

# WORCESTER U3A PAGES

## Some general points about using about using the Worcester U3A website

You can navigate to the various pages by clicking the headings within the horizontal yellow bar.

Any text that is not black acts as a link.

Clicking on a link may open a document, open a page on an external website or create a message box.

Some links appear on the right-hand side of the page rather than within the body of the page.

Some of our pages are very long and you may need to scroll down to find the information you are looking for.

## Sending a message

If you click on the name of Group Leader within their Group web page, a message box will appear. Follow the instructions but please be careful to enter your own email address correctly

## Groups on the Website

Most of the pages on the Worcester website are to do with Groups. The two main pages are listed in the menu bar at the top of all pages of the web site: Group News and Group List (circled below). These two pages provide links to all group information.



The **Group News** page lists what's new in the group world; new groups, groups that need more members and so forth.

The **Group List** page, as its name implies, has a list of all the currently active groups. It also has a Timetable Summary table showing the day of the week when the group meets, and whether it meets in the morning or afternoon.

To see the actual dates when groups meet you must open the linked Groups Programme table which has the dates of all the group meetings.

Every active group has its own dedicated **Group page**, reached by clicking on the Group name in the list on the **Group List** page. (You must scroll down to see this.) This has the day and time the group meets, the name of the leader and something about the group. There is also a link to let you contact the leader, usually by sending an email. Some groups also have pictures, and some have a calendar of future meetings, or start points in the case of Walking and Cycling groups.

Information for group leaders is on separate page that can be reached from either **Group List** or **Group News**.