Rutland U3A website – creating or updating a Group Page

A Group page must first be created by our web administrator; once his is set up, it can be edited by the group leader who will be set up as Page Editor for that Group Page. To have a Group Page set up for your group, and have yourself set up as Page Editor, please contact the website administrator via the Contact page on the Rutland U3A website (select the 'Website' button).

Once set up, you can edit the page, but please note that the changes you save are made immediately to the web site.

1. Go to the U3A Site Builder Home page: **http://u3asites.org.uk**
2. Choose **Login and Edit** → type in your login name and password (as notified to you) → select **Edit my U3A site**
3. The screen shows **Page Editor Help**; you may find it helpful to read, and refer back to, this help information at times. In particular, the help page has a link, **this link**, just over half-way down, that provides information on the formatting options for text.
4. From the list of options on the left hand side of the page, under the **Menu** heading**,** select **Edit text**
5. If your group page has sub-pages, you will be asked to select which page you want to edit, in which case select the page button and click on **Change the page; if** your group page has no sub-pages, the system will go straight to your group's page.
6. The group page will appear, showing the page heading and a large box in which to type the page text.
7. Type or amend the text that describes the group and what it does etc. Note that there is a standard layout that we encourage all groups to follow, using the following headings:
   ● GROUP COORDINATOR:
   ● VACANCIES:
   ● VENUE:
   ● DATE AND FREQUENCY:
   ● DESCRIPTION:
   You can see how other groups have created their web pages on the website.
   You are strongly recommended not to show any email addresses on your web page(s), as this tends to attract spammers. You will see an option **Add email** in the menu on the left hand side of the screen, under **Contacts,** that lets you request email contact without showing the address on the page.
8. Click on **Save this page** to store the updated page immediately or you can select **Undo your changes** to set the page back as it was before your session.
9. You will then see the page as it will appear; if you're happy with it just select another menu item or **Log Out** at the bottom of the menu on the left-hand side of the screen).

10. Otherwise, if you need to make corrections to the page, select **Correct It**, make any further changes, save it and then log out.

There are some other options on the left-hand side of the page for making changes to your group page, e.g. 'Add event', 'Add email', 'Add link' and 'Upload picture'. If you would like to explore and use any of these, feel free to contact the website administrator for an introduction and help in doing it.

You will find some useful notes on formatting text on the *u3asites.org.uk* web site. Select **Find Out More** on the main site and click on **Complete Index** under the Documentation heading. Then look at **Simple text formatting** under **Editing functions.** There is further help on this page, e.g. under **Uploading pictures and files.**

If you have any problems in creating or amending your group page, or simply want to talk it through, please do not hesitate to contact the website administrator for help (you can email us directly at rutlandu3a.web@gmail.com).

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Mike Shea