

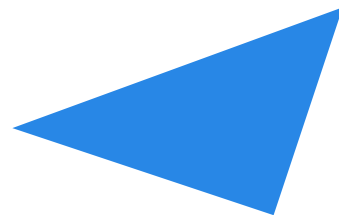


London Region of U3As

Site Builder Manual

Date: July 2021

Rev: 04



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1. Website Structure

What Standard Pages are Available? The Generic Site Builder comes with:

- standard pages of Home, Welcome, Members (re titled Our U3As), Groups (not used/ relevant for us), Events, Contacts (& back up pages of Links, Gallery, Sitemap, TAT)
- most U3As don't use Links, Gallery, Sitemap, TAT
- the TAT one is only a link to the National web site - you can't add any info/ text to it (so a waste of a Tab space?). There are other links to the TAT website.
- some of these standard pages have built in special features (eg the Noticeboard is only available on the Welcome page)
- you can create additional Tab (main pages), as well as linked 'sub-pages'

2. Main Menu

So the first thing we have to decide is which of the 'standard' pages out of above we want to use. Currently we are using 4 tabs for the standard pages.

Re the standard Home page:

- 15 out to the 21 do use the separate Home page, but then some of those 15 don't then use the Welcome page
- for the 15 that do use the Home page many just have the one photo on it (as we used to have). Hence, in my view its a waste of a tab space, a meaningless tab. But the default is the URL is to this page. If we stay with a combined tab for Home/Welcome then I'd get the URL changed (by TAT) to point to this instead. **To change the photo/ image on the Home page use the standard 'Pictures' function.**

Re the standard Welcome page: suggest we keep this - as it gives us the Noticeboard feature

Re the standard Members page: suggest we keep this - as it gives us the table with all the U3A website links.

I've now change the name from Our U3As to London U3As.

Re the standard Events page: suggest we keep this - as it gives us the automatic table listing all events

Re the standard Contacts page: suggest we keep it as it gives the 'MailTo protocol'. We can add photos to improve look

2. Main Menu

The screenshot displays a web browser window with multiple tabs. The active tab is 'Editing London U3A Region', showing the URL 'https://u3asites.org.uk/code/edit/editsite.php'. The browser's address bar and search bar are visible. The page content is divided into two main sections. On the left is a 'MAIN MENU' sidebar with a light blue background, containing links: Overview, Basic page structure, Basic text entry, WELCOME, MEMBERS, EVENTS, CONTACT, LINKS, PAGES, PICTURES, UPLOAD FILE, ADMIN MENU, VIEW FULL SITE (in a new tab or window), and LOG OUT. The main content area on the right is titled 'U3A SITE BUILDER: BASIC SITE STRUCTURE'. It explains that a new site starts with a menu bar linking to four top-level pages: 'Welcome', 'Groups', 'Events', and 'Contact'. Each page has a brief description of its purpose. For example, the 'Welcome' page is for a general introduction, and the 'Groups' page lists individual study groups. It also notes that for regional or network sites, the 'Groups' page is replaced by a 'Members' page. Other pages that can be created as the site develops include individual group pages, sub-pages, and extra top-level pages. The interface concludes by stating that the Site Builder menus provide options to add, edit, and change information on all the above pages, with more detailed instructions available for each. The Windows taskbar at the bottom shows the search bar, task view button, and several application icons, along with the system clock indicating 13:01 on 25/03/2018.

MAIN MENU
Overview
Basic page structure
Basic text entry
WELCOME
MEMBERS
EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new tab or window)
LOG OUT

U3A SITE BUILDER: BASIC SITE STRUCTURE

When a site is first created, it will show a menu bar with links to four top-level pages:

The "Welcome" page:
This is the page which visitors to your site will read first, so it should contain a general introduction to your U3A. You will be able to choose the page heading, and then enter one or more paragraphs of information.

The "Groups" page:
This is intended to show some general information about how your study groups are run, followed by a list of individual groups, which can be added, changed and removed independently.
If you are editing a regional or network site, the Groups page will be replaced by a "Members" page, which lists the member U3As.

The "Events" page:
This is intended to show information about activities planned for the whole membership: monthly meetings, outings, social events — any event which is arranged for a particular date.

The "Contact" Page:
This is intended to show information about how to get in touch. E-mail addresses for designated contacts can be registered, and used to present an on-line with which visitors to the site can messages directly

Follow [this link](#) for details of other standard menu buttons (Links, Gallery, Site Map) which can be activated by site administrators to show automatically-generated content.

Other pages can be created as the site develops:

- Pages to show information about individual *groups*,
- Sub-pages, which are not specific to any group but linked from main or group pages,
- Extra top-level pages accessed from main menu buttons.

The Site Builder menus provide options to add, edit and change information on all the above pages. More detailed instructions are available for each.

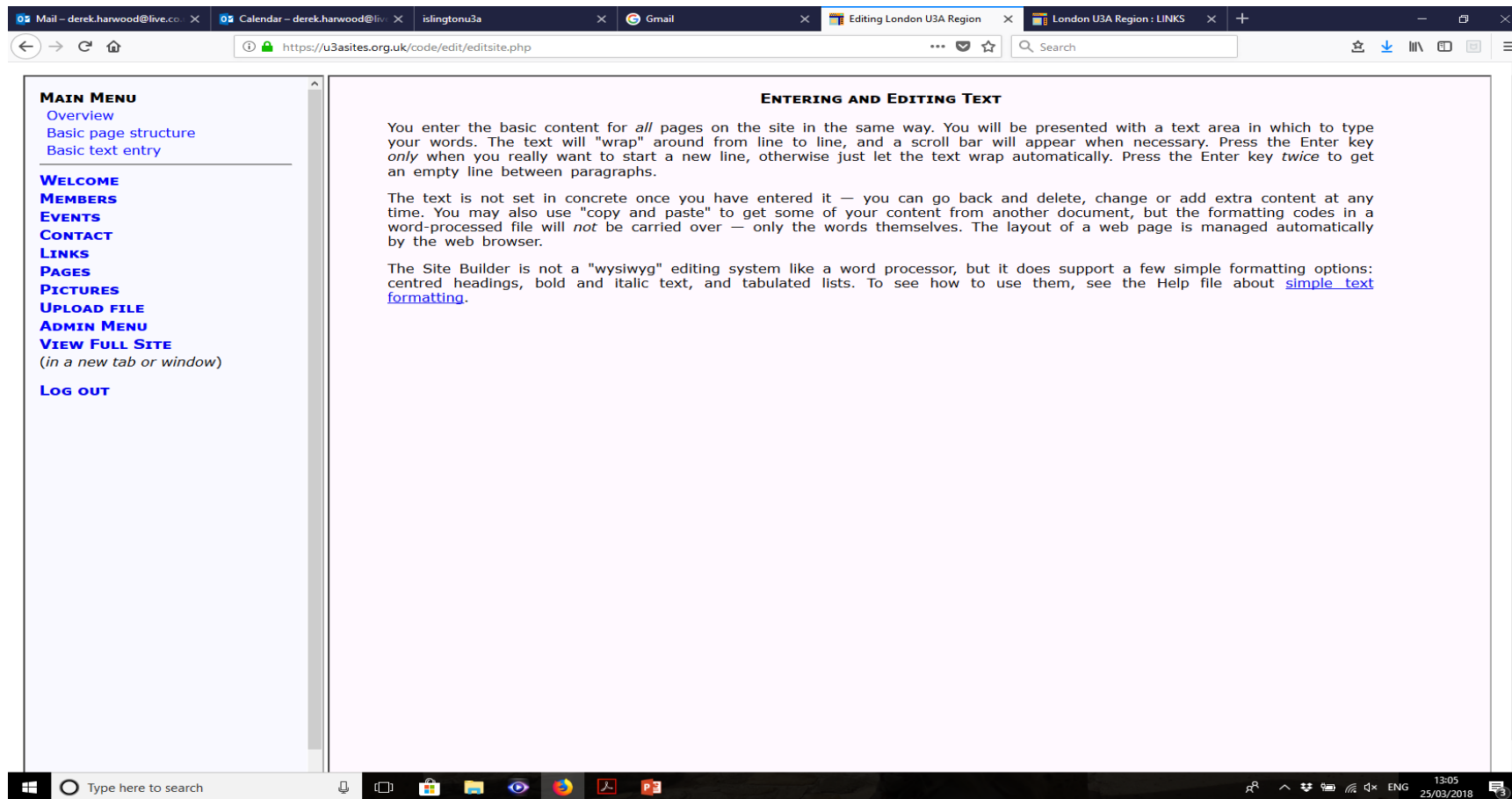
2. Main Menu

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Editing London U3A Region" and shows the URL "https://u3asites.org.uk/code/edit/editsite.php". The browser's address bar and search bar are visible at the top. The main content area is titled "U3A SITE BUILDER: EDITING LONDON U3A REGION". On the left side, there is a sidebar menu with the following items: "MAIN MENU" (with sub-items "Overview", "Basic page structure", and "Basic text entry"), "WELCOME", "MEMBERS", "EVENTS", "CONTACT", "LINKS", "PAGES", "PICTURES", "UPLOAD FILE", "ADMIN MENU", "VIEW FULL SITE" (with a note "(in a new tab or window)"), and "LOG OUT". The main content area contains the following text: "Please use the menu on the left to create and update your web site. Each of the four main pages (Welcome, Groups, Events and Contact) should contain one or more *introductory paragraphs*, which you type in and edit as normal text. Then use the options from the menu on the left to enter details of your *activity groups* and *forthcoming events*, which can be individually added, removed and changed. If you wish, you may also:

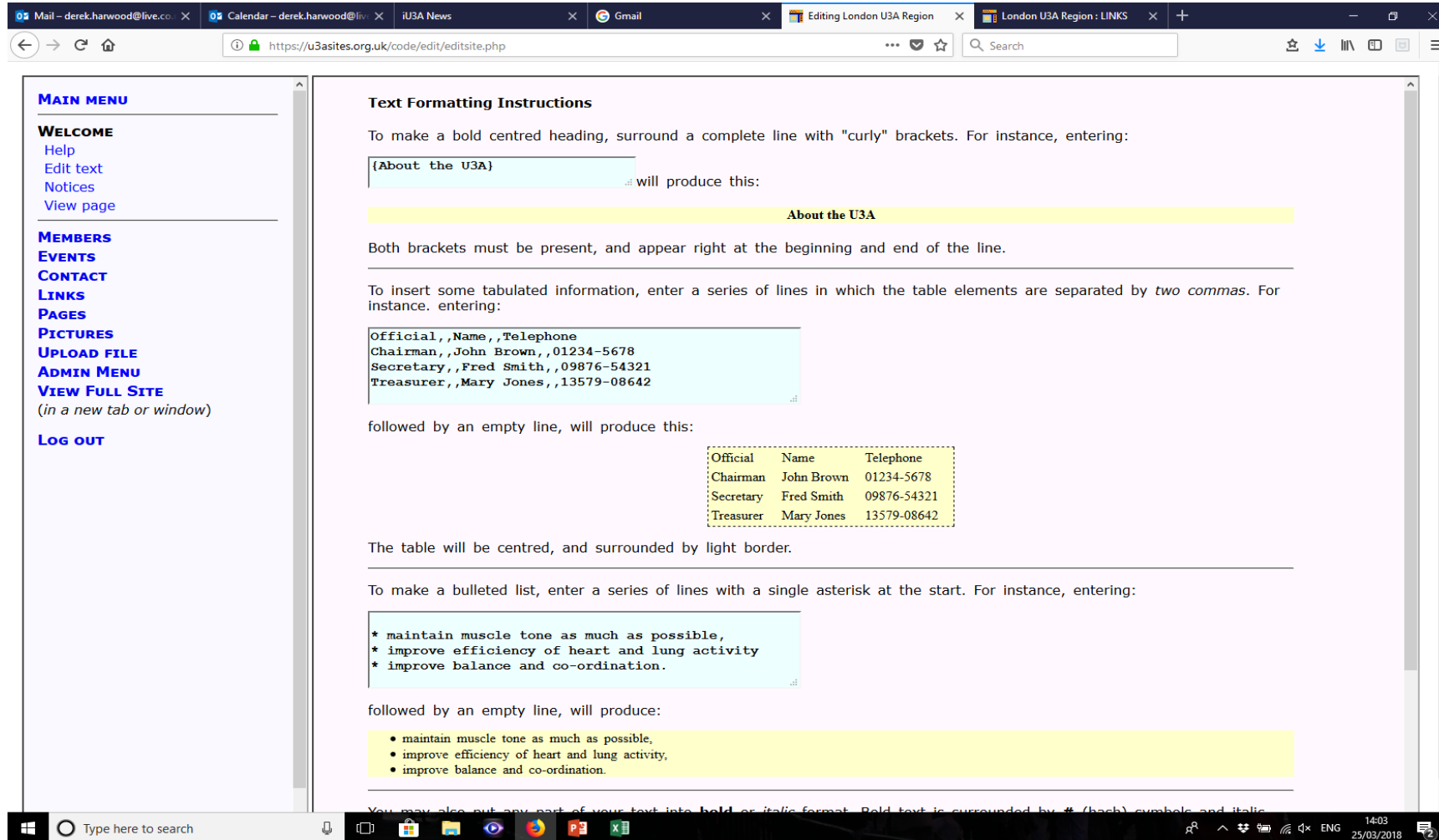
- put brief short-term *notices* on the Welcome page,
- extend the site with extra *pages*,
- register any number of hidden *e-mail addresses* for U3A contacts,
- make *links* from any page to external sites,
- add *pictures* to any page — especially the Front Page,
- upload *documents*, secured if necessary with a username and password.

N.B. Options for adding pictures and uploading documents will become available *only* once your site has been officially "published". As a **site administrator** you are able to make decisions affecting the management and appearance of the whole site. Please click **Admin Menu** in the sidebar for more information, and a new set of options. More detailed instructions about entering each page's content will be shown when you select the relevant option. After entering or changing any information, you will be able to see it in its updated form. To look at *all* your current pages, select **View full site** from the menu, and it will be displayed exactly as it will appear to your readers, in a separate browser window. When you have finished using the Site Builder, press **Log out**."

2. Main Menu



2. Main Menu – Text Formatting



The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The left sidebar contains a 'MAIN MENU' with links: WELCOME, Help, Edit text, Notices, View page, MEMBERS, EVENTS, CONTACT, LINKS, PAGES, PICTURES, UPLOAD FILE, ADMIN MENU, VIEW FULL SITE (in a new tab or window), and LOG OUT. The main content area is titled 'Text Formatting Instructions' and provides examples for bold centred headings, tabulated information, and bulleted lists.

Text Formatting Instructions

To make a bold centred heading, surround a complete line with "curly" brackets. For instance, entering:

```
{About the U3A}
```

will produce this:

About the U3A

Both brackets must be present, and appear right at the beginning and end of the line.

To insert some tabulated information, enter a series of lines in which the table elements are separated by *two commas*. For instance, entering:

```
Official,,Name,,Telephone
Chairman,,John Brown,,01234-5678
Secretary,,Fred Smith,,09876-54321
Treasurer,,Mary Jones,,13579-08642
```

followed by an empty line, will produce this:

Official	Name	Telephone
Chairman	John Brown	01234-5678
Secretary	Fred Smith	09876-54321
Treasurer	Mary Jones	13579-08642

The table will be centred, and surrounded by light border.

To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering:

```
* maintain muscle tone as much as possible,
* improve efficiency of heart and lung activity
* improve balance and co-ordination.
```

followed by an empty line, will produce:

- maintain muscle tone as much as possible,
- improve efficiency of heart and lung activity,
- improve balance and co-ordination.

You may also put any part of your text into **bold** or *italic* format. Bold text is surrounded by # (hash) symbols and italic

3. Home page

This is the main URL for the website. So it's where people are directed to from the National Office & appears in searches.

If you want to add a special announcement, a scrolling banner then go to Admin Menu/ Customisation/ Choose Options, then the bottom section allows you to load a banner message.

Many U3As load a picture image here. There isn't much other functionality for this set page.

The main site header on the Home page is the only one for which there isn't a change option: official names for local U3As are registered with the national office so only they can change it.

The sub-title associated with the map image (or what ever is used here) can be altered. Select "Pictures / Change picture in the normal way, and alter the text as you wish.

4. Welcome

The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page content is titled 'THE WELCOME PAGE' and includes the following text:

The Welcome page should contain some introductory paragraphs about the U3A in general and your local U3A in particular. It might include something about the town or village where you are situated, a brief history of your U3A, the number of current members, the cost to join — whatever you think would be of interest to the general public, especially potential new members.

Entering page content

To enter or change the page content, click **Edit text**. It will bring up a data entry form with which to edit the page header and main text. See the Help files about [basic text entry](#) and [simple text formatting](#) for further details.

Notices

Notices are brief announcements which can be set to stay on the site for a limited time. They are displayed in a prominent "Notice Board" on the right side of the Welcome Page. Use them for "stop-press" news or quick reminders about events which are to occur in the immediate future.

Clicking the **Notices** option will bring up a list of all existing notices for the site, including those which are past their "show-until" date. Click on any notice to remove or change it, otherwise use the data entry form to add a new notice.

The left sidebar menu includes the following items:

- MAIN MENU**
- WELCOME**
 - [Help](#)
 - [Edit text](#)
 - [Notices](#)
 - [View page](#)
- MEMBERS**
- EVENTS**
- CONTACT**
- LINKS**
- PAGES**
- PICTURES**
- UPLOAD FILE**
- ADMIN MENU**
- VIEW FULL SITE**
(in a new tab or window)
- LOG OUT**

4. Welcome – Edit text

The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page is divided into a left sidebar and a main content area.

MAIN MENU

- WELCOME**
 - Help
 - Edit text
 - Notices
 - View page
- MEMBERS**
- EVENTS**
- CONTACT**
- LINKS**
- PAGES**
- PICTURES**
- UPLOAD FILE**
- ADMIN MENU**
- VIEW FULL SITE**
(in a new tab or window)
- LOG OUT**

Edit your page heading here:
WELCOME

Write your page text here, leaving a blank line between paragraphs.

#The U3As are self-help, self-managed lifelong learning co-operatives for older people no longer in full time work, providing opportunities for their members to share learning experiences in a wide range of interest groups and to pursue learning not for qualifications, but for fun.
This is the site of the London Region of the University of the Third Age (U3A). We have 43 autonomous U3As in the Region, together totalling about 23,000 members.

Individuals become members of the London Region of U3As by virtue of their membership of a constituent U3A branch not by joining in their own right.

Click on the Our U3As button at the top to see a list of our constituent branches.

The Constitution of the London Region of U3As is available through the CONSTITUTION link below.#

{#LEARN MORE ABOUT THE LONDON REGION OF U3As!}
Click on LONDON REGION PRESENTATION in LINKS on the right hand side of this page.#

Then press: [Save this page text](#) or [Undo your changes](#)

Alternative Options

[Add a sub-page](#)
[Add / change / remove video](#)

Show picture references for inline insertion
(You may need to scroll down to see the list.)

4. Welcome - Notices

The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page layout includes a left sidebar with a 'MAIN MENU' and a main content area.

MAIN MENU

- WELCOME**
 - [Help](#)
 - [Edit text](#)
 - [Notices](#)
 - [View page](#)
- MEMBERS**
- EVENTS**
- CONTACT**
- LINKS**
- PAGES**
- PICTURES**
- UPLOAD FILE**
- ADMIN MENU**
- VIEW FULL SITE**
(in a new tab or window)
- LOG OUT**

WELCOME

To make a new notice, enter the text in the box below and set the expiry date:

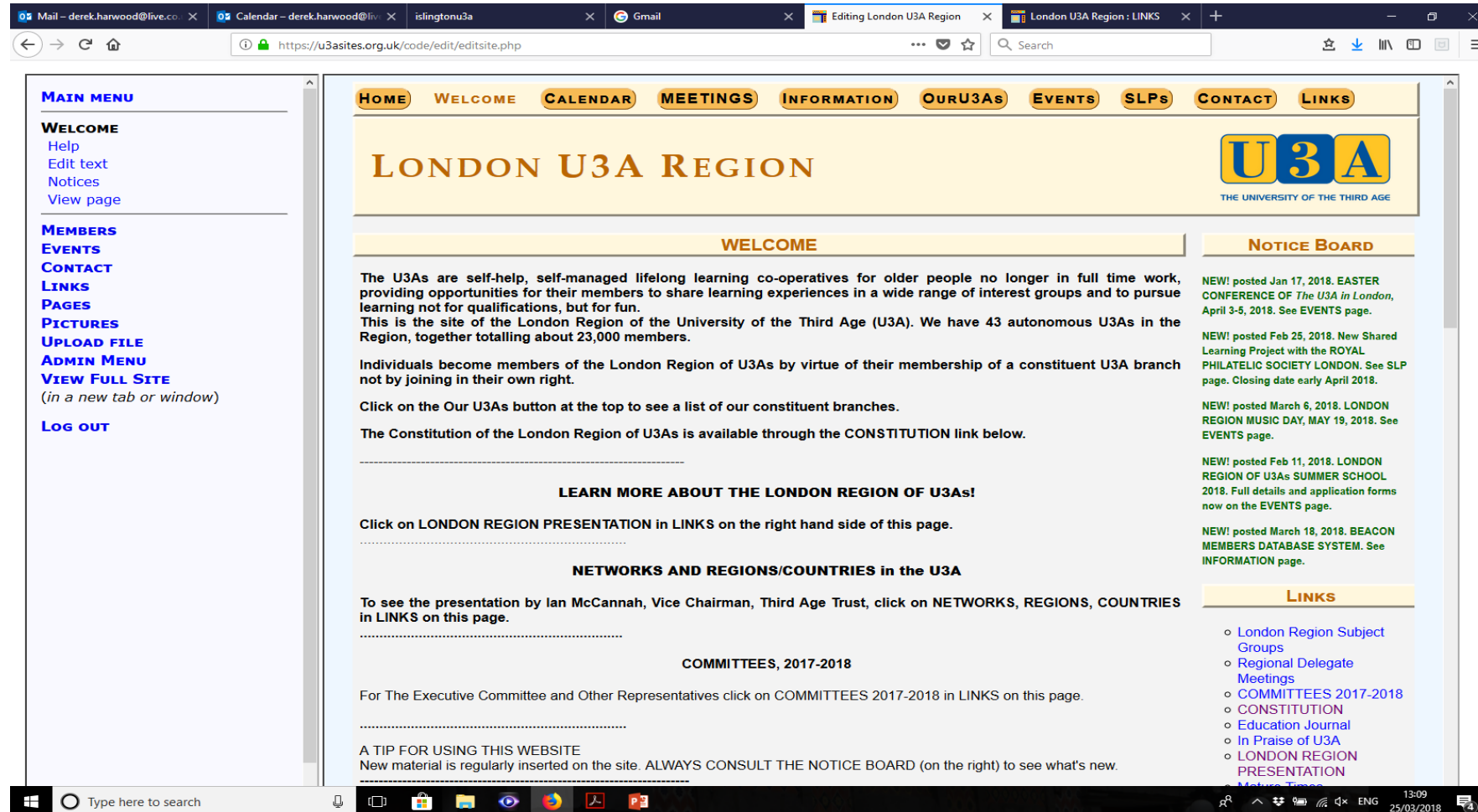
Display until:

When you have finished typing, press [Save this notice](#)

Click on any notice to change or remove it:

- ☐ 31/03/2018 **NEW!** posted Jan 17, 2018. EASTER CONFERENCE OF _Th
- ☐ 09/04/2018 **NEW!** posted Feb 25, 2018. New Shared Learning Pro
- ☐ 19/05/2018 **NEW!** posted March 6, 2018. LONDON REGION MUSIC DAY
- ☐ 31/07/2018 **NEW!** posted Feb 11, 2018. LONDON REGION OF U3As SU
- ☐ 04/08/2018 **NEW!** posted March 18, 2018. BEACON MEMBERS DATABAS

4. Welcome – View page



MAIN MENU

WELCOME
[Help](#)
[Edit text](#)
[Notices](#)
[View page](#)

MEMBERS
EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new tab or window)
LOG OUT

HOME WELCOME CALENDAR MEETINGS INFORMATION OURU3As EVENTS SLPs CONTACT LINKS

LONDON U3A REGION

THE UNIVERSITY OF THE THIRD AGE

WELCOME

The U3As are self-help, self-managed lifelong learning co-operatives for older people no longer in full time work, providing opportunities for their members to share learning experiences in a wide range of interest groups and to pursue learning not for qualifications, but for fun.
This is the site of the London Region of the University of the Third Age (U3A). We have 43 autonomous U3As in the Region, together totalling about 23,000 members.

Individuals become members of the London Region of U3As by virtue of their membership of a constituent U3A branch not by joining in their own right.

Click on the Our U3As button at the top to see a list of our constituent branches.

The Constitution of the London Region of U3As is available through the CONSTITUTION link below.

LEARN MORE ABOUT THE LONDON REGION OF U3As!

Click on LONDON REGION PRESENTATION in LINKS on the right hand side of this page.

NETWORKS AND REGIONS/COUNTRIES in the U3A

To see the presentation by Ian McCannah, Vice Chairman, Third Age Trust, click on NETWORKS, REGIONS, COUNTRIES in LINKS on this page.

COMMITTEES, 2017-2018

For The Executive Committee and Other Representatives click on COMMITTEES 2017-2018 in LINKS on this page.

A TIP FOR USING THIS WEBSITE
New material is regularly inserted on the site. ALWAYS CONSULT THE NOTICE BOARD (on the right) to see what's new.

NOTICE BOARD

NEW! posted Jan 17, 2018. **EASTER CONFERENCE OF The U3A in London**, April 3-5, 2018. See **EVENTS** page.

NEW! posted Feb 25, 2018. **New Shared Learning Project with the ROYAL PHILATELIC SOCIETY LONDON**. See **SLP** page. Closing date early April 2018.

NEW! posted March 6, 2018. **LONDON REGION MUSIC DAY, MAY 19, 2018**. See **EVENTS** page.

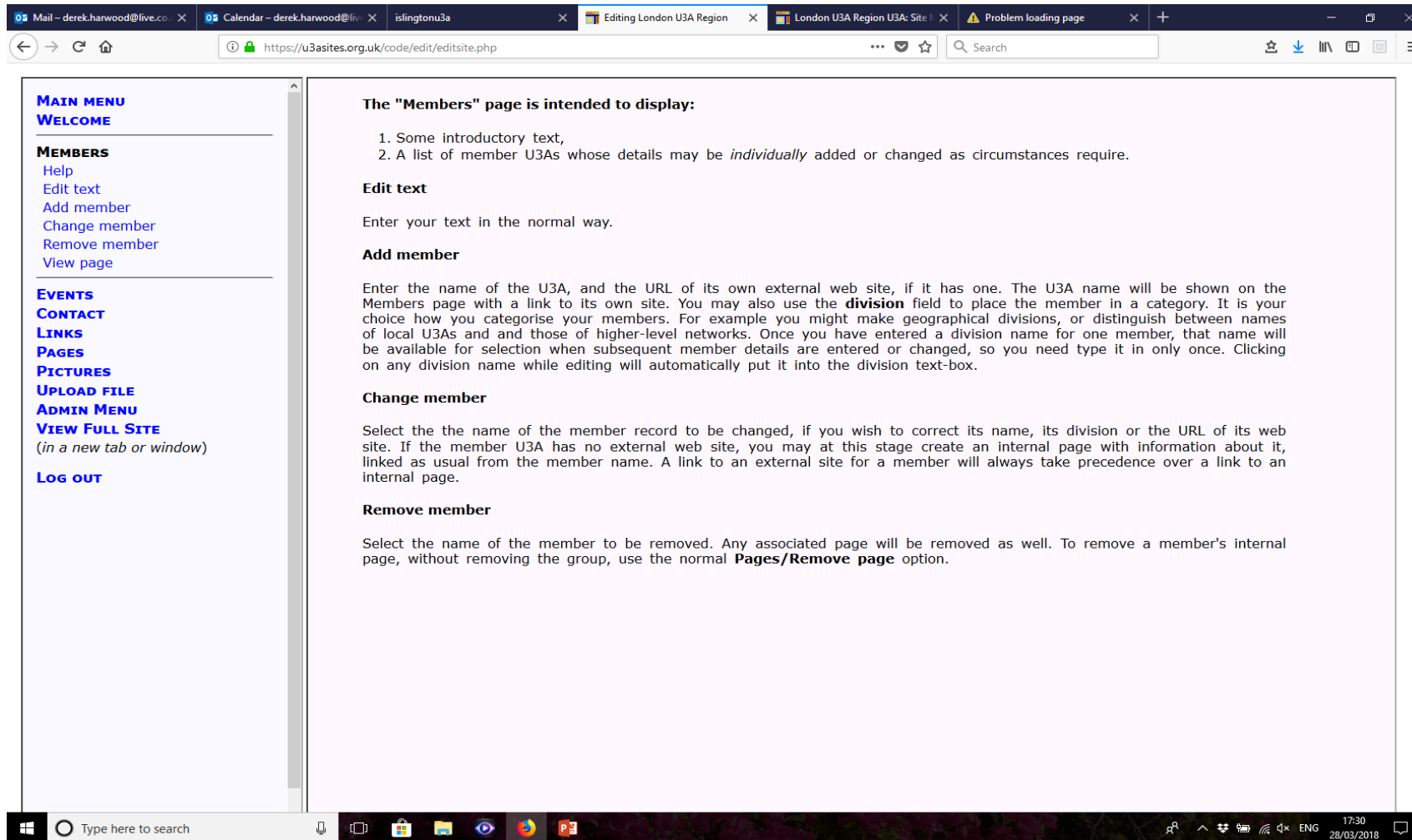
NEW! posted Feb 11, 2018. **LONDON REGION OF U3As SUMMER SCHOOL 2018**. Full details and application forms now on the **EVENTS** page.

NEW! posted March 18, 2018. **BEACON MEMBERS DATABASE SYSTEM**. See **INFORMATION** page.

LINKS

- London Region Subject Groups
- Regional Delegate Meetings
- COMMITTEES 2017-2018
- CONSTITUTION
- Education Journal
- In Praise of U3A
- LONDON REGION PRESENTATION

5. Members



The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page has a light purple background. On the left is a sidebar menu with the following items: MAIN MENU, WELCOME, MEMBERS (with sub-links: Help, Edit text, Add member, Change member, Remove member, View page), EVENTS, CONTACT, LINKS, PAGES, PICTURES, UPLOAD FILE, ADMIN MENU, VIEW FULL SITE (with note '(in a new tab or window)'), and LOG OUT. The main content area is titled 'The "Members" page is intended to display:' and contains a numbered list: 1. Some introductory text, 2. A list of member U3As whose details may be *individually* added or changed as circumstances require. Below this are sections for 'Edit text' (with instruction 'Enter your text in the normal way.'), 'Add member' (with detailed instructions on naming and linking), 'Change member' (with instructions on selecting and updating records), and 'Remove member' (with instructions on removing records and associated pages).

MAIN MENU
WELCOME

MEMBERS
Help
Edit text
Add member
Change member
Remove member
View page

EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new tab or window)
LOG OUT

The "Members" page is intended to display:

1. Some introductory text,
2. A list of member U3As whose details may be *individually* added or changed as circumstances require.

Edit text

Enter your text in the normal way.

Add member

Enter the name of the U3A, and the URL of its own external web site, if it has one. The U3A name will be shown on the Members page with a link to its own site. You may also use the **division** field to place the member in a category. It is your choice how you categorise your members. For example you might make geographical divisions, or distinguish between names of local U3As and those of higher-level networks. Once you have entered a division name for one member, that name will be available for selection when subsequent member details are entered or changed, so you need type it in only once. Clicking on any division name while editing will automatically put it into the division text-box.

Change member

Select the the name of the member record to be changed, if you wish to correct its name, its division or the URL of its web site. If the member U3A has no external web site, you may at this stage create an internal page with information about it, linked as usual from the member name. A link to an external site for a member will always take precedence over a link to an internal page.

Remove member

Select the name of the member to be removed. Any associated page will be removed as well. To remove a member's internal page, without removing the group, use the normal **Pages/Remove page** option.

5. Members / Our U3As

Mail – Derek Harwood - Outlook | Calendar – Derek Harwood - Outlook | Editing London Region of U3As | London Region of U3As: London Region of U3As

https://u3asites.org.uk/code/u3asite.php?site=368&page=2

HOME WELCOME LONDON U3As DELEGATES EVENTS LEARNING THE REGION CONTACT

LONDON U3As

There are currently 44 U3As (with a total membership of over 23,000) in the London Region. Most have their own websites which you can visit by following the links below. Where the name is not self-explanatory, the main operating areas are indicated in brackets. Where the U3A does not have a web-site please email the Membership Secretary of London Region of U3As (see [CONTACT](#)) and ask for the contact details of the relevant U3A Chair.

U3As do not recruit within neat boundaries: some have members who travel a reasonable distance along convenient transport links. Each U3A will have groups covering a range of subjects. If you have a particular topic you want to learn about you may need to shop around. Have a look at any that are near your location and contact the one that seems best suited to your requirement. Joining a U3A is relatively inexpensive and it is possible and common within London to join more than one.


U3As without a website (Hillingdon South and Haringey), so no link from table below, you need to go through the [NATIONAL OFFICE](#).

U3As may belong to one or more local 'network' or grouping for mutual support according to their needs and requirements. For further information and links to those networks click here: [NETWORKS & OTHER GROUPINGS OF U3As](#)


Dagenham is the newest U3A in the London area. Welcome to them! Currently they do not have a website. If you want to contact them then use email address: tony@dagenhamu3a.org.uk

Abbey Wood and Thamesmead	Barnet	Beckenham	Bexley
Brent	Bromley	Crouch End & District	Croydon
Dagenham	Dulwich	Ealing	Enfield
Hackney	Hammersmith and Fulham	Hampstead Garden Suburb	Haringey
Harrow	Havering	Hillingdon	Hillingdon South
Hounslow	Islington	Kenton and District	Kingston
Merton	Mill Hill	North London (Highgate, Muswell Hill & Finchley)	Northwood
Norwood	Orpington	Palmers Green/Southgate	Redbridge
Richmond upon Thames	Sidcup	South East London	Stanmore and District
Sutton	Tower Hamlets	U3A in London (wide area around Belsize Park)	Upminster
Waltham Forest	Wandsworth	Wanstead & Woodford	Welling

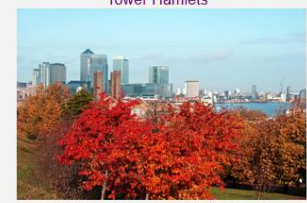
Click on a picture below to see it full-size




London U3As



Tower Hamlets



South East London in Autumn



11:42 17/04/2019

6. Groups Page

Not used by LRU3A

7. Events

The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page content is divided into a left sidebar and a main editing area.

Left Sidebar:

- MAIN MENU
- WELCOME
- MEMBERS
- EVENTS
 - Help
 - Edit text
 - Add event
 - Change event
 - Remove events
 - View page
- CONTACT
- LINKS
- PAGES
- PICTURES
- UPLOAD FILE
- ADMIN MENU
- VIEW FULL SITE
(in a new tab or window)
- LOG OUT

Main Editing Area:

The "Events" page is intended to display:

1. Some *general* introductory text about the sort of events which you run, for instance monthly meetings and trips.
2. Specific details of each event, which may be *individually* added, removed or changed as circumstances require.

Edit text

The introductory text should include information about regular events, for instance the day, time, venue and format of monthly meetings. Those details will remain at the top of the page, as the list of specific events - managed by the options below - changes over time.

Add event

The form allows data about one event at a time to be registered. Enter:

- the event **category**: either *general* (monthly meeting, outing, study day, etc.) or associated with an existing group page or sub-page.
- the event **date**: normally one in the *future*.
- the event **details**, e.g. name of speaker, title of talk, location, cost, etc. These can be formatted using line breaks and bold or italic text in the normal way.

When you **Save** the information you will have the option to add another event at once, or check (and possibly change) the details which you have just entered.

On your website, events will be shown within their respective categories. Visitors to the site can view the the list by category or in strict date order. By default, group-related events will be shown on both the relevant group detail page *and* the main "Events" page. Events whose date is *past* when a user views your site are not shown, but their records remain in the database. *All* event details may be changed — see the next section — so the same database record may be "re-used" to represent another future event.

Change event

Brief details of all (future and past) events will be displayed. Click on *one* event whose details you wish to change, for instance where you wish to notify people about a cancellation, or alter the date of a regularly-occurring event. If there is no immediate response, press the button marked **Change the Marked Event**. The event details will be shown in editable form, and when you **Save** the information you will have the option to see the effect of your changes.

Remove event

Brief details of all (past and future) events will be displayed. Tick the box besides *one or more* events whose details you wish to remove, and click the **Remove** button. (It is useful to remove records of past events periodically, if they are unlikely to be needed again.)

7. Events

Mail - Derek Harwood - Outlook X Calendar - Derek Harwood - X Editing London Region of U3As X London Region of U3As : Event X

https://u3asites.org.uk/code/u3asite.php?site=368&page=3

[HOME](#) [WELCOME](#) [LONDON U3As](#) [DELEGATES](#) [EVENTS](#) [LEARNING](#) [THE REGION](#) [CONTACT](#)

EVENTS

See the table below for many U3A meetings, study days, workshops/conferences, summer schools, concerts and other events taking place in the London area. Some of these events are organised in London by the Third Age Trust. Events organised in nearby regions or elsewhere may also be included if potentially of interest and accessible to members of London U3As.

Watch the events page on [EVENTS, U3A NATIONAL WEBSITE](#) for national events. See details for events in the London area below.

We hold regular 'Delegates' meetings where two representatives (ie 'Delegates') are invited to attend from each of the London area U3As. For further information on these see the [DELEGATES](#) page.

U3A LONDON REGION SUMMER SCHOOL 2019: Use the following shortcut to links. Scroll down the Diary dates to July 23-25 for more information.
[Programme](#)
[SS Postal Application](#) for postal submission
[Application on line](#) for on-line application
[Summer School Poster](#).

[Display events by category](#)

Dates for your Diary

April 2019		
Tue Apr 23rd -Thu Apr 25th	Workshop	EASTER CONFERENCE, U3A In North London: 23rd, 24th and 25th APRIL 2019, at MAIN HALL: HAMPSTEAD OLD TOWN HALL, LONDON NW3 4QP. Details here: Easter Conf. Programme and registration form here: Easter Conf. Registration
Fri Apr 26th	Outing	An Afternoon at Historic Southwark Cathedral: £15.00 More information and booking here: Southwark Cathedral
May 2019		
Wed May 8th	Study Day	The Great Unrest: Research Retreats. Details at Citizens 800 . Register here: Great Unrest
June 2019		
Tue Jun 18th	Social	The Gardeners: a new chamber opera by Robert Huggill and Joanna Wyld Robert is a member of U3A in London. Premiere in concert Tuesday 18 June 2019 7.30pm Conway Hall, Red Lion Square, London, WC1R 4RL Tickets £20, available online: The Gardeners

Click on a picture below to see it full-size

[Thames Path](#)

[SLP - ORNC 1](#)

[Music Appreciation](#)

8. Contacts

Mail – derek.harwood@live.co.uk | Calendar – derek.harwood@live.co.uk | iU3A News | Gmail | Editing London U3A Region | greaterlondonregionconstitu... | +

https://u3asites.org.uk/code/edit/editsite.php

MAIN MENU
WELCOME
MEMBERS
EVENTS

CONTACT
Help
Edit text
Add email
Change email
Remove email
View page

LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new tab or window)

LOG OUT

Please choose which contact details to change:

'London Region of U3As' - Contacts		
<input type="radio"/> change	01. Chair: Catherine Ware	catherine@the-wares.co.uk
<input type="radio"/> change	02. Vice Chair (North of Thames): vacant	derek.harwood@live.co.uk
<input type="radio"/> change	03. Vice Chair (South of Thames): Rona Black	ronamblack@hotmail.com
<input type="radio"/> change	04. Treasurer: Jim Jenkins	jimjenkins2@aol.com
<input type="radio"/> change	05. Secretary: Sylvia Stirling	sjstwyford@yahoo.co.uk
<input type="radio"/> change	06. Membership Secretary: Jo Livingston	jo_livingston@hotmail.com
<input type="radio"/> change	07. Outreach Liaison: Liz Day	liz@the-days.org.uk
<input type="radio"/> change	08. Webmaster: Derek Harwood	derek.harwood@live.co.uk
<input type="radio"/> change	10. Regional Trustee: John Bent	john.bentU3Abarnet@outlook.com
<input type="radio"/> change	11. Summer School Co-ordinator: Chris Feldman	ccris@waitrose.com
<input type="radio"/> change	12. SLP Coordinator: Jo Walters	jo.walters.slp@gmail.com
<input type="radio"/> change	13. 'Beacon' Membership System Administrator	beaconlorst@gmail.com
S L Ps		
<input type="radio"/> change	Jennifer Anning, National SLP Coordinator	ja_ku3a@btinternet.com

If there is no response to your selection, press:
[Change the marked contact details](#)

Type here to search

15:09 25/03/2018

8. Contacts

Use this function to create the 'Contacts' webpage.

But also use this function if you want to have a live web address in any narrative script on any other page.

You need to use %.....% around the actual 'label'. The label can be the web address or anything else eg %Chair%

You can leave it as :

 'Inline Only?' Yes

 'Online form' Yes

8. Contacts

The bird icon represents a link to one or more contacts - and is shown whenever one or more contacts exist for that page (that are not 'inline only'). So look in the Contacts section of the Main Menu to add/remove or amend the email for any and all contacts. Once you have created the Contact, it can be made "**inline only**" so that it doesn't appear in the sidebar with the bird icon does not appear. Then it can be inserted as a link in the wording of the page itself. This can produce a more pleasing effect when there are a large number of contacts on a page, including the Contact Page itself, rather than having a proliferation of buttons.

You can see how these links appear within the page on this site for example:

<https://u3asites.org.uk/chinnor/contact>

8. Contacts

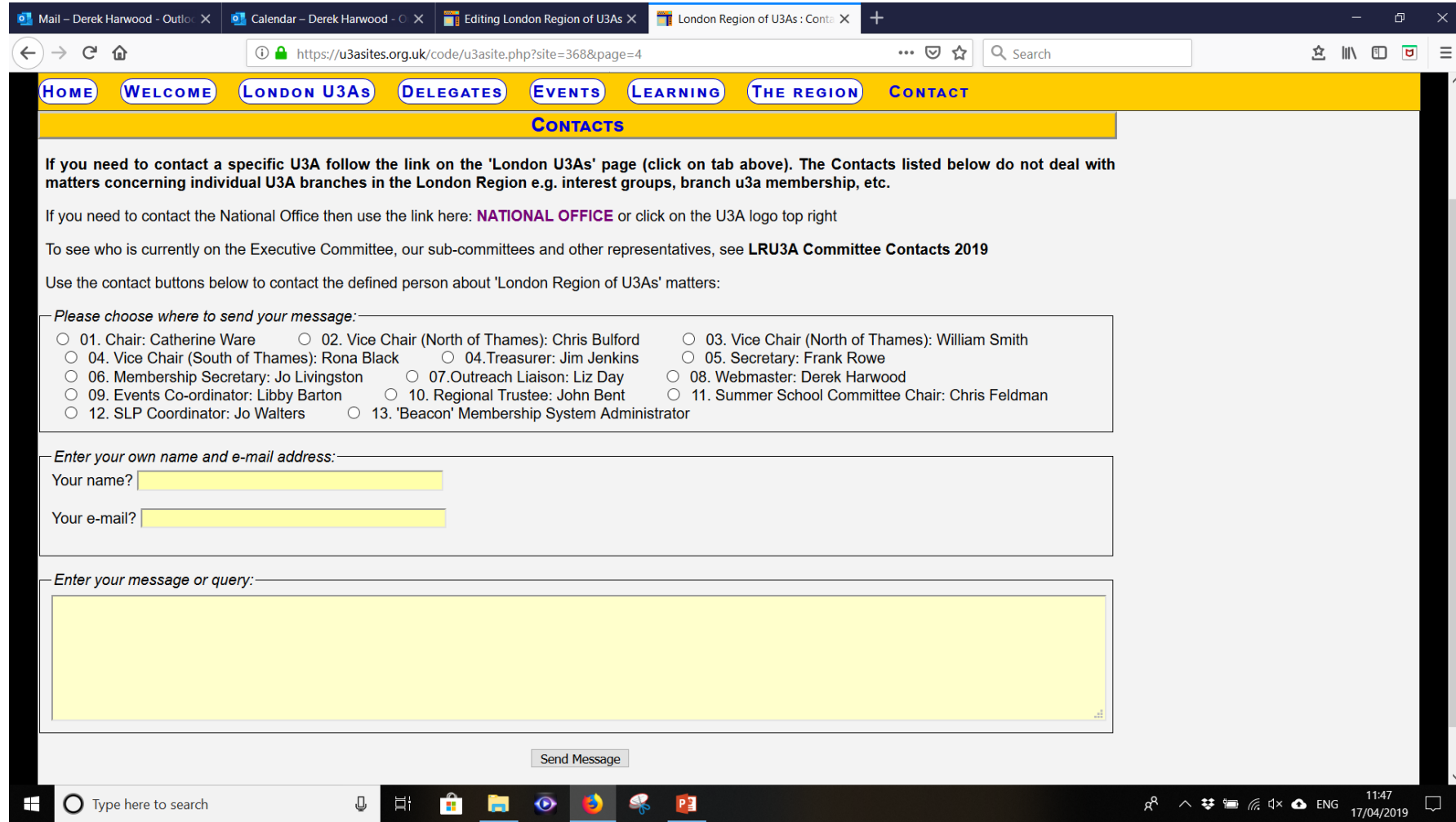
The guidance for how to place inline contacts (email address) in the text of pages is given on the Inline Links Help page - which itself is linked off the main Links Help page - the direct address is here:

<https://u3asites.org.uk/code/edit/links/help/inline.html>

Firstly create the lable in the text you want, eg [%joe.bloggs@gmail.com%](#)

Then go to contacts and complete the details. Select inline, & mailto.

8. Contacts



Mail – Derek Harwood - Outl... X Calendar – Derek Harwood - C... X Editing London Region of U3As X London Region of U3As : Conta X +

https://u3asites.org.uk/code/u3asite.php?site=368&page=4

HOME WELCOME LONDON U3As DELEGATES EVENTS LEARNING THE REGION CONTACT

CONTACTS

If you need to contact a specific U3A follow the link on the 'London U3As' page (click on tab above). The Contacts listed below do not deal with matters concerning individual U3A branches in the London Region e.g. interest groups, branch u3a membership, etc.

If you need to contact the National Office then use the link here: [NATIONAL OFFICE](#) or click on the U3A logo top right

To see who is currently on the Executive Committee, our sub-committees and other representatives, see [LRU3A Committee Contacts 2019](#)

Use the contact buttons below to contact the defined person about 'London Region of U3As' matters:

Please choose where to send your message:

<input type="radio"/> 01. Chair: Catherine Ware	<input type="radio"/> 02. Vice Chair (North of Thames): Chris Bulford	<input type="radio"/> 03. Vice Chair (North of Thames): William Smith
<input type="radio"/> 04. Vice Chair (South of Thames): Rona Black	<input type="radio"/> 04. Treasurer: Jim Jenkins	<input type="radio"/> 05. Secretary: Frank Rowe
<input type="radio"/> 06. Membership Secretary: Jo Livingston	<input type="radio"/> 07. Outreach Liaison: Liz Day	<input type="radio"/> 08. Webmaster: Derek Harwood
<input type="radio"/> 09. Events Co-ordinator: Libby Barton	<input type="radio"/> 10. Regional Trustee: John Bent	<input type="radio"/> 11. Summer School Committee Chair: Chris Feldman
<input type="radio"/> 12. SLP Coordinator: Jo Walters	<input type="radio"/> 13. 'Beacon' Membership System Administrator	

Enter your own name and e-mail address:

Your name?

Your e-mail?

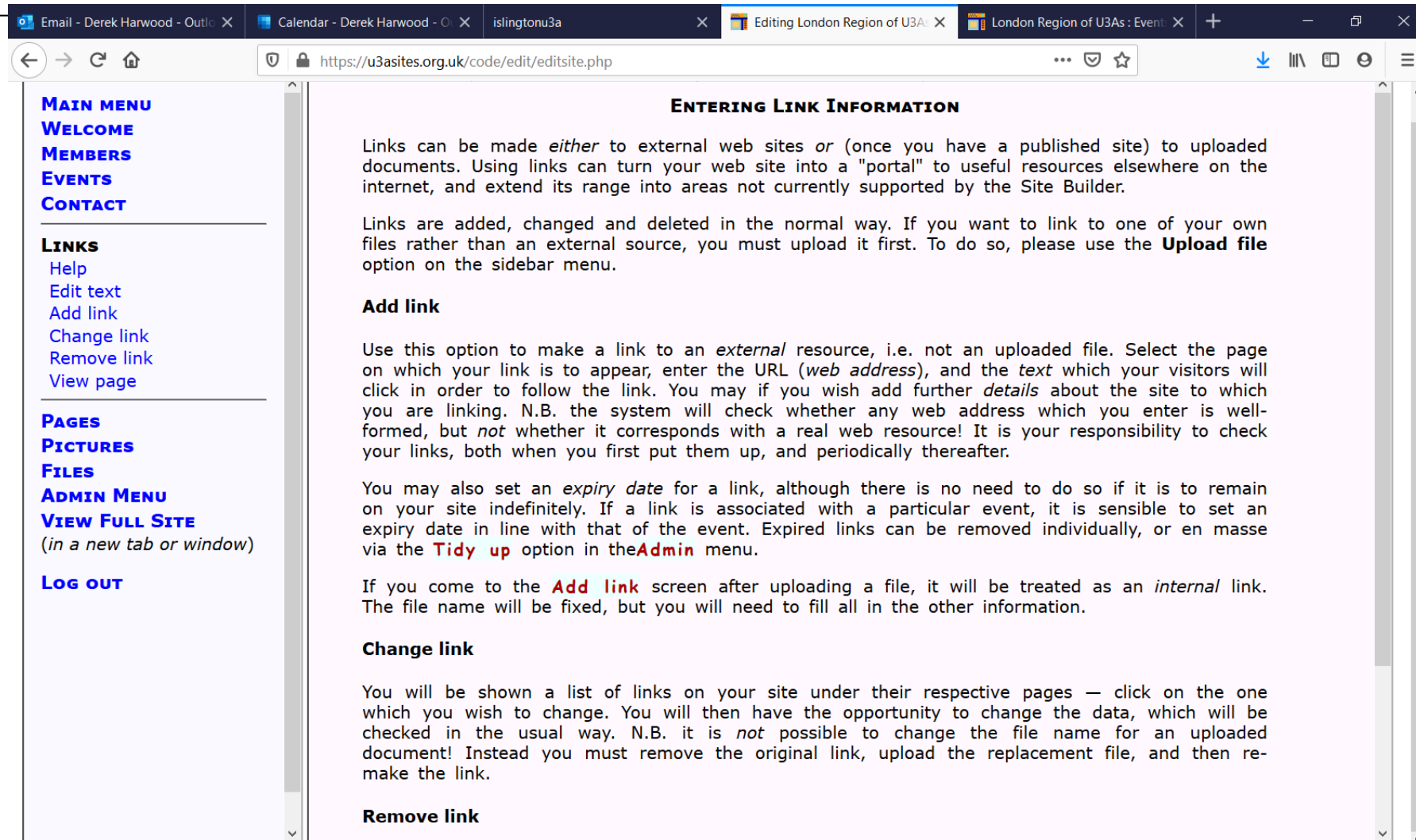
Enter your message or query:

Send Message

Type here to search

11:47 17/04/2019

9. Links



The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London Region of U3A'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page is titled 'ENTERING LINK INFORMATION'. On the left is a sidebar menu with categories: MAIN MENU, WELCOME, MEMBERS, EVENTS, CONTACT, LINKS, PAGES, PICTURES, FILES, ADMIN MENU, VIEW FULL SITE, and LOG OUT. The main content area contains text about creating links, an 'Add link' section, a 'Change link' section, and a 'Remove link' section.

ENTERING LINK INFORMATION

Links can be made *either* to external web sites *or* (once you have a published site) to uploaded documents. Using links can turn your web site into a "portal" to useful resources elsewhere on the internet, and extend its range into areas not currently supported by the Site Builder.

Links are added, changed and deleted in the normal way. If you want to link to one of your own files rather than an external source, you must upload it first. To do so, please use the **Upload file** option on the sidebar menu.

Add link

Use this option to make a link to an *external* resource, i.e. not an uploaded file. Select the page on which your link is to appear, enter the URL (*web address*), and the *text* which your visitors will click in order to follow the link. You may if you wish add further *details* about the site to which you are linking. N.B. the system will check whether any web address which you enter is well-formed, but *not* whether it corresponds with a real web resource! It is your responsibility to check your links, both when you first put them up, and periodically thereafter.

You may also set an *expiry date* for a link, although there is no need to do so if it is to remain on your site indefinitely. If a link is associated with a particular event, it is sensible to set an expiry date in line with that of the event. Expired links can be removed individually, or en masse via the **Tidy up** option in the **Admin** menu.

If you come to the **Add link** screen after uploading a file, it will be treated as an *internal* link. The file name will be fixed, but you will need to fill all in the other information.

Change link

You will be shown a list of links on your site under their respective pages — click on the one which you wish to change. You will then have the opportunity to change the data, which will be checked in the usual way. N.B. it is *not* possible to change the file name for an uploaded document! Instead you must remove the original link, upload the replacement file, and then re-make the link.

Remove link

9. Links - inline

The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London Region of U3A'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The left sidebar contains a 'MAIN MENU' with links like 'WELCOME', 'MEMBERS', 'EVENTS', and 'CONTACT'. Below this is a 'LINKS' section with options like 'Help', 'Edit text', 'Add link', 'Change link', 'Remove link', and 'View page'. There is also a 'PAGES' section with 'ADMIN MENU', 'VIEW FULL SITE', and 'LOG OUT'. The main content area is titled 'SHOWING "INLINE" PAGE ELEMENTS' and contains text explaining how to create inline links using brackets. It provides examples like 'please use the [Contact] page to get in touch' and 'This group is run in conjunction with the [Computing] group'. It also explains how to show registered links inline, using the example of 'Third Age Trust' with the URL 'http://www.u3a.org.uk'.

SHOWING "INLINE" PAGE ELEMENTS

By default, the Site Builder places most page elements in a fixed position, for example links automatically go into the sidebar of their "parent" page. But it is possible to incorporate them into normal page text, and even a notice or the details of an event. Inline links can also be made to other pages on the site. The basic principle is that a word or phrase is surrounded by special characters within the text, and is then treated as a reference to a matching word or phrase identifying the element to be inserted.

Making links to other pages

To produce a link from from one page of your web site to another, insert the *header* of the linked page within vertical bars. For example, if you write: *"please use the [Contact] page to get in touch,* a link to your Contact page will be inserted there. Or suppose you have a group page for Computing and another for Digital Photography. On the Digital Photography page you could write: *"This group is run in conjunction with the [Computing] group."* and the link will be made automatically.

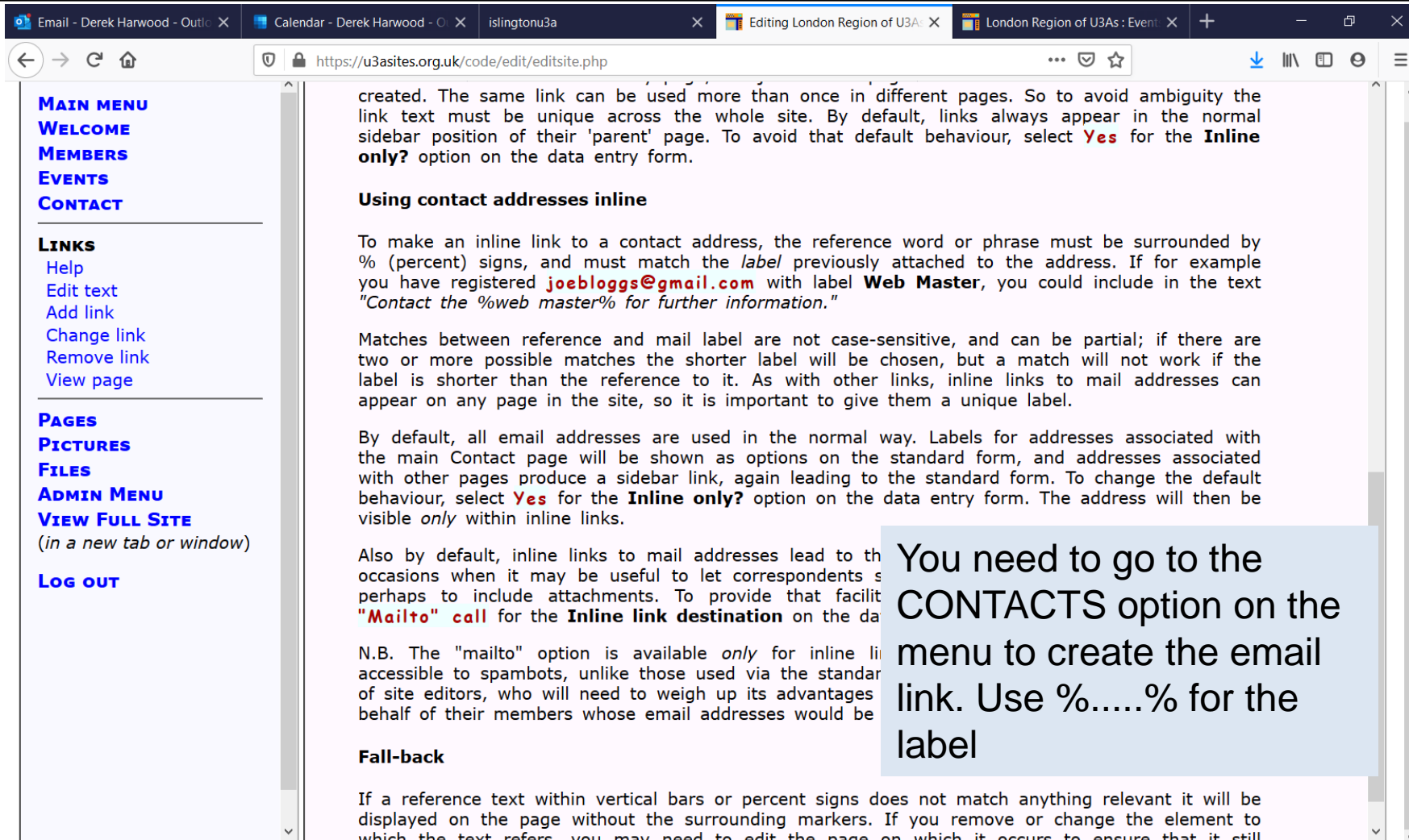
The match between the page header and the word(s) in bars is not case sensitive, and may be partial. For example, *[photography]* could match page header *"Digital Photography"*. If two or more page headers match the reference, the shorter one will be chosen, so *[Events]* will match page header *"Events"* rather than *"Historical Events"*. Matches will not work if the page header is shorter than the reference to it. Obviously it is advisable to choose a reference phrase which ensures an unambiguous match.

Showing registered links inline

Once a link has been registered on the site using the **Add link** option it can be shown inline as well as, or instead of, in the sidebar. In this case the reference in bars must match the *link text*. Suppose you create a link with URL **http://www.u3a.org.uk** and link text **Third Age Trust**. To include this link anywhere on a page, you could write: *"To find out more about the history and ethos of the U3A, go to the website for the [Third Age Trust]."* That will cause the relevant link to be inserted at that point.

As with the page headers, matching is not case-sensitive, and can be partial. For instance, if the link text is *How to Transfer Audio!*, you could write: *"Follow this link for some [audio] advice",* and the match will be found. If two or more page headers match the reference. the shorter one will be

9. Links - inline



The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London Region of U3A'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The left sidebar contains a 'MAIN MENU' with links to 'WELCOME', 'MEMBERS', 'EVENTS', and 'CONTACT'. Below this is a 'LINKS' section with options: 'Help', 'Edit text', 'Add link', 'Change link', 'Remove link', and 'View page'. Further down are 'PAGES', 'PICTURES', 'FILES', 'ADMIN MENU', 'VIEW FULL SITE (in a new tab or window)', and 'LOG OUT'. The main content area displays text about creating inline links, explaining that the link text must be unique and that the 'Inline only?' option should be selected. It provides an example: 'Contact the %web master% for further information.' and explains that matches between reference and mail label are not case-sensitive. A blue callout box on the right states: 'You need to go to the CONTACTS option on the menu to create the email link. Use %.....% for the label'. The bottom of the page shows a 'Fall-back' section explaining what happens if a reference text does not match anything relevant.

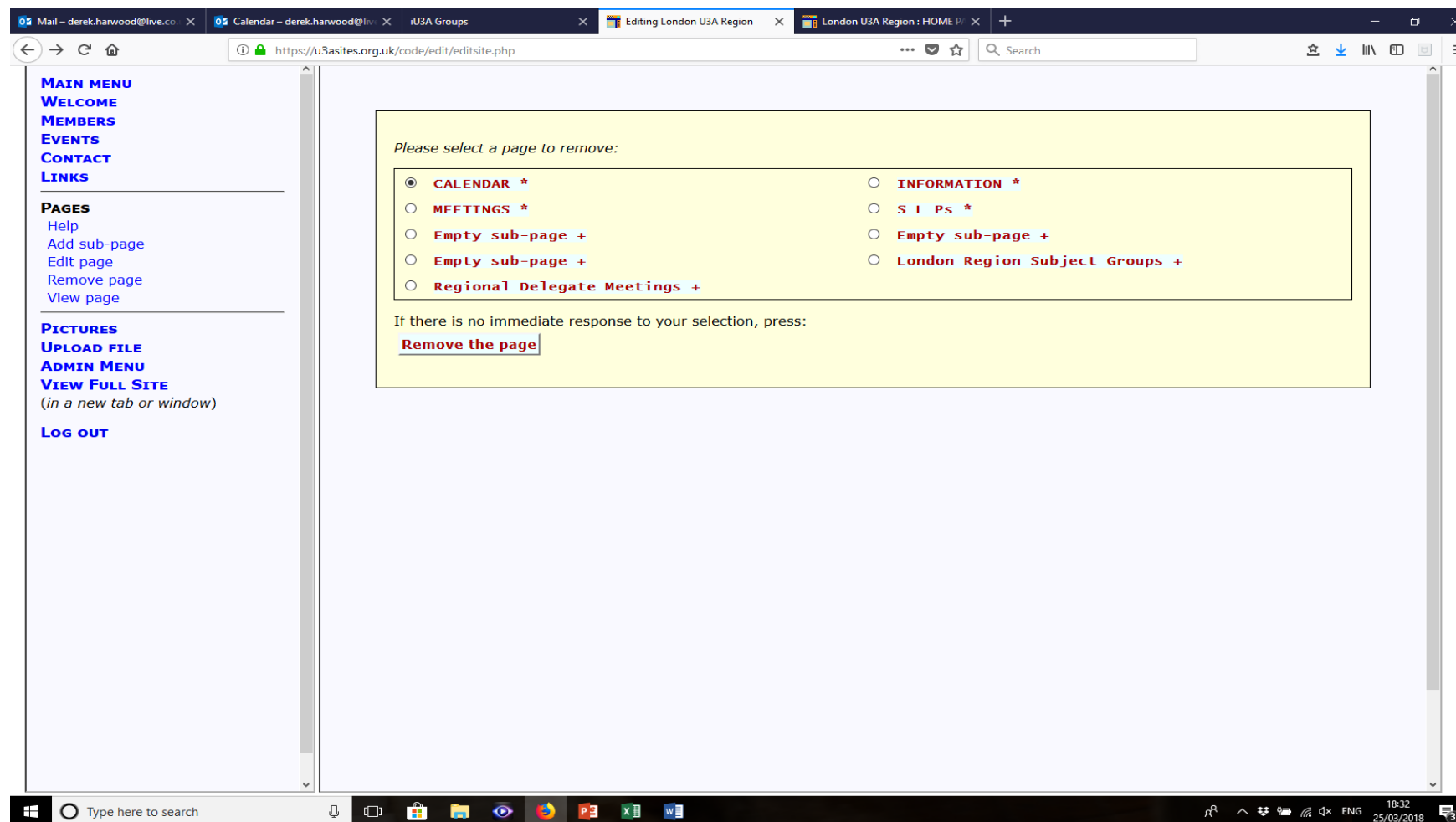
9. Links

If all links (as they are added) are ticked to be 'inline' then the page of all links will not appear as a main button on the top toolbar. This is the format adopted by LRU3A. If you forget to tick 'inline' for a link then a new main page will automatically be generated listing all non inline links. Some u3as do list all there links by this function but it seems pointless (with out the surrounding context you can't tell what the point of the link is).

If this Links page is created in error, you will see the listed link(s) that have created this page and you can go back to each of these links and tick inline and then the composite page will disappear.

LRU3A uses the convention of: if the link is to another webpage then the link label is in capitals (upper case). If the link is to a document / file then it's in lower case.

10. Pages



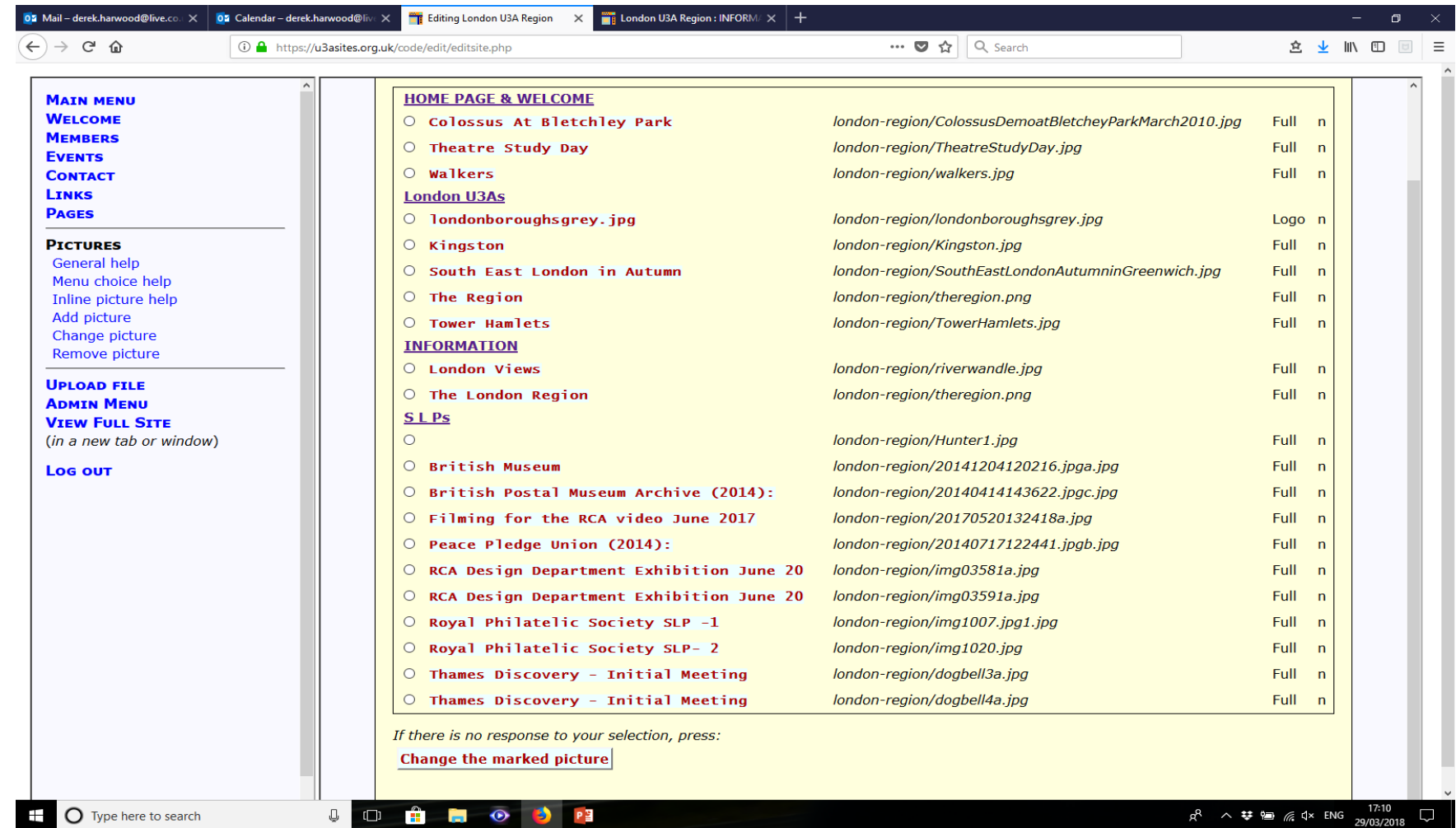
10. Pages

LRU3A have set up a number of other main pages, and a number of sub-pages.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Editing London U3A Region" and shows the URL "https://u3asites.org.uk/code/edit/editsite.php". The browser's address bar and search bar are visible. The website interface has a light blue background. On the left side, there is a vertical menu with the following links: **MAIN MENU**, **WELCOME**, **MEMBERS**, **EVENTS**, **CONTACT**, **LINKS**, **PAGES** (with sub-links: Help, Add sub-page, Edit page, Remove page, View page), **PICTURES**, **UPLOAD FILE**, **ADMIN MENU**, **VIEW FULL SITE** (with the note "(in a new tab or window)"), and **LOG OUT**. The main content area has a yellow background and contains the following text: "Following your request, an empty sub-page has been created and there is *already* a link to it on your public site. Please enter some content for it on the form below, then click the button to save it. Alternatively, click [Remove](#) to remove it immediately." Below this is a form with a dropdown menu labeled "Please select the 'parent' page to contain the link:" with "Links" selected. Below the dropdown is a text input field labeled "Enter your page heading here:" containing "?????". Below the heading field is a large text area labeled "Write your page text here, leaving a blank line between paragraphs." At the bottom of the form are two buttons: "Save this page text" and "Undo your changes". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system clock in the bottom right corner shows "17:35 28/03/2018".

11. Pictures

You can have pages down the right hand side of pages or along the bottom.



The screenshot shows a web browser window with multiple tabs. The active tab is 'Editing London U3A Region'. The address bar shows 'https://u3asites.org.uk/code/edit/editsite.php'. The page content is divided into a left sidebar and a main area.

Left Sidebar:

- MAIN MENU**
 - WELCOME
 - MEMBERS
 - EVENTS
 - CONTACT
 - LINKS
 - PAGES
- PICTURES**
 - General help
 - Menu choice help
 - Inline picture help
 - Add picture
 - Change picture
 - Remove picture
- UPLOAD FILE**
- ADMIN MENU**
- VIEW FULL SITE**
(in a new tab or window)
- LOG OUT**

Main Area:

HOME PAGE & WELCOME

- Colossus At Bletchley Park *london-region/ColossusDemoatBletchleyParkMarch2010.jpg* Full n
- Theatre Study Day *london-region/TheatreStudyDay.jpg* Full n
- walkers *london-region/walkers.jpg* Full n

London U3As

- Londonboroughsgrey.jpg *london-region/londonboroughsgrey.jpg* Logo n
- Kingston *london-region/Kingston.jpg* Full n
- South East London in Autumn *london-region/SouthEastLondonAutumninGreenwich.jpg* Full n
- The Region *london-region/theregion.png* Full n
- Tower Hamlets *london-region/TowerHamlets.jpg* Full n

INFORMATION

- London Views *london-region/riverwandle.jpg* Full n
- The London Region *london-region/theregion.png* Full n

SLPs

- london-region/Hunter1.jpg* Full n
- British Museum *london-region/20141204120216.jpga.jpg* Full n
- British Postal Museum Archive (2014): *london-region/20140414143622.jpgc.jpg* Full n
- Filming for the RCA video June 2017 *london-region/20170520132418a.jpg* Full n
- Peace Pledge Union (2014): *london-region/20140717122441.jpgb.jpg* Full n
- RCA Design Department Exhibition June 20 *london-region/img03581a.jpg* Full n
- RCA Design Department Exhibition June 20 *london-region/img03591a.jpg* Full n
- Royal Philatelic Society SLP-1 *london-region/img1007.jpg1.jpg* Full n
- Royal Philatelic Society SLP- 2 *london-region/img1020.jpg* Full n
- Thames Discovery - Initial Meeting *london-region/dogbell3a.jpg* Full n
- Thames Discovery - Initial Meeting *london-region/dogbell4a.jpg* Full n

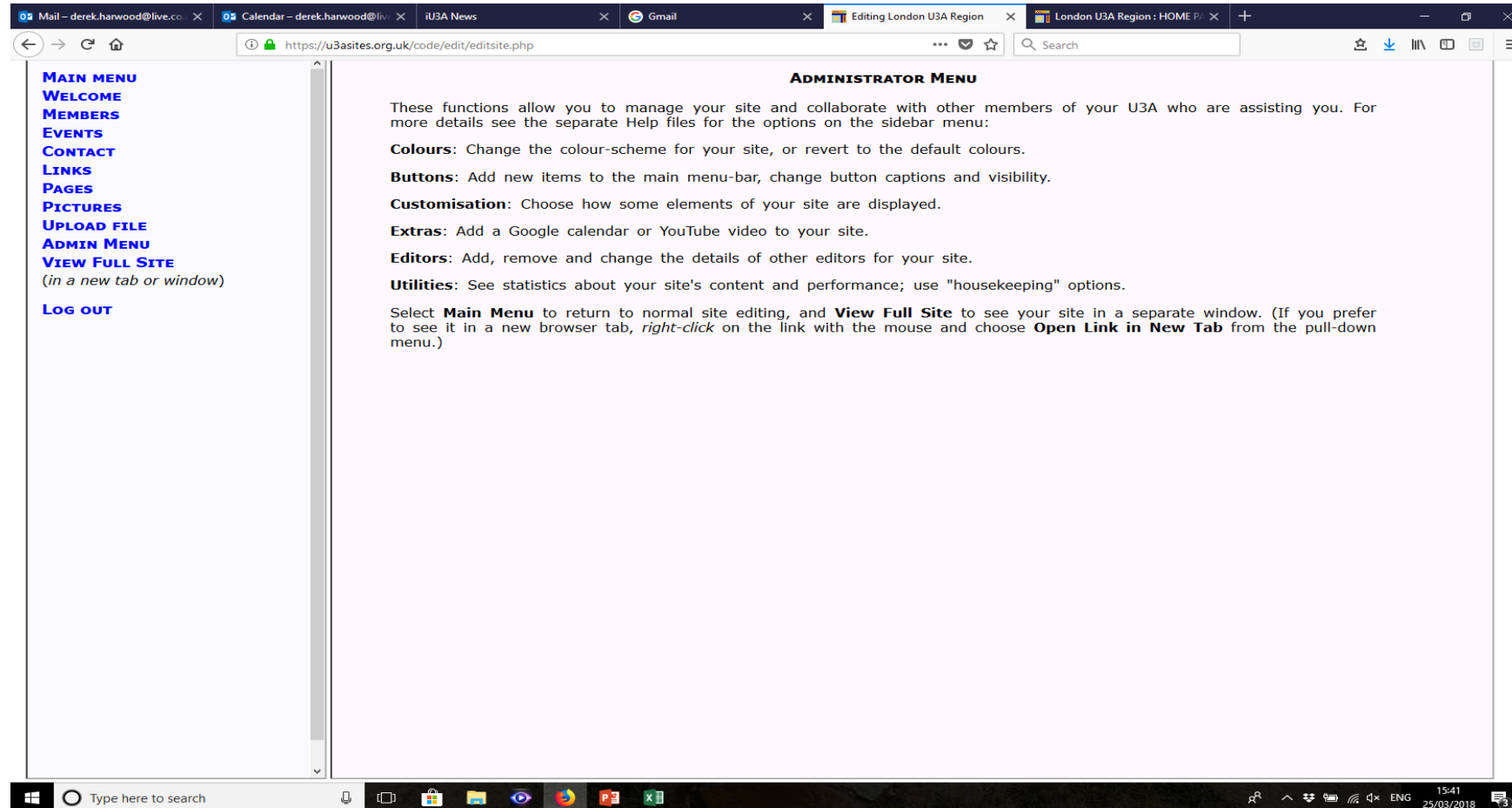
If there is no response to your selection, press:
[Change the marked picture](#)

12. Files

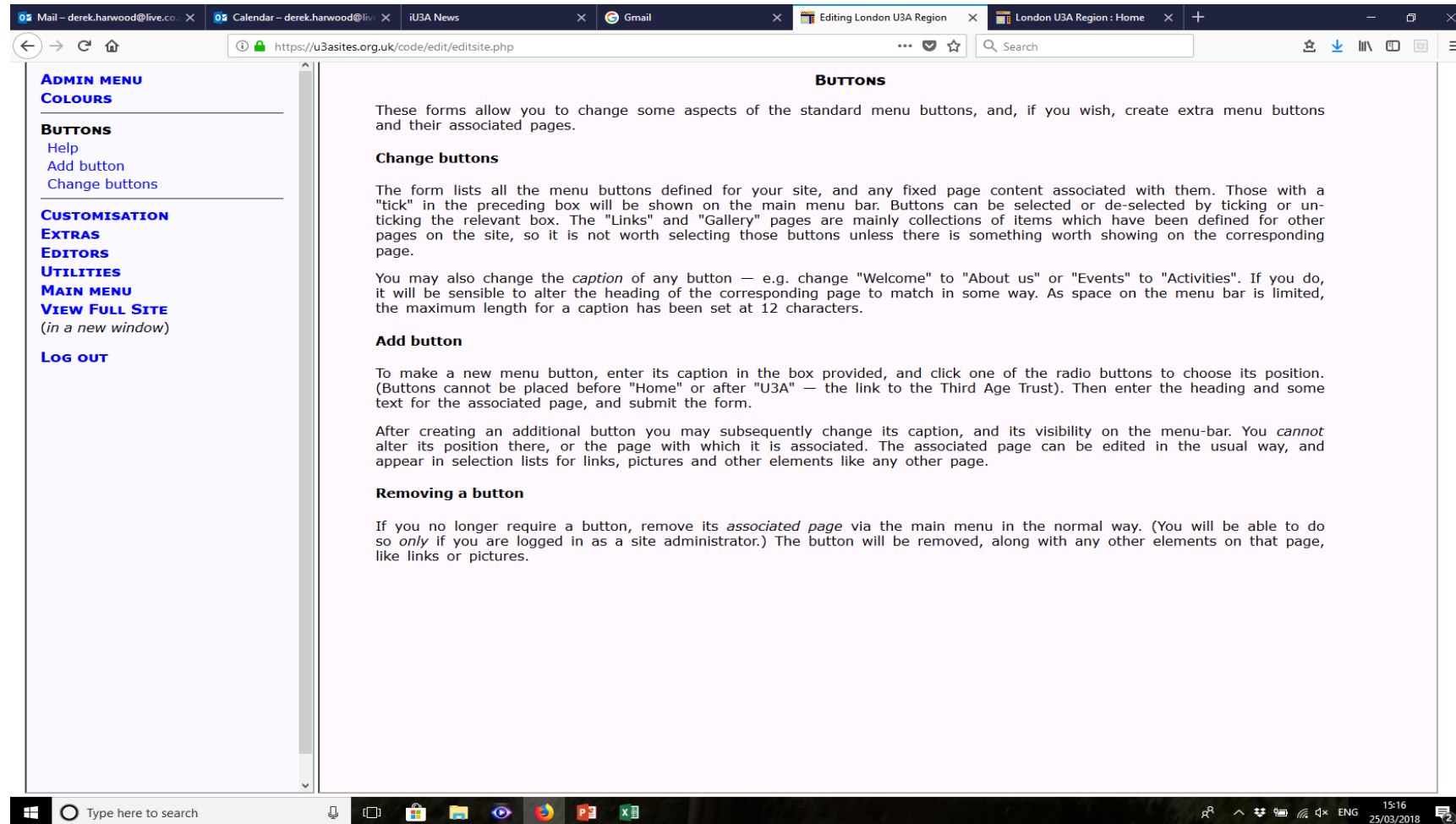
This is the function you use to upload 'files' (ie documents). Each file needs to be indexed to a specific page. There are limits to the size of each file you want to upload (and to the overall memory of our site).

LRU3A keep the original file in MS Dropbox before uploading anything to Sitebuilder

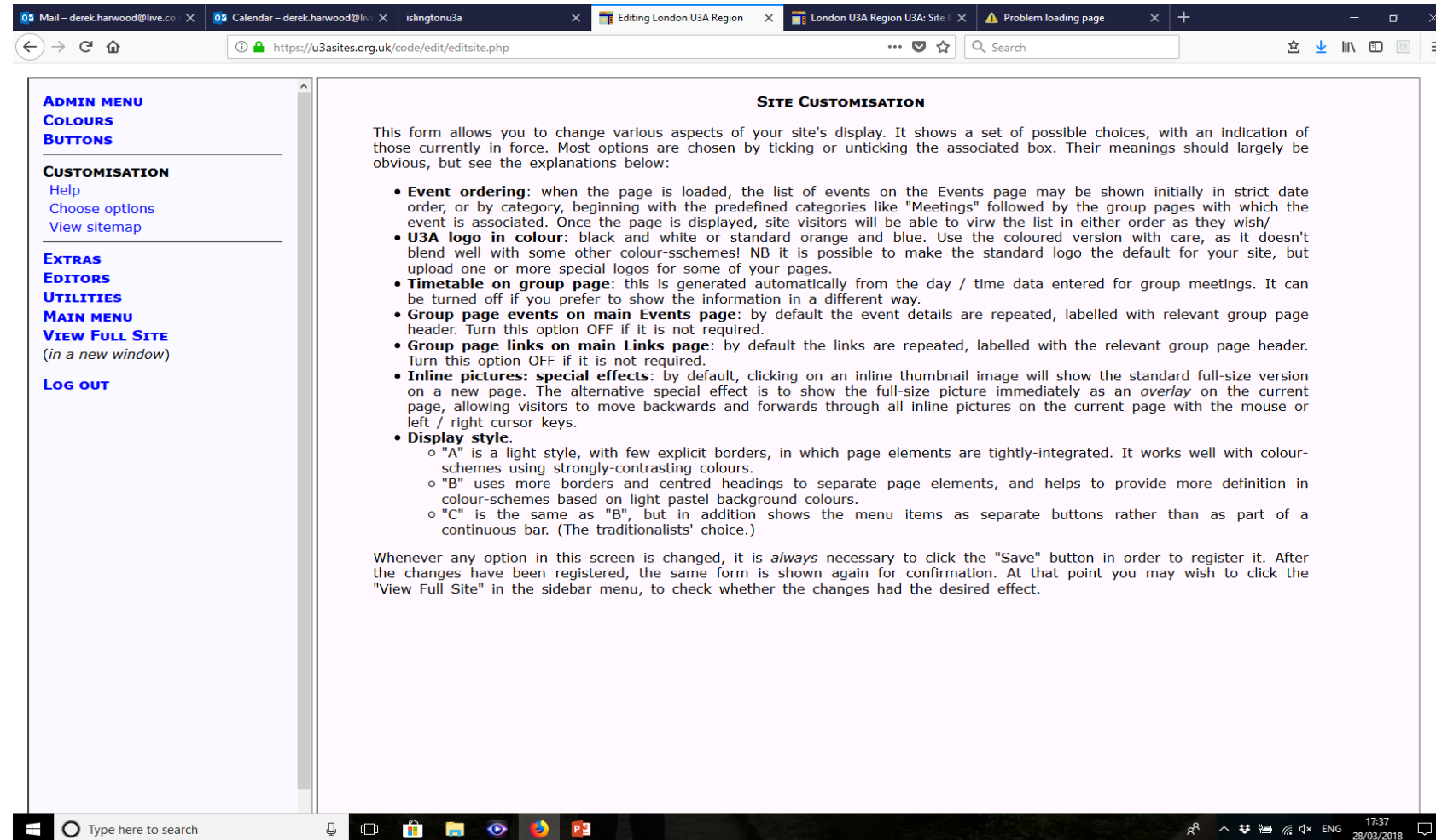
13. Admin Menu



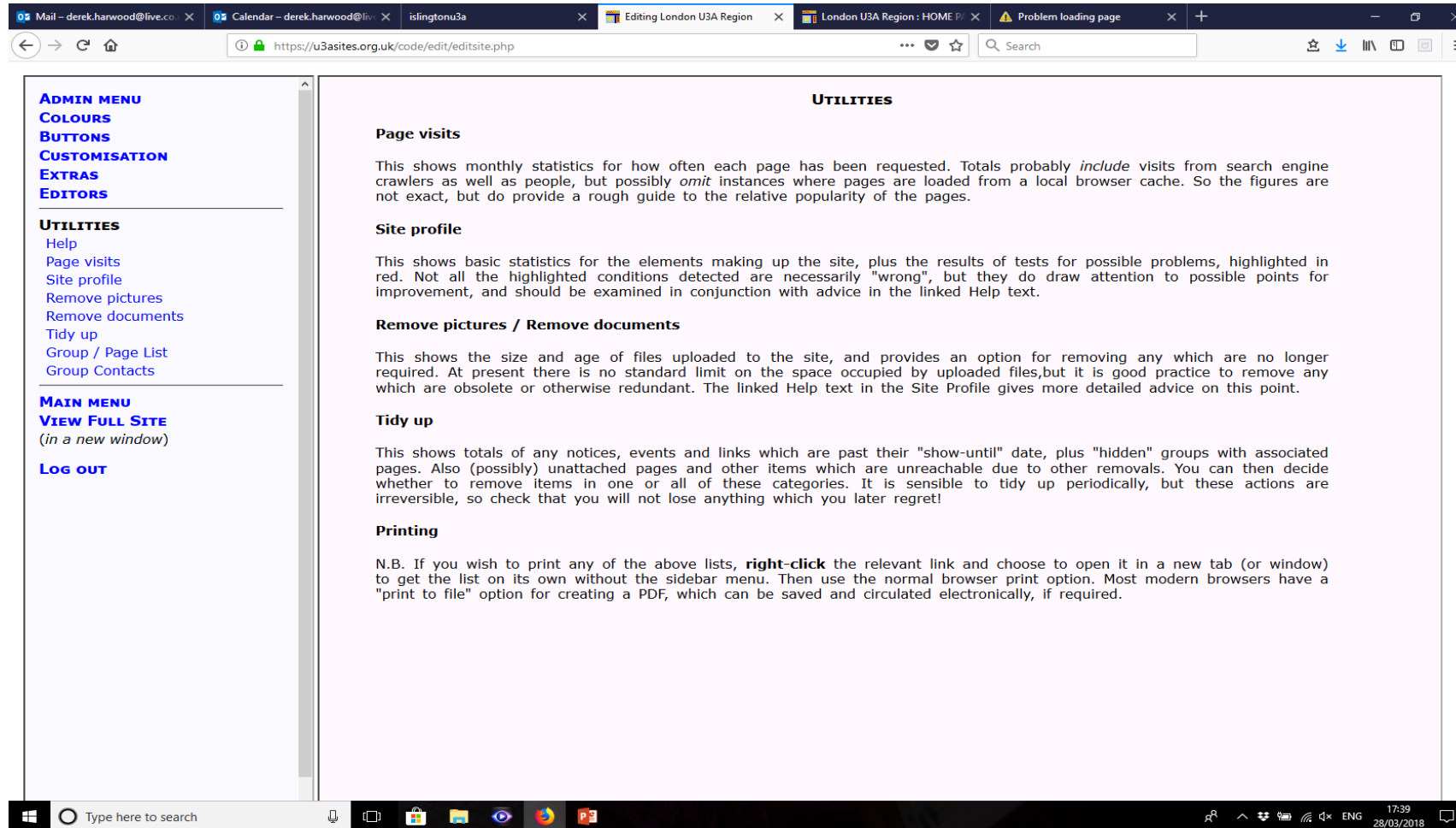
13. Admin Menu - Buttons



13. Admin Menu - Customisation



13. Admin Menu - Utilities



The screenshot shows a web browser window with multiple tabs. The active tab is "Editing London U3A Region". The address bar shows "https://u3asites.org.uk/code/edit/editsite.php". The page content is divided into a left sidebar and a main content area.

ADMIN MENU
COLOURS
BUTTONS
CUSTOMISATION
EXTRAS
EDITORS

UTILITIES
[Help](#)
[Page visits](#)
[Site profile](#)
[Remove pictures](#)
[Remove documents](#)
[Tidy up](#)
[Group / Page List](#)
[Group Contacts](#)

MAIN MENU
[VIEW FULL SITE](#)
(in a new window)

LOG OUT

UTILITIES

Page visits

This shows monthly statistics for how often each page has been requested. Totals probably *include* visits from search engine crawlers as well as people, but possibly *omit* instances where pages are loaded from a local browser cache. So the figures are not exact, but do provide a rough guide to the relative popularity of the pages.

Site profile

This shows basic statistics for the elements making up the site, plus the results of tests for possible problems, highlighted in red. Not all the highlighted conditions detected are necessarily "wrong", but they do draw attention to possible points for improvement, and should be examined in conjunction with advice in the linked Help text.

Remove pictures / Remove documents

This shows the size and age of files uploaded to the site, and provides an option for removing any which are no longer required. At present there is no standard limit on the space occupied by uploaded files, but it is good practice to remove any which are obsolete or otherwise redundant. The linked Help text in the Site Profile gives more detailed advice on this point.

Tidy up

This shows totals of any notices, events and links which are past their "show-until" date, plus "hidden" groups with associated pages. Also (possibly) unattached pages and other items which are unreachable due to other removals. You can then decide whether to remove items in one or all of these categories. It is sensible to tidy up periodically, but these actions are irreversible, so check that you will not lose anything which you later regret!

Printing

N.B. If you wish to print any of the above lists, **right-click** the relevant link and choose to open it in a new tab (or window) to get the list on its own without the sidebar menu. Then use the normal browser print option. Most modern browsers have a "print to file" option for creating a PDF, which can be saved and circulated electronically, if required.

13. Admin Menu -

The Analytics function is visible under: Admin Menu/ Utilities and is called 'Page Visits'. This shows the page hits per month. It is a rolling year table. It does not hold any other historic trends.

It might be you want to occasionally copy the info off into an Excel spreadsheet so this data is kept longer to show longer trends.

14. Other General Points

Code:

{.....} = Centred

#.....# = Bold

....._ = Italics

* = bullet point

%.....% = mail links

User = eg Islington

For activating ticker tape on Home page:
Admin Menu/ Customisation/ Choose
Options. Then in the lower section you can
create your ticker tape message.

Sitebuilder has a support team. If you get stuck you can get advise from them at:

sitebuilderu3a@googlemail.com

It is useful to pre edit photos before uploading them. This can be just to change the resolution so that memory (file) size is reduced.

Website content approval is largely left to the Webmaster. If there is felt to be any contentious material guidance from the Chair (or vice Chairs) should be obtained.