U3A Web Site; Sub Editors guide

The U3A software offers editing facilities to sub-editors, which assists the site administrator in editing the whole site

A sub-editor requires editing access permission, granted by the web site administrator, who will provide an identity and password. This gives the sub-editor access to one activity group page only. An identity and password is required for each sub-editor.
If sub-editing access to one activity group web page is required by two members, they will share the same identity and password.
It is recommended that sub-editors advise the administrator each time a web entry is made (simple email message) in an endeavour to avoid erroneous entries.

This guide provides details of editing techniques for a Sub Editor of the U3A Web site.
A 'Sample group' page has been created on the web site that illustrates most of the editing facilities available to a Sub-Editor.
As a sub-editor you will have editing access to the following features. Your group activity page includes the following editing options.

Logging on - 1 **To operate as a sub editor to a page of the U3A web page you have to log on, by entering your pass word and the first word of your U3A.**	**U3A SITE BUILDER: LOG-IN AND EDIT** To avoid possible confusion, you need to enter *both* your login name and your U3A name as it appears in the header page of your site. (Only the first word of that name is required, *unless* it contains fewer than 3 letters.) If you are unable to log in, please mail Site Builder Support and ask for help. To make changes and additions to your U3A site, please enter your log-in name below: and the first word of your U3A name as it appears in the main page heading: select your preferred editing method: **Original** ⦿ *OR* **Streamlined** ○ and press: **Edit my U3A Site**

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Logging on - 2

The following pages are taken from a sample group as sub editor.

Logging on, produces this page.

MENU
  Brief help
  View my page
  Edit text
PAGES
  Add sub-page
  Remove sub-page
PICTURES
  Add picture
  Change picture
  Remove picture
LINKS / UPLOADS
  Upload file
  Add link
  Change link
  Remove link
EVENTS
  Add event
  Change event
  Remove event
CONTACT
  Add email
  Change email
  Remove email

LOG OUT

RAVENSHEAD U3A SITE BUILDER

EDITING THE "SAMPLE GROUP" PAGE

Please use the menu options on the left to add to and modify the contents of the Ravenshead site for which you are responsible.

Click **View page** at any time to see the current state of your page. (To load it into a separate window or tab, *right-click* with your mouse on the link and choose from the resulting menu.) From there you can follow links to your own "sub-pages" if you have them, and anywhere else on the Ravenshead site.

When you click **Edit text** you will see a text area in which to type your words. The text will "wrap" around from line to line, and a scroll bar will appear when necessary. Press the Enter key only when you really want to start a new line, otherwise just let the text wrap automatically. Press the Enter key twice to get an empty line between paragraphs. (If you have any sub-pages, you will first need to select which page to edit.)

The Site Builder is not a word processor, but it does support a few simple formatting options: centred headings, bold and italic text, and tabulated lists. To see how to use them, follow this link.

If your page is a group page, you may create and remove **sub-pages** linked from it, to include extra information about your group's activities. You may add other items to any of your pages, including **pictures**, **links** to uploaded files or sites of interest, details of **events**, and **contact** email addresses. In each case you will need to enter data on a web form, and press a button to save it. You will see a confirmation of what you have entered, and be given the chanceto correct it.

Please contact the person responsible for the Ravenshead site if you need further advice about editing your page.

Viewing a page

Clicking on view my page produces this page

PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

LOG OUT

HOME   WELCOME   GROUPS   EVENTS   CONTACT   COMMITTEE   U3A

Email the group

contact!

SAMPLE GROUP

Group Leader, A N Other	Phone 01623 123456
Meets, 2pm 2nd Weds in Month	In members homes
Full? No	Status Sample

This is a sample group which demonstates the features possible using the U3A software. Features included are pictures, uploaded files and events.

This section of the web page would be used to describe the activity of the group and post information etc throughout the year.

Adding PICTURES enables a series of pictures associated with the this group. They appear as icons on the right of the screen and may be viewed full size when 'clicked on'.

UPLOADING FILES allows additional information associated with this group to be accessed by 'clicking' on the reference at the side of the page.

LINKS can also be created from this page to (usually) external web pages.

EVENTS can be added and appear on your page under DATES FOR YOUR DIARY below the group activity text. The events are automatically shown in date order and cancel on 'real time' expiry. The event entries also appear automatically under the general EVENTS heading at the top of the web page. They are shown in group alphabetical order and date order within each group. They self cancel on expiry.

AN EMAIL facility is also available via the Blue Bird Icon top right.

LINKS
○ Sample Uploaded file
○ Sample link to a web page

Click on a picture below to see it full-size

sample flower

Sample Penguins

Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

LOG OUT

Dates for your Diary

Tue Nov 13	sample event showing details of the event. The date is selected from the calender. The event will remain on display on your Group page, under "events for your diary" until the date has passed. It is also shown under the geneeral Events page
Mon Jan 7	This is the first sample event, showing how it is linked from a Group activity page to the EVENTS listings. It is placed in alphabetical order and date order and will be automatically deleted in real time after the event date.
Wed Jan 30	This is the second sample event, showing how it is linked from a Group activity page to the EVENTS listings. It is placed in alphabetical order and date order and will be automatically deleted in real time after the event date.

More Group Pages

Angling	Art (watercolour)	Bird Watching	Book Reading Group 1
Book Reading Group 2	Bridge	Chess and backgammon	Computing
Conversational French	Country and Folk Dancing	Current Affairs	Family History
French (Beginners)	Gallery and Museum Visits	Guitar	Indian Cookery
Knitting and Crochet	Longer Walks	Luncheon Group	Music Appreciation Groups
Occasional visits	Pastels	Photography Group 1	Photography Group 2

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Entering Text – 1

Clicking on "edit text" gives the page for which you are sub editor.

The text in the large panel can be edited by you.Please keep the format for the information shown in the box on the previous page.

Note the use of double commas in the top few lines between the left and right side entries. This is method ensures that the group information appears in a "standard form" inside a box when published on the web page.

MAIN MENU
WELCOME

GROUPS
Help
Edit text
Add groups
Change group
Remove group
View page

EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new window)

LOG OUT

Edit your page heading here:
Sample Group

Write your page text here, leaving a blank line between paragraphs.

Group Leader, A N Other,, Phone 01623 123456
Meets, 2pm 2nd Weds in Month,,In members homes
Full? No,,Status Sample
This is a sample group which demonstates the features possible using the U3A software.
Features included are pictures, uploaded files and events.

This section of the web page would be used to describe the activity of the group and post information etc throughout the year.

Adding PICTURES enables a series of pictures associated with the this group. They appear as icons on the right of the screen and may be viewed full size when 'clicked on'.

UPLOADING FILES allows additional information associated with this group to be accessed by 'clicking' on the reference at the side of the page.

LINKS can also be created from this page to (usually) external web pages.

When you have finished typing, press **Save this page text**

OR .. Add a sub-page

OR .. Remove this page

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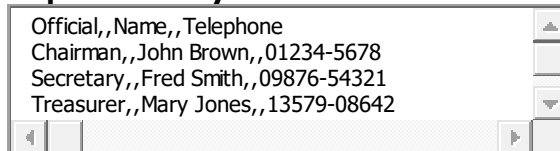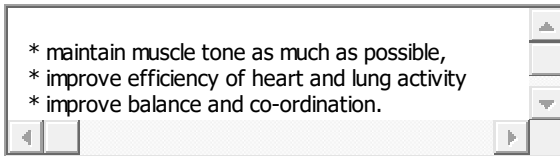|	
Entering Text – 2 **Clicking on "Save this page text" displays what your entry will look like.** **You still have the option of editing it before publishing it, by clicking on** *CORRECT IT*. **Clicking anywhere else in the editing titles will publish the page.**	View my page Edit text **PAGES** Add sub-page Remove sub-page **PICTURES** Add picture Change picture Remove picture **LINKS / UPLOADS** Upload file Add link Change link Remove link **EVENTS** Add event Change event Remove event **CONTACT** Add email Change email Remove email **LOG OUT** **Your current page content is shown below.** *Please click CORRECT IT if you wish to make any further changes. Otherwise select another menu item.* **SAMPLE GROUP** Group Leader, A N Other — Phone 01623 123456 Meets, 2pm 2nd Weds in Month — In members homes Full? No — Status Sample This is a sample group which demonstates the features possible using the U3A software. Features included are pictures, uploaded files and events. This section of the web page would be used to describe the activity of the group and post information etc throughout the year. Adding PICTURES enables a series of pictures associated with the this group. They appear as icons on the right of the screen and may be viewed full size when 'clicked on'. UPLOADING FILES allows additional information associated with this group to be accessed by 'clicking' on the reference at the side of the page. LINKS can also be created from this page to (usually) external web pages.

Text editing Styles	**To make a bold centered heading, surround a complete line with "curly" brackets. For instance, entering:**
	
	`{About the U3A}`
	
	Text Formatting Instructions **will produce this:**
	 About the U3A **Both brackets must be present, and appear right at the beginning and end of the line.**
	To insert some tabulated information, enter a series of lines in which the table elements are separated by *two commas*. **For instance. entering:**
	
	`Official,,Name,,Telephone`
	`Chairman,,John Brown,,01234-5678`
	`Secretary,,Fred Smith,,09876-54321`
	`Treasurer,,Mary Jones,,13579-08642`
	
	followed by an empty line, will produce this: The table will be centered and surrounded by a light border.
	
	Official **Name** **Telephone**
	Chairman **John Brown** **01234-5678**

	Secretary Fred Smith 09876-54321 Treasurer Mary Jones 13579-08642

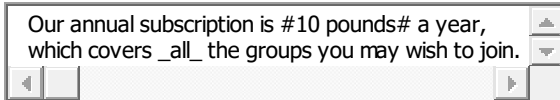|	
Text editing styles Continued.	**To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering:** * maintain muscle tone as much as possible, * improve efficiency of heart and lung activity * improve balance and co-ordination. **followed by an empty line, will produce:** ***maintain muscle tone as much as possible,** ***improve efficiency of heart and lung activity,** ***improve balance and co-ordination.** --- **You may also put any part of your text into bold or *italic* format. Bold text is surrounded by # (hash) symbols and italic text by _ (underline) symbols. For instance, entering:** Our annual subscription is #10 pounds# a year, which covers _all_ the groups you may wish to join. **will produce this:** **Our annual subscription is 10 pounds a year, which covers *all* the groups you may wish to join.** **You always need *two* of the formatting symbols to do the trick — single hashes or underlines appear as themselves.**
Events ? Contact ? Links ?	

Sub Pages - 1

Sub-pages may be created if there is additional but different information you wish to include about your group.

If you need to create a Sub-page, click on pages and then add sub-page and type in the information. Take sure that the parent page is shown as your group (in case Sample group).

Click on Save this page.

MENU
  Brief help
  View my page
  Edit text
PAGES
  Add sub-page
  Remove sub-page
PICTURES
  Add picture
  Change picture
  Remove picture
LINKS / UPLOADS
  Upload file
  Add link
  Change link
  Remove link
EVENTS
  Add event
  Change event
  Remove event
CONTACT
  Add email
  Change email
  Remove email

LOG OUT

Please select the 'parent' page to contain the link: **Sample Group**

Edit your page heading here:
New sub-page

Write your page text here, leaving a blank line between paragraphs.

this is asub page which may be created to show a separate page of additional information

When you have finished typing, press **Save this page text**

Sub Pages - 2

If you are satisfied with the page, it will be posted on the webpage by moving back to any other heading on the menu.

It can also be corrected before posting if necessary, by clicking on *CORRECT IT.*

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

LOG OUT

Your current page content is shown below.

Please click *CORRECT IT* if you wish to make any further changes. Otherwise select another menu item.

NEW SUB-PAGE

This is a sub page which may be created to show a separate page of additional information

Sub Pages - 3

To remove a sub-page; click on "remove page" in the side menu.

Click on the appropriate roundel and on the panel "Remove the page"

MAIN MENU
WELCOME
GROUPS
EVENTS
CONTACT
LINKS

PAGES
Help
Add group page
Add sub-page
Edit page
Remove page
View page

PICTURES
UPLOAD FILE
ADMIN MENU

○ Mahjong
○ Occasional events
○ Photography
○ Sample Group
○ Singing for Fun
○ The Weekenders
○ Wine Group
○ Computing Guides +
○

Map Reading & Walk Planning +

○ Music Appreciation Groups
○ Pastels
○ Play Reading
○ Scrabble Cribbage
○ Strollers
○ Thursday Walking Group
○ Yoga (Improvers)
○
Hikers Group Archive page +

If there is no immediate response to your selection, press:

Remove the page

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Pictures - 1

Pictures…. to add a picture is a two stage procedure.

1 Click on "add picture" This gives you the page opposite.

Clicking on browse allows you to select the picture from your own computer.

In the example here I chose to click on image "Chrysanthemum"

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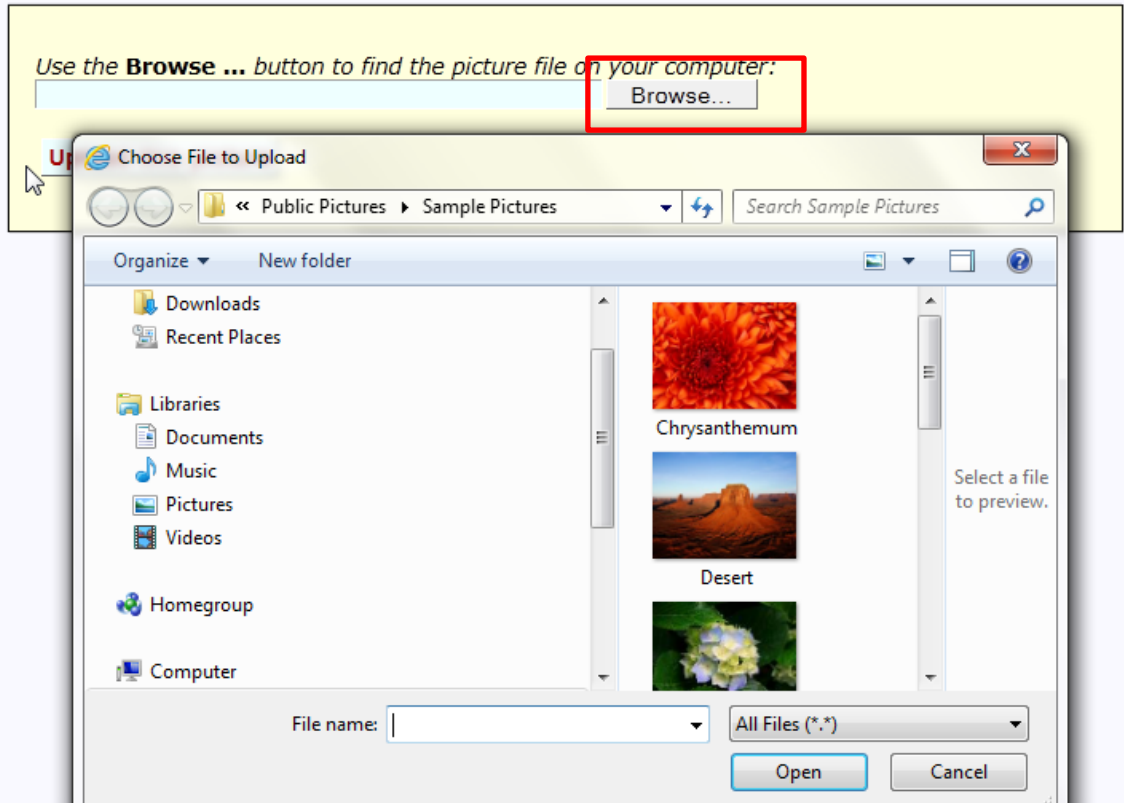
Pictures - 2

Picture ….The title of the image to be uploaded is shown in the top panel.

Clicking on the "upload this picture" panel, will load the picture on the U3A central storage memory.

MENU
    Brief help
    View my page
    Edit text
PAGES
    Add sub-page
    Remove sub-page
PICTURES
    Add picture
    Change picture
    Remove picture
LINKS / UPLOADS
    Upload file
    Add link
    Change link
    Remove link
EVENTS
    Add event
    Change event
    Remove event
CONTACT
    Add email
    Change email
    Remove email

LOG OUT

Use the **Browse …** button to find the picture file on your computer:
lic\Pictures\Sample Pictures\Chrysanthemum.jpg   Browse…

Upload this picture

Pictures - 3
Stage 2
Using the upload instruction, will be followed by this page. You select the page to which your photo is to be linked (sub-editors only have access to your page.) This example is a Sample Group. Enter TITLE for the picture (i.e. the name of the subject) and a DESCRIPTION (eg. This is Fred's group walking). Click on "save this information". Choose "logo" (appears in top corner of your page) or "full" (miniature photo at the side of the web page.) Click on FULL for full screen image when the picture is 'clicked on'.

MENU
  Brief help
  View my page
  Edit text
PAGES
  Add sub-page
  Remove sub-page
PICTURES
  Add picture
  Change picture
  Remove picture
LINKS / UPLOADS
  Upload file
  Add link
  Change link
  Remove link
EVENTS
  Add event
  Change event
  Remove event
CONTACT

*File **chrysanthemum.jpg** has been saved. Now please enter the other information:*

On page: Sample Group

Usage: Logo ○   Full ◉

Title: Sample Chrysanthemum flower

Description: Sample Chrysanthemum flower

Press …   **Save this information**

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Pictures - 4
 	
To change an existing picture click on "change picture" in the side menu, which will produce this screen. Clicking on the appropriate button will enable a change to be made to the selected picture
	MENU
	Brief help
	View my page
	Edit text
	PAGES
	Add sub-page
	Remove sub-page
	PICTURES
	Add picture
	Change picture
	Remove picture
	LINKS / UPLOADS
	Upload file
	Add link
	Change link
	Remove link
	EVENTS
	Add event
	Change event
		Click a page name to see the pictures in context. Click a picture title to change it.
		
		Sample Group
		  sample flower *ravenshead/chrysanthemum.jpg* Full
		  Sample Penguins *ravenshead/penguins.jpg* Full
		
		If there is no response to your selection, press:
		Change the marked picture

Pictures - 5
 	
To Remove a picture Click on "Remove picture" which will give you this page.
 	
Select the picture to be removed. Click on Remove Picture
	MENU
	Brief help
	View my page
	Edit text
	PAGES
	Add sub-page
	Remove sub-page
	PICTURES
	Add picture
	Change picture
	Remove picture
	LINKS / UPLOADS
	Upload file
	Add link
	Change link
	Remove link
	EVENTS
	Add event
	Change event
	Remove event
		Click a page name to see the pictures in context. Click a picture title to remove it.
		
		Sample Group
		  sample flower *ravenshead/chrysanthemum.jpg* Full
		  Sample Penguins *ravenshead/penguins.jpg* Full
		
		If there is no response to your selection, press:
		Remove the marked picture

Pictures - 6

This page gives you the option of confirming that you want to remove the picture

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
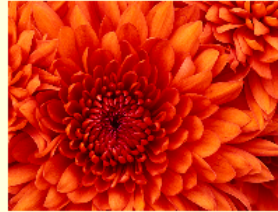Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT

To confirm your choice, press:

Remove this picture

Otherwise, choose another menu item or log out.

Up Loading files 1

Up-Loading a file function is used to add a file (or page) from your computer files, as an additional page within your web page. Not be confused with 'add link' option intended for linking to an external location (eg. a web site).

This a two stage process.

Stage 1.
Click 'Browse' to select your file from the panel showing your filing index.

MENU
  Brief help
  View my page
  Edit text
PAGES
  Add sub-page
  Remove sub-page
PICTURES
  Add picture
  Change picture
  Remove picture
LINKS / UPLOADS
  Upload file
  Add link
  Change link
  Remove link
EVENTS
  Add event
  Change event
  Remove event
CONTACT
  Add email
  Change email
  Remove email

Use the **Browse ...** *button to find the file on your computer:*

[   ] Browse...

Is this file to be password-protected?   **No** ⦿   **Yes** ○

Upload this file

N.B. The first time you upload a password-protected file, you must also mail systems administrator *to activate the protection, specifying a user name and password to be used by members of your own U3A.*

Choose File to Upload

« Documents ▶ RAVENSHEAD U3A ▶   Search RAVENSHEAD U3A

Organize ▼   New folder

Favorites   Documents l...   Arrange by: Folder ▼
  Desktop   RAVENSHEAD U3A
  Downloads   Name
  Recent Places   Yoga
Libraries   Web pages published
  Documents   web notices

Up Loading files 2

There is no need to choose the password protect option

Click to Upload the file, which will dsiplay the screen in the next page below.

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT

Use the **Browse ...** *button to find the file on your computer:*

\Sample group\this is a sample uploaded file.pdf   Browse...

Is this file to be password-protected?   **No** ⦿   **Yes** ○

Upload this file

N.B. The first time you upload a password-protected file, you must also mail systems administrator to activate the protection, specifying a user name and password to be used by members of your own U3A.

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Up Loading files 3

Stage 2

Complete the information about the selected file (i.e. name of the file heading and any additional details you want included).
It is important to select;

the correct "link from", (as a sub editor this will be your group page),

link text (title of Document)

Finally, click on "save these link details"

If you want the file to remain on the web for a long time, do not put an expiry date in that box.

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

File **thisisasampleuploadedfileword.pdf** has been saved. Now please enter the associated link data.
(Do not change the expiry date if the link is to remain indefinitely.)

Link from:	Sample Group
Link to:	ravenshead/docs/thisisasampleuploadedfileword.pdf
Position	**Sidebar** ● **In-line** ○
Link text:	Sample Uploaded file
Details	Sample Uploaded file
Expiry Date	//
Press	**Save these link details**

Up Loading files 4

A confirmation screen is shown

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

The following details have been recorded:

Link from: **Sample Group**

Link to: ravenshead/docs/thisisasampleuploadedfileword.pdf

Position: Sidebar

Link text: **Sample Uploaded file**

Details: Sample Uploaded file

Expiry date: //

Please click Correct it *if you wish to correct any of these details.*
Otherwise select another menu item or log out.

Creating a Link 1

Creating a Link will usually be a link to an external source such as a web page.

Click on Add Link.

Check the "link from" detail is correct. As a subeditor this should be the page you are associated with.

Enter "Link To" details. This must be the correct title of the web page (copy it if possible from the web site)

The position of this link is to be the side bar of your web page.
Click on "save these link details" to complete the link.

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

Please enter data for an **external** *link: (Do not change the expiry date if the link is to remain indefinitely.)*

Link from:	Sample Group
Link to:	http://www.u3a.org.uk/
Position	Sidebar ⊙ In-line ○
Link text:	Link to external web page
Details	Link to external web page
Expiry Date	0/0/0
Press	Save these link details

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Comfirmation is shown that the link has been established

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event

The following details have been recorded:

Link from: **Sample Group**

Link to: http://www.u3a.org.uk/

Position: Sidebar

Link text: **Link to external web page**

Details: Link to external web page

Expiry date: 0/0/0

Please click Correct it if you wish to correct any of these details.
Otherwise select another menu item or log out.

This is the linked page.

Links can be removed or changed by clicking on the appropriate menu option.

Select a link and clicking on "Change the marked link".

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event
CONTACT
Add email
Change email
Remove email

Please select a link to change:

Sample Group

    ○ **A sample uploaded file**
       ravenshead/docs/thisisasampleuploadedfile.pdf
    ○ **Sample Uploaded file**
       ravenshead/docs/thisisasampleuploadedfileword.pdf
    ○ **Sample link to a web page**
       http://www.u3a.org.uk/about-u3a/history-of-u3a.html?showall=1

If there is no response to your selection, press:

Change the marked link

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Embedded Link
A link to an external web page can be created by creating a link word(s) within a line of text. This example links to the web site.
http://www.nationaltrust.org.uk/birmingham-back-to-backs/

I have chosen the words "back to backs" as the link words.

Stage 1
Click on add link and complete the panel as in previous example, but click yes for "inline only?. Save the details.

Stage 2
Make the text entry on the appropriate page, in the form.#|back to backs|#
The finished entry is shown opposite.
The vertical bar | is next to the left hand shift key. Use two # signs for bold type if required.

GROUPS
EVENTS
CONTACT

Links
Help
Edit text
Add link
Change link
Remove link
View page

PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(*in a new window*)

LOG OUT

Please make your changes in the form below: (Do not change the expiry date if the link is to remain indefinitely.)

Link from:	Sample Group
Link to:	http://www.nationaltrust.org.uk/birming
Link text:	back to backs
Details	
Expiry Date	0/0/0
Inline only?	○ No ○ Yes
Press	Save these link details

OR .. Remove this link

This is the text entry
#|back to backs|#

An in line link can be created by placing an embedded word that is refred to in the link eg **back to backs** will link to the web page for the back to backs museum in Birmingham.

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The completed web page.

The user of the page can send email via the blue pigeon icon,
Shown top right of the screen.

Creating this facility is shown on the next page.

WELCOME

GROUPS
Help
Edit text
Add groups
Change group
Remove group
View page

EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(*in a new window*)

LOG OUT

RAVENSHEAD

U3A
Raven'shead
U3A

HOME WELCOME GROUPS EVENTS CONTACT GALLERY COMMITTEE U3A

SAMPLE GROUP

Click here to send a message!

Group Leader, A N Other	Phone 01623 123456
Meets, 2pm 2nd Weds in Month	In members homes
Full? No	Status Sample

This is a sample group which demonstates the features possible using the U3A software.
Features included are pictures, uploaded files and events.

This section of the web page would be used to describe the activity of the group and post information etc throughout the year.

Adding PICTURES enables a series of pictures associated with the this group. They appear as icons on the right of the screen and may be viewed full size when 'clicked on'.

UPLOADING FILES allows additional information associated with this group to be accessed by 'clicking' on the reference at the side of the page.

LINKS can also be created from this page to (usually) external web pages.

An in line link can be created by placing an embedded word that is refred to in the link eg **back to backs** will link to the web page for the back to backs museum in Birmingham.

EVENTS can be added and appear on your page under DATES FOR YOUR DIARY below the group activity text. The events are automatically shown in date order and cancel on 'real time' expiry. The event entries also appear automatically under the general EVENTS heading at the top of the web page. They are shown in group alphabetical order and date order within each group. They self cancel on expiry.

AN EMAIL facility is also available via the Blue Bird Icon top right.

LINKS

○ Sample Uploaded file
○ back to backs
○ Sample link to a web page

Click on a picture below to see it full-size

sample flower

Sample Penguins

Dates for your Diary	
Sat Mar 30	This is the first sample event, showing how it is linked from a Group activity page to the EVENTS listings. It is placed in alphabetical order and date order and will be automatically deleted in real time after the event date.
Tue Apr 30	This is the second sample event, showing how it is linked from a Group activity page to the EVENTS listings. It is placed in alphabetical order and date order and will be automatically deleted in real time after the event date.

This is the linked page

'Events' Page

Opposite is a typical group page entry on the Events Page.

A typical events page can be viewed at

http://u3asites.org.uk/code/u3asite.php?site=389&page=3

The editing routine will be described later in this guide.

Hikers (5 - 8 miles)	
Wed May 20th	**Nottingham Canal**. Group Leader either **John Devlin** meet a __ am prompt The Sherwood Ranger for car sharing.A full walk description can be viewed on the Hikers Group Page
Wed Jun 3rd	To Be Arranged.**Group Leader John Devlin** Meet at 9.30 am __ The Sherwood Ranger for car sharing. A full walk description __ viewed on the Hikers Group Page
Wed Jun 17th	**Elkesley** 'Circular' **Group Leader John Devlin** Meet at 9.30 a__ prompt The Sherwood Ranger for car sharing. A full walk des__ can be viewed on the Hikers Group Page

Just to clarify; the entries on the events page in respect of activity groups are only selected for display if the activity is an irregular event or varies for each month.

More detailed information about a group's activity is entered on the group's individual activity page.

The web site software is designed so that The 'dates for your diary' entry on the events page is replicated on the linked individual group page. The entry will automatically be deleted after the event date.

Adding an event

Clicking on Add event, will produce this page. The predetermined category will be the page for which you are sub editor editor.

MENU
Brief help
View my page
Edit text
PAGES
Add sub-page
Remove sub-page
PICTURES
Add picture
Change picture
Remove picture
LINKS / UPLOADS
Upload file
Add link
Change link
Remove link
EVENTS
Add event
Change event
Remove event

Please select a category and date, and enter the event details:

Category	Sample Group ▾
Date	29/8/2015
Details	

Press ...   Save this information and add another event

Or ...   Save this information and check the event details

Clicking on the date panel will display a calendar. Select the month and event date.

The entry will be deleted when the selected date has passed.

Please select a category and date, and enter the event details:

Category	Sample Group ▾
Date	30/8/2015 ×
Details	

◐   **August 2015**   ◑

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Press ...   ther event

Or ...   e event details

Make your entry in the details Panel and click on one of the save this information panels.	Please select a category and date, and enter the event details: Category **Sample Group** ▼ Date **5/11/2015** Details Bonfire night. Meet down stairs in Houses of Parliament Press … **Save this information and add another event** Or … **Save this information and check the event details**
To change an event, click on 'change event'. **Click on the entry to be edited.** **This will bring the original entry panel back for editing.** **Click on 'update the marked event'.**	Remove link **EVENTS** Add event Change event Remove event **CONTACT** Please select an event to change: All future events are shown below. **Sample Group** 02/09/2015 ○ **Win Hill from Hope 'Circular' Difficulty…** 16/09/2015 ○ **Ashford in the Water 'Circular' Difficul…** 30/04/2016 ○ **This is the second sample event, showing…** All past events are shown below. If there is no response to your selection, press: **Update the marked event**

Contacts email

A web based email contact can be sent while keeping the recipients email address hidden.

Fill in the recipients email details as shown.

Multiple email addresse can be added, by completing form again using the same contact page,

Save the contact details.

Please enter your email contact details here.

Specify the kind of message to be sent to this mail address, e.g. 'Membership application', 'Walking group enquiry' etc.

Contact page:	Sample Group
Mail address:	alanpaul@alanpaul.co.uk
Message type:	sample email
Now press	Save these contact details

(If a contact address is associated with a group page, that page will contain a link to the contact form.)

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Contacts email

A user of the contact web page will find this page from which to send an email message to the group Leader.

MENU
   Brief help
   View my page
   Edit text
PAGES
   Add sub-page
   Remove sub-page
PICTURES
   Add picture
   Change picture
   Remove picture
LINKS / UPLOADS
   Upload file
   Add link
   Change link
   Remove link
EVENTS
   Add event
   Change event
   Remove event
CONTACT
   Add email
   Change email
   Remove email

LOG OUT

RAVENSHEAD

| HOME | WELCOME | GROUPS | EVENTS | CONTACT | COMMITTEE | U3A |

U3A
Ravenshead
U3A

SAMPLE GROUP

You may send us an e-mail message using the following form:

Please enter your own name and e-mail address:
Your name? Alan Paul
Your e-mail? alanpaul@alanpaul.co.uk

Now type your message or query here, and click the 'Send' button:

this is a sample email to the Sample group leader, from Alan Paul

Send Message

Contacts email

If Multiple addresses are entered for a page the screen would appear in this form.

The user would select the appropriate recipient.

Please choose where to send your message:
- ○ Alan ...   ○ Alan ...   ○ Alan ...   ○ Ivan ...   ○ Jud
- ○ Ka...   ○   ○   ○n   ○   lczyk
- ○ Pa...   ○   ○   ○   ○

Please enter your own name and e-mail address:

Your name? [   ]

Your e-mail? [   ]

Now type your message or query here, and click the 'Send' button:

[   ]

[Send Message]

Contacts email **Confirmation that the email has been received will appear on the web page.**	
Contacts email **The recipient will receive the email in this form.**	

Contacts email **To remove an email address, clicking on the sample email roundel will immediately remove that entry.**	**EVENTS** Add event Change event Remove event **CONTACT** Add email Change email Remove email *Please choose which contact details to remove:* **Sample Group** ○ sample email alanpaul@alanpaul.co.uk *If there is no response to your selection, press:* Remove the marked contact details

Alan Paul.   Ravenshead U3A
Amended 1.4.17