

Accessing Site Builder

Obtain a user name and password from the [Beacon Web Advisor](#) (contact from U3A contacts webpage or email website_admin@worcesteru3a.org) for [Sitebuilder](#)

Log in to Website at <https://u3asites.org.uk/worcester/home> using website username and password

Select u3a sitebuilder link on website home page immediately below photo and provide site builder username and password.

Home Covid 19 Welcome Join/Renew For Members Groups Events Contact Links
Gallery u3a

Software notice: This site was created using the U3A Site Builder, which is subject to the terms of the Apache licence.
It was last updated on 19/6/2021

The Sitebuilder menu will appear:

MAIN MENU
[Overview](#)
[Basic page structure](#)
[Basic text entry](#)
WELCOME
GROUPS
EVENTS
CONTACT
LINKS
PAGES
PICTURES
FILES
VIEW FULL SITE
(in a new tab or window)
LOG OUT

U3A SITE BUILDER: EDITING WORCESTER

Please use the menu on the left to create and update your web site.

Each of the four main pages (Welcome, Groups, Events and Contact) should contain one or more *introductory paragraphs*, which you type in and edit as normal text.

Then use the options from the menu on the left to enter details of your *activity groups* and *forthcoming events*, which can be individually added, removed and changed.

If you wish, you may also:

- put brief short-term *notices* on the Welcome page,
- extend the site with extra *pages*,
- register any number of hidden *e-mail addresses* for U3A contacts,
- make *links* from any page to external sites,
- add *pictures* to any page — especially the Front Page,
- upload *documents*, secured if necessary with a username and password.

N.B. Options for adding pictures and uploading documents will become available *only* once your site has been officially "published".

More detailed instructions about entering each page's content will be shown when you select the relevant option.

After entering or changing any information, you will be able to see it in its updated form. To look at *all* your current pages, select **View full site** from the menu, and it will be displayed exactly as it will appear to your readers, in a separate browser window.

When you have finished using the Site Builder, press **Log out**.