Date

Dear

**Congratulations on becoming a new member of the Computer Sharing Centre**

I’m delighted you’ve chosen to join the Centre.

The Computer Sharing Centre is where beginners can learn how to use computers and those who have computer skills can broaden them. The Centre is open every day from ENTER TIMES HERE.

We currently have over ENTER NUMBER HERE members.

Visitors to ENTER NAME HERE are welcome to use the computers at the Centre as long as they have completed a temporary membership form which can be found on the wall outside the Centre CHANGE AS APPROPRIATE.

Members who are residents of ENTER NAME HERE are given all the help they need to learn what *they* want in one-to-one lessons with qualified Instructors.

How to:

* Use email to write to friends and relatives
* Use email (with attached documents) for business purposes e.g. insurance or tickets
* Shop or bank online
* Save your files to a memory stick
* Search the internet with Google or Bing
* Listen to radio and watch tv that you have missed or wish to see again
* Build a family tree (the scanner is very good for old photographs!)
* Play stimulating games – to relax!
* Send and receive photographs
* Enjoy social networking with facebook and twitter…

The Centre’s aim is to give easy access to today’s communications in a stress-free and fun way. Members understand that sharing their skills and knowledge in a friendly and helpful environment is a great way to spend their time.

The Computer Sharing Centre is not a like a library, it is more informal and conversation is encouraged.

This service is provided by Computer Sharing Centre Limited and we are: ENTER NAMES AND DETAILS HERE.

There are regular (?six? times a year) PowerPoint presentations in the ENTER LOCATION HERE and we look forward to welcoming you to these. ?Details are published in the weekly newsletter? and reminder emails are sent out to members. ENTER DETAILS AS APPROPRIATE

FOR RESIDENTS ONLY – REMOVE THE NEXT TWO PARAGRAPHS FOR STAFF

Because the computers are shared (rather than owned by one person) it is very helpful for you to attend at least one 12 week term of lessons and become familiar with how the shared system works. The weekly lessons last 35 minutes and are based on the concept of continuous informal learning at your own pace.

As a new member, your name is added to the waiting list for lessons, which is managed by me. I will contact you a few weeks before a place becomes available to see which time works best for you.

If you have any urgent need for some technical advice or help with something that you need to do on a computer (iPad/other tablet) you can come to see me at the half hour ‘Surgery’ on a Monday morning at 10am. Please contact me via email or through the Enquiry form (outside the Centre) to book your appointment.

We hope that you enjoy using the Computer Sharing Centre.

Best regards

NAME OF CENTRE MANAGER HERE

Computer Sharing Centre Manager and Instructor

Email address