

Group Leader access

Parts (a) and (b) below describe how a Group Leader can view the Group Record for their Group. Editing of Group Records is covered in parts GL.2 to GL.5.

a) The Groups List

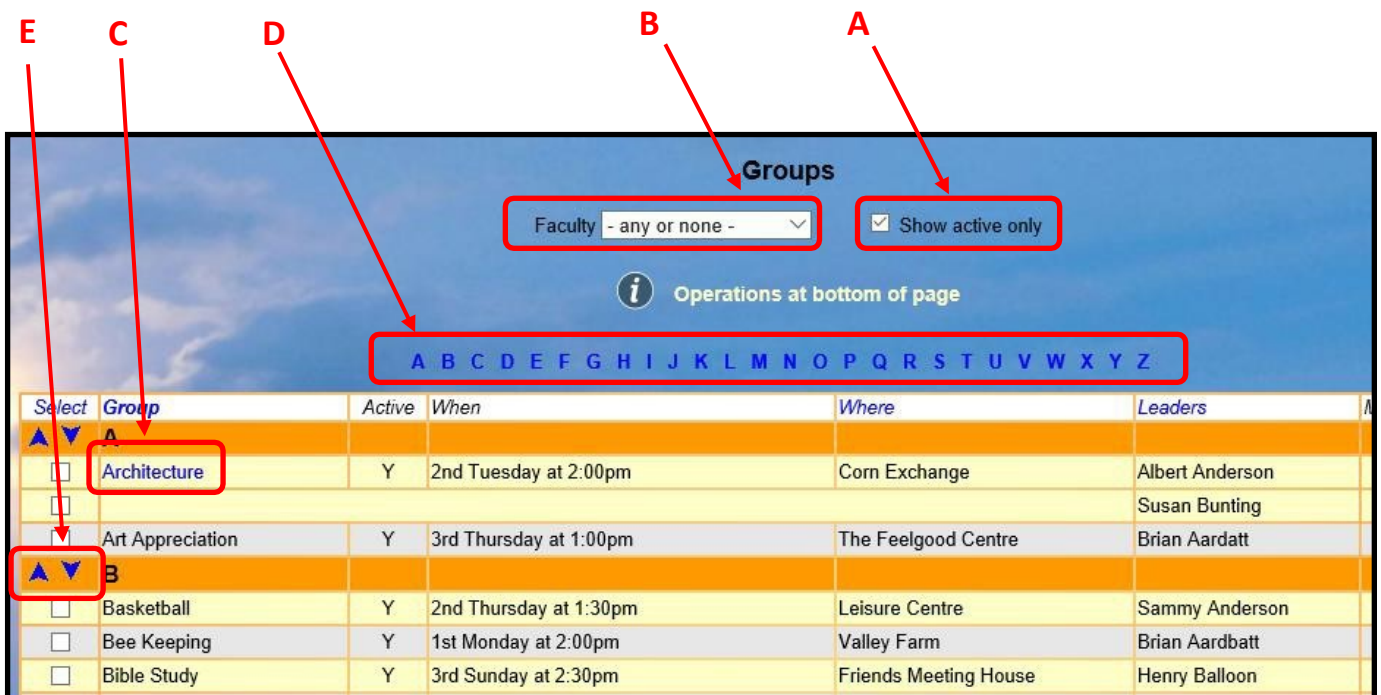
As a Group Leader your Home Page will usually look similar to that shown below, depending on the extent of system access given to you by your U3A committee.



Click the blue **Groups** link to view the Groups List, which initially shows all active Groups and Group Leaders. To include non-active Groups, untick the **Show active only** box [A].

Your U3A may have used the option to categorise similar Groups into **Faculties** such as 'Art & Literature', 'Food & Drink', 'Walking', etc. To display the Groups assigned to a particular Faculty, select the Faculty from the drop-down list [B].

Groups for which you are a Leader or you have viewing or editing rights are highlighted blue [C].



There are several features to help quickly navigate around the Groups List page:

- Clicking any letter in the block above the table [D] will jump to Groups starting with that letter.
- Clicking the 'down' arrow in the top right corner of the page will scroll to the end of the list at the bottom of the page.
- Clicking the 'up' arrow in the bottom right corner to scroll back to the top of the page.
- The up and down arrows in the left column [E] perform a similar function.



b) Group Records

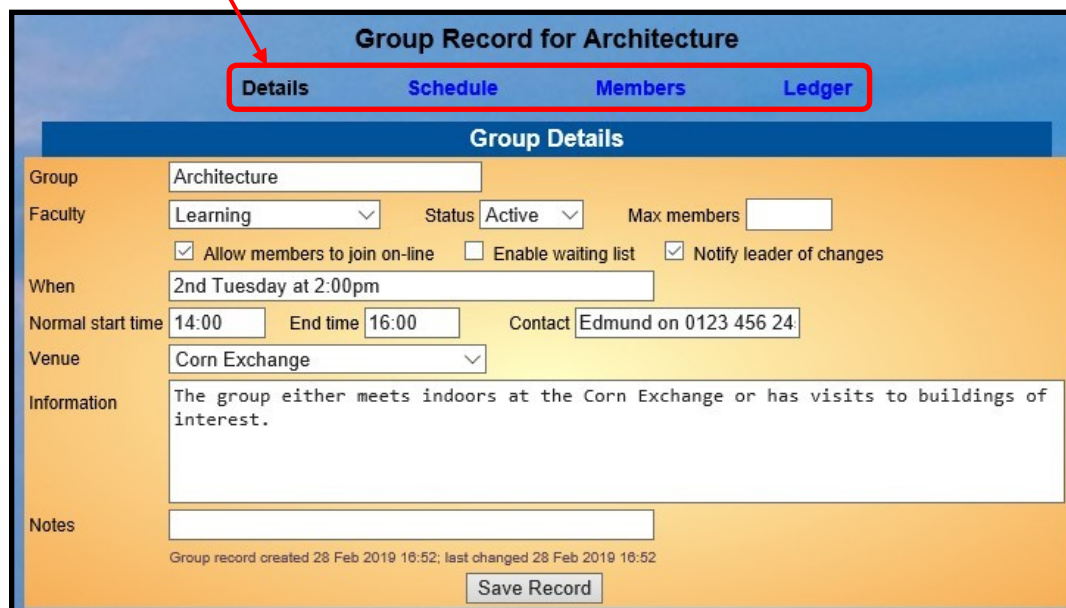
Groups for which you are a Leader or for which you have viewing or editing rights are highlighted blue. To view the **Group Record** for one of these Groups, click on the Group name in the Groups List, or elsewhere where Group names are shown.

Each Group Record comprises four sub-pages:

- **Details** see GL.2
- **Schedule** see GL.3
- **Members** see GL.4
- **Ledger** see GL.5

You can select between these on the row beneath the Group Record name [F]. The active sub-page has its name in black.

F



Group Record for Architecture

Details Schedule Members Ledger

Group Details

Group Architecture

Faculty Learning Status Active Max members

Allow members to join on-line Enable waiting list Notify leader of changes

When 2nd Tuesday at 2:00pm

Normal start time 14:00 End time 16:00 Contact Edmund on 0123 456 24

Venue Corn Exchange

Information The group either meets indoors at the Corn Exchange or has visits to buildings of interest.

Notes

Group record created 28 Feb 2019 16:52; last changed 28 Feb 2019 16:52

Save Record

For details of how to view and edit your Group Record pages, refer to parts GL.2 to GL.5.

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