

# **GROUP LEADERS WEBSITE GUIDANCE**

The 3 main things that you may wish to place on the page relative to your group are **An Event**, **General Text** or a **Photo**. To do either you must first login. On the bottom of the Home Page click on U3A Site Builder. This will open up the Site Builder Home page. If you click on 'Login and Edit' a new page will open where you can type in the 'login name' and 'password' you have been provided with. This will then allow you access to the editing functions.

## **Inserting an Event**

1. On the menu on the left click 'Events'.
2. This opens options for Events including a 'Help' section, which contains useful information.
3. To add an event obviously click on 'Add Event'.
4. A new box will appear for you to input the information for your event.
5. To input 'Category' use the drop down menu to scroll down to find 'Group Pages' and then click on the name of the group where you want to place the event.
6. Click on 'Date' and select the date for the event from the calendar that appears.
7. In the 'Details' box enter the information as you want it to appear on the web site.
8. Then click on 'Save this data and check the event details'.
9. If you are happy with details as shown click on 'log out'.
10. If you subsequently need to change details for an event, instead of clicking on 'Add Event' at item 3 above click on 'Change Event' which will then show a list of ALL events scheduled across all groups.
11. Scroll down to find your event to change and click on the appropriate circle which will then bring up the box from item 4 above and then add or change the information and save as item 8 above.

## **Inserting General Text**

1. If you need to add or change general text on your group page, from the main Site Builder Editing Page', click on Pages from the menu which again gives options including 'Help'.
2. If you click on 'Edit Page' it will open up a list of all pages from the website.
3. Click on the page from your group and the text from your group page will be available to edit as required by adding/ deleting or changing the relative information.
4. Please **Do Not** change any of the inform contained in the box containing the main group information.

## **Inserting a Photo**

1. Any photo to be uploaded must be no larger than 1.5MB and be in a jpg, jpeg, png or gif format. If your photo does not comply it will not be recognised by the website and therefore must be 'saved' in the correct format.
2. From the main Site Builder click on 'Pictures', which will open a menu giving all the options including help as usual. To add a picture obviously click on 'Add Picture'.

3. This will open a 'Browse' function allowing you to 'Choose file' and locate the picture from your hard drive, memory stick etc.
4. Once the correct file (picture) has been chosen, click on 'Upload This File'.
5. This then opens a page where you can select where the photo appears. From the drop down menu select the page where you want the photo to appear. This will normally be your group name under Group Pages.
6. Give the photo an appropriate name and description.
7. The options that are below this determine how the photo is shown. Full should be the normal option Select 'inline only' unless you want the photo to be shown in the sidebar. There is no need to omit from gallery unless it is full.
8. Press 'Save Data' and check that the photo is correct. If not correct click on 'Correct it' and change as required.