

SILVER MEMBERS

www.myschoolcouncil.org

Please provide the following information by email to

members@schoolcouncils.org

As soon as we receive this information we will set up your School Council website in the Members only area.



- **School Name**
- **School Membership Number** (taken from your new Membership Certificate)
- **Local Authority**
- **Type of School** (ie, Infant, Secondary)
- **Full Name of Prime User for your school** (a teacher or adult manager over 18 years of age)
- **A User Name*** (something like 'jsmith', no spaces or special characters, case sensitive)
- **Email address** (We will use it to notify the Prime User of new users in your school and of your instant messages, we promise not to pass your email address on to anyone else)
- **Password*** (Case sensitive)

* We will keep a note of your User Name and Password with your membership details. If you forget either, please contact us at members@schoolcouncil.org or by calling 0845 456 9428 and once we have verified that you are an authorised representative of your school, we will remind you what they are.

When we have set up your website we will provide you with a **unique PIN**. You will need this PIN to enable access to your site. Again, we will keep a note of the code allocated to your school.

IMPORTANT: *If your membership to the School Councils UK Network lapses, your website will only be retained for one school term after the renewal payment due date. After this time your website will be removed from our server, otherwise we end up with a lot of obsolete websites taking up space.*