

Role of Webmaster

Current website

The function of the website is to keep members informed and to attract new members. It is therefore important to keep the site up to date. The webmaster has a dedicated email address which members of the committee and convenors use to request updates. The Newsletter is also a good source of new information.

- * Editing the website - changing the text; loading images; uploading PDF files
- * Formatting the pages - using simple codes to enhance the pages
- * Creating links - to other pages; to outside websites; to email forms
- * Housekeeping - removing out of date information
- * Creating new group pages and deleting closed groups
- * Instructing new group convenors on how to edit their page

Full training will be given and I will be happy to answer queries at any time.

New website

The national u3a is in the process of creating a new and much more modern platform for u3a website. Keeping track of the progress of this will be handled by our IT Support, Graham Evans.

Facebook Members Only

I currently also moderate our FB Members Only page. However if you do not want to be involved with Facebook, I am sure this can be overcome

Groups Info

I also field any email requesting general information about special interest groups. The emails just need forwarding on to the relevant person and so far I have only had about 6 email over the last 18 month.

If you have any questions or queries, please email me and I will be happy to answer all your questions.