Information for new u3a website editors

The website is created and administered nationally by a team of volunteers and the system is called "Site Builder."

They have created the website templates for individual u3a's to use, and each u3a has at least one appointed Website Administrator to look after the day to day running of its local site. The local administrator creates and stores the usernames and passwords for each local web page editor.

The local administrator sets up the local web pages using the templates and system created by Site Builder, so u3a members end up viewing a local website without any requirement to logon. However, to make any changes to the local website, editors have to go via the Site Builder website to logon first.

It may be useful to use the analogy of a shop window display. Customers can view the goods in the window display but can't gain access to these goods. To make changes you have to be inside the shop with the keys to the display. For this reason It may be useful to think of the of the website pages we see as the "Front End" and the pages we use to make changes as the "Back End."

There are two addresses you will need, one I call the **Front End** because that is what site visitors normally see. This is <u>http://u3asites.org.uk/code/u3asite.php?site=205</u>.

Below is the local u3a Home page. From here anyone can visit all the "Front End" pages by clicking the various "Buttons" on the top menu e.g. "Members"

Ponne Welcome Venues Policies Groups Preston & District	s Events Contact Members Links u3a	u3a
	Please use the buttons or tabs above to explore our site	
	Welcome to the City Of Preston	

If you click "Groups" you will be taken to a page where you can select your group from the list of all the local u3a groups.

The second website address (Site Builder Home Page) is <u>http://www.u3asites.org.uk</u> and this is what I call the "**Back End**" because this is where the editing takes place at the back behind the scenes as it were.

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If you click on "Login and Edit" you will be taken to the page below

	U3A SITE BUILDER: LOG-IN AND EDIT
is part of the upcoming changes in partitioning to use our products and	lepislation under the General Data Protection Regulation (GDPR), we have issued a new Site Builder <u>Privacy and Data Protection, Policy</u> and new <u>Tetres and Conditions</u> services, you're confirming that you've read and agreed to the updates.
	LINKS TO UPLOADED FILES: REMINDERS AND RECOMMENDATIONS.
The uploaded pictures and do links in a website don't impler presenting a coherent account when a new file is uploaded, identifying text and select the the "Change picture" and "Cha	currents which were tost at the end of 2022 will not come back of their own accord, so please remove any links to files which cannot (or need not) be reloaded. Broken confidence in visitum, and their esistemce makes & difficult for the system to display pictures in the best way. And restoring earlier: context is lies important than to file course statu of affinite. pictures are initially associated with the "Nome" page, and documents with the "Unks" page; the title / label for both is just 727. The editor is then asked to enter some page where the pictors or document field whold appear. It that is "doos, the new pictures and links may not be seen or recognised for what they are. So please are neglised with editors to identify anonymous fields and update their attributes?
Site Bubbler Support February 10th 2023	
To make changes and additions	to your USA site, please enter your logis name and passacrd in the lower below:
Login name: Pasaword:	C Wew pessword
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Enter the username in the box marked "Login name" (this will be something like u3axxx01). Enter the password in the box marked "Password" (this will be 12 characters including a mix of upper and lowercase letters plus at least one number). If you click "Edit my U3A Site" you should see the page below. If you click the menu item "View my Page" you should see your Group Page.

MENU	PAGE EDITOR HELP
View my page	these use the menu options on the left to add to end change the contentsof the page for which you are responsible.
Edit toot Pages Add sub-page	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 o the link and choice from the resulting esenu.) From there you can follow links to your own "sub-pages" if you have them, and anywhere else o the site.
Events Add event	When you click Edit text you will see a text area is which to type your words. The text will "wing" around from line to line, and a scroll bar will appear when necessary. Proce the Enfor key only when you indely want to start a new line, otherwise just let the task wrap automatically. First the Enfor key twice to get an empty line between paragraphs. (If you have any sub-page, you will first need to begin the dift).
Contacts	The Ste Builder is not a word processor, but it does support a few simple formatting options: centred headings, bold and halic text, and tabulate into. Follow this text for details.
Add email Change email Remove email	You may add other terms to any of your pages, including links to other of interest, event details, email contact addresses, and pictures. If you page is a group page, you may create sub-pages linked from it, to extend the information about your group's address.
LENKS Add Brik	In each case you will need to enter data on a web form, and press a buttonto save it. You will see a continuation of what you have entered, an law given the chance to correct it.
Change link Remove link	Please contact the person responsible for administering your site # you need further advice about editing your page.
UPLOADS Upload picture Change / organise pictures Remove picture Spipal file Remove file	

Importance of Clearing the Cache in your Internet Browser

(Also See Link on Members Area "Clearing Browsing Data")

If you are a Group Leader for more than one u3a Group, you need to ensure you log out of your editing session when you have finished, and also close your Browser (Google Chrome, Microsoft Edge, Firefox etc.). This should clear the cache of information you used to login to the first group page. If you don't, then when you try to login to the second group page it will retain the previous information and log you back into the first one. If you close down your Browser after every session and the problem is still happening, you need to look at your Browser Settings and ensure that they are set to "clear your browsing data" when you close down the Browser.

This information is provided as a supplement to the normal website help file for new group leaders.

For further information on how to actually edit your pages once you have logged on to them see the file "Group Leaders Website Help File."

To acquire a copy of this file, visit the local u3a website (Front End), click the link for "Members" then on the links on the right hand side click the sub-page "Website Help & Information." Now click the link for "Group Leaders Website Help File" and download it in pdf format. There are links to other documents you may also find useful on this sub-page.