How to edit your group page on the website

You will need a login name and a password. This is a different password to the main website password and is individual to each group organiser, as is your login name.
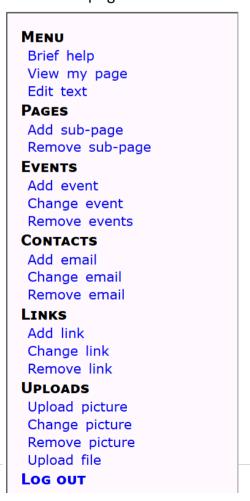If you do not have these, email derbyu3a@gmail.com to get them.

Login to your Group page

Go to http://u3asites.org.uk/code/login.php. You will see the screen below:
(Note that the message in bright red at the bottom of the form is sent by Sitebuilders, the overall managers of u3a websites. It will vary from time to time, depending on circumstances).

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

agreed 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

What to put and where to put it

- In the main text of your group page, put general information about the group (e.g. purpose, frequency and type of meetings etc.) (see below)
- For information about a specific event add an Event to the page. (see below).
- add one or more sub pages for detailed information about past events or other information (see below).

How to edit the main text in your Group page

1) Select Groups on the left hand side menu
2) Select Edit Text from the Menu options on the left hand side. This will take you to your page so that you can add and change the text.
3) This should have general information about the group (e.g. purpose, frequency and type of meetings etc.) and information about costs. **Please be aware that everything you put in the text is available for the general public to view. Therefore, do not add personal email addresses, phone numbers or home addresses.**
4) Write what you want to write and then click on Save to save this page text.
5) Select View my page from the Menu to see what your page now looks like.

Useful editing 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
Link to another page on the website – put the name of the page as follows: |Contact|

How to add an Event to your Group page

Select the Event menu on the left hand side

1) Select Add event. This will take you to the page for putting in the details.
2) Select your group name from the drop-down menu in the Category window
3) Change the date (note that the date must be in the future to create an Event).
4) Type in the information about the Event. (In general, if it is more than a paragraph just put the bare bones as an Event and put further details in a sub page).
5) Click on Save this information and check the event details.
6) Select View my page from the Menu to see what your page now looks like.

How to add a sub page to your Group page

Go to your Group page

1) Select Add sub-page from the Pages menu on the left hand side.
2) Type in the page heading and your text and save.
3) Go to View my page from the Menu to see the link to the sub page on the left hand side of your page.

To add a link to an external website

1)   Select Links on the left hand side menu and follow instructions

To add pictures

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!

To upload a file

Although you can normally upload information via the sub-Page method, if you wish to upload a file instead, please contact the Web Manager derbyu3a@gmail.com for detailed instructions.

Password protecting

You can password-protect files and images so they are only accessible by U3A members by ticking the appropriate box. The password members will be required to give to access the files will be the main website password – you will not have to type this in, as it is automatically added.

Contact email

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 address to be used. Emails will then be forwarded to you for a response. Note that your email address is not visible to outside users of the website.

HELP

If have any problems, or you are unsure about how to edit your website, please contact the Web Manager on derbyu3a@gmail.com, or ask the Group Coordinator to put information onto the website for you.