

Introductory Website Editing

Authoring Webpages

Agenda

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- 2. Purpose of u3a Website
- 3. Structure of Website
- 4. Logging into Website
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Purpose Of u3a Website

- u3a SiteWorks offers a website presence solution for u3as, Networks and Regions. A volunteer-led team provide WordPress websites on a managed platform.
- Over 600 individual u3a areas have adopted the WordPress powered website solutions, each website capable of displaying a unique display layout (customised by the u3a area's members) whilst following common structure elements.
- The website presence provides information for u3a members and the public regarding u3a level and group level activities
- This training course is designed for use with new and potential Group Leaders

Structure of Worcester u3a Website

- Worcester u3a website can be accessed by anyone at <https://worchester.u3asite.uk/>.
- To edit any specific webpages the system user must have been allocated a username and temporary password by the web manager, following training.
- The main headings of the website are:
 - Welcome
 - Join Us
 - For Members
 - Groups*
 - Events
 - News
 - FAQs
 - Get in Touch
- * This training specifically covers editing group webpages associated with u3a groups

Logging into Website

- There are 5 types of system user provided with different editing permissions on limited webpages capable of editing webpage information
 - Administrator
 - Editor
 - **Author**
 - Subscriber
 - Contributor
- To access as a system user enter <https://worchester.u3asite.uk/login> then supply allocated username and password.
- Group Leaders who have completed their training will have Author permissions provided to them allowing them to edit group webpages they are responsible for.
- Only one Author is permitted to edit (a group's) webpages.



Anytown and District
Access to member-only content

Your Username

Password

 Remember Me

[Lost your password?](#)
[Go to home page](#)

Webpage vs Dashboard Editing

- Webpages editing is capable if black banner visible and menu includes “edit page/group/event.”
- System Username appears on right side of black banner.
- To transfer between dashboard and webpages select between “Anytown and District” sitename and Dashboard sub-menu on black banner.
- Dashboard displays and provides editing capabilities with:
 - Posts
 - Media
 - Pages
 - u3a Groups
 - u3a Events
 - u3a Venues
 - u3a Contacts
 - u3a Notices

Find ...


Art History

At each meeting we focus on either a particular painter or sculptor, or an art movement. The talks are always illustrated with pictures and occasionally videos. There is plenty of time for discussion during the meetings.

New members are always welcome.

The group meets via Zoom and links to join the meetings will be emailed to group members in advance.



Status: Active, open to new members
Leader: [Mary Jones](#) Tel: 01122 334455 
When: On Monday evenings
Venue: [Metropole Hotel](#)

u3a Groups [Add Group](#)

Hey! How do you like **Gutenslider** — The last WordPress slider you will ever need. so far? Test all our awesome premium features with a 7-day free trial. No credit card required! [Start free trial](#) [Dismiss](#)

Gutenslider — The last WordPress slider you will ever need.

All (7) | Published (7) [Search Groups](#)

Bulk actions All Categories 7 items

<input type="checkbox"/> Title ↕	Author	Group Category
<input type="checkbox"/> Art History	admin	General
<input type="checkbox"/> Computer	admin	Science and Technology
<input type="checkbox"/> Earth Sciences	admin	Natural History
<input type="checkbox"/> Landscape History	admin	Natural History
<input type="checkbox"/> Military History	admin	History
<input type="checkbox"/> Photography	admin	Science and Technology
<input type="checkbox"/> Walking Group	admin	Walking

- Dashboard
- Posts
- Media
- Pages
- u3a Groups**
- All Groups
- Add Group
- Group Categories
- u3a Events
- u3a Venues
- u3a Contacts
- u3a Notices
- u3a Settings
- u3a Contact Form Log
- u3a Import Export
- Appearance
- Plugins
- Users

Blocks Editing - Text

- Word Press supports editing via use of Blocks.
- There are over 90 different types of blocks with the main use:
 - Paragraph
 - Media
 - Buttons
 - Columns
- To add a block - locate position, select blue square with + insert (top left of headings) or select equivalent black square on right side.
- Select “text” as search option, text options offered including “paragraph”
- Word Press recalls previous block types used and display them when new block button selected.
- To create a further text block press return on completion of text.

Art History

This placeholder shows where a table of events will be shown.

At each meeting we focus on either a particular painter or sculptor, or an art movement. The talks are always illustrated with pictures and occasionally videos. There is plenty of time for discussion during the meetings.

New members are always welcome.

The group meets via Zoom and links to join the next meeting will be posted in advance.



Search

- Paragraph
- Buttons
- List
- Columns
- Image
- Gallery

Browse all



This placeholder shows where the table of information held for this group will be shown.

Group Block

Art History

Set featured image

[Add an excerpt...](#)

60 words, 1 minute read time.
Last edited 2 years ago.

Status: Published

Publish: April 18, 2023 12:00 am

Slug: art-history

Template: Single Posts

Move to bin

Block Editing - Structure

- Whilst creating webpage, variety of blocks can be used
- When in edit page mode options on top banner on left include button displaying 3 offset horizontal bars – Hamburger
- Selecting Hamburger button displays dropdown indicating structure (block type and relevant level) of the information displayed on webpage.
- These block items in the dropdown can be moved around and removed.
- Removal in dropdown equals deletion of block.

WordPress toolbar with a red arrow pointing to the menu icon

Left sidebar menu with 'List View' and 'Outline' tabs, and a list of items including 'u3a events list', 'Paragraph', 'Gallery', and 'u3a single group data'

Main content area for 'Art History' group, featuring a title, a yellow placeholder for an event table, text about meetings, three images of art, and a blue placeholder for an information table.

Right sidebar 'Group' settings panel showing 'Art History' group details, status 'Published', publish date 'April 18, 2023 12:00 am', slug 'art-history', and a 'Move to bin' button.

Editing with Media Files

- Website supports different types of files:
 - Images, sound, computer files
- Webpages reference these files which are stored in Media Library
- Media Library can be accessed through the Dashboard
- Files can be added to the Media Library – Click Media > Add New
- Use Drag and Drop or Select Files to load file to Media Library.
- Inserting media file into webpage – Type and select “image” type block
 - Drag and drop
 - Upload
 - Media Library
- Combined text and image (2 blocks) – Type “Media” in search
 - Select Media &Text block

Media Library

[Add Media File](#)

Grid view | All media items | All dates | Bulk select

Search media





Art History

This placeholder shows where a table of events will be shown.

At each meeting we focus on either a particular painter or sculptor, or an art movement. The talks are always illustrated with pictures and occasionally videos. There is plenty of time for discussion during the meetings.

Image

Drag and drop an image, upload, or choose from your library.

Upload | Media Library | Insert from URL

New members are always welcome.

The group meets via Zoom and links to join the meetings will be emailed to group members in advance.



Block settings sidebar: Group, Block, Save, Image, Settings, ASPECT RATIO (Original), WIDTH (Auto), HEIGHT (Auto), Advanced

SiteWorks Support Website

- Siteworks has a website that provides support at all levels for u3a website users. The site can be found at:
 - <https://siteworks.u3a.org.uk/>
- Under the Web Manager heading you can find the various foundation guides for the differing user roles associated with the website
- Under the New Web Manger heading (beneath Web Manager) you can find instructions how to install the 'local' training website.



Start here

News

FAQs

Web Manager

The Team

Contact

Search ... [magnifying glass icon]

Seeking a SiteWorks Site? Change of contact details?

To register interest or to update Web Manager(s) contact details.....

Click to launch contacts form

The button launches a form to register/update/replace up to two Web Managers.

Have a general question or need Help?

Click to raise a Help Desk query

For Technical queries try the User Guide first – menu **Web Manager > User Guide**

What is SiteWorks?

u3a SiteWorks offers a website presence solution for u3as, Networks and Regions. A volunteer-led team provide WordPress websites on a managed platform. SiteWorks has replaced the Site Builder system.

