Burton-on-Trent u3a

HOW TO MAINTAIN YOUR GROUP'S WEBPAGE

Burton u3a currently uses Site Builder to maintain its website. This is a separate system to Beacon and information contained within Beacon is not automatically transferred to it.

A group's webpage may be the first point of contact for potential Burton u3a members and as Group Co-ordinator you will need to ensure:

> that the content of your group's webpage is correct and up to date

> No personal information is displayed - address, phone number or email address

> the Webmaster has the correct contact details for your group i.e. Co-ordinator's email address, also the day, frequency and time of your group

NEW GROUP / LOST LOGIN

> Contact the Webmaster
> You will be given a Login name and password so you can login and get started.

> Tell the Webmaster the email address you wish to use for members to contact you via the website (this may be different to your normal email address)

LOGIN

Use the link below for the u3a Site Builder

> https://www.u3asites.org.uk/code/login.php

> Enter the Login name and Password and press the 'Edit my u3a Site' button. This will take you to a Page Editor Menu.

USING THE PAGE EDITOR

The Page Editor Menu contains a selection of options in order to maintain your group's webpage, including Help information.
If you need further advice please contact the Webmaster

The blue bird on the right hand side of the page is used for members to contact you without your email address being displayed. The details for this are set by the Webmaster.

As well as the blue bird, contact details can be in the text of your webpage by using %xxxx%, where xxxx is your name or label. Check with the Webmaster for details on setting this up.

CONSTRAINTS

There are some constraints on the website, photos being one. Details can often be found in the Help options or:

U3A Site Builder: Find More (u3asites.org.uk)

It is not obligatory to maintain your webpage yourself. Any updates or amendments can be made by contacting the webmaster but these will not automatically be made unless you supply the information.

To contact the Webmaster: web@botu3a.org