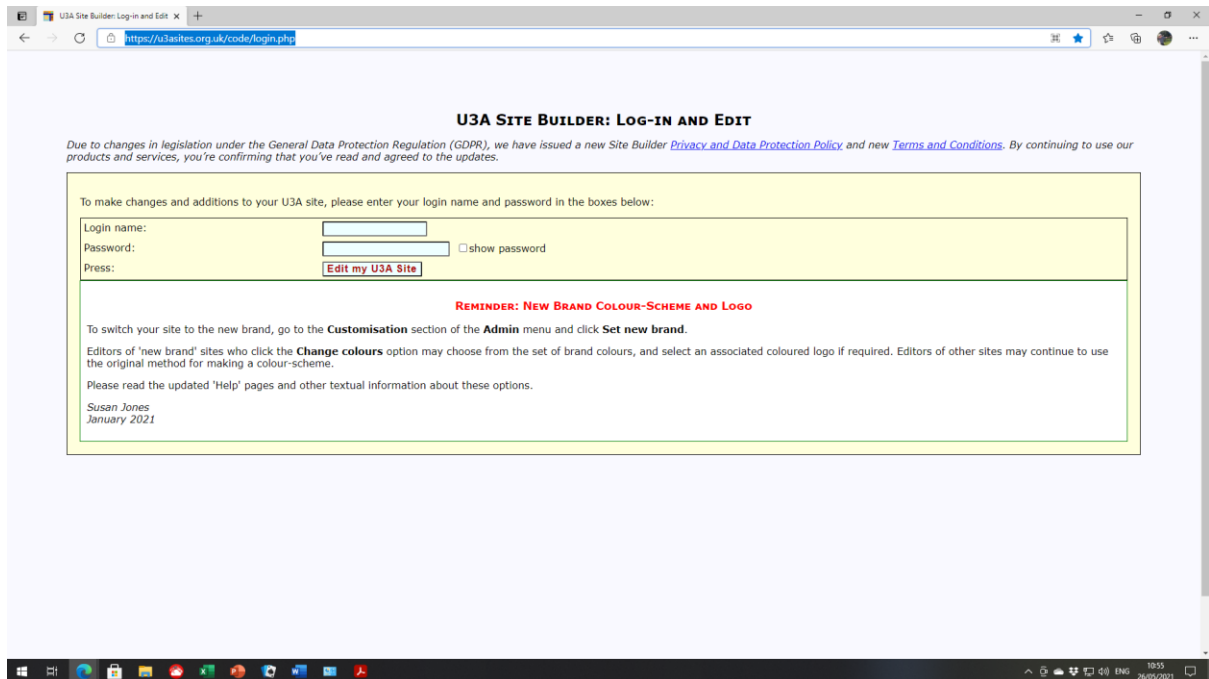


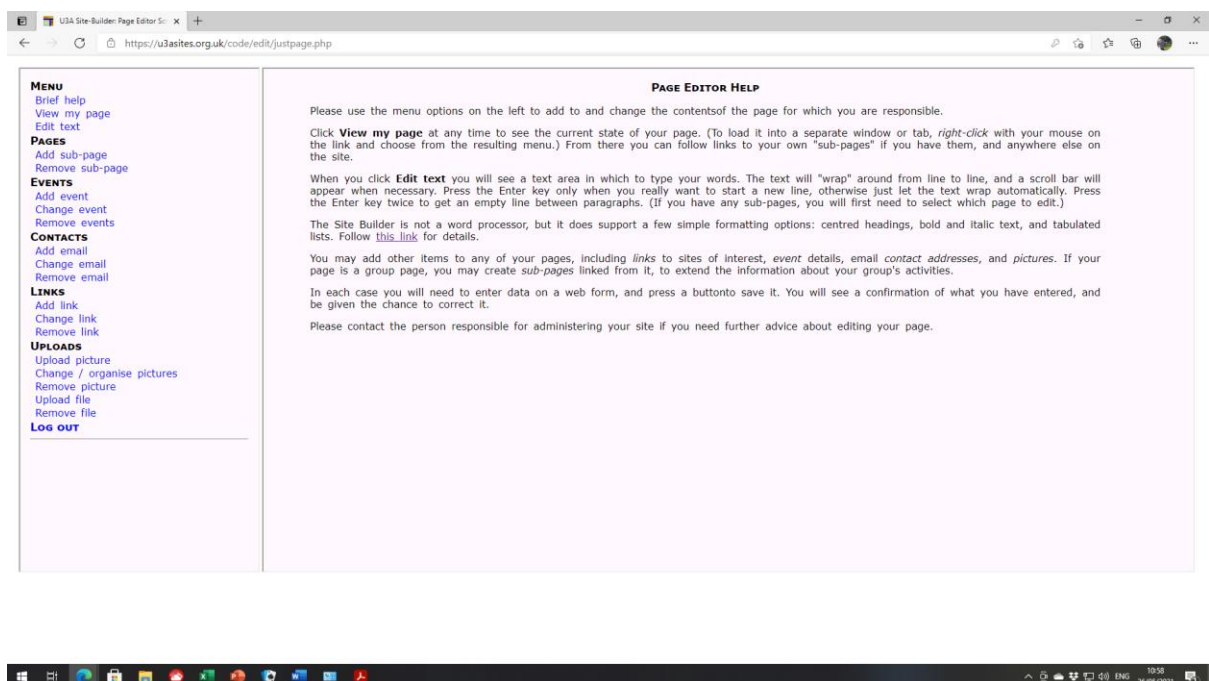
Group Leader Website access

1. Login

The link to the site is [U3A Site Builder: Log-in and Edit \(u3asites.org.uk\)](https://u3asites.org.uk). This takes you to a login page. You need to login with the user id and password you have been allocated



Once you have entered your details you will be shown a screen as below



2. Amending your page

It is fairly intuitive, and the website help is quite useful. If you have been set up as a page editor, you only have access to your page and cannot access any other pages . The key things are:-

2.1 Change your page you use the edit text at the top of the menu.

When you select the Edit text from the top of the page you will see the main text for the page. The main text can be changed here . Note on this page there is an inline picture reference and some formatting details which will be covered later .

The screenshot shows the U3A Site-Builder Page Editor interface. The browser address bar displays the URL <https://u3asites.org.uk/code/edit/justpage.php>. On the left side, there is a menu with the following categories and options:

- 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
 - Remove file
- LOG OUT**

The main editing area has a yellow background and contains the following content:

Edit your page heading here:
Tai Chi

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

#Group Contact: Sue Galloway #

[218982,1] Tai Chi's slow and graceful movements are both calming and engaging. The exercises help to promote flexibility, strength and balance in both body and mind. Amritah ensures everyone makes progress in a relaxed, informal atmosphere. It was been wonderful being able to continue with Tai Chi online with Amritah to keep us going with our skills and fitness during the lockdown. We join on Zoom with members of other groups she teaches and are making great progress!

There are a variety of sessions taking place on most mornings throughout the week, for those with experience and for complete beginners. We pay Amritah directly each month for the number of classes we wish to join.

Please contact Sue Galloway for more information and Amritah's contact details.

Advanced group,, The Cross Barn #currently online
Venue: ,, Wednesday
Day of the week:,,

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

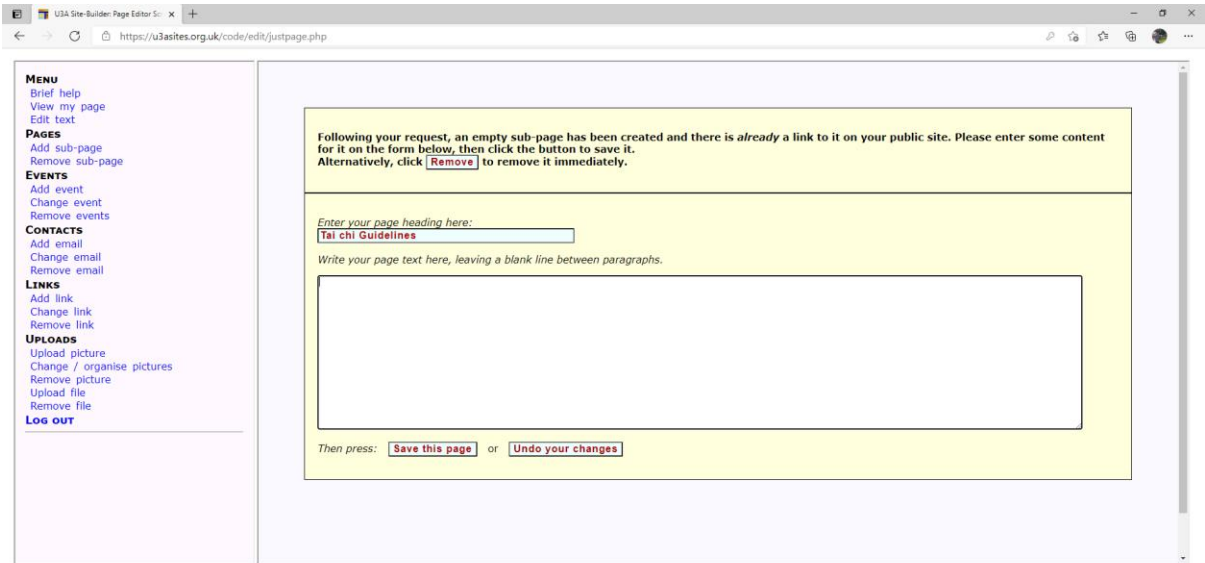
Alternative Options

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

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

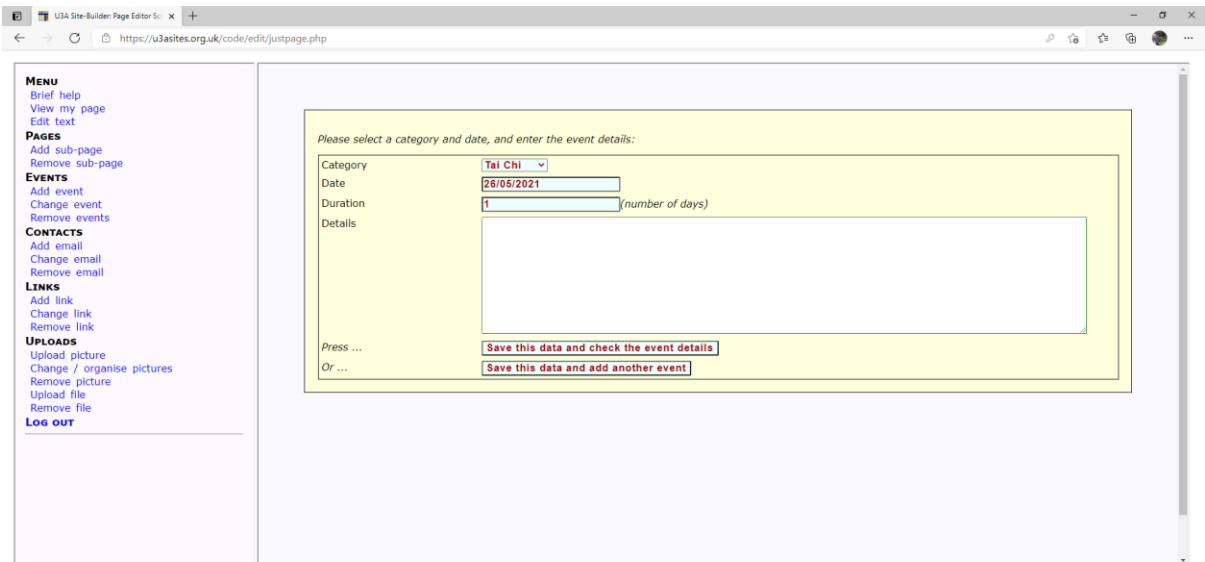
2.2 Subpages

If you have more information than is sensibly contained on one page then you can create a subpage, this will allow you to maybe promote a one-off event, or possibly some more specific guidelines about your group . The link to the subpage will be shown on the right-hand side of your page



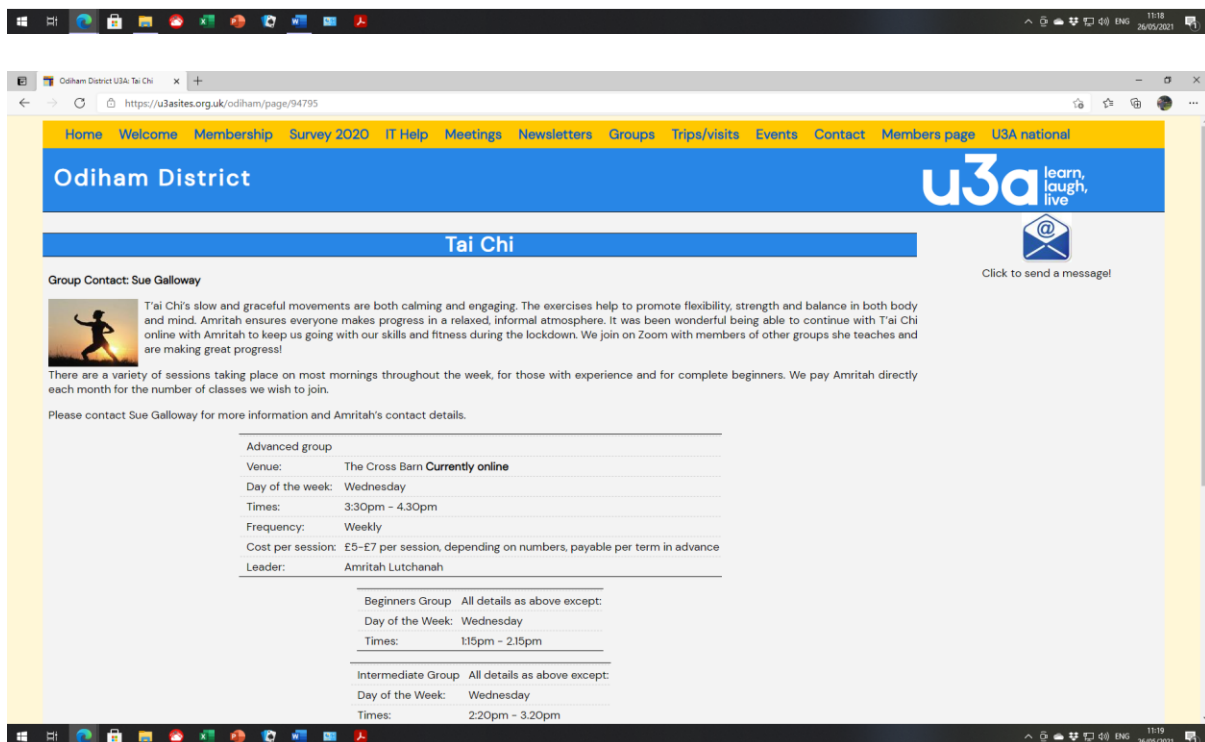
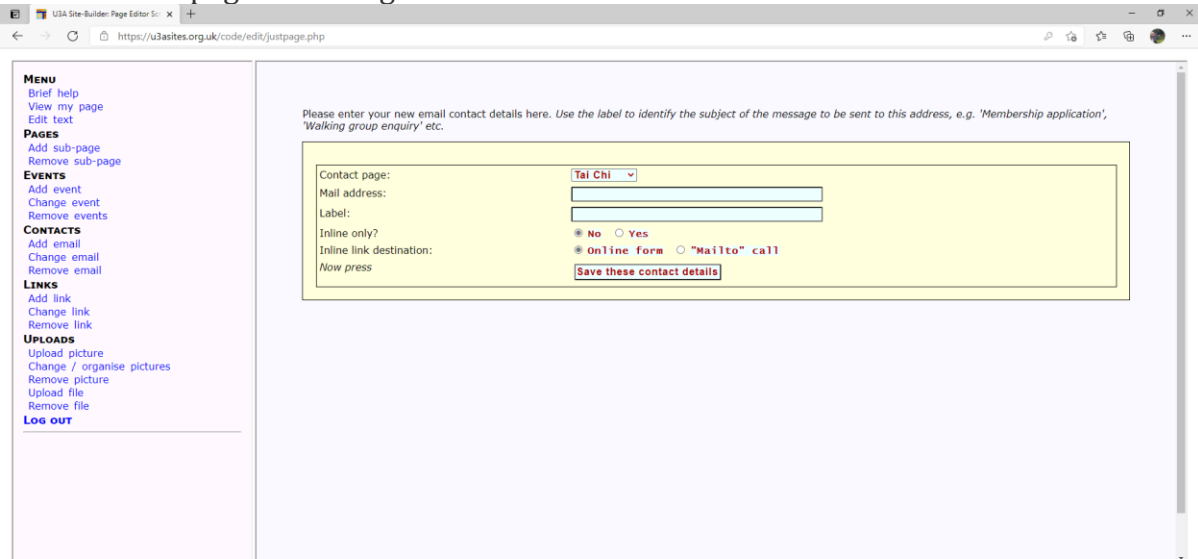
2.3 Events tab

If you want to show one off meeting details as in the monthly meetings page, then these go on as events. When you select the add events tab you will see a screen which allows this to happen



2.4 Contacts

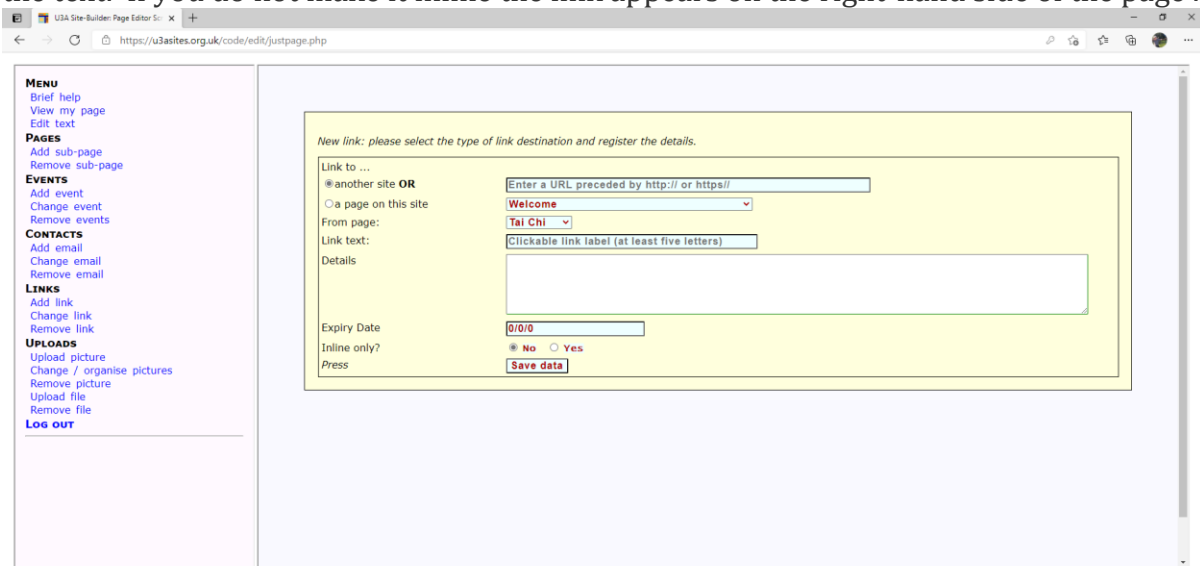
You can add or change email addresses . These appear in the Click to send a Message button on the right-hand side of the screen. This means your email address is not visible on the page and is a good idea to do .



2.5 Add a link to another site,

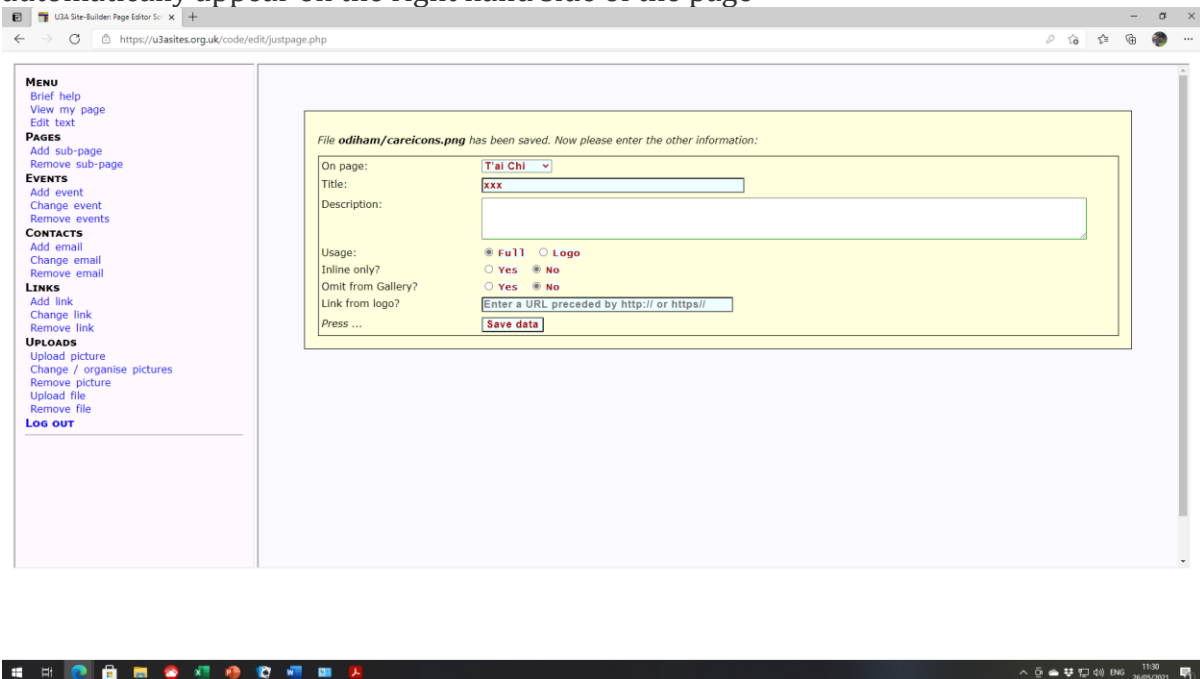
You can add a link to another site. The link can be in line or shown on the right-hand side of the page . When you use an inline link then you need to use the | | around the link text name (i.e in the example below if you had keyed 'Tai chi national' in the link

text field then for it to appear inline on your screen , you would put |Tai chi national| in the text. If you do not make it inline the link appears on the right-hand side of the page .

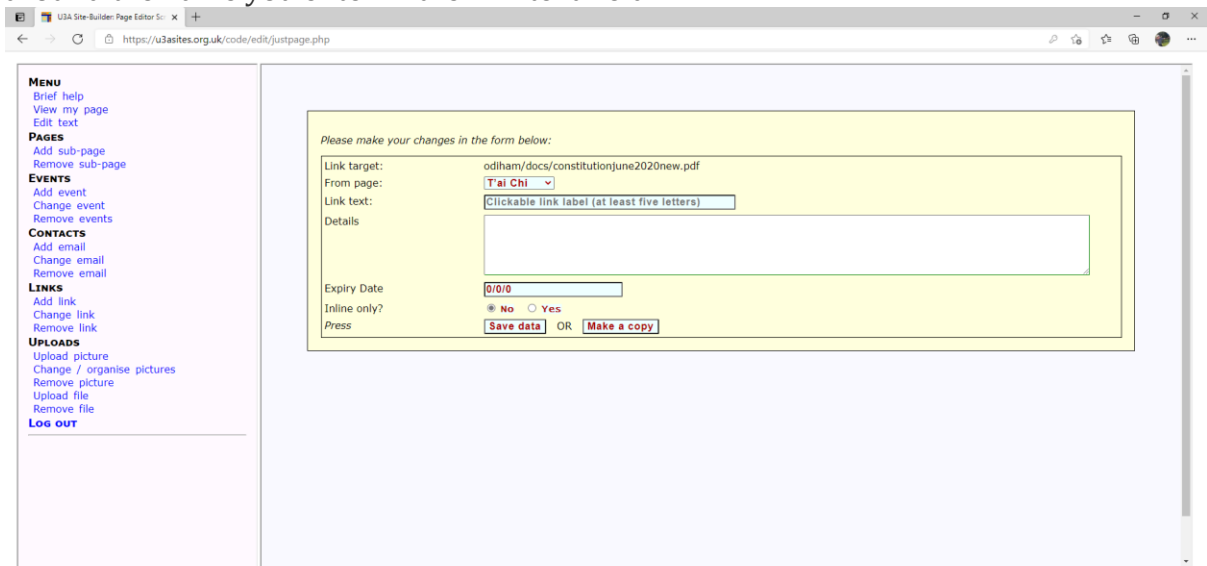


2.6 Uploads

You can upload files or pictures . You will be asked to choose a location on your PC to load the picture or file from. Once you have selected a picture you can register it . You will be asked whether the picture is inline only or not, if inline then you need to add it to the page by editing the text and selecting the picture . If it is not marked as inline it will automatically appear on the right hand side of the page



When you upload a file again you are asked to register it to a page and asked if the file is inline or not. Again, for the file name to appear in the text you will need to use the | | around the name you enter in the link text field



2.7 Formatting

The formatting options are a bit limited but here are some of the key ones

Bulleted list prefix each line with an *

Bold then use # around the words e.g #group contact# will show as **group contact**

Italic then use _ around the words eg _group contact_ will show as *group contact*

Bold centred heading then use {} around the words eg {About the U3A}

Tables use ,, to delimit the entries , this can also be used with pictures