

Group Coordinator Website access

This guide is based (with their permission) on a document produced by Odiham u3a. Consequently the images refer to the Odiham web site and the local Odiham area. Where necessary simply replace odiham by exeter in the URLs of the relevant pages.

The u3a have now developed a website using basic WORDPRESS functionality and have developed some u3a specific plug-ins which help with the management of groups and events, which are the main focus of most u3a's. You will see on some of the pages placeholders in blue and yellow bands which are where the new functionality is effectively placed on the page. If you are familiar with WORDPRESS then there is comprehensive documentation about the u3a specific bits using this link [u3a website help](#). Click the web managers button and then user guide.

Rules

Certain rules must be followed when editing your group page in order to comply with Data Protection Law and or our agreement with the u3a who are hosting the site:

Personal details

Personal email addresses, phone numbers and bank details should not be added to the website. Any pictures must have the consent of all participants.

Legal

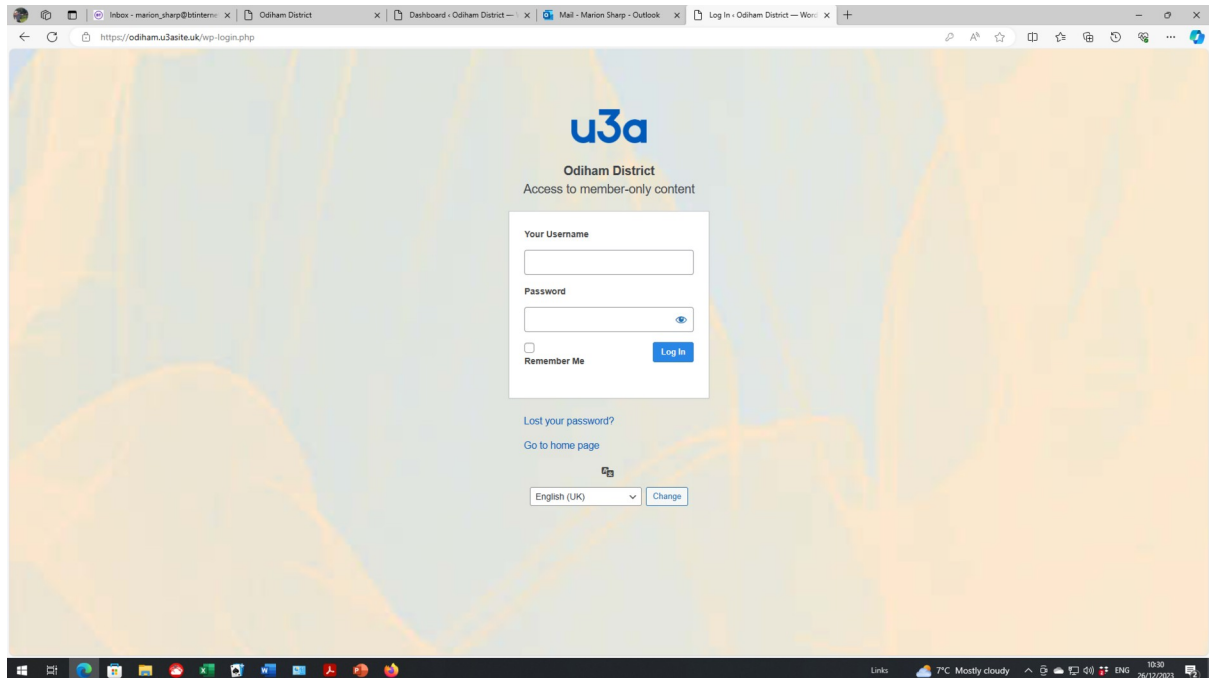
The website is a formal publication and hence subject to the Data Protection, Libel, Obscenity and similar laws. We do not anticipate that our members will stray into these areas, but you should be aware that even quite minor transgression can lead to significant legal costs.

Storage

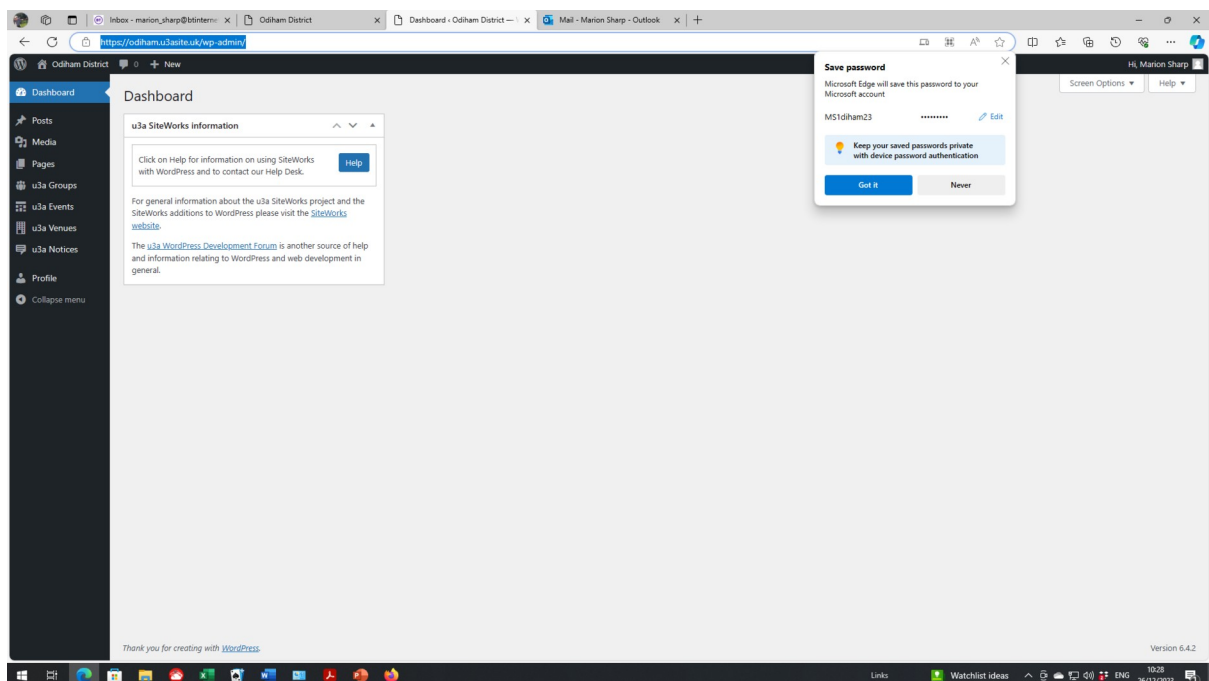
The website is hosted by u3a alongside many other u3a groups. Consequently it has high demands on storage space, and it is not possible to accommodate the large files associated with video clips

Login

The link to edit the Exeter site is <https://exeter.u3asite.uk/wp-login.php>. This takes you to a login page. You need to login with the user id and password you have been allocated



Once you have entered your details you will be shown a screen as below

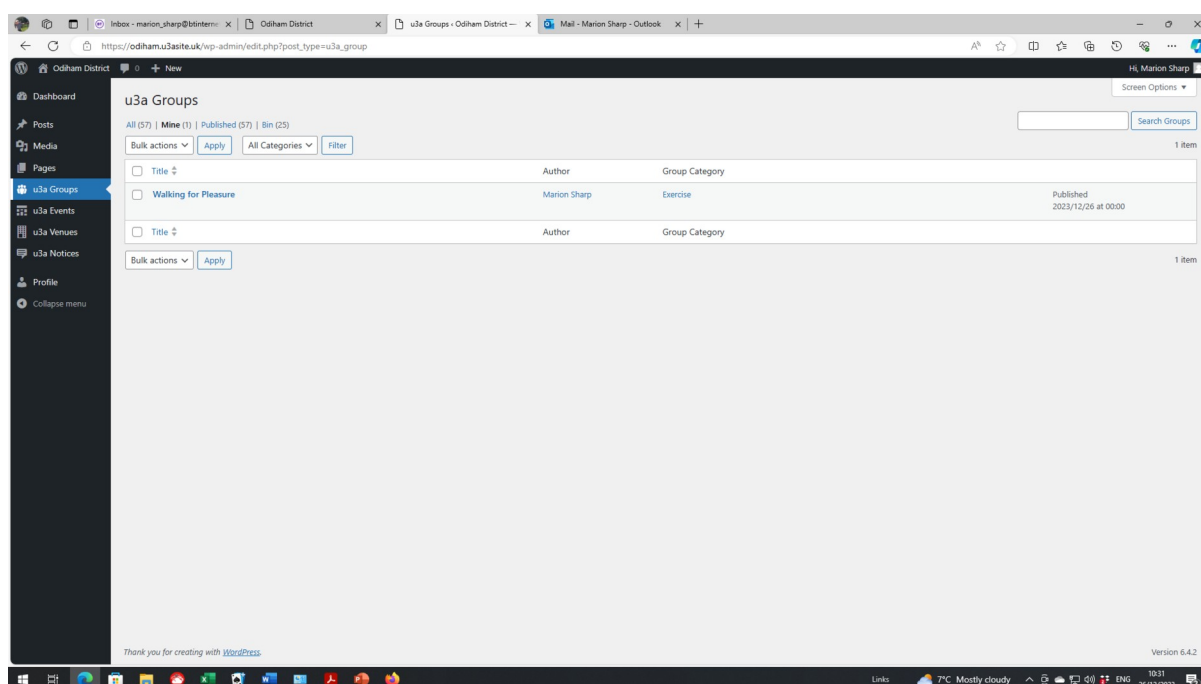


Editing your Group

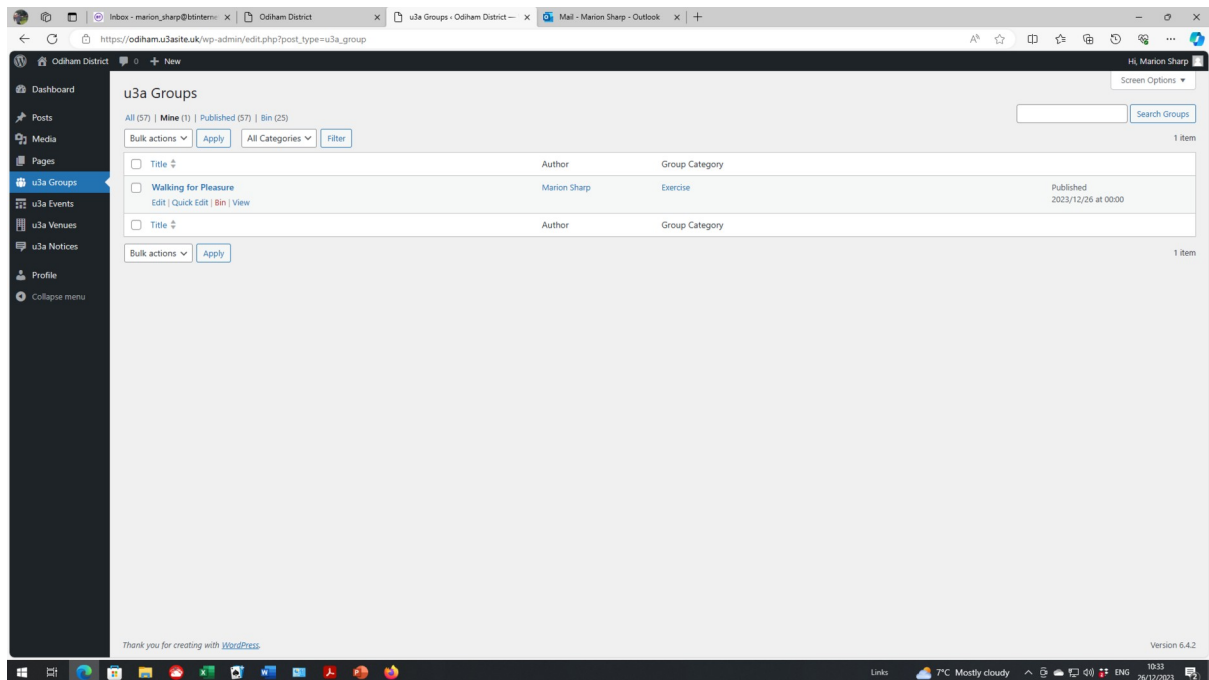
This is fairly intuitive, and the website help is quite useful. If you have been set up as an author, you only have access to your group and events and pages relating to your group; you cannot access any other pages. The key things are:-

Select your group

When you select the u3a groups TAB on the left hand side of the page. You will see the group(s) for which you are a coordinator (where a group has joint coordinators we are limited by the SiteWorks program to giving only one edit access to the website)

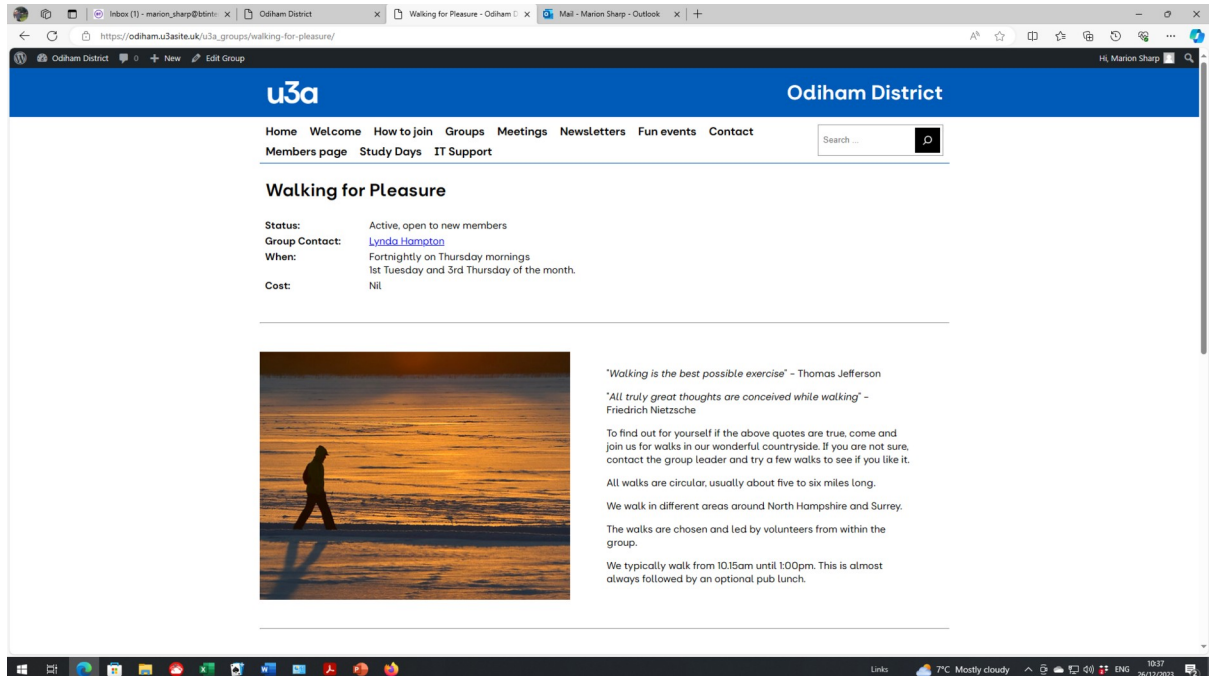


If you hover your mouse over the group name the options available to you will pop up.



When you click on Edit you will see the group details over a couple of pages. Note that these don't quite look the same as what is displayed on the actual website, e.g. walking for pleasure is displayed on the website as

EXTERNAL VIEW

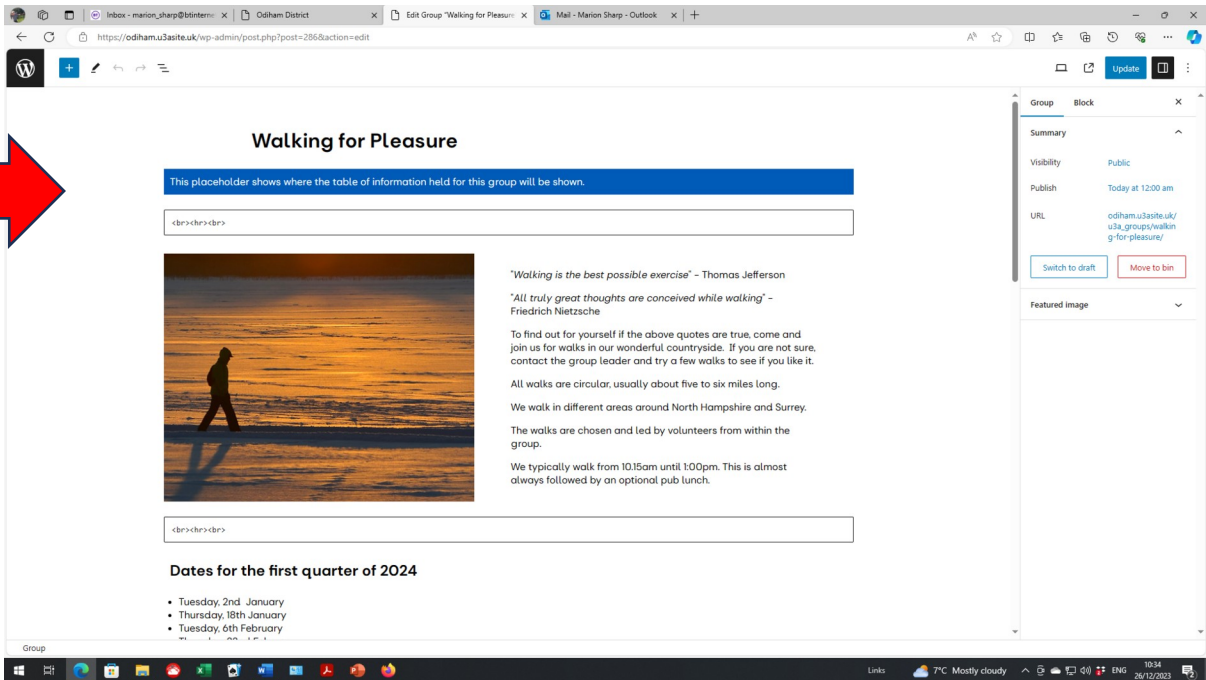


Note the Block at the top which starts with Status, this is generated by WordPress using the data in the group table. See the INTERNAL View

INTERNAL VIEW

The block at the top i.e. status etc is displayed where the blue band is on the internal view below. The top of the screen shows the text about the group, the bottom of the screen shows the basic details about the group which can be changed by editing the fields at the bottom of the page, so for example if you want to change the day of the group go to the fields at the bottom and change it there

Do not remove the blue or the yellow bands from the page



The screenshot shows a web browser window with multiple tabs. The active tab is 'Edit Group "Walking for Pleasure"', with the URL <https://odham.u3asite.uk/wp-admin/post.php?post=286&action=edit>. The page title is 'Walking for Pleasure'. Below the title is a blue band with the text: 'This placeholder shows where the table of information held for this group will be shown.' Below this is a text area containing the HTML code `<br><br><br>`. To the right of the text area is a featured image of a person walking on a beach at sunset. Below the image is another text area containing the HTML code `<br><br><br>`. The main content area contains the following text:

"Walking is the best possible exercise" - Thomas Jefferson

"All truly great thoughts are conceived while walking" - Friedrich Nietzsche

To find out for yourself if the above quotes are true, come and join us for walks in our wonderful countryside. If you are not sure, contact the group leader and try a few walks to see if you like it.

All walks are circular, usually about five to six miles long.

We walk in different areas around North Hampshire and Surrey.

The walks are chosen and led by volunteers from within the group.

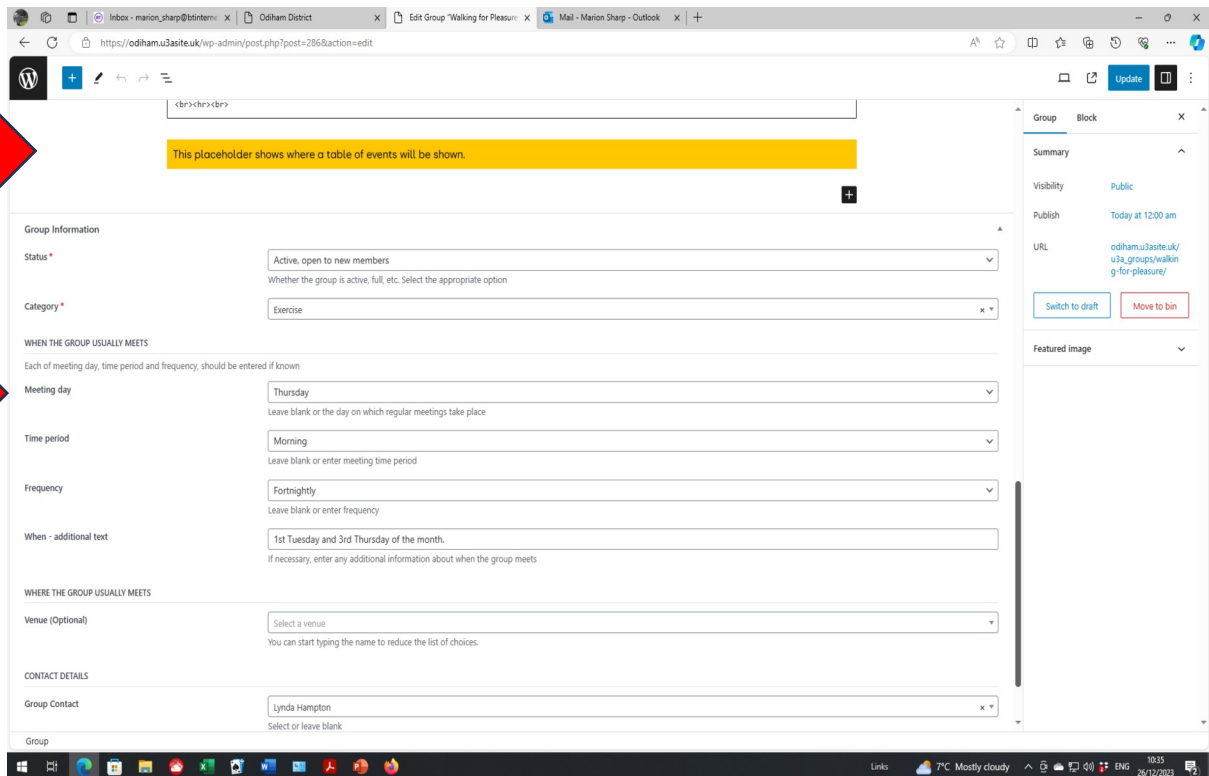
We typically walk from 10.15am until 1.00pm. This is almost always followed by an optional pub lunch.

Dates for the first quarter of 2024

- Tuesday, 2nd January
- Thursday, 18th January
- Tuesday, 6th February

The right sidebar shows the 'Group' settings. The 'Summary' section includes: 'Visibility: Public', 'Publish: Today at 12:00 am', and 'URL: odham.u3asite.uk/u3a_groups/walking-for-pleasure'. There are buttons for 'Switch to draft' and 'Move to bin'. The 'Featured image' section is also visible.

NOTE You can edit the title of the group as well as the descriptive text and images below the blue band, but **please do not do this without agreement with the [Groups Co-ordinator](#)**.



WordPress admin interface showing the 'Edit Group' form for 'Walking for Pleasure'. The form includes sections for Group Information, Meeting details, and Contact details. A red arrow points to the top of the form, and another red arrow points to the 'Meeting day' field.

Group Information

Status *
Active, open to new members
Whether the group is active, full, etc. Select the appropriate option

Category *
Exercise

WHEN THE GROUP USUALLY MEETS
Each of meeting day, time period and frequency, should be entered if known

Meeting day
Thursday
Leave blank or the day on which regular meetings take place

Time period
Morning
Leave blank or enter meeting time period

Frequency
Fortnightly
Leave blank or enter frequency

When - additional text
1st Tuesday and 3rd Thursday of the month.
If necessary, enter any additional information about when the group meets

WHERE THE GROUP USUALLY MEETS

Venue (Optional)
Select a venue
You can start typing the name to reduce the list of choices.

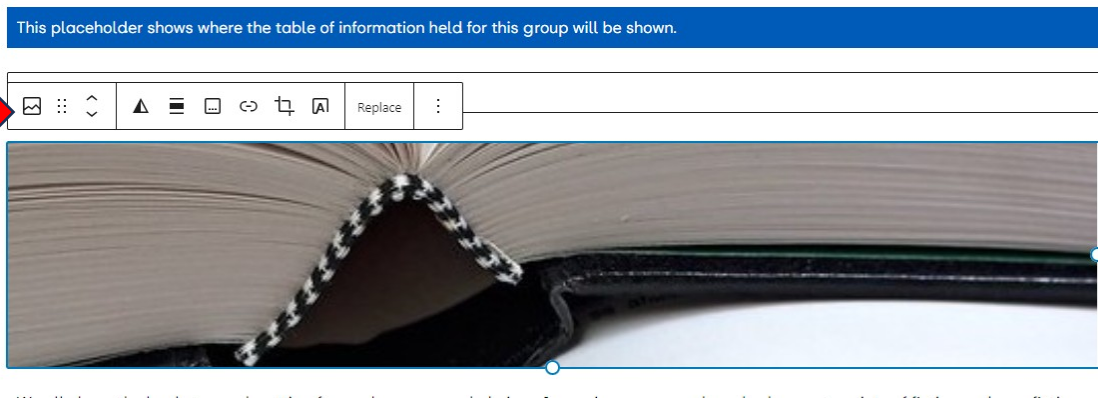
CONTACT DETAILS

Group Contact
Lynda Hampton
Select or leave blank

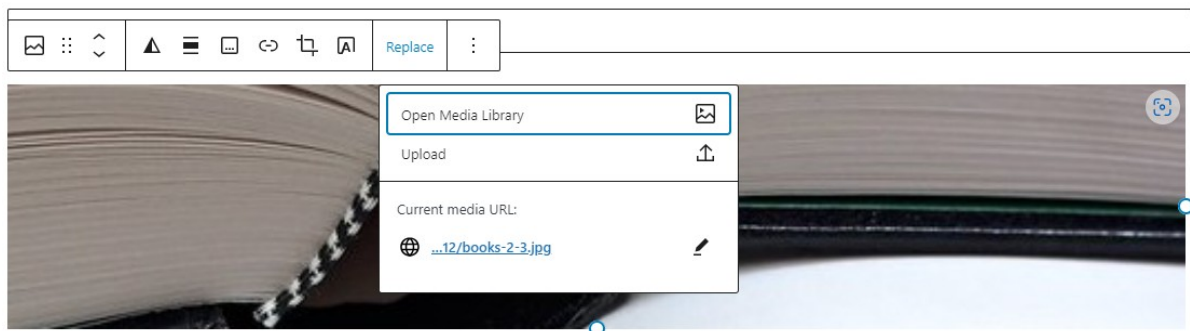
Group

Summary
Visibility: Public
Publish: Today at 12:00 am
URL: odham.usasite.uk/u3a_groups/walking-for-pleasure/
Switch to draft
Move to bin
Featured image

Most groups have been set up with a paragraph block with an image block or a media block which combines both. If you want to change the data in the text, you should be able to edit what is already there by just starting to type in the paragraph. If there is a picture then click on the picture and you should see the following

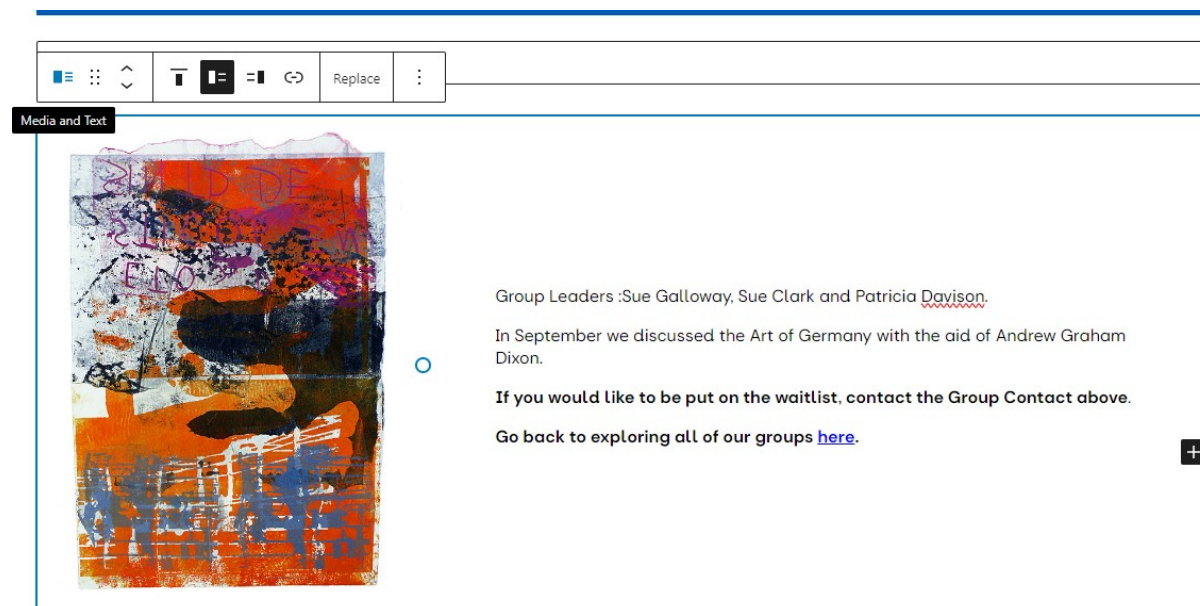


The red arrow is pointing to the Picture block heading, if you want to replace the picture then click on the replace and you will see the following



You can then either upload a picture from your PC or Open the media library and choose a picture from there.

If a media block then you can change the picture in the same way by clicking on the picture and choosing replace.



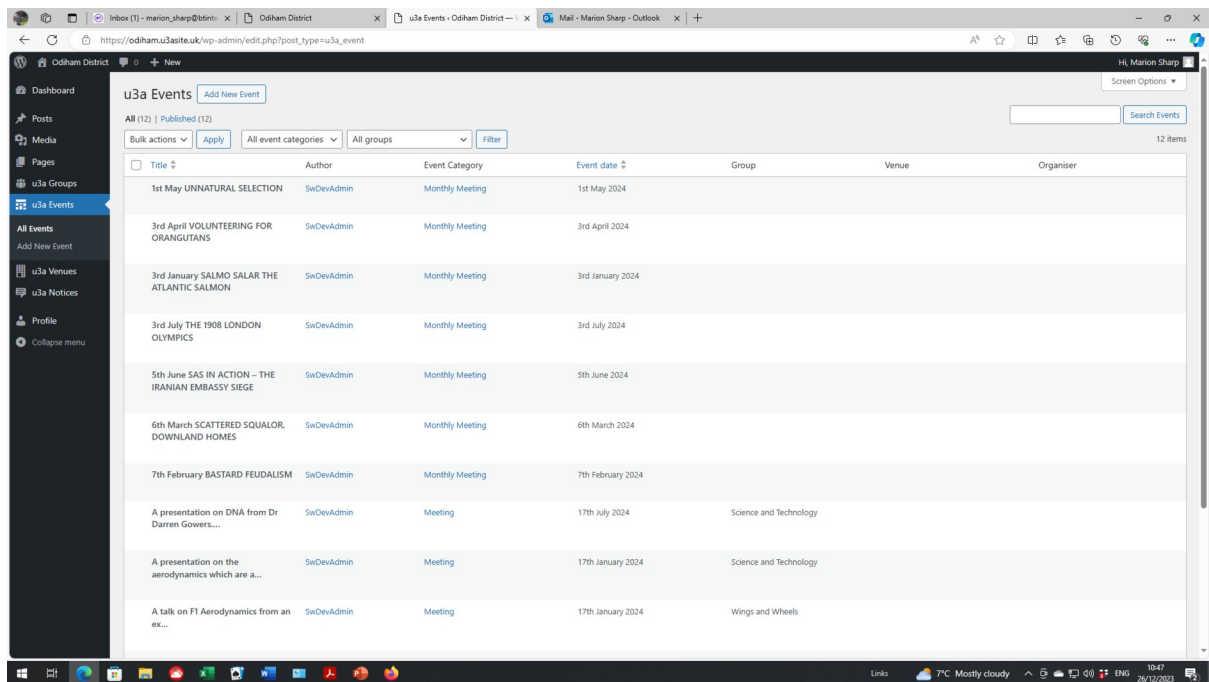
There is of course much more you can do but these should give you the basics to change the text and change the image on an existing page. To delete the image then go to the three dots on the right hand side of the bar and this will give you the delete option.

For more information on basic editing look at the user guides on [u3a website help](#). The Siteworks team have a guide specifically for Group Coordinators in preparation, but until this is available, click the web managers button and then user guide, then the editing and blocks section

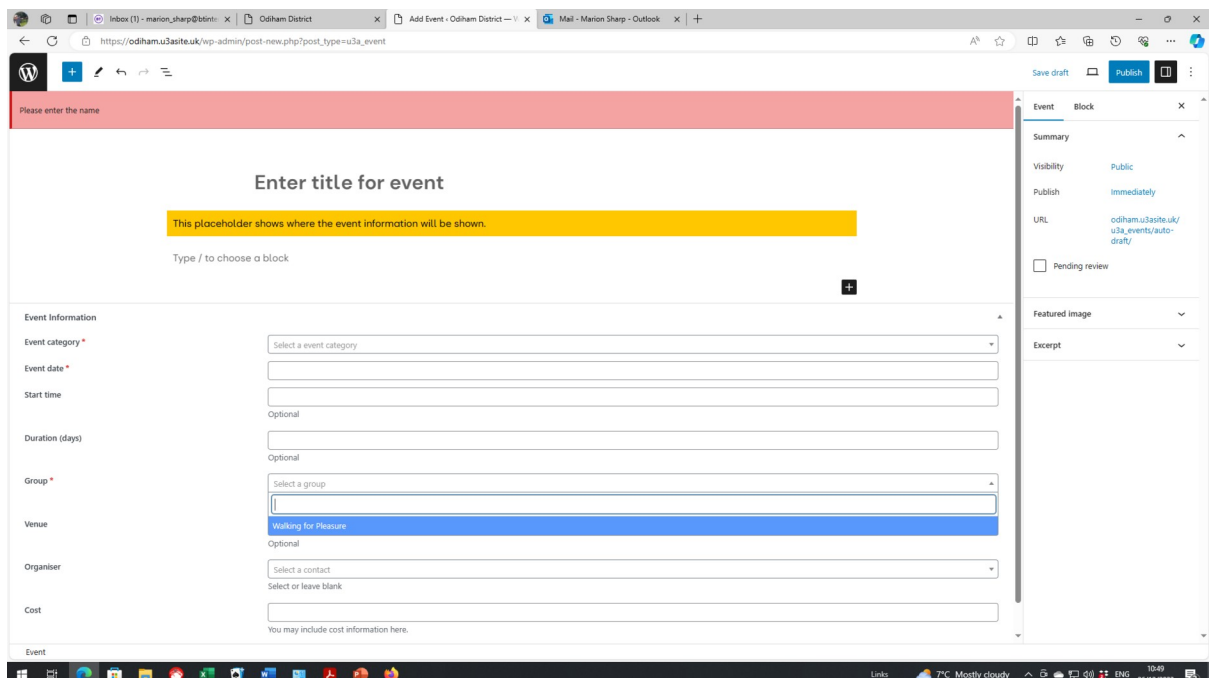
2.3 Events tab

If you want to show one off meeting details as in the monthly meetings page, then these go on as events, When you select the events tab you will see a screen which allows you to add or change your events, you can view all the other events.

NOTE Exeter u3a policy is that Events should be of general interest, not just for group members. Events that relate only to the group should be placed in the text of the group page (and notified via Beacon or other email if appropriate).



When you add new event you will see the following screen, you will only be able to add events for your group



The event details will be shown at the bottom of your group where the YELLOW BLOCK PLACEHOLDER was on the group page

Odham District

https://odham.u3aite.uk/u3a_groups/science-and-technology/

Hi, Marion Sharp



range of topics in science and technology, concentrating on areas of current interest.

Presentations from invited external speakers or by members commence at 10.30 followed by questions and answers or discussion with the audience.

We also try to organise one or two visits each year.

Bank Account details:

- Account Name: Science and Technology Group of Odham U3A
- Sort Code: 30-98-97
- Account Number: 4299 1162
- Reference: your name and u3a membership number

If you would like to contact the group by email click on the Group Contact above.

Go back to exploring all of our groups [here](#).

Forthcoming Events

17th January 2024 Meeting [A presentation on the aerodynamics which are a...](#)
A presentation on the aerodynamics which are a critical factor in the performance of F1 racing cars.

17th April 2024 Meeting [A visit to Advanced Biofuel Solutions Ltd \(ABSL\)...](#)
A visit to Advanced Biofuel Solutions Ltd (ABSL) Swindon site is being arranged. The Swindon Plant is the first facility in the world to convert household waste into grid-quality biomethane. [...]

17th July 2024 Meeting [A presentation on DNA from Dr Darren Gowers...](#)
A presentation on DNA from Dr Darren Gowers. The talk will be entitled 'Journeys in Biology 1DNA and the Genome Revolution'

Notes on previous presentations

2.4 Media

You can upload files or pictures,

Please Note: although it is theoretically possible to upload Videos, it is part of our terms and conditions with the u3a that we do not use this facility. Instead you should use links to other storage sites for video, such as YouTube.

Odham District

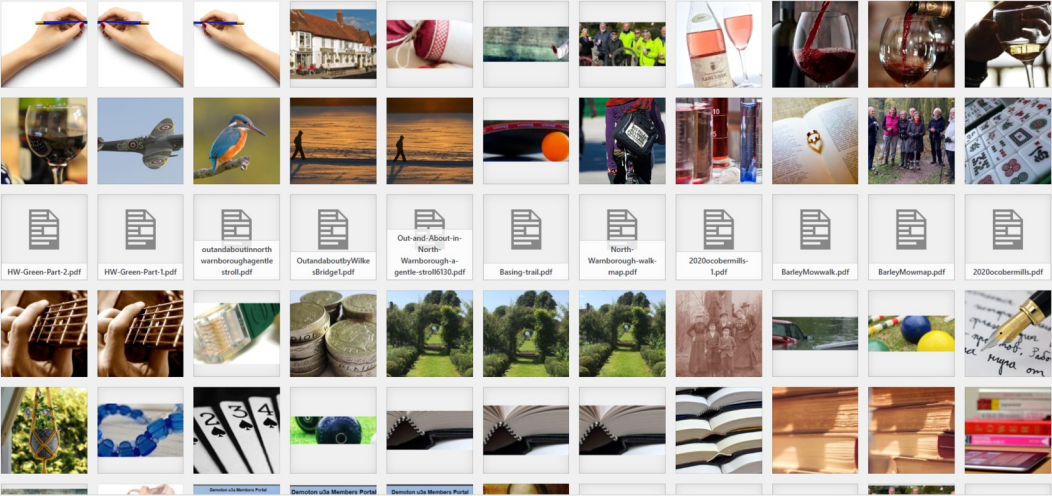
Media Library - Odham District

Hi, Marion Sharp

Media Library [Add New Media File](#)

All media items All dates Bulk select

Search



HW-Green-Part-2.pdf HW-Green-Part-1.pdf outandaboutnorth wimbrough-agentle stroll.pdf OutandaboutWile sbridge1.pdf Out-and-About-in-North- Wimbrough-a-gentle-stroll0130.pdf Basing-trail.pdf North- Wimbrough-walk-map.pdf 2020cobemills-1.pdf BarleyMowwalk.pdf BarleyMowmap.pdf 2020cobemills.pdf

Denison City Members Portal

When you select Add new media file you will see a screen which will allow you to add the media.

Note that the store of media files is used by the whole site, so please use filenames that clearly identify what the file is about.

Once the file has been added you can reference it from your group by adding the image and selecting from the media library or uploading the file directly.

This screenshot shows the WordPress 'Edit Group' page for 'Walking for Pleasure'. The main content area displays a group post with a sunset image, quotes from Thomas Jefferson and Friedrich Nietzsche, and a list of dates for the first quarter of 2024. A 'Dates for the first quarter of 2024' section lists specific dates in January, February, and March. A 'Useful resources' section is also visible. A 'Group' sidebar on the right shows settings like visibility (Public), publish time (Today at 12:00 am), and URL. A 'Block' sidebar on the left shows a search bar and a list of block types: Paragraph, Image, Heading, Gallery, List, and Quote. A 'Browse all' button is at the bottom of the block list.

This screenshot shows the WordPress 'Add New Media' page. The main content area displays a large image of a person walking on a beach at sunset. Below the image is a text area with the same quotes and dates as the previous screenshot. A 'Dates for the first quarter of 2024' section is also present. A 'Useful resources' section is visible at the bottom. A 'Group' sidebar on the right shows settings like visibility (Public), publish time (Today at 12:00 am), and URL. A 'Block' sidebar on the left shows a search bar and a list of block types: Paragraph, Image, Heading, Gallery, List, and Quote. A 'Browse all' button is at the bottom of the block list. The 'Image' block is selected, and the 'Image' settings sidebar is open, showing options for aspect ratio, width, and height.