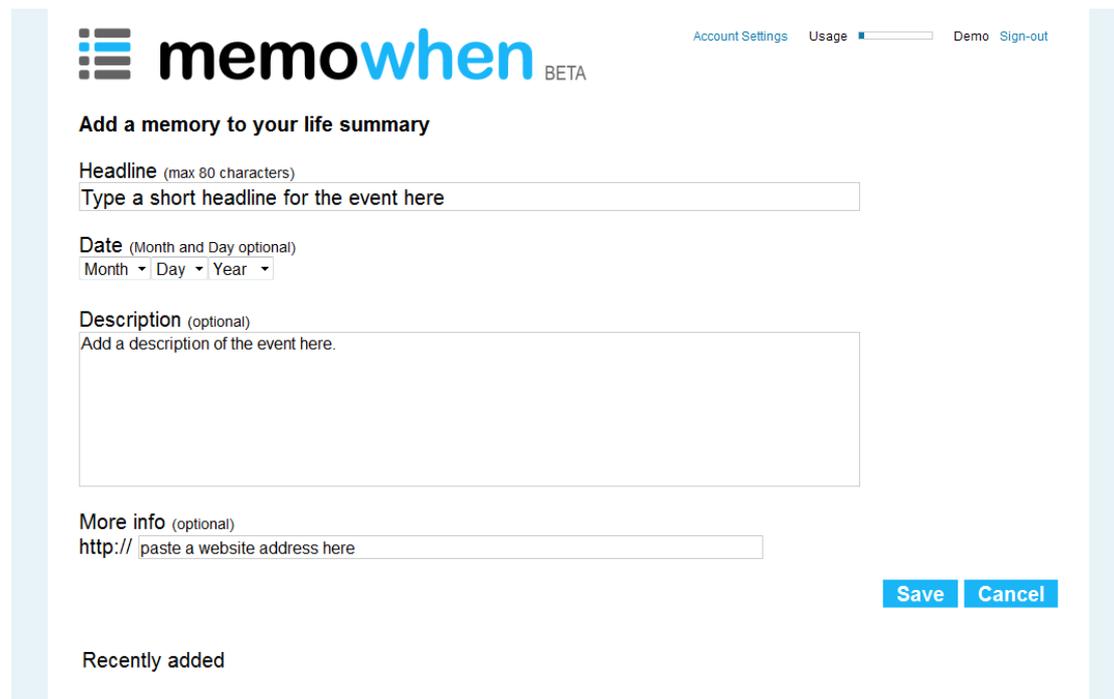
Adding Memories

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



The screenshot shows the memowhen website interface. At the top, there is a navigation bar with the memowhen logo, a 'BETA' tag, and links for 'Account Settings', 'Usage', 'Demo', and 'Sign-out'. Below the navigation bar, there is a menu with four items: '+ Add a memory' (highlighted with a red underline), 'Browse library', 'Display options', and 'Auto-add events'. The main content area shows a list of memories for the year 1935, including 'On the Good Ship Lollipop' by Shirley Temple, 'I was born', and 'Bluebird racing car reached 300 m.p.h.'.

➤ Click Add a memory



The screenshot shows the 'Add a memory' form on the memowhen website. The form is titled 'Add a memory to your life summary'. It contains several input fields: 'Headline (max 80 characters)' with a text input field containing 'Type a short headline for the event here'; 'Date (Month and Day optional)' with dropdown menus for 'Month', 'Day', and 'Year'; 'Description (optional)' with a large text area containing 'Add a description of the event here.'; and 'More info (optional)' with a text input field containing 'http:// paste a website address here'. At the bottom right of the form, there are 'Save' and 'Cancel' buttons. Below the form, there is a section titled 'Recently added'.

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 Flickr

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

Browse Library By year By topic Search

« 1962 »

1959
1960
1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977

'Where Have All the Flowers Gone?' by Peter, Paul and Mary

Benfica won the European Cup

'The Locomotion' by Little Eva

'I Can't Stop Loving You' by Ray Charles

First TV transmission in Christchurch

Brazil won the World Cup

First TV transmission in Dunedin

'Blowin' in the Wind' by Bob Dylan

Independence for Algeria

Beginning of satellite TV

First telephone call via satellite between US and Europe

■ Sep 25 Sonny Liston won world heavyweight boxing title

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

■ Nov 10 Death of Eleanor Roosevelt

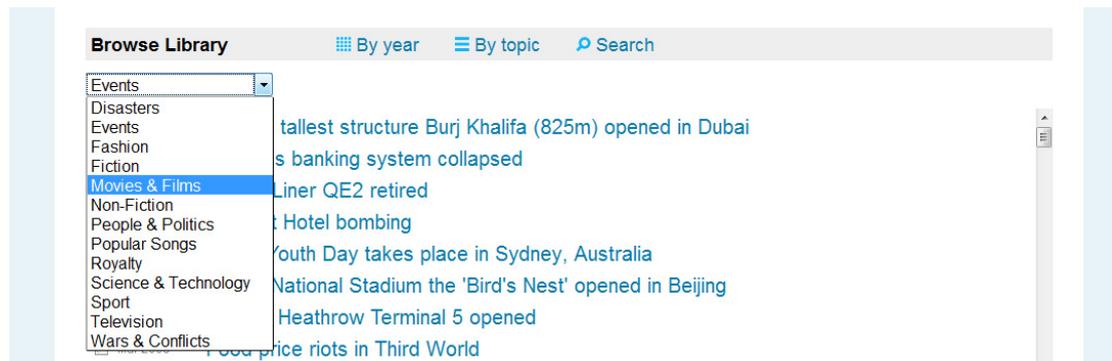
■ Dec 14 Mariner 2: First successful planetary flyby (Venus)

Add selected events

Done adding events

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

Browse by Topic



The screenshot shows the 'Browse Library' interface. At the top, there are navigation options: 'By year', 'By topic', and 'Search'. A dropdown menu is open, showing a list of categories: 'Events', 'Disasters', 'Events', 'Fashion', 'Fiction', 'Movies & Films', 'Non-Fiction', 'People & Politics', 'Popular Songs', 'Royalty', 'Science & Technology', 'Sport', 'Television', and 'Wars & Conflicts'. The 'Events' category is selected, and a list of event titles is displayed, including 'tallest structure Burj Khalifa (825m) opened in Dubai', 's banking system collapsed', 'liner QE2 retired', 'Hotel bombing', 'Youth Day takes place in Sydney, Australia', 'National Stadium the 'Bird's Nest' opened in Beijing', 'Heathrow Terminal 5 opened', and 'Food price riots in Third World'.

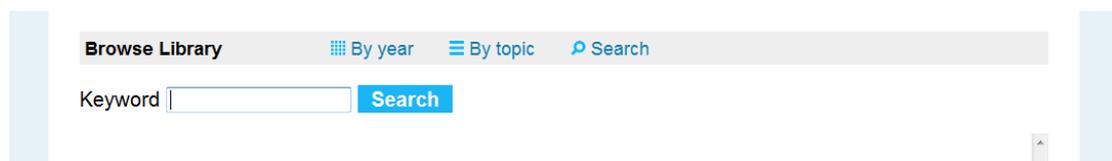
- Pick a year topic
- Click the events you want to add



The screenshot shows the 'Browse Library' interface with a list of selected events. Each event has a checkbox next to it. The events listed are: 'May 17 1950 'Annie Get Your Gun' was released', 'Apr 17 1950 'Cheaper by the Dozen' was released', and 'Dec 20 1946 'It's a Wonderful Life' was released'. Below the list are two buttons: 'Add selected events' and 'Done adding events'.

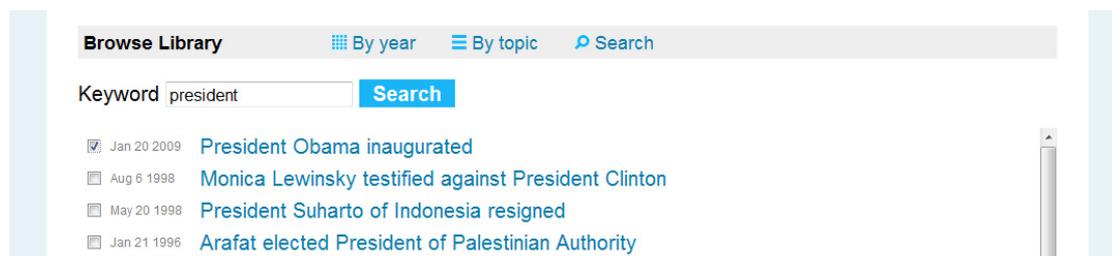
- Scroll down and click the **Add selected events** button
- Select another topic OR click the **Done adding events** button

Search



The screenshot shows the 'Browse Library' interface with the search bar. The search bar is empty, and the 'Search' button is visible.

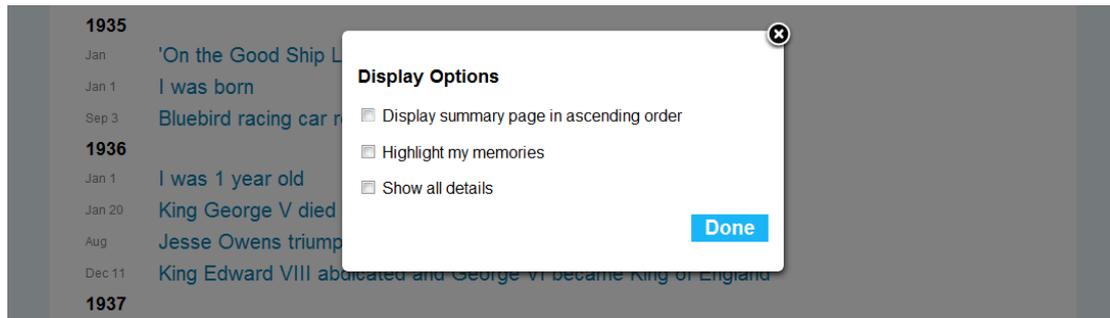
- Type a word, or part of a word and click **Search**



The screenshot shows the 'Browse Library' interface with search results for the keyword 'president'. The results are listed with checkboxes and event titles: 'Jan 20 2009 President Obama inaugurated', 'Aug 6 1998 Monica Lewinsky testified against President Clinton', 'May 20 1998 President Suharto of Indonesia resigned', and 'Jan 21 1996 Arafat elected President of Palestinian Authority'.

- 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