

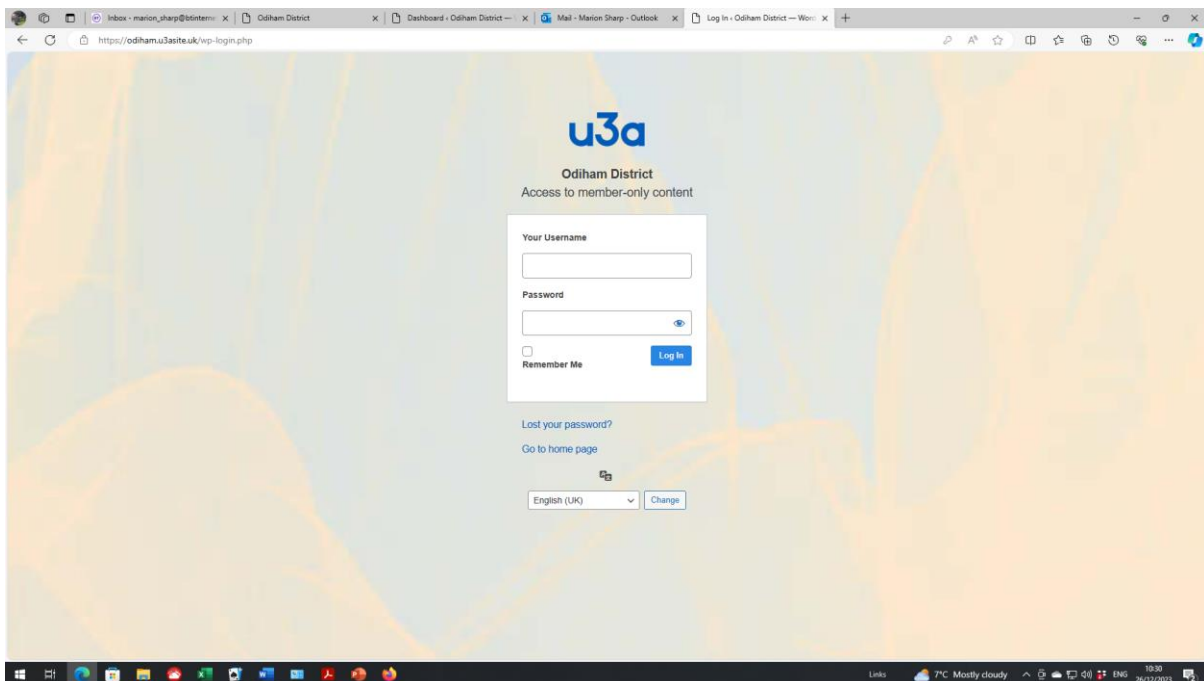
Group Leader Website access

The u3a have now developed a website using basic WORDPRESS functionality and have developed some u3a specific plugins 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 .

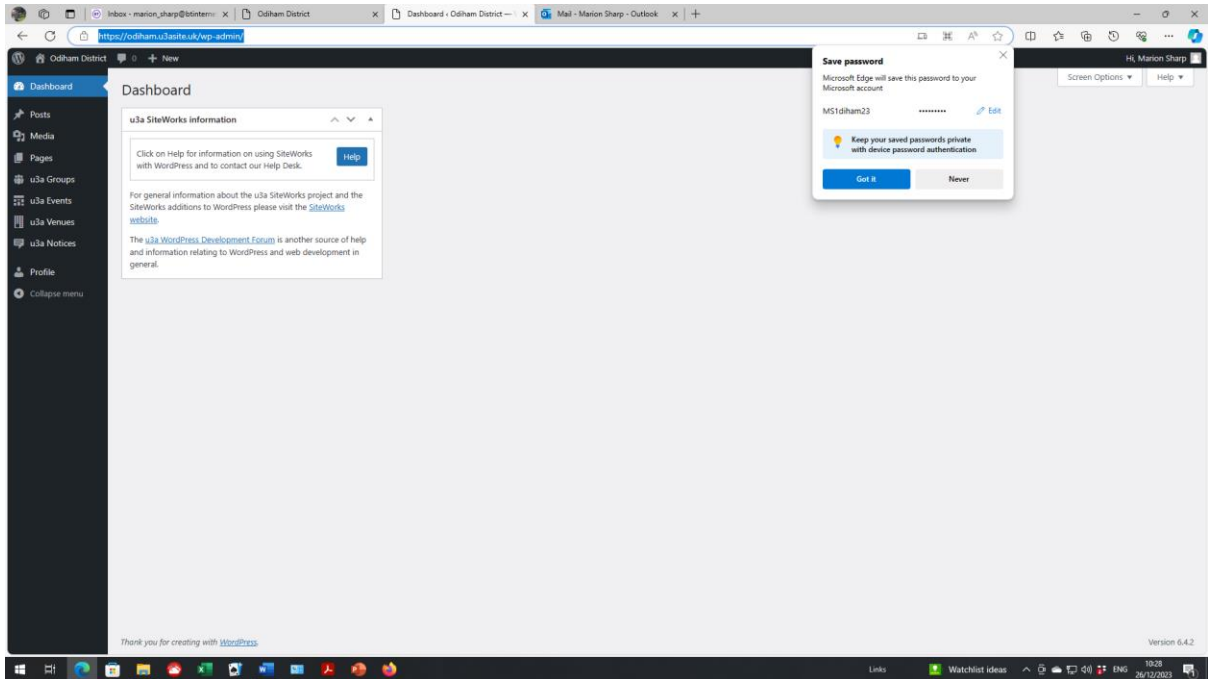
PERSONAL DETAILS, PLEASE NOTE THAT PERSONAL EMAIL ADDRESSES , PHONE NUMBERS AND BANK DETAILS SHOULD NOT BE ADDED TO THE WEBSITE. ANY PICTURES MUST HAVE THE CONSENT OF ALL PARTICIPANTS

1. Login

The link to the site is <https://odiham.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

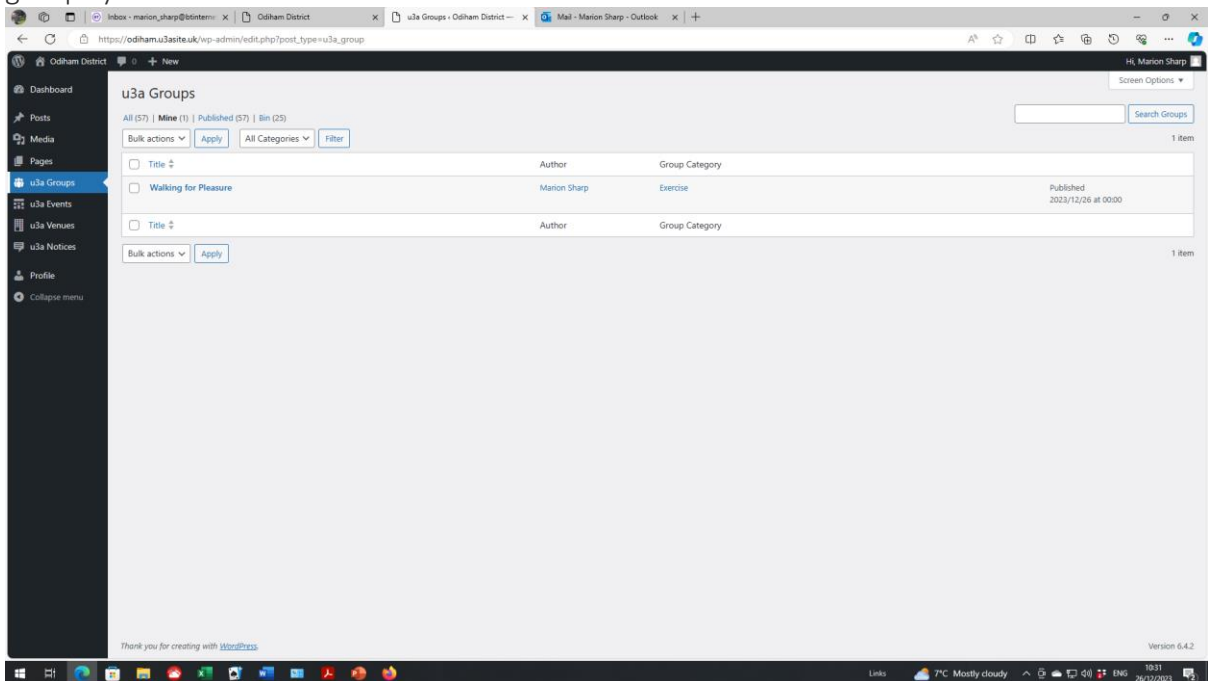


2. Amending your Group

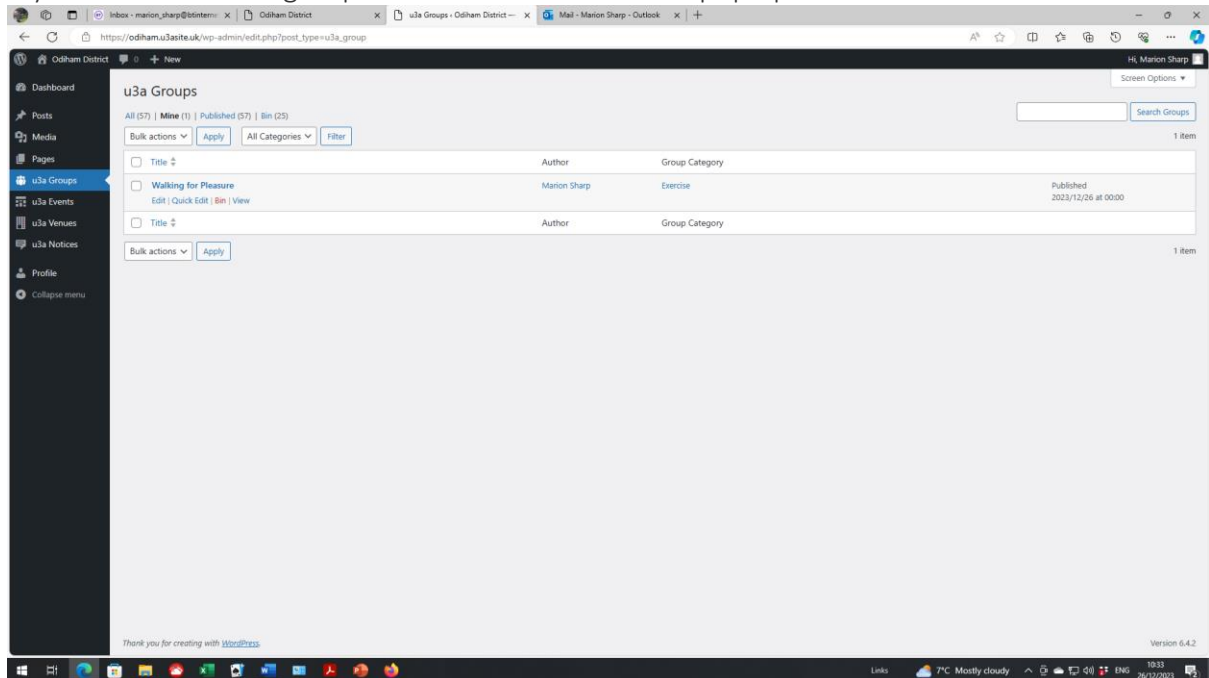
It is fairly intuitive, and the website help is quite useful. If you have been set up as an author, you only have access to your group and events and pages relating to your group you cannot access any other pages . The key things are:-

2.1 Change your group

When you select the u3a groups TAB on the left hand side of the page . You will see the groups you have been allocated

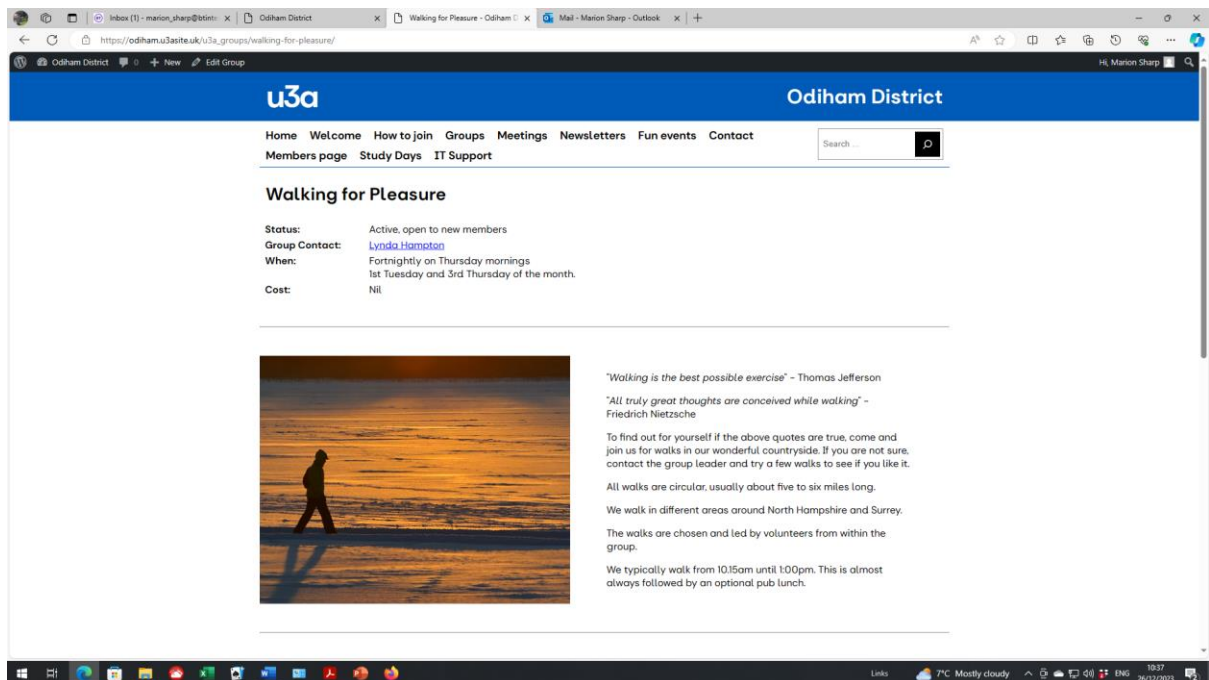


If you hover over the group name the edit button will pop up.



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, eg walking for pleasure is displayed on the website as

EXTERNAL VIEW

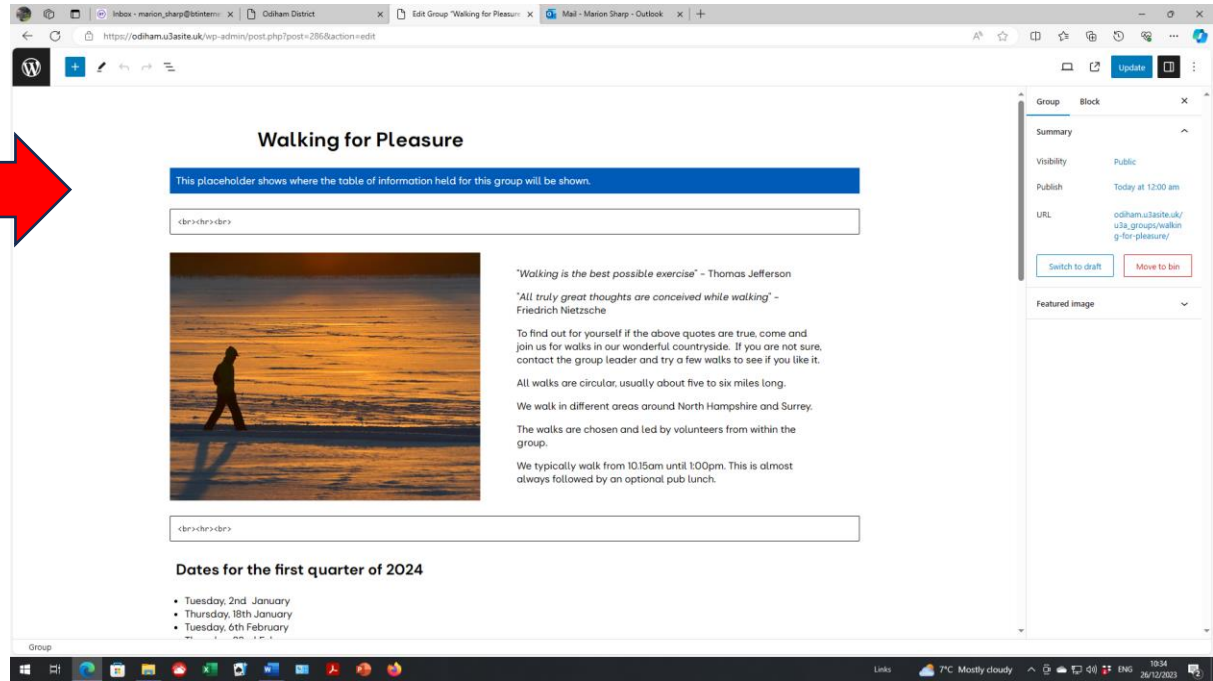


Note the Block at the top which starts with Status, this is generated by Wordpress using the data in the group table. See the INTERNAL View

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 the WordPress internal editor for a group page titled "Walking for Pleasure". A red arrow points to a blue placeholder block at the top of the content area. The page includes a featured image of a person walking on a beach at sunset, several paragraphs of text, and a list of dates for the first quarter of 2024. A right-hand sidebar shows group settings like visibility and publish date.

Walking for Pleasure

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



"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

Group Block

Summary

Visibility: Public

Publish: Today at 12:00 am

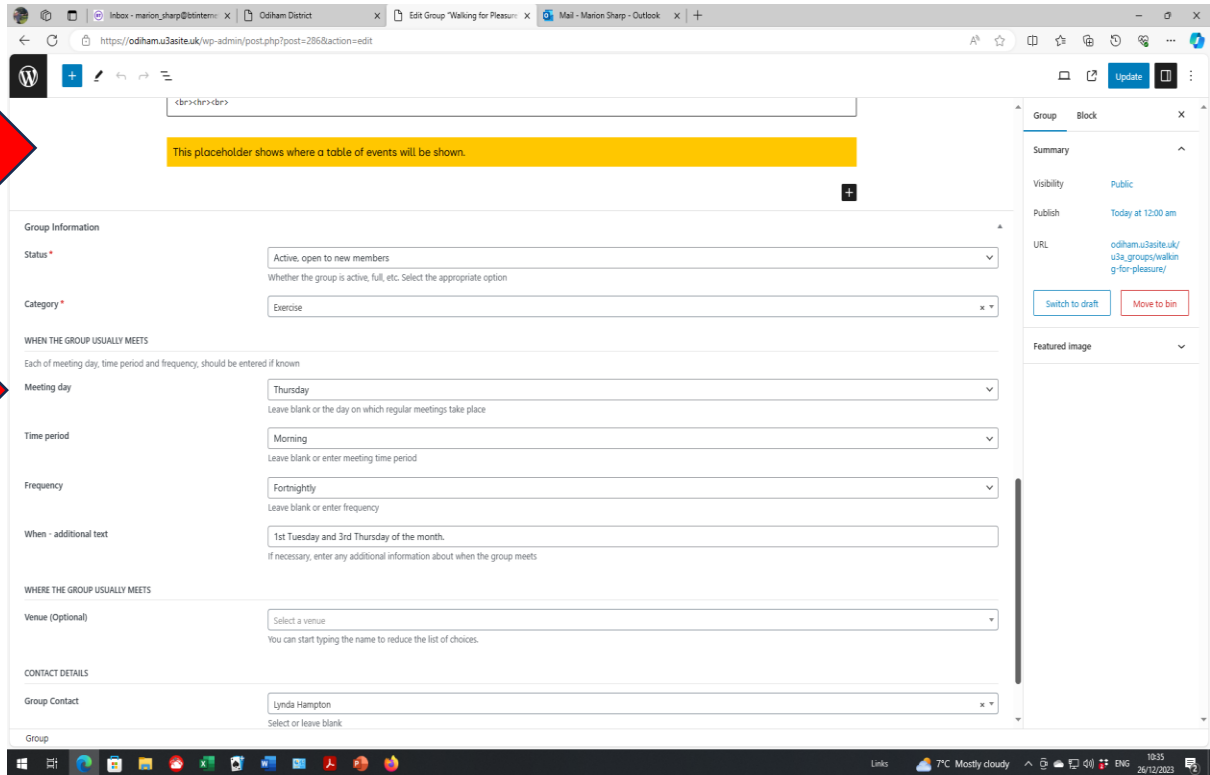
URL: odham.u3asite.uk/u3a_group/walking-for-pleasure

Switch to draft Move to bin

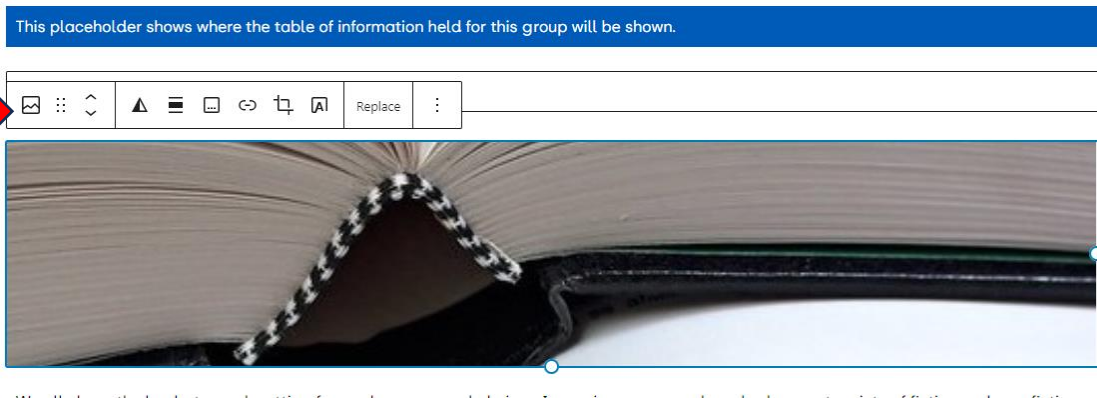
Featured image

Group

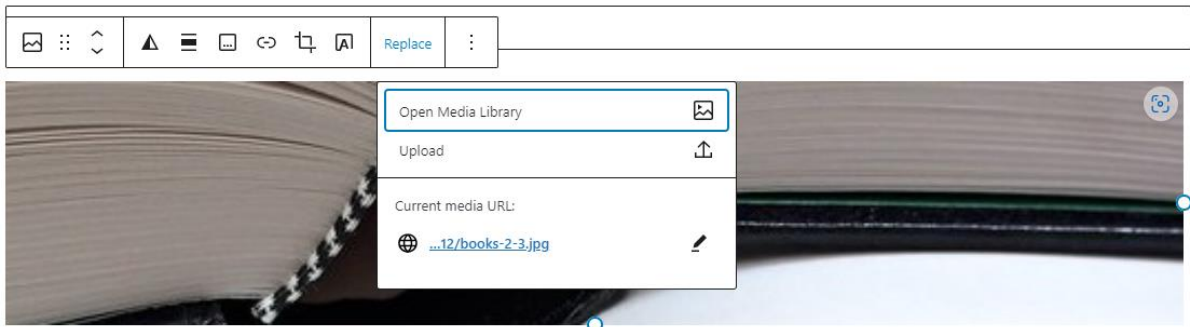
Links 7°C Mostly cloudy 19:54 26/12/2023



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

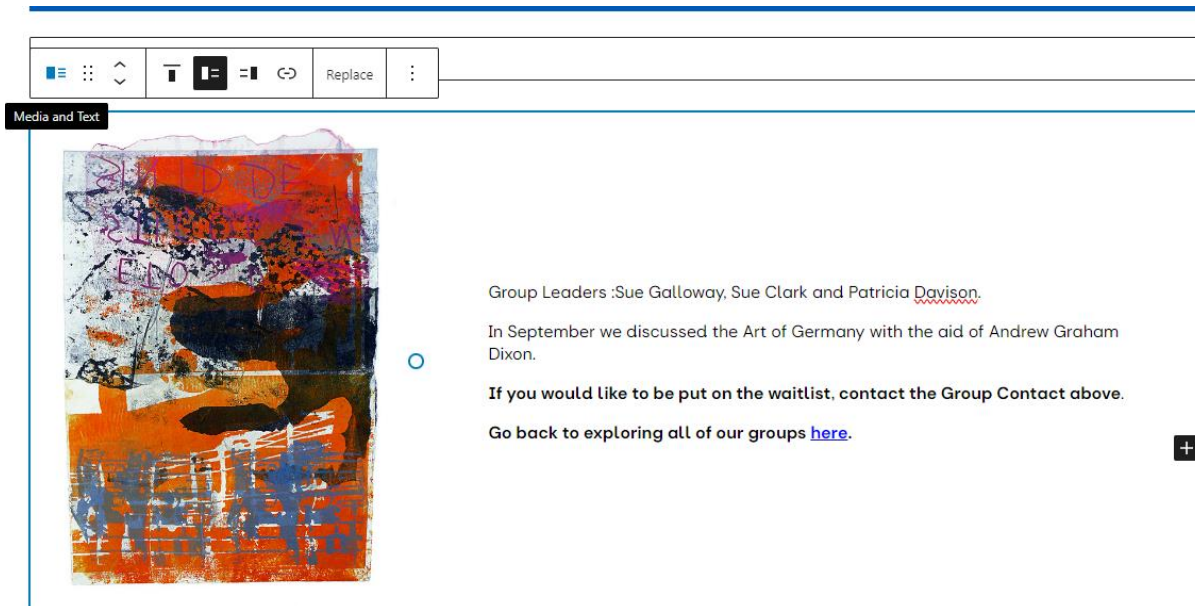


The red arrow is pointing to the Picture block heading, if you want to replace the picture then click on the replace and you will see the following



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.

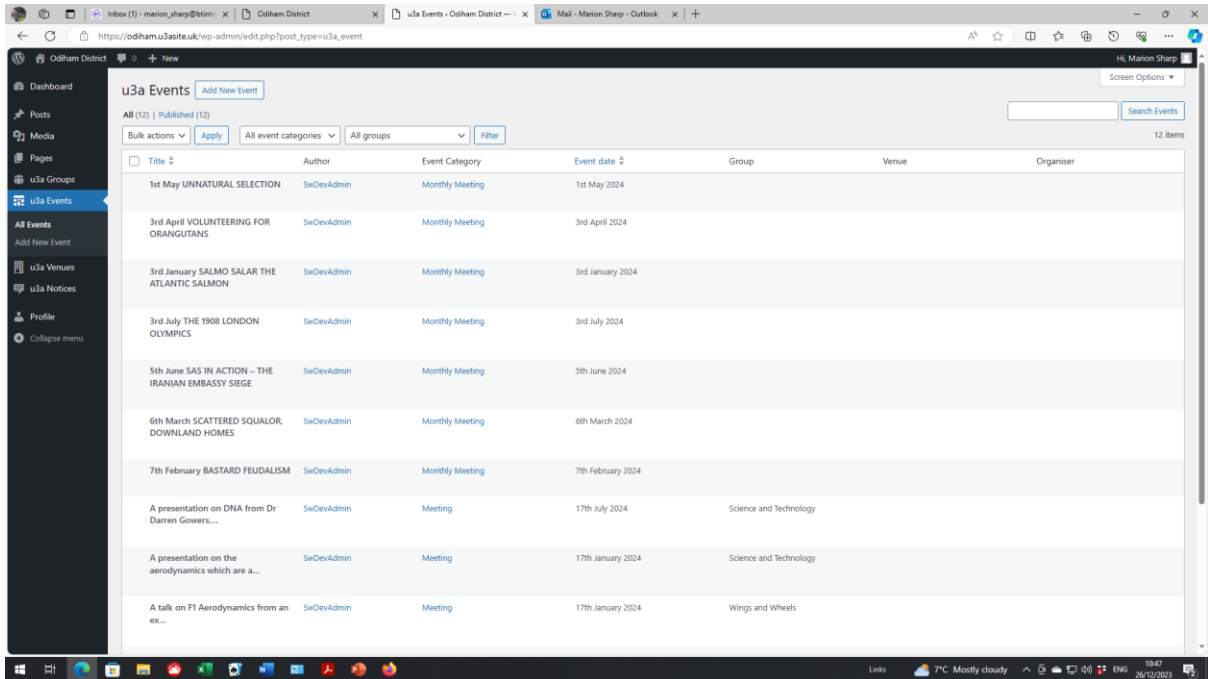


There is of course much more you can do but these should give you the basics to change the text and change the image on an existing page. To delete the image then go to the three dots on the right hand side of the bar and this will give you the delete option.

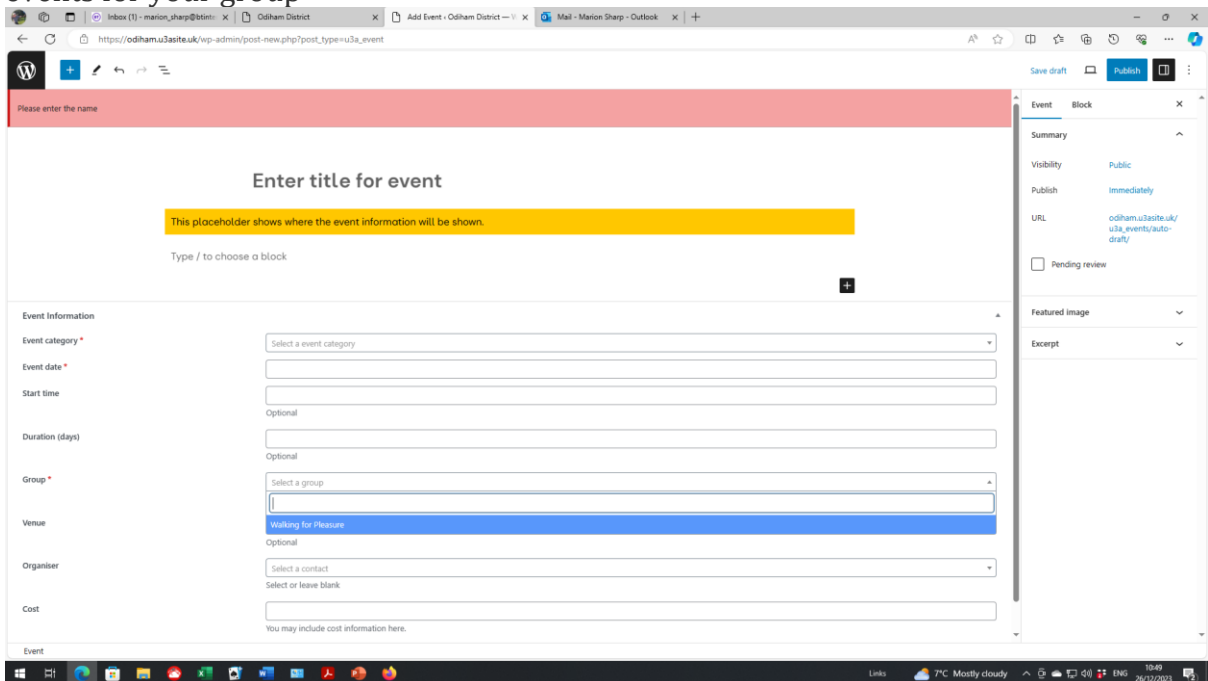
For more information on basic editing look at the user guides on [u3a website help](#). Click the web managers button and then user guide , then the editing and blocks section

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



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

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 Odiham USA
- 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. [...]

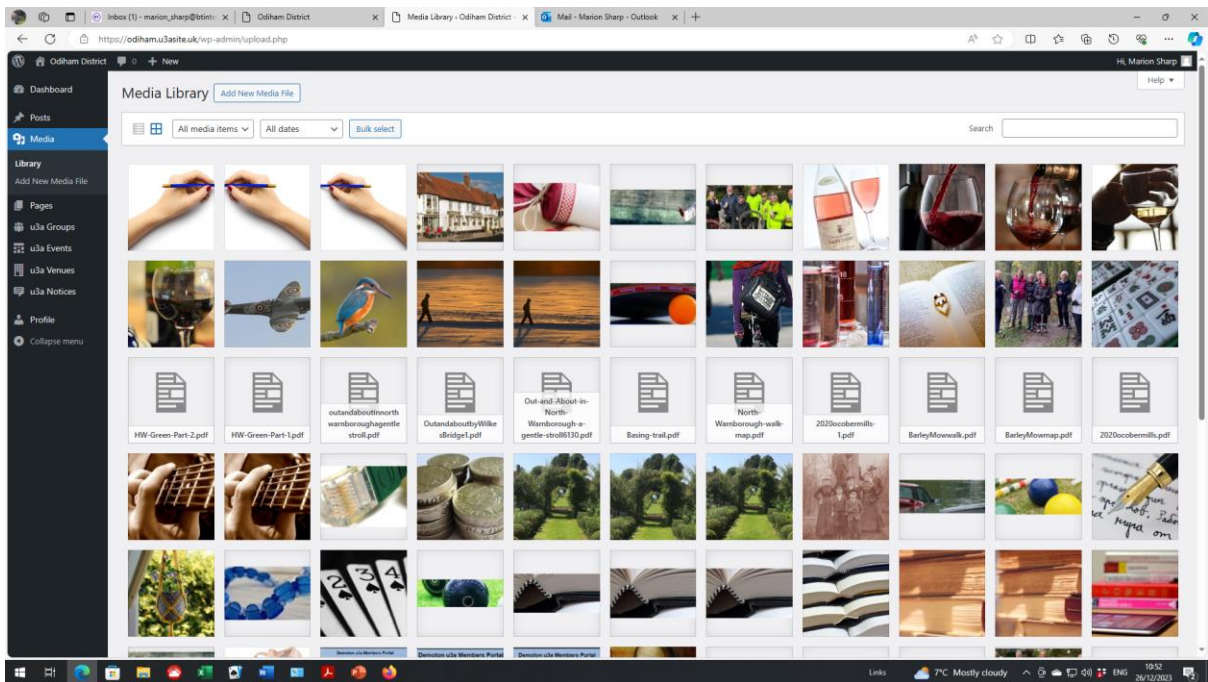
17th July 2024 Meeting [A presentation on DNA from Dr Darren Gowers...](#)
A presentation on DNA from Dr Darren Gowers. The talk will be entitled 'Journeys in Biology 1DNA and the Genome Revolution'

Notes on previous presentations

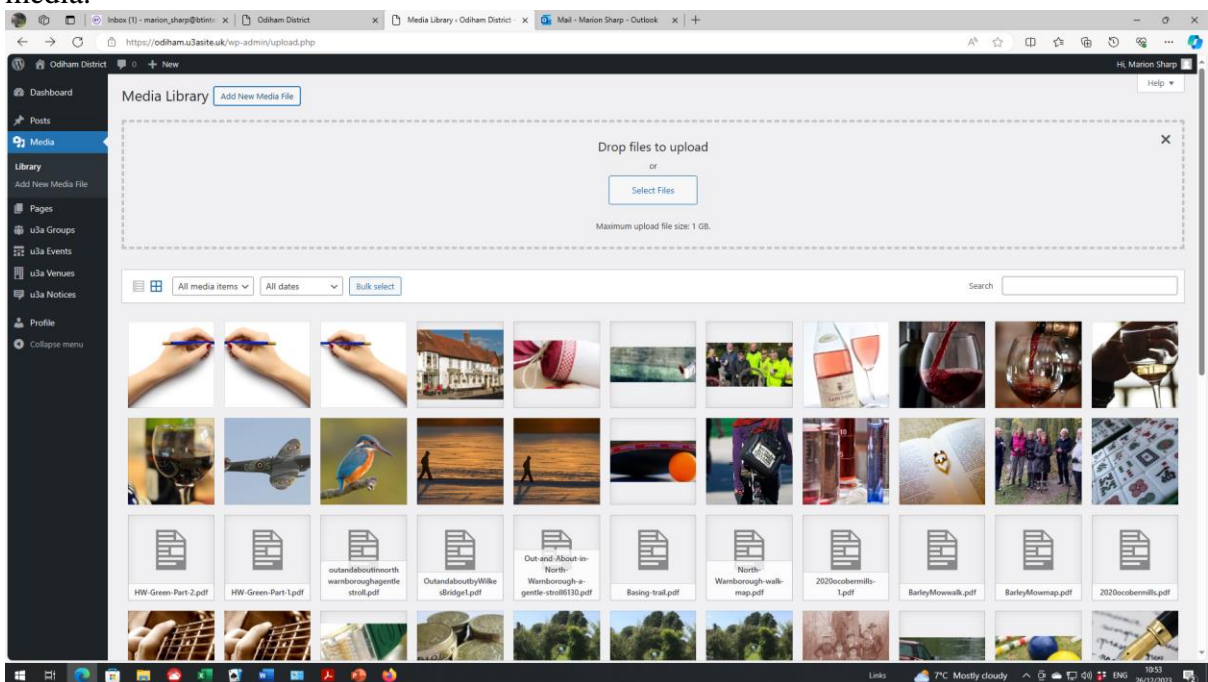
2.4 Media

You can upload files or pictures .

Please Note although theoretically possible to upload Videos it is part of our terms and conditions that with the u3a that we do not use this facility




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



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

WordPress Admin Interface - Edit Group "Walking for Pleasure"

URL: <https://odham.u3asite.uk/wp-admin/post.php?post=286&action=edit>



"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.

10.15am until 1.00pm. This is almost optional pub lunch.

Group Block

Summary

Visibility: Public

Publish: Today at 12:00 am

URL: odham.u3asite.uk/u3a_groups/walking-for-pleasure/

Buttons: [Switch to draft](#) [Move to bin](#)

Featured image

Search

Paragraph Image Heading

Gallery List Quote

Browse all

Placeholder: `
<hr>
`

Dates for the first quarter of 2024

- Tuesday, 2nd January
- Thursday, 18th January
- Tuesday, 6th February
- Thursday, 22nd February
- Tuesday, 5th March
- Thursday, 21st March

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](#).

Placeholder: `
<hr>
`

Useful resources

WordPress Admin Interface - Edit Group "Walking for Pleasure"

URL: <https://odham.u3asite.uk/wp-admin/post.php?post=286&action=edit>



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Group Block

Image

Settings

ASPECT RATIO: Original

WIDTH: Auto px HEIGHT: Auto px

Advanced

Looking for other block settings? They've moved to the styles tab.

Placeholder: `
<hr>
`

Dates for the first quarter of 2024

- Tuesday, 2nd January
- Thursday, 18th January
- Tuesday, 6th February
- Thursday, 22nd February

Image

Upload an image file, pick one from your media library, or add one with a URL.

Buttons: [Upload](#) [Media Library](#) [Insert from URL](#)

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