TO EDIT YOUR GROUP WEBPAGE (Updated 4 January 2018)

You cannot make changes directly from the Lyndhurst & District website but access to edit your group's page is by way of another site called 'Sitebuilder'.

I have given you what U3A call 'Editor Rights' to your group page.

Go to the Sitebuilder webpage at: u3asites.org.uk/code/index.php. (I suggest you then bookmark/favourite this site). There is also a direct link to Sitebuilder at the foot of our Lyndhurst and District mainpage

1. You are now on the Sitebuilder Home Page. Click on 'Log In and Edit' near the top and you will arrive at the log in page.
2. I have agreed a password/log-in name with you. (If you want to change it just email me with a new one and I will change the site to accept it.) The password from January 2018 must have exactly 12 digits and include at least one capital letter and one or more number.
3. Insert your log-in name and password in the two spaces and then press enter. You then have your group page.
4. On the side menu, near the top, select Edit Text and in the resulting box click edit the page. (If there are sub-pages select the appropriate one)
5. **Don't forget to click and save the page** on the button provided or you will lose any changes and will have to do it again! If you go to look at another page somewhere without saving it the site just reverts to the unedited page

You will find the side menu valuable and well worth a browse. If you want to you can later add reports and extra pages etc. Most people just use the one page though.

By the way – don't use the 'Add an Event' button on the side menu or your effort may finish up on the Club main 'EVENTS' page

I hope that the above makes sense.

Good luck. Please contact me if any problems. *John Robinson*
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