

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."

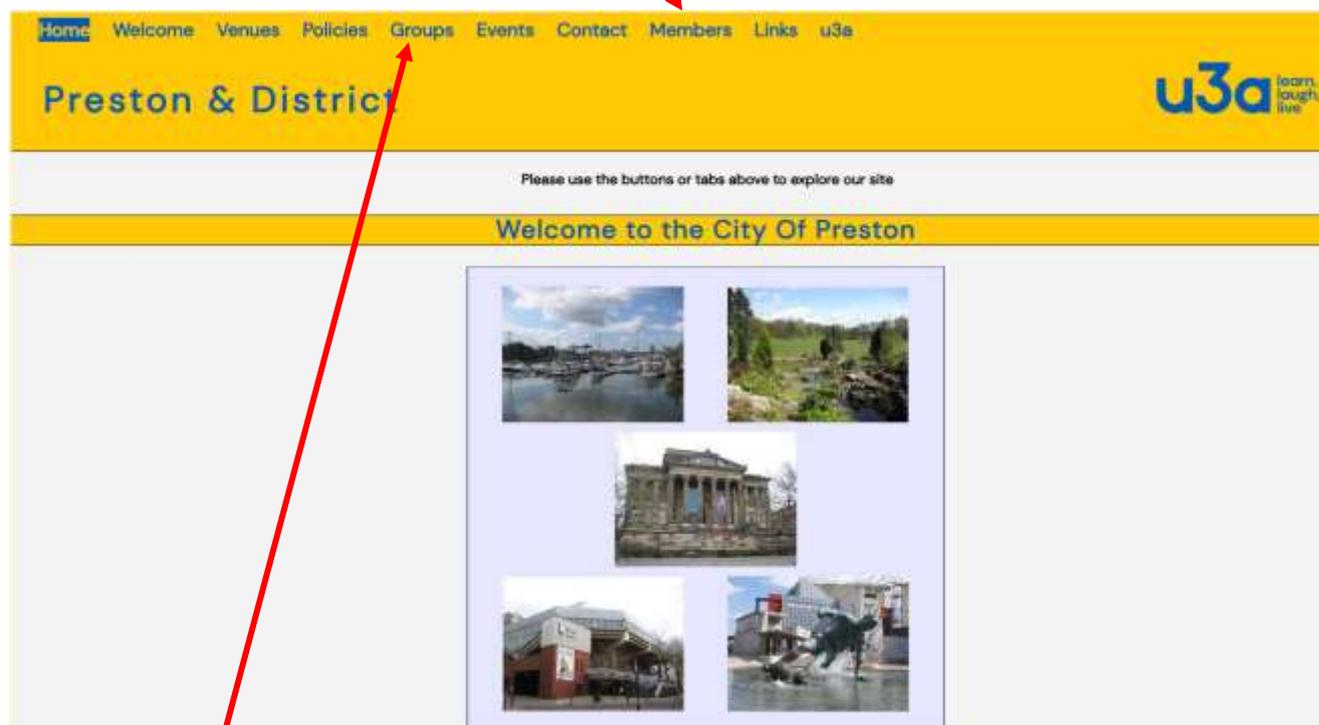
They have created the website templates for individual u3a's to use, and each u3a has at least one appointed Website Administrator to look after the day to day running of its local site. The local administrator creates and stores the usernames and passwords for each local web page editor.

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 <http://u3asites.org.uk/code/u3asite.php?site=205>.

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"



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.

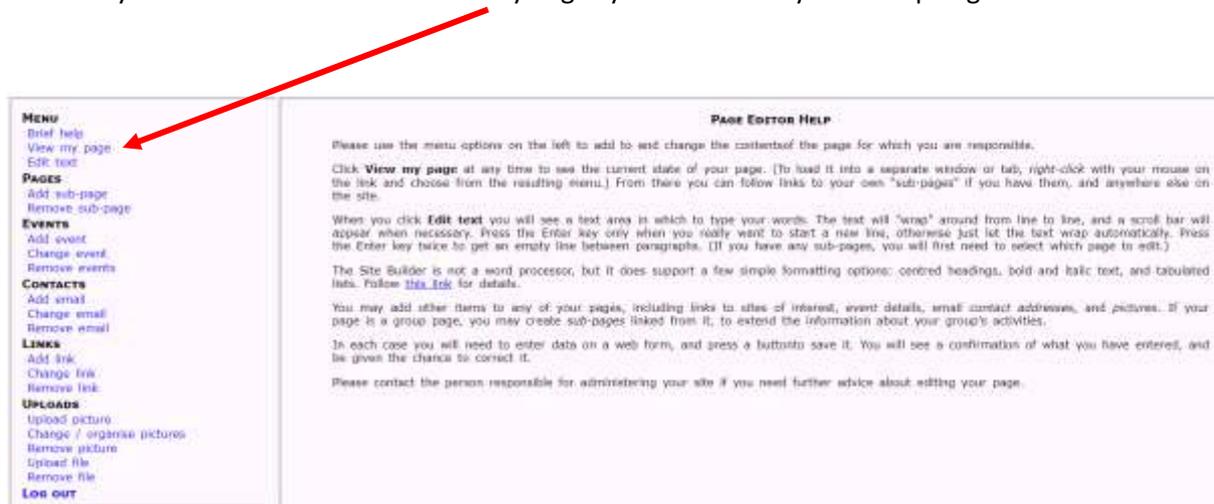
The second website address (Site Builder Home Page) is <http://www.u3asites.org.uk> and this is what I call the “**Back End**” because this is where the editing takes place at the back behind the scenes as it were.



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



Enter the username in the box marked “Login name” (this will be something like u3axxxx01). 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.



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.