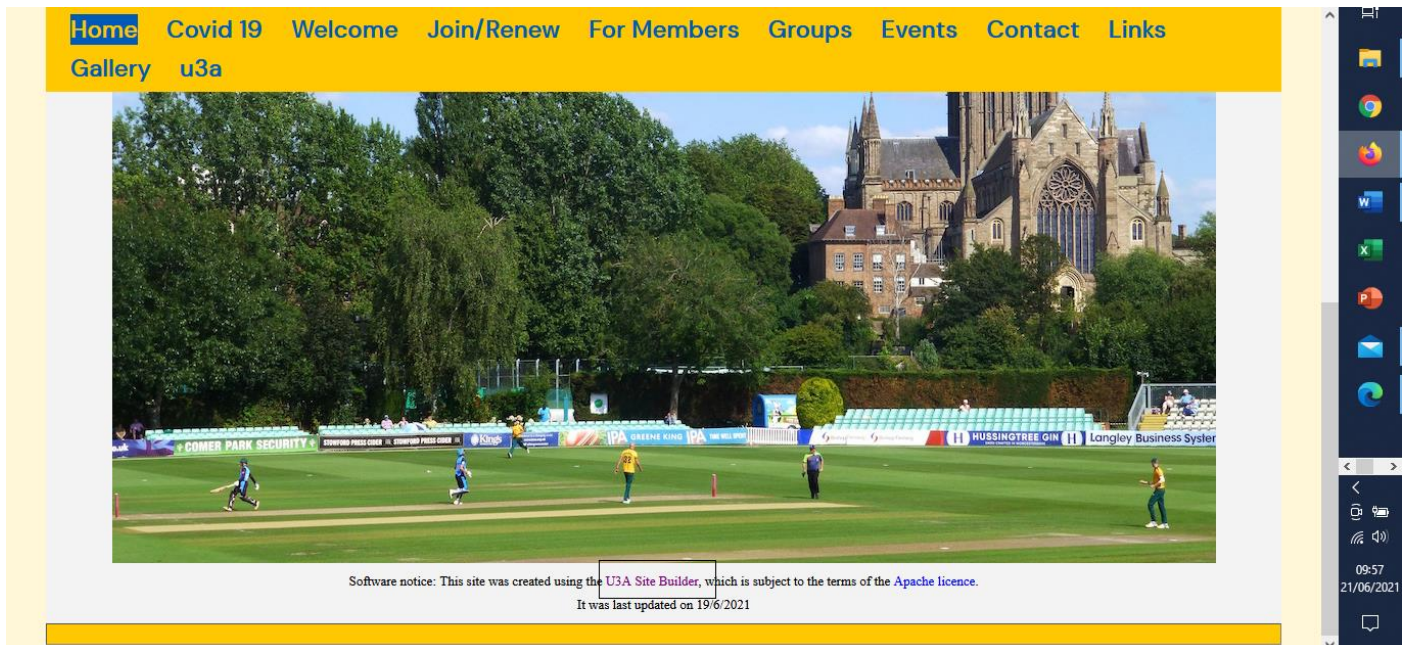


Documenting Website Group Page

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



The Sitebuilder menu will appear:

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**.

Select GROUPS >Change Groups and then select your group.

MAIN MENU
WELCOME

GROUPS
Help
Edit text
Add groups
Change group
Remove group
View page

EVENTS
CONTACT
LINKS
PAGES
PICTURES
FILES
VIEW FULL SITE
(in a new tab or window)
LOG OUT

Please make your changes on the form below:

Group:	<input type="text" value="Demonstration"/>
Day:	<input type="text" value="Tue"/>
Time:	<input type="text" value="p.m."/>
Extras:	<input type="text" value="2nd and 4th week in mo"/>
Status:	<input type="text" value="Show"/>

Now press:

Alternatively, you may [Edit the related group page](#)

OR .. [Remove this group](#)

Determine if you want display or hide the group on the website by use of the Status dropdown box.

Select '[Edit this related group page](#)' then add information

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(in a new tab or window)
LOG OUT

Edit your page heading here:

Write your page text here, leaving a blank line between paragraphs.

Information in here is for the benefit of users and will include:
*where the sessions will take place,
*at what time and for how long,
*what are the topics,
*who is the leader of the group (with link to their email address)

Then press: or

Alternative Options

- [Add a sub-page](#)
- [Remove this page](#)