

Instructions for the Executive Orientation Program

Please use a computer that has Microsoft Office or Office 365 installed. Kindly note these instructions are designed to work with Google Chrome, and processes for other Internet browsers may differ. As such, councils are encouraged to use Google Chrome.

Prepare Ahead of Time

Determine which format your council would like to use, a member directed PowerPoint or an audio/visual recording. Plan to show the Introduction to the Executive Orientation first. Download the modules ahead of the meeting and save it to the computer that will be used for the presentation. This is useful for in-person meetings in parish halls without strong Internet connections.

*Note that the audio/visual recording of the Communication module cannot be saved and will require Internet access during the presentation.

Disable Pop-Up Blockers

- Open Internet Chrome and click the menu button.
(The button is on the upper-right corner of the browser and looks like ).
- Select **Settings**.
- Under **Privacy and security**, click **Site Settings**.
- Click **Pop-ups and redirects**.
- Click **Blocked (recommended)**.
(After the popup blocker is disabled, the option will show as enabled and display Allowed.)

Where to Find It

Visit the national website, cwl.ca. Click on **To Organize → 800 Series: Workshops**. Click on **(#828) Executive Orientation program**.

Download It

Click on the applicable **Download** button beside your selected module.

Module	Presentation Length	Recording	PowerPoint Only	Handouts
History of the League	15 minutes			

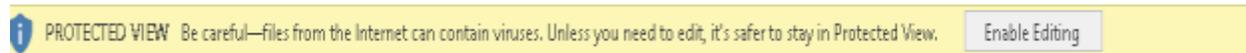
Another window may open. Select the folder you would like to save the module in. Click **Save**. Note: Some computers may save the module automatically to the Downloads folder. Handouts (if applicable) can be downloaded the same way.

How to Present It

PowerPoints

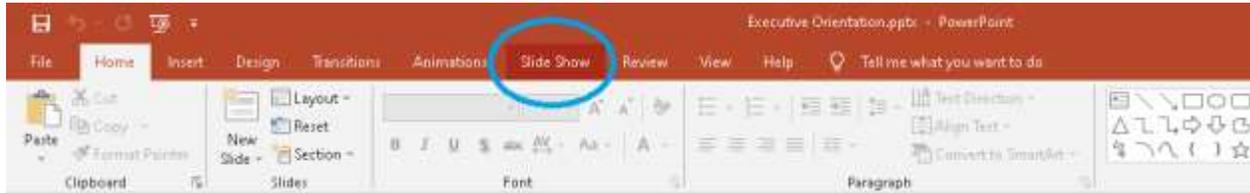
For in-person presentations, be sure to set up the screen projector and connect it to your computer first.

1. Find the folder you saved the module in and double click on the module to open it. If your computer saved the file automatically, check your Downloads folder.
2. There may be a **yellow bar** that appears with a warning message. Click **Enable Content** on the top right hand corner of the yellow bar to close the warning.



Instructions for the Executive Orientation Program

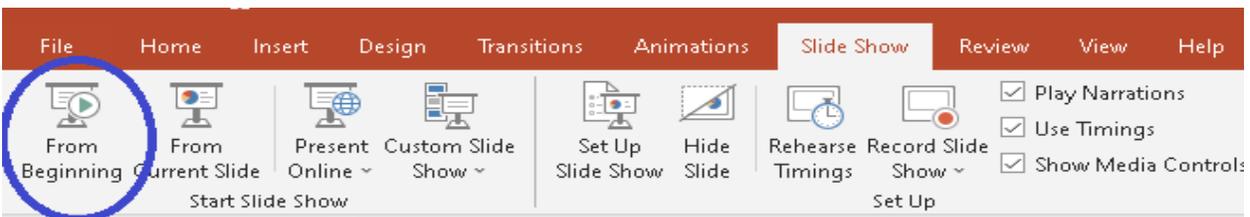
3. Click on **Slide Show**



4. Select the box beside **Use Presenter View**



5. Click on **From Beginning**



6. The controls for the PowerPoint are at the bottom left hand corner. You may have to hover over the corner before you can see them.



7. To see the speaker's notes, click on  and select **Show Presenter View**.

Audio/Visual Recording

For in-person presentations, be sure to set up the screen projector and connect it to your computer first. The following modules are pre-recorded using PowerPoint. For these modules, follow steps 1-5 as listed in the directions for PowerPoints. The presentation should start automatically, so make sure the volume is up.

- Structure of the League and The Promise of the League
- Life Membership and Honorary Life Membership
- Public Presence and Member Development

Instructions for the Executive Orientation Program

For the two modules below, follow steps 1-6 as listed in the directions for PowerPoints.

- Core Principles; *Constitution & Bylaws*; Policy and Procedure; *Executive Handbook*
- Strategic Plan Summary

Click the **right arrow button**  to get to the **third slide**. The presentation will begin and guide itself to the end from there.

The Introduction to the Executive Orientation and the following modules are pre-recorded in an mp4 format.

- History of the League
- Duties of Officers
- Budgets
- Member Recognition

Simply find the folder you saved the module in and double click on the module to open it. The presentation will begin automatically.

The audio/visual recording format of the Communication module cannot be saved to a computer and Internet access is required during the presentation. Visit the national website, **cwl.ca**. Click on **To Organize → 800 Series: Workshops → (#828) Executive Orientation program**. Click on the **Download** button beside the Communication module. Another window will open and you will be redirected to the video, stored on the League's YouTube channel. The recording will begin automatically.