

A Tour of Chelmsford u3a's new Website

1. The Home Page <https://u3asites.org.uk/code/u3asite.php?site=1130>

- Lists the pages on the website along the top – click on any blue button to view that page
- The yellow banner underneath our u3a name will draw your attention to latest announcements.
- A copy of this document is available to view or download on the Home Page.

2. Welcome Page

- All new members should read this page.
- The history of Chelmsford u3a can be found on the link on the right-hand-side.
- We are looking for some photos to put on this page – something that reflects how much fun our u3a is. Please see below about submitting photos.

3. Our u3a Page

- Tells you about the way we are governed and about the National, Regional and Local Networks we belong to.
- A link to our Constitution appears on the right together with details of our last Annual General Meeting.
- This page will eventually list all our 'policy' documents; at the moment you can read our Privacy Policy and our 'Cookie Policy'. So watch this space.

4. Groups Page

- This page lists all our Interest Groups. Just click on the Group name to find out more about it.
- The individual Group page will tell you the name of the Group Leader, when & where the Group meet. There is an opportunity to add more information about the Group in order to attract new members or inform the ones you already have (just send your description/information to our webmaster, Andy Moir).
- The links on this page may take you to the Groups' annual programme, some book reviews or a list of useful websites.
- We would love some photos from each Group to reflect their activities e.g. see camera club Group page. Please see below before submitting photos.
- If you want to contact the Group leader, just click on the Blue Bird top right and write your message.

5. "Club Pics" Page

- Here you will see some photographs of Chelmsford and surrounding areas taken by members of the Photography Group.
- Click on any photo to see it full size and once it opens you can click to see the next or previous photo.
- We hope to add more photos in due course and will occasionally change the theme.

6. Covid Advice Page

- Some very important advice for Group Leaders and members of Groups.
- Please read this page before taking part in any u3a face-to-face activity.
- There are links to the latest National u3a Covid advice and to the Risk Assessment forms you will need to submit.

7. Events Page

- This page lists details of meetings and outings that are open to all u3a members.
- The events are listed in date order but you can change this to list events by category – just click on the button top right of the table.
- If the event is being hosted by an interest Group you can click on the Group name to be taken to their Group page.

- There is a link on this page to the events that are being run by National u3a. They are free on-line Zoom events which include Workshops, Webinars and Interactive Sessions. You will have to register to be sent the zoom link.

8. Calendar Page

- This page lists all General Meetings, Interest Group meetings and outings.
- You can scroll up and down the list of meetings/events but you can also click on the 'Today' button on the top left-hand corner of the calendar and then use the forward and back arrows to view the next or previous period.
- Click on the Group name to see the details.
- Please note that some Groups require you to register as a member, some Groups may have a waiting list, and not all Groups are meeting face to face just yet. It's best to contact the Group leader if you need more information.
- You can change the view of the calendar by clicking on 'week' or 'month' buttons top right and selecting the period you are interested in top left. For example, you can choose month and select the month of June. If you wish you can print the section of the calendar you have chosen, or you can add the events to your Google calendar – bottom right of screen.

9. Contact Page

- Your committee members are listed here and you can select their role e.g. "Groups Coordinator" and send them a message. Their email addresses are hidden to protect against cybercrime.
- This is also the page where you can download a membership form if you wish to join us.

10. Newsletters Page

- Current and past newsletters are shown here.
- If you would like to contact the Newsletter Editor click the bluebird.
- We welcome letters, poems, reports etc. from members and Group leaders.

11. Useful Links

- If you know of any websites, or organisations etc. that would be of interest to other members please let the webmaster know.

12. The Gallery

- Pictures from across the site are drawn into the gallery.
- Every time you access the website you will see a different selection.
- As you can see we need more photos!

13. National u3a

- When you click on this button you are taken straightaway to the national u3a website.
- If you click on the 'News' button and select the 'newsletter archive' you will be able to access the latest and past national newsletters.
- Above the list of newsletters you can 'click here to sign up to receive the newsletter'. It will be sent to you by email in future.

About sending in photographs

- The only file extensions accepted are **.jpg, .jpeg, .png** and **.gif**.
- You must be the owner of the photograph.
- Tell us where & when the photo was taken and which interest Group or trip it relates to.

If there are recognisable people in your photo you must gain their permission for the photo to appear on-line.