

To access the web site:-

Type in this address

<https://u3asites.org.uk/>

(or copy and paste into the address field on your web browser)

Then:-

- Click on 'Login and Edit'
- Type your Login name in the first box -
- Type your 12 digit password in the second box -
- Click 'Edit my U3A Site' – your group page will appear on screen

Use the menu options on the left hand side to edit your page, add photos, add sub-pages etc

### **Editing your page**

Click on Menu/Edit Text and simply insert text as required, then click the button to save. Click on Menu/View my page to see how your page will appear on the web site. If there are errors or changes you want to make click on Menu/Edit text and make the changes. You can repeat this as often as you wish.

*Updates take effect immediately you save them so visitors to the web site will see your changes straightaway. Do not leave your page in a mess for more than the time it takes to correct it.*

### **Some basic rules on page content**

- Always start with a date eg March 2017
- Always leave the brief summary of your group at the top of the page, although you can edit it if required.
- Always put the newest information first so that the page reads from newest to oldest
- Try to write short sentences/paragraphs that will keep the attention of readers.
- There are some formatting options, eg bold, italic, lists – see page 3

### **Adding Pictures/Photos**

You can add photos to your page, but they must be sized correctly (ideally 800x600 pixels) and in .jpg or .png format.

Click Picture/Add picture

Use Browse to navigate to your picture

Click Upload

You will be asked to give your picture a Title which will appear with your picture on your page and a description which will appear when the viewer clicks on your picture. Keep your titles short and snappy, use Description to expand eg Title: Everyone joined in!

Description: We sang at a local day centre and the entire audience joined in the actions You cannot place a photo in a particular place, eg in line with the text, Sitebuilder has its own rules which cannot be changed.

## **ADVANCED**

### **Adding Sub-pages**

You can add sub-pages to your main page. This has great potential, for example, Theatre group may want to add a sub-page for upcoming shows or Photography may want to add a sub-page for members' photographs. However, you do need to think about the integrity of the web site and its ease of use. Too many sub-pages may be confusing and difficult to navigate.

When you add a sub-page you will be asked to type a page name and a link will appear automatically the right of your group page, headed by the name of your sub-page. So, for example, Theatre group could have a sub-page titled 'Forthcoming Theatre trips' or Photography 'Our Members photos'.

You can edit the sub-page by selecting Pages/Edit text in the same way as the main page.

### **Adding Links**

You can add links to external web sites but please do not use this without checking with web co-ordinator. We must be sure any external links are to appropriate web sites.

Click Links/Add link. You will need to type in the exact web address and text to be associated with that address. Links may be shown in the right-hand margin as described in sub-pages or 'in line' where an item of text becomes the link. You can also add internal links to another page on the web site.

### **Adding Events**

This option can be used for listing future events – dates of meetings etc. The benefit of using this option rather than just entering the event details as straight text is that when the event date is passed it will be automatically deleted from the page.

### **Add Contact Details**

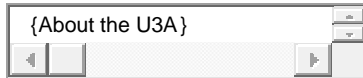
There is an "Email the Group Contact!" link on each group page. The email address associated with this link can be changed by clicking on Contact/Change email. Delete the old email address and type in the new address. You can add more contacts by using the Contact/Add email menu item. Insert the name of the contact in the "Label" field so that users can differentiate between contacts. Users do not see the actual email address – their email will be sent via the website. In the view of the Committee it is inadvisable to put personal contact details (address, telephone numbers, email address) on your group page. However, it is down to your discretion, but if you do you must ensure that you have the explicit permission of the individual whose details you are entering.

### **Saving Changes**

***Remember – no changes take effect unless they are saved.***

## Text Formatting Instructions

To make a bold centred heading, surround a complete line with "curly" brackets. For instance, entering:



will produce this:

### **About the U3A**

Both brackets must be present, and appear right at the beginning and end of the line.

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To insert some tabulated information, enter a series of lines in which the table elements are separated by *two commas*. For instance. entering:



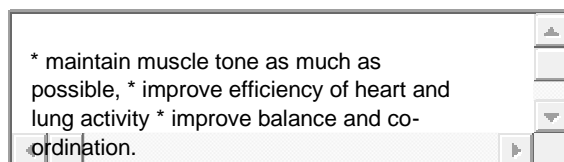
followed by an empty line, will produce this:

Official	Name	Telephone
Chairman	John Brown	01234-5678
Secretary	Fred Smith	09876-54321
Treasurer	Mary Jones	13579-08642

The table will be centred, and surrounded by light border.

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To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering:

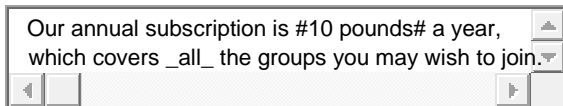


followed by an empty line, will produce:

- maintain muscle tone as much as possible,
- improve efficiency of heart and lung activity,
- improve balance and co-ordination.

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You may also put any part of your text into **bold** or *italic* format. Bold text is surrounded by # (hash) symbols and italic text by \_ (underline) symbols. For instance, entering:



will produce this:

Our annual subscription is **10 pounds** a year, which covers *all* the groups you may wish to join.

You always need *two* of the formatting symbols to do the thick — single hashes or underlines appear as themselves.

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