

No. 269/24

31<sup>st</sup> July 2024

**TO : ALL BRANCHES**

Dear Colleague,

## **MEMBER PORTAL : UPDATED BRANCH ADMINSTRATOR TRAINING VIDEO**

Branches are advised that an updated training video has been produced to cover the main areas of the member portal for branch admins. Please view the video here: <https://vimeo.com/991969493>

Furthermore, if you need to add or remove branch admin permissions for yourself or a branch colleague, please contact [membership@cwu.org](mailto:membership@cwu.org).

If Branches have any issues or feedback about the member portal, please contact [membership@cwu.org](mailto:membership@cwu.org) in the first instance.

Any enquiries regarding this Letter to Branches should be addressed to the Senior Deputy General Secretary's Department on telephone number 020 8971 7237, or email address [sdgs@cwu.org](mailto:sdgs@cwu.org).

Yours sincerely,

Tony Kearns  
**Senior Deputy General Secretary**