

How to edit your group page on the website

You will need a login name and a password. If you do not have these, email me on derbyu3a@gmail.com to get them.

Login to your Group page

Go to <http://u3asites.org.uk/code/login.php>. You will see this screen:

U3A SITE BUILDER: LOG-IN AND EDIT

In response to changes in legislation under the General Data Protection Regulation (GDPR), we issued a new Site Builder [Privacy and Data](#) agreement to the updates.

To make changes and additions to your U3A site, please enter your login name and password in the boxes below:

Login name:

Password:

Press:

[Edit my U3A Site](#)

SAFETY FIRST

When you enter your login name and your password, and click on “Edit my U3A page”, you will get the following menu at the side of the page.

MENU

[Brief help](#)
[View my page](#)
[Edit text](#)

PAGES

[Add sub-page](#)
[Remove sub-page](#)

EVENTS

[Add event](#)
[Change event](#)
[Remove events](#)

CONTACTS

[Add email](#)
[Change email](#)
[Remove email](#)

LINKS

[Add link](#)
[Change link](#)
[Remove link](#)

UPLOADS

[Upload picture](#)
[Change picture](#)
[Remove picture](#)
[Upload file](#)

LOG OUT

You can see and edit your main page using “Edit text”. This should have general information about the group (e.g. purpose, frequency and type of meetings etc.) and information about costs.

If you want to add information about an event on specific dates, it is best to you the “Add Event” as this allows you to set a date when the event will be removed, which means that out-of-date information does not appear (this is one of the most annoying things one can find on websites).

You can add links to external websites or other pages on our website with the LINKS section.

To add pictures, select “Add Picture” from the left-hand menu. If you want the photo to appear only within the text, select “inline only”, otherwise the picture will automatically appear on the right hand side. There are rather complicated instructions about how to get your photo in the text, and it is not easy to control this. You will probably have to play about a bit with it and it is not always possible to get the pictures where you want them.

You must not publicly post any images whose copyright is owned by an outside organization or individual – this applies to most images on the internet. Other U3As have been sued and have had to pay significant damages for doing so. If in doubt, don’t publish!

You can password protect files and images so they are only accessible by U3A members.

The email link allows you to put an email contact for the group. The default is derbyu3a@gmail.com for group organisers who have not given permission for their email addressed to be used. I forward the emails sent this way. Note that your email address is not visible to outside users of the website.

You may want to add sub-pages if you want to have detailed information about past events or other things.

Useful information

Bold	# at either end of the text#
Italics	- at the start and the end of the text
Bullet points	* at the start of each line
Table	put ,, at the end of each item in the box as Fred,,Monday,,Trip

