







- You can direct members from the **Events** list or from your **Group page** to a **sub-page**.
- This is useful when you have a lot of information about a forthcoming meeting. You might want to inform them about travel arrangements; about what to bring or what to wear; about the theme of the meeting and who is in charge of what; or maybe to give details of a menu if this forms part of a trip.
- Instead of writing all this information in the **Events** section you can put a link that says, for example, 'Click here for **Further (Craft) information**'. Clicking on the coloured writing will send your members from the **Events** list to a sub-page where you have written about the event in greater detail.

	<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 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 titles in black and of options in blue writing. • Under PAGES click on Add sub-page.

	<ul style="list-style-type: none"> • An empty page is automatically created. • Replace the ??????? with the name you want to give to the sub page. • Type (or copy and paste) the text that you want in there. • Click on Save this page.
	<p>It is a good idea to check what it looks like by going to MENU and clicking on View my page.</p> <p>LOG OUT</p>

	<p>Please remember to remove this subpage when it becomes out of date.</p> <p>To do this:</p> <ul style="list-style-type: none"> • Go to PAGES and click on Remove sub-page
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