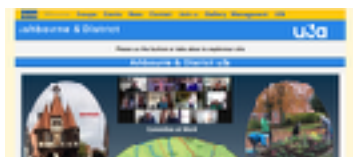


The information will appear both on your **Group Page** and in the **Events** section. It will be removed automatically from both locations after the date has passed. This helps to prevent out-of-date information appearing on our website.



- Go to the Ashbourne & District U3A website. Its web address is:

[u3asites.org.uk/Ashbourne](http://u3asites.org.uk/Ashbourne)



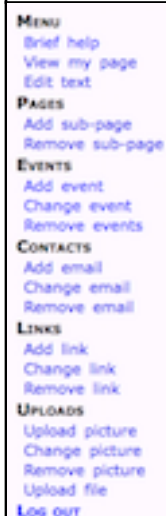
- At the bottom of the page, under the middle picture, there is some purple writing which reads - **U3A Site Builder**.
- Click on this to take you to the editing site.





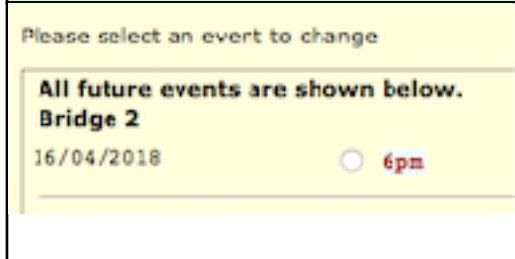

- Near the top of this page you can see the words: **LOGIN AND EDIT**.
- Click on them.



- You will now need to enter your log-in details and password.
- Click where it says **Edit my U3A Site**.



- On the left-hand side there is a list of titles in black and a list of options in blue writing.
- Click on the one under **EVENTS** that says **Add Event**

	<ul style="list-style-type: none"> <li>• Where it says 'Category' - the name of your own group should appear (eg. <b>Craft</b>).</li> <li>• Click the 'Date' box. A calendar will appear.</li> <li>• Use the arrows at the top to choose the month and then click on the date.</li> <li>• Ignore the box that says 'Duration'. Leave the '1' in position.</li> <li>• In the large white box - type the information as you want it to appear on the website eg. - 2pm at The Waterside Centre. We will be making. . . .</li> <li>• You don't need to write the name of the group or the date because this has already been done automatically.</li> <li>• Click on the next box below where it says: <b>Save this data and check the event details.</b></li> </ul>
	<ul style="list-style-type: none"> <li>• The details that you have entered will appear. There is an option to choose <b>CORRECT IT</b> if you have made a mistake.</li> <li>• Otherwise click on <b>View my page</b> underneath the <b>MENU</b> heading in the left-hand list.</li> </ul>
	<ul style="list-style-type: none"> <li>• Log out by clicking on <b>LOG OUT</b> at the bottom of the left-hand list.</li> <li>• The information will also now appear on both your <b>GROUP</b> page and on the <b>EVENTS</b> section of the website.</li> <li>• It will automatically be removed from both when the date has passed.</li> </ul>
<b>ADDITIONAL INSTRUCTIONS</b>	
	<ul style="list-style-type: none"> <li>• <b>Modify</b> a previously made event by using <b>Change event</b>.</li> <li>• Select the event by ticking the <b>circle</b> and clicking <b>Change the marked event</b>. Then continue as you did when entering the event.</li> </ul>
	<p><b>Cancelled Events:</b></p> <ul style="list-style-type: none"> <li>• <u>Either</u> use <b>Change event</b> and then add: <b>This event has been cancelled.</b></li> <li>• <u>Or</u> remove the by using <b>Remove event</b>.             <ul style="list-style-type: none"> <li>• Tick the box next to the event.</li> <li>• Click on <b>Remove all marked events</b></li> </ul> </li> </ul>