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| u3a Oldham | Doc.Ref. OLD -007 issue 1 |
| PROCEDURES FOR MAINTAINING AND UPDATING | 04/05/2021 |
| OLDHAM u3a WEBSITE | |

Oldham and District u3a website is housed on the u3a site builder website. Thorough working instructions can be found at:

<https://u3asites.org.UK/code/helpind.Html>

- More than 400 u3a local organisations use the u3a site builder but some areas have developed their own website. The advantage of using the national system is that it has regular software updates, is easy to maintain and gives a standardised view of activities. The national site builder has built in advice for the webmaster in every aspect of data input, security such as (non)-publication of personal data on public web pages created with the Site Builder. This is very useful for handover to different webmasters and security for the members.
- It is free to local u3as and the hosting fee is paid by the Third Age Trust. The Trust is committed to continuing to support the website. It will be discontinued only when no longer needed.
- No special software is needed: you just need a normal web browser connected to the internet. It can be used with Internet Explorer, Firefox, and Google Chrome.

What is Oldham & District u3a website used for?

It is specially designed to inform members about information that is relevant to

Oldham & District u3a, such as groups, meetings, and contact details.

- Leaders of groups are given "page editor" status with individual logins and passwords. A "page editor" can edit the text of a single group page, and manage any sub-pages, pictures, links, events, and contact details associated with it. Below is a user guide for Group Leaders.

<https://u3asites.org.uk/files/r/ravenshead/docs/subeditorsguidevers.1.4.17.pdf>

- It is also designed to encourage new people giving a summary of the objectives of the organisation and a specific page on how to join.

FACEBOOK PROCEDURE:

How the Oldham & District u3a Facebook Group was created?

- The Oldham & District u3a group has been created linking it to the Admin's Facebook page
- Oldham & District u3a name and privacy setting created. A photo of Oldham Parish Church uploaded.
- Oldham & District u3a rules were adapted from the National u3a Facebook page and agreed by Oldham u3a Committee.
- Members were invited to join by Oldham & District u3a Secretary.

Advice on setting up Facebook Groups can be found at:

https://www.facebook.com/help/1686671141596230/group-management-for-admins/?helpref=hc_fnav

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How the Oldham & District u3a Facebook Group operates.

u3a members send a request to Administrator to join the group by agreeing they will abide by the Code of Conduct (agreed by the Committee) and that they are members of Oldham & District u3a.

To maintain the privacy of the group the Administrator then checks against Beacon to ensure that they are genuine current members of Oldham & District u3a before agreeing to admit them to the private group. There are 118 current members and there have been 15 people declined membership as when checked they were not current members.

The Administrator also acts as Moderator of the group.

This is to keep an eye on the group and make sure everyone is posting appropriately.

To apply the Code of Conduct that the Committee has agreed about how people will speak to each other.

To avoid members making important decisions over Facebook; if there is a decision to be made, remind people that the Committee meets monthly and to pass the issue to them.

This also applies to suggestions or ideas about what Oldham & District u3a could be doing. Acknowledge and pass to Secretary for submission to Committee.

If there is a conflict, as Admin/Moderator, intervene early. If people get into a disagreement, intervene early to avoid a long thread with lots of comments.

Sometimes the best thing you can do is say something like "I think everyone's had their say here - let's agree to disagree and park this discussion for now".

Remind people about Oldham u3a Code of Conduct, if necessary.