In response to changes in legislation under the General Data Protection Regulation (GDPR), we issued a new Site Builder *Privacy and Data Protection Policy* and new *Terms and Conditions*. By continuing to use our products and services, you're confirming that you've read and 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

Please note that it is no longer possible to enter html tags in page text. For security reasons our official policy has always been to disallow their use, but due to an oversight the necessary check has not always been made, and some raw html has slipped through into the database records. That loophole is now closed.

Our system supports simple mark-up for *basic formatting and layout*, plus the ability to incorporate *inline links* in page text. Please use those safer alternatives to format and structure your pages.

Susan Jones
Site Builder Support
January 2019

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 / organise pictures
Remove picture
Upload file
LOG OUT

PAGE EDITOR HELP

Please use the menu options on the left to add to and change the contentsof the page for which you are responsible.

Click **View my page** at any time to see the current state of your page. (To load it into a separate window or tab, *right-click* with your mouse on the link and choose from the resulting menu.) From there you can follow links to your own "sub-pages" if you have them, and anywhere else on the site.

When you click **Edit text** you will see a text area in which to type your words. The text will "wrap" around from line to line, and a scroll bar will appear when necessary. Press the Enter key only when you really want to start a new line, otherwise just let the text wrap automatically. Press the Enter key twice to get an empty line between paragraphs. (If you have any sub-pages, you will first need to select which page to edit.)

The Site Builder is not a word processor, but it does support a few simple formatting options: centred headings, bold and italic text, and tabulated lists. Follow *this link* for details.

You may add other items to any of your pages, including *links* to sites of interest, *event* details, email *contact addresses*, and *pictures*. If your page is a group page, you may create *sub-pages* linked from it, to extend the information about your group's activities.

In each case you will need to enter data on a web form, and press a buttonto save it. You will see a confirmation of what you have entered, and be given the chance to correct it.

Please contact the person responsible for administering your site if you need further advice about editing your page.

How to edit your group page

1) Go to https://u3asites.org.uk/code/login.php
2) You will see the login page shown at the top
3) Enter your username and password. If these have not been issued to you or you have forgotten them, please send email to website.hru3a@gmail.com
4) When you have logged in, you will see Page Editor Help, as above.
5) Click on one of the options on the left-hand side to edit your group page.
6) When you have finished, click Log Out.
7) If you have any problems, send email to website.hru3a@gmail.com