

## Site Builder Info

### 1. Getting to Login page

- a. Google Totton South u3a
- b. Scroll to bottom of home page
- c. Click on [U3A Site Builder](#)
- d. Click on Login & Edit
- e. Enter your user name and password

### 2. Editing your Group Page

The Brief Help can be useful to read if you have forgotten what to do.

- a. Click on [Edit Text](#)
- b. Make your changes
- c. Click on Save this page
- d. Click on View my page to see how your changes will appear on the website
- e. Re-edit if necessary – you can Save and View again as required

### 3. Other available options include

- a. Adding a sub-page which will appear at the side of your main text on the website
- b. Adding links, for example to a map
- c. Uploading pictures – take care as GDPR and copyright regulations apply; if in doubt check

If you have forgotten your Login name/password or require help please contact a member of the ITC committee support team via the buttons on the contact site.