

Website Updating – Getting Started

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Website Updating – Getting Started

1. Introduction

This document aims to help you manage the information that appears on our website about your group. It is not a guide to WordPress nor a comprehensive guide to managing your web page. It offers some examples of how to enter or amend text and pictures. There is a more complete training manual available –[here is the link](#).

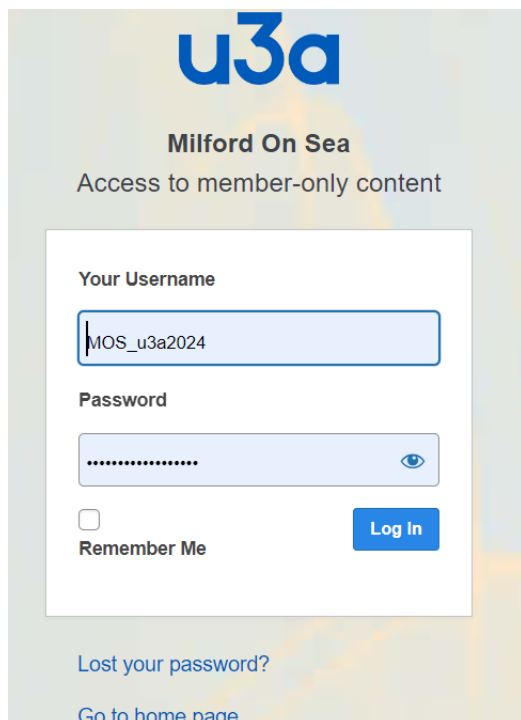
Please contact webmanmosu3a@gmail.com for any further help or advice.

NOTE THAT PERSONAL EMAIL ADDRESSES, PHONE NUMBERS AND BANK DETAILS SHOULD NOT BE ADDED TO THE WEBSITE. ANY PICTURES MUST HAVE THE CONSENT OF ALL PARTICIPANTS AND MUST NOT BE SUBJECT TO COPYRIGHT.

ALTHOUGH THEORETICALLY POSSIBLE TO UPLOAD VIDEOS, IT IS PART OF OUR TERMS AND CONDITIONS WITH THE U3A THAT WE DO NOT USE THIS FACILITY, IF YOU WISH TO SHOW A VIDEO THEN CREATE A LINK.

2. Logging in and Initial Screen

You will be given a user id and password by our Web Manager Here is the URL to load the initial login / password screen: <https://milfordonsea.u3asite.uk/wp-admin/>



The image shows a login page for 'Milford On Sea u3a'. At the top, there is a blue 'u3a' logo. Below it, the text 'Milford On Sea' is displayed in bold, followed by 'Access to member-only content'. The main part of the page is a white login box containing the following elements: a 'Your Username' label above a text input field with 'MOS_u3a2024' entered; a 'Password' label above a password input field with dots and an eye icon; a 'Remember Me' checkbox; and a blue 'Log In' button. At the bottom of the white box, there are two blue links: 'Lost your password?' and 'Go to home page'.

Figure 1

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Once you have logged in then you will see: -

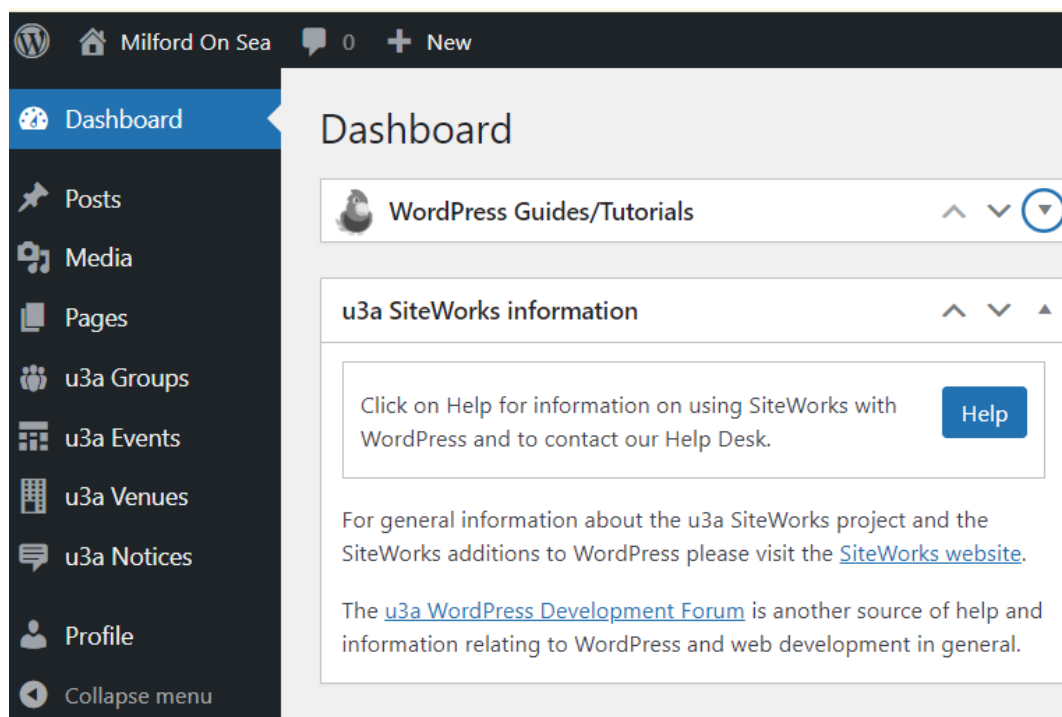


Figure 2

Dashboard Explained	
Posts	You can create a Post for training and testing changes to your group page. It will not display on the website. If you create a Post then name it as yourself
Media	All photos and documents / spreadsheets for the site are stored here. No videos please.
Pages	These are the main pages of our u3a Website (Welcome etc). You will only be able to view these.
u3a Groups	This is where you will find the Group pages that have been assigned to you to update.
u3a Events	Add any event relevant to your group(s). You must enter your Group Name so the Events only appear on your own Group page. Events will disappear when the date has passed.
u3a Venues	You can view all the venues currently listed in our system. Adding new venues is a function for the Web Manager.
u3a Notices	This could be for last minute changes to events or something we want the membership to take notice of. Adding these notices is a function for the Web Manager.
Profile	Your details. You can change your password here.

3. Changing your Password

You will have been given an initial password. We recommend that you store this password in a password manager. However, if you decide to change your password then:

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- Select Profile
- Scroll down to Account Management
- Set a new password. The Web Manager can change your password if necessary.

4. Media Library

Click on Media / Library and you can see all the photos and documents that have already been loaded to our website. You can upload pictures and documents from your PC into the media library but you cannot delete any – the Web Manager can do this.

You can also add media directly from your group page, [this is the recommended way to add your group photos and is discussed below.](#)

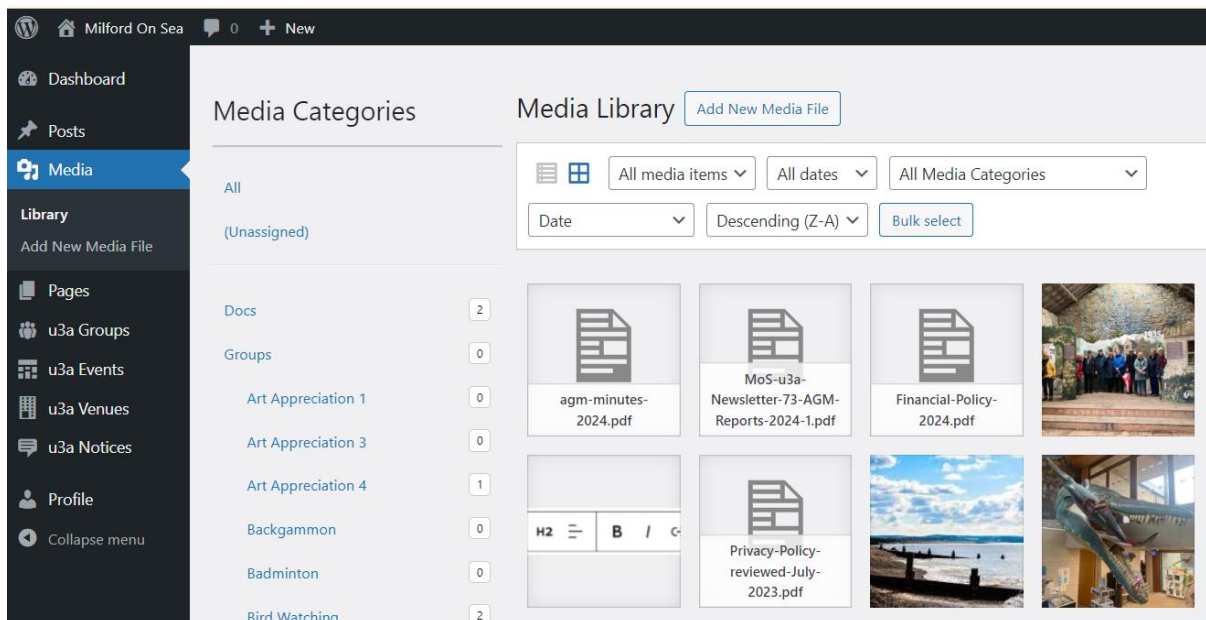


Figure 3

Please make sure that any images that you use are not subject to copyright and that you have the consent of all participants.

5. Viewing / Editing your Group Information

Select u3a Groups from the Dashboard and you will see the group(s) that you have been setup to edit. Only one author can be responsible for editing a group page. If you do not see a group that you will be editing then contact the Website Manager.

webmanmosu3a@gmail.com

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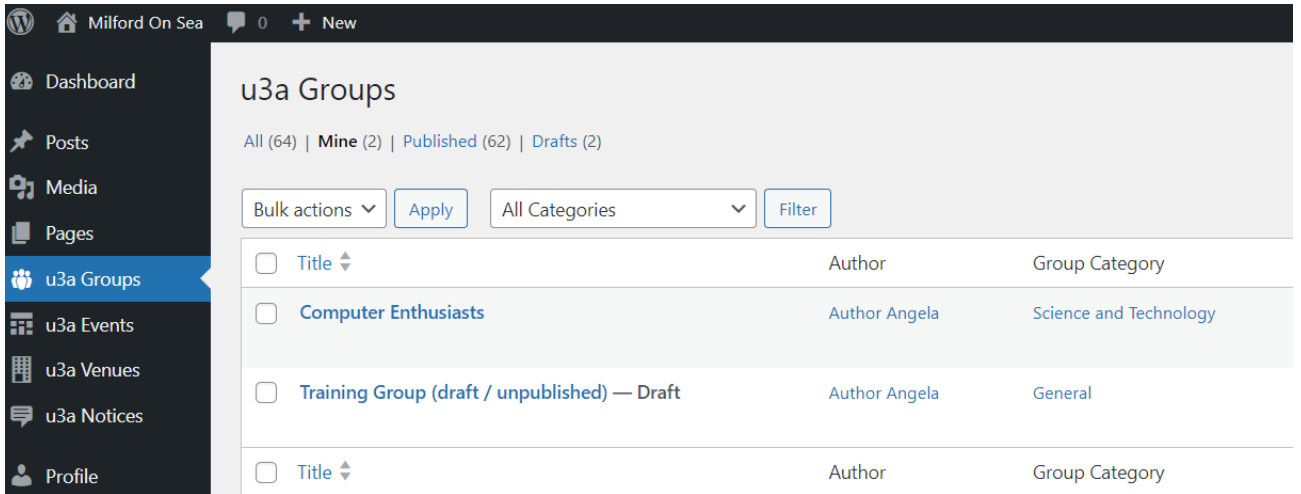


Figure 4

Click on the Group or hover over the Group and select **'view' / 'preview'** – you will see what your published group currently looks like



Figure 5

Now click **Edit Group** at the top of the screen

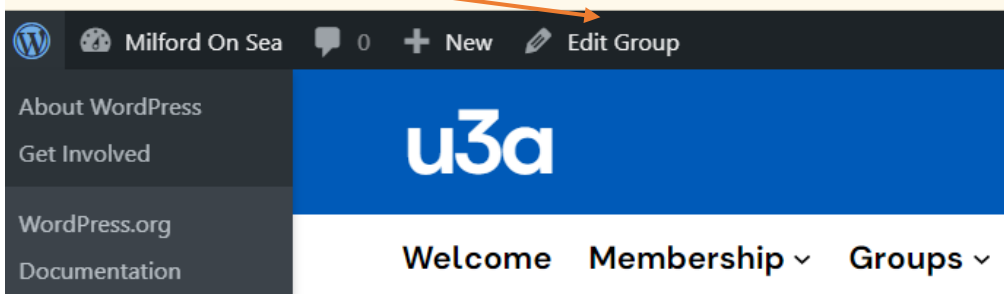


Figure 6

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Your group page to edit will look something like this:

The screenshot shows a group page editor for a 'Training Group'. At the top, there is a blue header with the text 'Training Group'. Below the header, there is a 'Content...' section with a dark blue placeholder box containing the text: 'This placeholder shows where the table of information held for this group will be shown.' To the right of this is a 'Media area' box with the text: 'Upload a media file or pick one from your media library.' Below this text are three buttons: 'Upload', 'Media Library', and 'Use featured image'. Below the media area, there is a light blue text box with the text: 'This is a new group, come and join us.' Below that is another light blue text box with the text: 'Our u3a activities are risk assessed. If you take part in any group activity you must read the [risk assessment](#).' Below that is a third light blue text box with the text: 'You must be a member of Milford on Sea u3a to join this group.' Below that is a yellow text box with the text: 'This placeholder shows where a table of events will be shown.' At the bottom of the screenshot, there is a 'Group Information' section with a dropdown arrow. Below this is a 'Status *' field with the text: 'Active, open to new members'. Below that is a 'Group' field.

Figure 7

Do not remove the dark blue and yellow placeholders – these determine where on the screen your group information and group events will be displayed. A link to the Risk Assessment page must always be on your group page.

Top left of screen:

The Website Manager has already created a 'Media and Text' block with your group information displaying on the left-hand side.

The Group information that is displayed (meeting day etc) can only be viewed on the live site. The information displayed can be edited at the bottom of the group page. Go to the bottom of the page, you may have to scroll down the page to see the following:

- Status – Active, open to new members etc
- Category - Groups can be viewed by category; a group can be assigned to multiple categories.
- Meeting day and period (groups can be viewed by meeting day)
- Start Time, End Time, and Frequency but often you will need to use “when – additional text” to state clearly when your group meets.
- Venue

If you make any changes, click 'Save.'

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If you change the Group information, please let the [Groups Support Team](#) know as this information is also stored within Beacon.

Your Group information will display something like this: -

Training Group

Status: Active, open to new members
Contact: [Angela B](#)
Group email: [Training_group](#)
When: Weekly on Monday mornings 10:00-12:00
Venue: [The Bridge Youth Room](#)
Cost: £3.00 contribution to room hire

Figure 8

6. Add an image next to the Group Information

On the right-hand side of the 'Media and Text' block, next to your group information, you can add an image.

If you have a photo (landscape) relevant to your group. Click '**Upload**' and add an image from your laptop / tablet. If you do not have an image for your group then leave it blank or select one from the Media Library.

The screenshot shows a 'Training Group' information block. On the left, there is a blue placeholder box with the text: 'This placeholder shows where the table of information held for this group will be shown.' To the right of this is a 'Media area' box containing the text: 'Upload a media file or pick one from your media library.' Below this text are three buttons: 'Upload', 'Media Library', and 'Use featured image'. An orange arrow points from the 'Upload' button to the 'Media area' text. Below the media area, there is a light blue box with the text: 'This is a new group, come and join us.' Below that is another light blue box with the text: 'Our u3a activities are risk assessed. If you take part in any group activity you must read the [risk assessment](#).' Below that is a third light blue box with the text: 'You must be a member of Milford on Sea u3a to join this group.' Below that is a yellow box with the text: 'This placeholder shows where a table of events will be shown.' At the bottom of the screenshot, there is a 'Group Information' section with a dropdown menu showing 'Active, open to new members'.

Figure 9

If you upload an image then on the right of the screen, you will see a box '**Alternative Text.**' Here you should add your group name and a brief description of the image.

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Click **'Save'** the page and then view it. The top of your Group page will now look something like this.

Status: Active, open to new members
Contact: [Angela B](#)
Contact: [Lynn P](#)
Group email: [Training_group](#)
When: Weekly on Monday mornings 10:00-12:00
Venue: [Beach House](#)
Cost: £3.00 contribution to room hire



Figure 10

You can change the image by clicking 'Replace'



Figure 11

7. Changing a Text Block

If the text simply needs changing then click into the text and you can change it. You will see a box pop-up something like this.

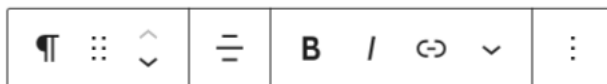


Figure 12

- The backwards P lets you reformat the block – you should not need to use this.
- The 6 dots let you drag the block of text up and down the page
- Likewise, the up/down arrow moves the block up or down on the viewed webpage.
- The Horizontal lines are for text alignment (left, right, centre).
- B is for bold, I for Italic
- (-) is for inserting/amending or deleting a link to another web page, a document etc.
- The 3 vertical dots let you do actions on the block (e.g. duplicate or delete)

If you are simply changing the text then make your changes and then click on **Save** in the top right-hand corner. The change is completed. You can view the page to see how it looks.

Click 'W' / Dashboard top left of screen to return to the Dashboard menu.



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8. Blocks you can add to your Group Page

a) Add an Image Block

Place the cursor on the screen where you wish to add an image. On the screen you will see a **+** This is an invitation to create a new block. You will be asked to select the type of block.

Select 'Image.' If it is not immediately visible then either search for an "image" block or "Browse all" and look for it.

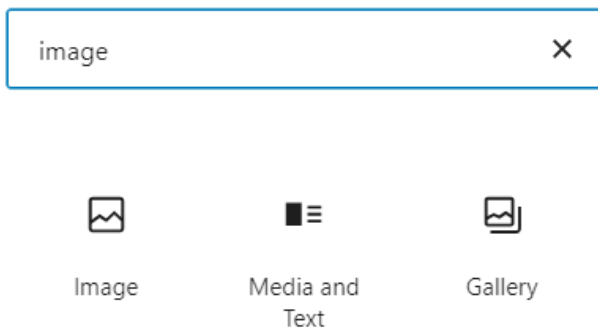


Figure 13

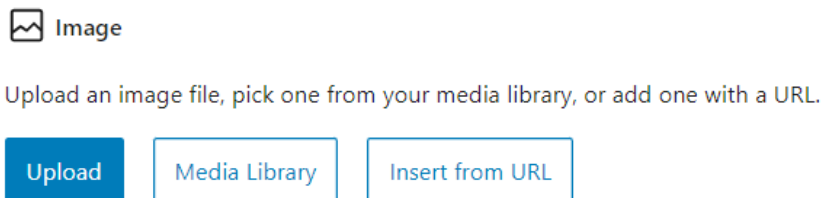


Figure 14

You can either select your picture about your group from the Media library or upload it from your computer / tablet. It will now look something like this: -

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Training Group

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

This is a new group, come and join us. (Note for group contacts - do not remove the yellow and blue bands.)

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



Figure 15

You can move the image block up and down the displayed information, change the size, replace the picture by clicking on the picture and choosing 'Replace.' etc

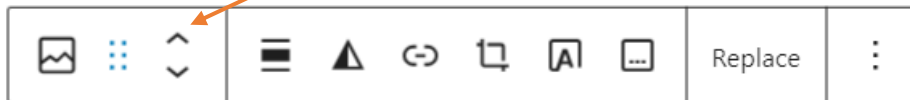


Figure 16

You can delete an image from your page by clicking on the image then click on the 3 dots and scroll down to 'Delete'. The image remains in the Media Library.

When you have finished editing your group page click 'Save.' Then click **View Preview** that displays at the bottom of the screen for a few seconds or click the 'View Group' icon top right of screen.

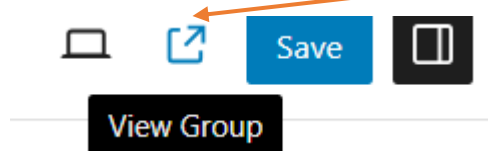


Figure 17

[Here is a link](#) to advanced options when inserting images.

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b) Add Media and Text Block

Choose the **+** Block Add / Block Inserter symbol and select 'Media and Text'

You would see this – space for an image on one side and text on the other.

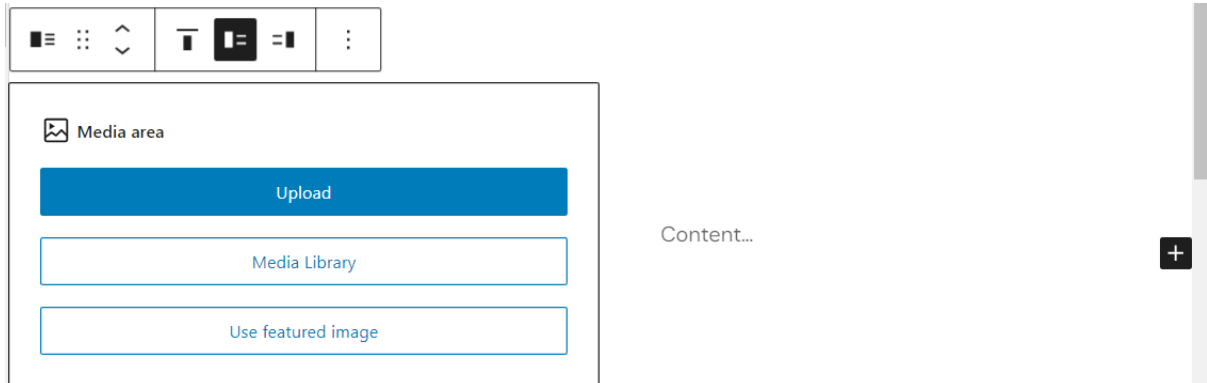


Figure 18

When you have inserted your picture, you can re-size it. You can choose whether to put the picture on the left or right. You can change the width of the image / text area. You can simply paste or type text into the text area on the right. Move the block up or down and then save your page. The result will be something like this.

Training Group

Status: Active, open to new members
Contact: [Angela B](#)
Contact: [Angela B](#)
Group email: [Training_group](#)
When: Weekly on Monday all day 10:00-17:00
Venue: [Meets Outside](#)
Cost: Free

This is a new group, come and join us. (Note for group contacts – do not remove the yellow and blue bands.)



This is where I can type text to describe the image etc

Figure 19

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c) Add a Gallery Block

Choose the + Block Add / Block Inserter symbol. Choose Gallery, select the pictures that you want to add to your gallery.

Training Group

This is a new group, come and join us.

Status: Active, open to new members
Contact: [Angela B](#)
Contact: [Angela B](#)
Group email: [Training_group](#)
When: Weekly on Monday all day 10:00-17:00
Venue: [Meets Outside](#)
Cost: Free

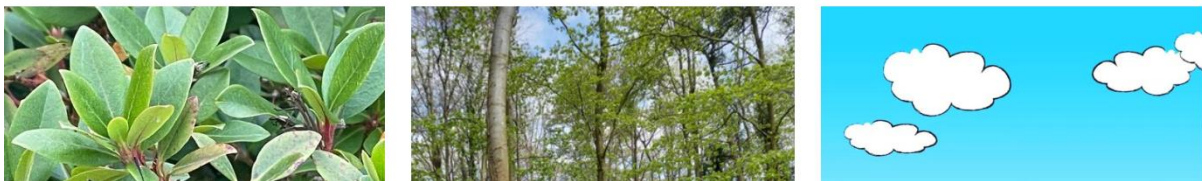


Figure 20

Select Parent Block to adjust the number of images in a row (columns) – the image size auto adjusts.

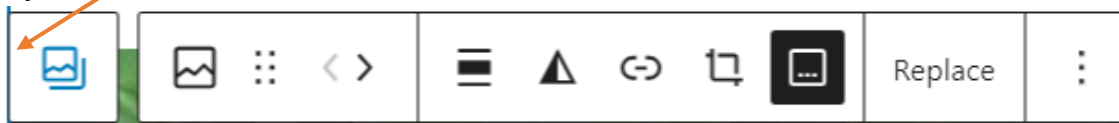


Figure 21

d) Add a Table Block

This could be useful if you want to put a table of forthcoming events for your group on the website as reference for your members or a history of previous years. To do this you click on the + symbol as before but this time add a Table block Something like this: -

2024 Topics discussed

January 2024	Was the UK right to join with the US to bomb the Houthis?
February 2024	General Discussion on the topics of the day
March 2024	'say one thing and do another' the gov record on net migration

Figure 22

This table is static. It will not change with time. You would have to go in after a few months and add the summer schedule.

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9. The block principle explained

Gutenberg WordPress, which is the basis for our u3a SiteWorks website is block-based.

There are blocks that enable you to insert: -

- Heading
- Paragraph
- Bulleted list
- Table
- Media (photo)
- Media (photo) and text as two parts of the same block
- Gallery of photos
- Gutenslider – a slide show of photos

... and many more.

[Here is a link](#) to advanced options when inserting images.

These are the functions that we all need to create and maintain our pages. There are dozens of blocks and they all do different things. Once you understand the principle and have practiced using a few of them then you will be able to use another block based on the knowledge you already have without the need for additional training.

How you can view the block structure of your group page is discussed below.

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10. View the Block Structure of your Group page

A useful tool to view the entire block structure of your page. You can move blocks up and down or delete blocks from here using the 3 dots on the right of the block name.

Click to view the block structure on your group page

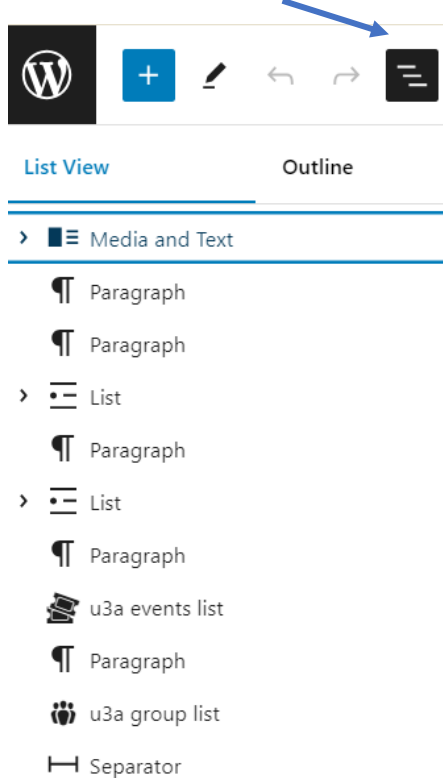


Figure 23

11. Add an Event to your Group Page

Notice the **Yellow Placeholder** for Events on your group page. You can add an event specific to your group on the website. For example, the information for a trip to the theatre on the Theatre Group page. Ensure you enter the Group that the Event refers to. If left blank the Event will display on the main Events page (Monthly Meetings, Socials etc) for the entire website.

The advantage of defining an event in this way is that it will automatically disappear from your group page when the event date has passed.

12. Logging Out

At the end of your session log out. Click the 'W' top left of screen, you will see your name in the top right-hand corner of the screen, hover the mouse over your name and a drop-down menu will appear, then click log out.

13. Further Reading

There is a more complete training manual available –[here is the link](#).