

This guide offers advice to U3A Web Site administrators on initial setting up of an Events page within a web site.

## Index

What to display on the events page; typical example.....	Page 1
Making and entering an event.....	Page 2
Correcting an Event entry.....	Page 5
Removing an Event entry.....	Page 8
An alternative display in chronological order.....	Page 9

<p><b>'Events' Page</b></p> <p>Opposite is a typical group page entry on the Events Page.</p> <p>A typical events page can be viewed at <a href="http://u3asites.org.uk/code/u3asite.php?site=389&amp;page=3">http://u3asites.org.uk/code/u3asite.php?site=389&amp;page=3</a></p> <p>The editing routine will be described later in this guide.</p>	<p style="text-align: center;"><b>Hikers (5 - 8 miles)</b></p> <table border="1"> <tr> <td><b>wed May 20th</b></td> <td><b>Nottingham Canal.</b> Group Leader either <b>John Devlin</b> meet at 9.30 am prompt The Sherwood Ranger for car sharing.A full walk description can be viewed on the Hikers Group Page</td> </tr> <tr> <td><b>wed Jun 3rd</b></td> <td>To Be Arranged.<b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page</td> </tr> <tr> <td><b>wed Jun 17th</b></td> <td><b>Elkesley 'Circular'</b> <b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page</td> </tr> </table>	<b>wed May 20th</b>	<b>Nottingham Canal.</b> Group Leader either <b>John Devlin</b> meet at 9.30 am prompt The Sherwood Ranger for car sharing.A full walk description can be viewed on the Hikers Group Page	<b>wed Jun 3rd</b>	To Be Arranged. <b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page	<b>wed Jun 17th</b>	<b>Elkesley 'Circular'</b> <b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page
<b>wed May 20th</b>	<b>Nottingham Canal.</b> Group Leader either <b>John Devlin</b> meet at 9.30 am prompt The Sherwood Ranger for car sharing.A full walk description can be viewed on the Hikers Group Page						
<b>wed Jun 3rd</b>	To Be Arranged. <b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page						
<b>wed Jun 17th</b>	<b>Elkesley 'Circular'</b> <b>Group Leader John Devlin</b> Meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page						
<p>Just to clarify; the entries on the events page in respect of activity groups are only selected for display if the activity is an irregular event or varies for each month.</p> <p>More detailed information about a group's activity is entered on the group's individual activity page.</p> <p>The web site software is designed so that The 'dates for your diary' entry on the events page is replicated on the linked individual group page.</p>							

## Making editing entries on the Events Page

There are editing instruction hints, displayed on the U3A web site, which are reproduced at the end of this guide.

The following pages provide a sequential series of screens and explanations on how to create the events page of U3A web site.

To enter or amend the introductory text on the Events page click on Edit text. This will bring up the screen shown opposite. On the first occasion it will be blank. Type in your entry (similar to using 'word' except for text styles described in the U3A guide shown at the end of this guide). Click on Save this page.

To move away from this page click on any title in the left side editing panel.

[MAIN MENU](#)  
[WELCOME](#)  
[GROUPS](#)

### EVENTS

[Help](#)  
[Edit text](#)  
[Add event](#)  
[Change event](#)  
[Remove event](#)  
[View page](#)

### CONTACT

[LINKS](#)  
[PAGES](#)  
[PICTURES](#)  
[UPLOAD FILE](#)  
[ADMIN MENU](#)  
[VIEW FULL SITE](#)  
(in a new window)

[LOG OUT](#)

Edit your page heading here:

Events

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

Coffee and Conversation meetings are open to U3A members, their friends and to prospective new members.

Advertising non U3A Events.  
Ravenshead U3A is receiving requests from external [Non U3A] groups requesting that we advertise their activities and events through direct email to our members. There are concerns that passing on these requests to our members could be seen as (a) being intrusive and (b) that our Ravenshead U3A are endorsing the activity or event. For these reasons we have made the following Policy Statement. If Members are approached by those wanting to advertise then please refer them to our Business Secretary.

STATEMENT: Ravenshead U3A has a policy of NOT advertising external [Non U3A] activities or events.  
=====

Details of the monthly meeting speakers and activity groups occasional events are shown below.

When you have finished typing, press

Save this page text

OR .. [Add a sub-page](#)

Clicking on 'Save this page', described above, will result in the screen opposite appearing. This is a pre-view of the text as it will appear on the web site. This is the opportunity to correct the entry if necessary, by clicking on *CORRECT IT*.

If there are not corrections required, click on any title from the editing column to leave the entry intact.

- MAIN MENU
- WELCOME
- GROUPS

---

- EVENTS
  - Help
  - Edit text
  - Add event
  - Change event
  - Remove event
  - View page

---

- CONTACT
- LINKS
- PAGES
- PICTURES
- UPLOAD FILE
- ADMIN MENU
- VIEW FULL SITE  
*(in a new window)*
- LOG OUT

Your current page content is shown below.  
(Use View Page to follow inline links and pictures)

Please click [CORRECT IT](#) if you wish to make any further changes.  
Otherwise select another menu item.

### EVENTS

General open monthly meetings are held from 10 to 12 noon, on the second Tuesday in the month.  
Meetings are held in St Peters Church.

Coffee and Conversation meetings are open to U3A members, their friends and to prospective new members.

Advertising non U3A Events.  
Ravenshead U3A is receiving requests from external [Non U3A] groups requesting that we advertise their activities and events through direct email to our members. There are concerns that passing on these requests to our members could be seen as (a) being intrusive and (b) that our Ravenshead U3A are endorsing the activity or event. For these reasons we have made

This is the resulting web page display of the text entry at the head of the events page.

- HOME
- SITE MAP
- WELCOME
- AGM
- GROUPS
- EVENTS**
- CONTACT
- GALLERY
- COMMITTEE

### EVENTS

General open monthly meetings are held from 10 to 12 noon, on the second Tuesday in the month.  
Meetings are held in St Peters Church.

Coffee and Conversation meetings are open to U3A members, their friends and to prospective new members.

Advertising non U3A Events.  
Ravenshead U3A is receiving requests from external [Non U3A] groups requesting that we advertise their activities and events through direct email to our members. There are concerns that passing on these requests to our members could be seen as (a) being intrusive and (b) that our Ravenshead U3A are endorsing the activity or event. For these reasons we have made the following Policy Statement. If Members are approached by those wanting to advertise then please refer them to our Business Secretary.

STATEMENT: Ravenshead U3A has a policy of NOT advertising external [Non U3A] activities or events.

=====

Details of the monthly meeting speakers and activity groups occasional events are shown below.



Click to send a message!

### Links

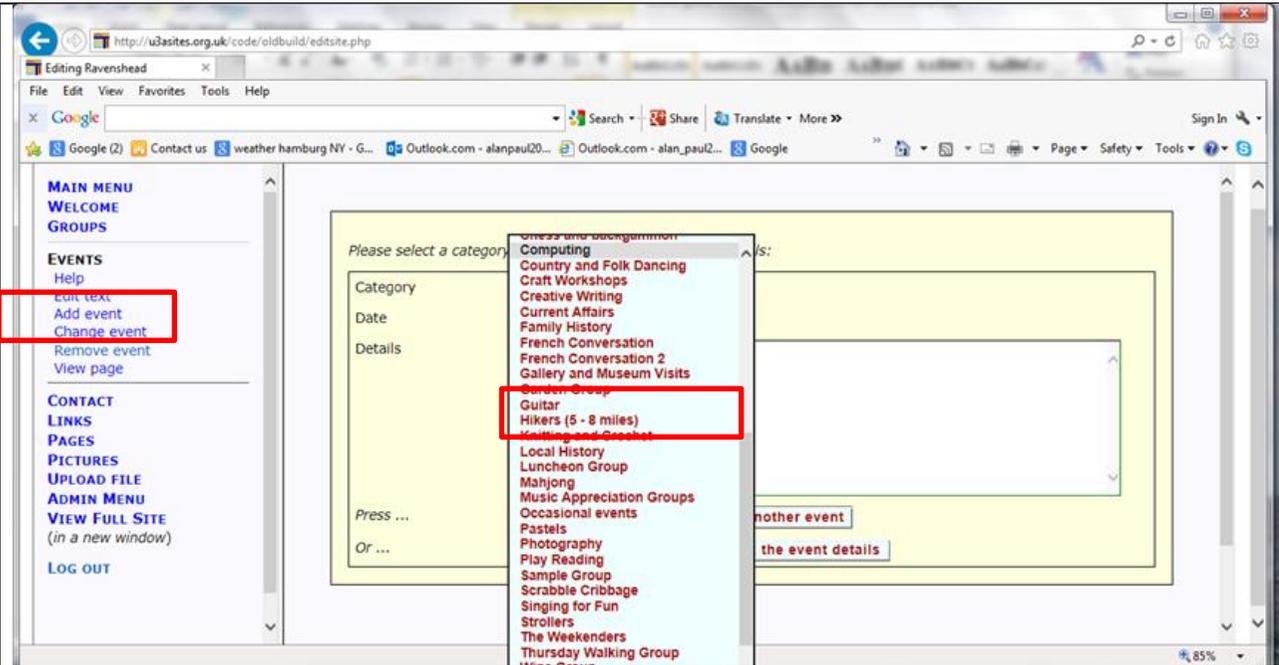
- [Bird Watchers Photos](#)
- [Country Dancers Photos](#)
- [Thoresby Hall Winter Break Booking link](#)

## Creating a date related event on the events Page

To Create an events entry. Click on add event.

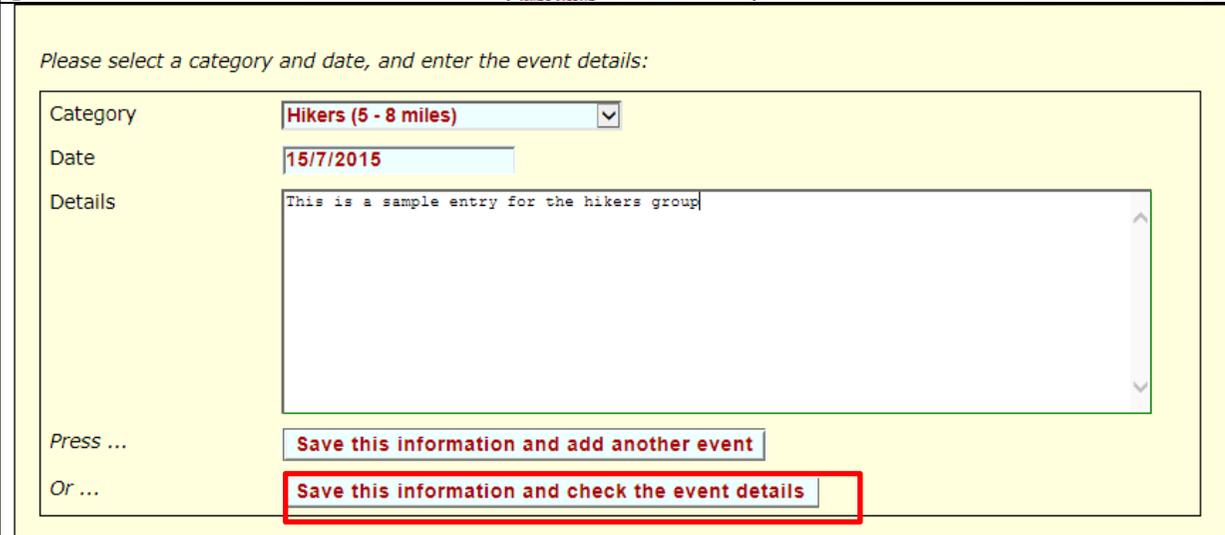
Select and click on a category. A general category or a group activity heading must be selected. This will ensure that the “dates for you Diary” entry appears simultaneously on the Events page and the associated group activity page.

I have selected the Hikers (5-8 miles) group.



This screen will appear with information about a Hikers group event.

Click on one of the two options below. If there are no other entries to be made, click on the lower option. The screen shown below will appear.



This screen gives the option to CORRECT IT.

If no alterations are required. Click on any other title on the left hand column of the screen, to leave that entry.

Select the EVENTS heading, which will display the sample entry in the Hikers section of the events listing.

The illustration shown opposite is a partial view of the hikers entry on the events page. The Wed Jul 15<sup>th</sup> entry is displayed.

The following details have been recorded:

Type: Hikers (5 - 8 miles)  
Date: Wed Jul 15  
Details: This is a sample entry for the hikers group

Please click [CORRECT IT](#) if you wish to correct any of these details — or select another menu item.

## RAVENSHEAD

HOME SITE MAP WELCOME AGM GROUPS **EVENTS** CONTACT GALLERY COMMITTEE ARCHIVE U3A



### EVENTS

General open monthly meetings are held from 10 to 12 noon, on the second Tuesday in the month. Meetings are held in St Peters Church.

Coffee and Conversation meetings are open to U3A members, their friends and to prospective new members.

Advertising non U3A Events.

Ravenshead U3A is receiving requests from external [Non U3A] groups requesting that we advertise their activities and events through direct email to our members. There are concerns that passing on these requests to our members could be seen as (a) being intrusive and (b) that our Ravenshead U3A are endorsing the activity or event. For these reasons we have made the following Policy Statement. If Members are approached by those wanting to advertise then please refer them to our Business Secretary.

STATEMENT: Ravenshead U3A has a policy of NOT advertising external [Non U3A] activities or events.

-----  
Details of the monthly meeting speakers and activity groups occasional events are shown below.

#### Dates for your Diary

#### Hikers (5 - 8 miles)

**Wed Jul 1st** High Peak Junction. Group Leader John Clay meet at 9.30 am prompt The Sherwood Ranger for car sharing. A walk description will be made available @ the Sherwood Ranger.

**Wed Jul 15th** Chatsworth House 'Circular' Group Leader Steve Hargreaves meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page

**Wed Jul 15th** This is a sample entry for the hikers group

**Wed Aug 5th** Cromford Canal Black Rocks 'Circular' Group Leader Steve hargreaves meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page

### Links

- Bird Watchers Photos
- Country Dancers Photos
- Thoresby Hall Winter Break Booking link

## Viewing a group page.

If you Select the Hikers Group from the Groups Heading, this will load the Hikers Group page on to the screen; shown in the next panel.

**RAVENSHEAD**

HOME SITE MAP WELCOME AG **GROUPS** EVENTS CONTACT GALLERY COMMITTEE ARCHIVE U3A

**GROUPS**

Scroll down this page and click on the list below to select a group activi  
=====

View the national "U3A Oversight" web site via the link on the right.

Select the "EVENTS" heading (top of this page) for a diary list of special events organised by each group.

A computer projector is available for use by groups. Book via Alan Paul, web editor, by phone or email.

Groups Full? Most of our Groups do have vacancies. The status of each group is shown on each group web page. We do wish to see additional groups start where ever possible, which is dependent on availability of accommodation and willing coordinators.

There have been enquiries from individuals for the following activities. If you have any interest in any of the following activities, please contact Val Ford on [01823 797529](tel:01823797529) to express your interest. Spanish, Mini Groups who wish to learn about geo caching. Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location.

If you have an interest in an activity group that is said to be full, please email either of the two 'groups coordinator' via the 'Contact' page on this web site.

We would especially like to hear from you if you are willing to help coordinate a new group.

Click on any of the following group names to see the group page#

Group List			
<a href="#">Angling</a>	Occasional meetings as arrange	<a href="#">Art (watercolour)</a>	9.30 - 12 noon; see group page
<a href="#">Gallery and Museum Visits</a>	<a href="#">See group page</a>	<a href="#">Garden Group</a>	
<a href="#">Guitar</a>	Thursday 10-12 1st&3rd Thurs.	<a href="#">Hikers (5 - 8 miles)</a>	Wednesday a.m. 1st & 3rd Weds.

Selecting the Hikers Group page will display this screen.

This is a partial display of Hikers page under the 'Groups' Heading.

The dates for your diary entries from the general Events Page are replicated here.

**RAVENSHEAD**

HOME SITE MAP WELCOME AGM GROUPS EVENTS CONTACT GALLERY COMMITTEE ARCHIVE U3A

**HIKERS (5 - 8 MILES)**

Group Leaders		
<b>Steve Hargreaves</b> (01623870719)	<b>John Devlin</b> (01623431003)	<b>John Clay</b> (01623825300)
Meets 1st & 3rd Wednesday each month	@ various locations see 'Dates for your Diary' below	Status - Active ~Open~
<a href="#">Hikers Advisory Notes</a>	<a href="#">Incident Report Forms</a>	Web Page Updated 17/06/15

This years Spring season saw one walk cancelled because of inclement weather and one walk postponed because of My Prostate Operation.

**Dates for your Diary**

<b>Wed Jul 1</b>	<b>High Peak Junction.</b> Group Leader <b>John Clay</b> meet at 9.30 am prompt The Sherwood Ranger for car sharing. A walk description will be made available @ the Sherwood Ranger.
<b>Wed Jul 15</b>	This is a sample entry for the hikers group
<b>Wed Jul 15</b>	<b>Chatsworth House 'Circular'</b> Group Leader <b>Steve Hargreaves</b> meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page
<b>Wed Aug 5</b>	<b>Cromford Canal Black Rocks 'Circular'</b> Group Leader <b>Steve hargreaves</b> meet at

**EVENTS**

- Annual BRITISH BIRDFAIR at RUT... 21/8/2015
- Garden Group
- An afternoon at Graham's at 13... 15/7/2015
- Hikers (5 - 8 miles)
- #High Peak Junction#. #Group L... 1/7/2015
- #Chatsworth House# 'Circular' ... 15/7/2015
- This is a sample entry for the... 15/7/2015
- #Cromford Canal Black Rocks# ... 5/8/2015
- #Nine Ladies Rowsley# 'Circular'... 19/8/2015

MAIN MENU  
WELCOME  
GROUPS  
EVENTS  
Help  
Edit text  
Add event  
Change event  
Remove event  
View page

All dated Entries will be removed from the screen automatically, in real time.

If it is necessary to change a current events entry. Click on Change event, and select the appropriate entry from the list shown on the right hand side of the screen.

Selecting the group entry requiring amendment, will display the original entry/editing screen, allowing amendments to be entered.

Please make your changes to the following event:

Category: **Hikers (5 - 8 miles)** ▼

Date: **15/7/2015**

Details:   
This is a sample entry for the hikers group

Press ... **Save this information and update another event**

Or ... **Save this information and check the event details**

An event can be removed by clicking on 'Remove events' in the Events menu.

Click on the boxes of the events to be removed and click on 'Remove all marked events'

- EVENTS**
- [Help](#)
- [Edit text](#)
- [Add event](#)
- [Change event](#)
- [Remove events](#)
- [View page](#)
- CONTACT**
- LINKS**
- PAGES**
- PICTURES**
- UPLOAD FILE**
- ADMIN MENU**
- VIEW FULL SITE**
- (in a new window)*

~~Tick the boxes next to the events~~ to be removed, then press

**Remove all marked events**

All past events are shown below.

All future events are shown below.

Meetings

- 17/08/2015  **Coffee and Conversation in room 3 of the...**
- 08/09/2015  **Life in Uganda. Speakers Ian and Shelagh...**
- 13/10/2015  **The History of Newstead Abbey. Speaker D...**
- 10/11/2015  **The Victorians and Christmas. Speaker Da...**
- 08/12/2015  **Title of Talk to be advised. Speaker Ma...**

An alternative method of displaying the events page is to place all entries in date order, as shown opposite.

If you click on the group's name on the right-hand end of any entry, that will transfer you to the actual group page associated with the entry.

As an editor, it is possible to change to this chronological mode of display as follows;

Click on Admin in Main Menu, and then click on Customisation in the Admin Menu

<b>MAIN MENU</b>	<b>ADMIN MENU</b>
<b>WELCOME</b>	<b>COLOURS</b>
<b>GROUPS</b>	<b>BUTTONS</b>
<b>EVENTS</b>	<b>CUSTOMISATION</b>
<b>CONTACT</b>	<b>EMBEDDING</b>
<b>LINKS</b>	<b>EDITORS</b>
<b>PAGES</b>	<b>UTILITIES</b>
<b>PICTURES</b>	<b>MAIN MENU</b>
<b>UPLOAD FILE</b>	<b>VIEW FULL SITE</b>
<b>ADMIN MENU</b>	<i>(in a new window)</i>
<b>VIEW FULL SITE</b>	<b>LOG OUT</b>
<i>(in a new window)</i>	

<a href="#">Display events by category</a>		
<b>Dates for your Diary</b>		
<b>August 2015</b>		
29th (Sat)	<b>The Weekenders</b>	<b>Newstead Abbey Great Food and Drinks Fair</b>
30th (Sun)	<b>The Weekenders</b>	<b>and Monday 31st August. Papplewick Pumping Station Steam days Own Transport. Concessions £6</b>
30th (Sun)	<b>The Weekenders</b>	<b>Emergency Services Event at Clumber Park £6.80 per car. If anyone is interested please contact me and I will try to arrange car sharing or lifts. Contact Sue</b>
<b>September 2015</b>		
2nd (Wed)	<b>Hikers (5 - 8 miles)</b>	<b>Win Hill from Hope 'Circular' Difficulty - Moderate Strenuous- meet at 9.30 am prompt The Sherwood Ranger for car sharing. A full walk description can be viewed on the Hikers Group Page</b>
6th (Sun)	<b>The Weekenders</b>	<b>Doddington Hall. Meet 9.30 at The Sherwood Ranger. £6 bus only. Gardens £5, Gardens and House £9.50 pay at the gate. (coffee shop available. Contact Pat 401207</b>
7th (Mon)	<b>Occasional events</b>	<b>Eltham Palace. Cost £28.00 approx dependent upon numbers. Full monies now being taken 8am Leave Ravenshead – coffee stop on the way 12.30 - 1pm Arrive Eltham – There is a Café/Restaurant at Eltham 4.30 – Depart Eltham – stop on the way back The stops will be at Service Stations but it is hoped for the 'Xtra' ones which are slightly better than the normal Motorway services.</b>

Clicking on the help option in the customisation Menu displays text explaining the options available.

**ADMIN MENU**  
**COLOURS**  
**BUTTONS**

**CUSTOMISATION**

**Help**

Choose options

View sitemap

**EMBEDDING**  
**EDITORS**  
**UTILITIES**  
**MAIN MENU**

**VIEW FULL SITE**  
*(in a new window)*

**LOG OUT**

*The following options are registered for your site. If you wish to change anything, please do so on the form below.*

Event ordering by **Date** ● **Type** ○

- Default U3A logo in colour
- Timetable on Groups page
- Group events on Events page
- Group links on Links page
- Inline pictures: special effects
- Group contact bird image
- Link to Third Age Trust
- Site Map

Style: **A** ○ **B** ● **C** ○

*(A:Plain, B:More borders, C:B+Separate menu buttons)*

**Save these options**

Clicking on Choose Options displays the selections available.

In this case we just select the roundel after Date. (changing it from the default option of type listing.)

[ADMIN MENU](#)

[COLOURS](#)

[BUTTONS](#)

**CUSTOMISATION**

[Help](#)

[Choose options](#)

[view sitemap](#)

[EMBEDDING](#)

[EDITORS](#)

[UTILITIES](#)

[MAIN MENU](#)

[VIEW FULL SITE](#)

*(in a new window)*

[LOG OUT](#)

The web site now has a tab embedded on the events page enabling the user to flip from one display to the other.

*The following options are registered for your site. If you wish to change anything, please do so on the form below.*

Event ordering by **Date**  **Type**

Default U3A logo in colour

Timetable on Groups page

Group events on Events page

Group links on Links page

Inline pictures: special effects

Group contact bird image

Link to Third Age Trust

Site Map

Style: **A**  **B**  **C**

*(A:Plain, B:More borders, C:B+Separate menu buttons)*

[Save these options](#)

Alan Paul

Amended 23.8.15