u3a
Bishop's Cleeve

Web Administrator Guidance Notes

Website Software

Hosting for this software is paid for by the Third Age Trust, and the system is supported by a team of two volunteer members of local u3as, so there is no cost for this service.
Contact: sitebuilderu3a@googlemail.com for advice.

The editing of the website can be accessed by logging in here:
https://u3asites.org.uk/code/login.php

Currently 3 U3A members have full admin permissions to make any changes to the site. Plus there are numerous site or page editors.

Comprehensive help notes can be found on the website here:
https://u3asites.org.uk/oversights/show.php?page=editing

Domain and Generic Email addresses

In addition to this service we do have our own domain: www.cleeve-u3a.org.uk This was created and registered many years ago (before my time) and the company who we pay for this service is : Namesco Ltd. www.names.co.uk

Current costs: our domain, currently £33.99 for 3 years (expires 22/4/2023)

Plus generic email hosting, currently £17.99 for 1 year (expires 27/4/2023) inc. 10 email addresses.

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Webmaster Job Description for Bishop's Cleeve U3A

The Webmaster's role includes the following activities:

General

- Provide access and editing rights of the website to the U3A committee members and group leaders.
- Manage the allocation and removal of both standard and forwarding (redirection) email addresses as necessary.
- Liaise with the Beacon administrator in providing and maintaining the links to the Beacon system from our website. (new members and renewals)
- Provide any necessary training or assistance to members using the system.
- Set up emails generic emails for committee members and group leaders.
- Coordinate the handover of generic emails annually
- Manage members' personal data in line with the U3A's Privacy and Data Protection Policies.
- Maintain contact with the website providers, currently U3A Sitebuilder

Maintain website

- Keep notices and events lists up-to-date
- Liaise with other Committee members and Group Leaders, to ensure that the website contains relevant and up-to-date information.
- Update Newsletter page after publication

Web Hosting

- Set up emails generic emails for committee members
- Coordinate the handover of generic emails annually
- Ensure that all invoices received from the web hosting service provider are paid in a timely fashion.
- Liaise with the web hosting service provider to ensure that any issues relating to the hosting service are resolved.

Note that the website is built using the Third Age Trust Sitebuilder, so the basic format of the website is predetermined, and editing is quite simple and does not require sophisticated computer skills. However this is due to change sometime during 2023

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