

Group Leaders - Editing text on your pages

What to put and where to put it

In the main text of your group page put general information about the group (e.g. purpose, frequency and type of meetings etc.)

For information about a specific event add an Event to the page. (see below).

For extended information about an Event add one or more sub pages (see below).

How to log in as a Group Leader and go to your Group page

- 1) Log into the U3a Site Builder. (www.u3asites.org.uk)
- 2) At the top of the page click on *Login and Edit*.
- 3) Enter your Log-in name (email mary.mitchison@hotmail.com if you don't know it); where it asks for the first word of your U3a name enter **Ashbourne** and then press *Edit my U3A Site*. This will take you to your Group page.

How to edit the main text in your Group page

Go to your Group page and

- 1) Select *Edit Text* from the *Menu* options on the left hand side. This will take you to your page so that you can add and change the text.
- 2) Write what you want to write and then click on *Save this page text*.
- 3) Select *View my page* from the *Menu* to see what your page now looks like.

How to add an Event to your Group page

Go to your Group page and

- 1) Select *Add event* from the *Events* menu on the left hand side. This will take you to the page for putting in the details.
- 2) Change the date (note that the date must be in the future to create an Event).
- 3) Type in the information about the Event. (In general, if it is more than a paragraph just put the bare bones as an Event and put further details in a sub page).
- 4) Click on *Save this data and check the event details*.
- 5) Select *View my page* from the *Menu* to see what your page now looks like.

How to add a sub page to your Group page

Go to your Group page and

- 1) Select *Add sub-page* from the *Pages* menu on the left hand side.
- 2) Type in the page heading and your text and save.
- 3) Go to *View my page* from the *Menu* to see the link to the sub page on the left hand side of your page. **Don't forget to Logout!**