

We have 2 websites.



u3asites.org.uk/Ashbourne is used:

- to give information about our groups
- it has a calendar on which leaders can give notice of events.

If you look under the ‘Groups’ page you will see that your group has its own page with you as its leader.

There is also a blue envelope. The purpose of this is to enable you to receive emails without having to put your email into the public domain. Do not feel obliged to make your phone number available on the site.

The following instructions show how to put information on this page and to change it, at a future date, if you so wish.

	<ul style="list-style-type: none"> • Go to the Ashbourne & District U3A website. Its web address is: u3asites.org.uk/Ashbourne
	<ul style="list-style-type: none"> • At the bottom of the page, under the middle picture, there is some small purple writing which reads - U3A Site Builder. • Click on this to take you to the editing site.
	<ul style="list-style-type: none"> • Near the top of this page you can see the words: LOGIN AND EDIT. • Click on these.
	<ul style="list-style-type: none"> • You now need to enter your log-in details and password. • Click where it says Edit my U3A Site.
	<ul style="list-style-type: none"> • On the left-hand side there is a list of titles in black and of options in blue writing. • Under MENU click on Edit text.



- This will take you to a web form (which already has your name and group on it) on which you can type some information about your group
- When you have finished **save this page**



- If you are not happy with what you have written you can return to the previous web form and make changes by clicking on **CORRECT IT**
- **View my page** will take you to your page to see how it looks on the website
- You can edit the text on your page at any time



- **LOG OUT**