

Mytown U3A Website

Guide to editing your Group Page

Havant U3A along with more than 300 other U3As, is uses a U3ASitebuilder template website. The principal advantage is shared editing. Anyone authorised can edit the site with no special equipment, software or skill. In particular study group leaders/convenors can edit their own group page to keep it interesting, informative and up-to-date.

Anyone in the world can view the whole site, including your group page, just by browsing to mytownu3a.org.uk Please remember that when posting saucy pictures or critical remarks.

Administrators

The site's administrators have overall and equal control of the whole site. For the time being they are:

Mrs Secretary	Secretary	--phone number--
Mr Treasurer	Treasurer	--phone number--
Mr Chairman	Chair	--phone number--
Jo Blogs		--phone number--
Membership girl	Membership	--phone number--
AN Other		--phone number--

Page Editors

Each study group has its own page, and at least one leader/coordinator authorised to edit the group page directly, and able to add pictures, links and sub-pages. We don't at the moment know exactly how much can be achieved – we hope you will show us.

Several people can be authorised to edit your group page – if you want to delegate the task to someone else, DON'T let them use your log-in name, ask an administrator to issue a log-in name of their own.

Logging In

These are the instructions for getting into your group page management

1. Browse to **u3asites.org.uk**
2. Hit **LOGIN AND EDIT** at the top of the page
3. Your (case-sensitive) login name is: **xxxxxxx**
4. The U3A name is: **MYTOWN**
5. You should now be editing the "**Your group**" page

Havant U3A website - Editing your group page

The panel on the left shows all the things you can do like editing you page, adding sub-pages, pictures, links, documents, events and contacts. There are lots of help pages.

That is quite a list, and no-one is expecting you to need, or master, all these features unless you want to – but you could, and the Administrators above can help you if you get into a mess.

Formatting text on your group page

Text in your group page can be made more readable by adding **headings**, **tables**, **bulleted lists**, **bold** and **italic** formatting instructions. The way to achieve this text decoration is odd, but easy if you have these instruction on paper in front of you:

Headings

To make a centred heading, enclose the text between “curly” brackets, thus:

{This is a heading}

Tables

Material can be displayed in table format by separating the cells with double commas, thus:

Office,,Name,,Telephone
Chairman,,John Brown,, 01243 567890
Secretary,,Fred Smith,,023 9248 3200
Treasurer,,Joe Bloggs,,07875 345678

A little experimentation will show you what works and what doesn't.

Bulleted List

Start each line to be bulleted with an asterisk, and end the list with an empty line, thus:

- * **Maintain muscle tone**
- * **Improve efficiency**
- * **better balance**

Bold or Italic text

Mark text to be **emboldened** by surrounding it with # (hash) symbols. Surround text to be italicised with _ (underscore) characters.

Our annual subscription is #15 pounds# a year,
which covers _all_ the groups you may wish to join.

That will generate:

Our annual subscription is **15 pounds** a year,
which covers *all* the groups you may wish to join.

Any problems – please email -----@-----

(NB all red text needs to be replaced with your own)