

Update to Workbook for Migrating Web Managers Incorporating WP6.5 + u3a plugins

Groups



One of the main benefits of joining the u3a is the opportunity to participate in our special Interest Groups. We have a wide variety of interest groups running very successfully – you can use the list on this page to find out more about each one.

You must be a u3a member in order to take part in our interest group activities. This is essential to ensure that your participation in our activities is covered by the u3a's insurance.

If you would like to join an Interest Group please contact the relevant Group Leader whose details you will find on each group's page.

Alphabetical

By category

By meeting day

By venue

Groups listed alphabetically

[Art History](#)
Status: Active
on Monday evenings
[Computer](#)
Status: Active
Fortnightly on Monday afternoons
[Earth Sciences](#)
Status: Active
on Wednesday afternoons

[Landscape History](#)
Status: Active
on Wednesday mornings
Meets occasionally
[Military History](#)
Status: Active
Meets occasionally. Please contact group leader for information.

[Photography](#)
Status: Active
Monthly on Thursday mornings
[Walking Group](#)
Status: Active
on Wednesdays
Various times, usually once a month

Pam Taylor
May 2024

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Introduction

New versions of u3a plugins plus WordPress 6.5 updates started rolling out to SiteWorks sites on 4th May 2024. The technical release note was sent to all Web Managers with a server site and this has also been posted on the SiteWorks website here – <https://siteworks.u3a.org.uk/operational-updates/>

The u3a plugin updates provide some nice editing and display enhancements for groups and events. There is a new u3a plugin called Contact Form Log that enables a site Admin to identify robot activity. WordPress adds a drop shadow option to items such as buttons.

These new features and how to use them are covered below in this Web Manager's update. Note that this updated uses the early May 2024 demo zip file running on Local WP.

You can use Local WP and your zip file if you are still in SiteWorks training or want to play with the new options in a safe environment but if you have your server site now then you might prefer to use that.

You will also find coverage of all of these items in the online User Guide.

New features/functions video

Nick, on our Development team, has also produced this short video to introduce you to the new features and functions – <https://youtu.be/K4nwt963MkI>

Groups

The main enhancements to groups are being able to show or hide items such as status, time, and venue, ability to display in alphabetical order groups horizontally or vertically and filtering groups by category. You also have control over the sort order of the groups.

u3a groups list block

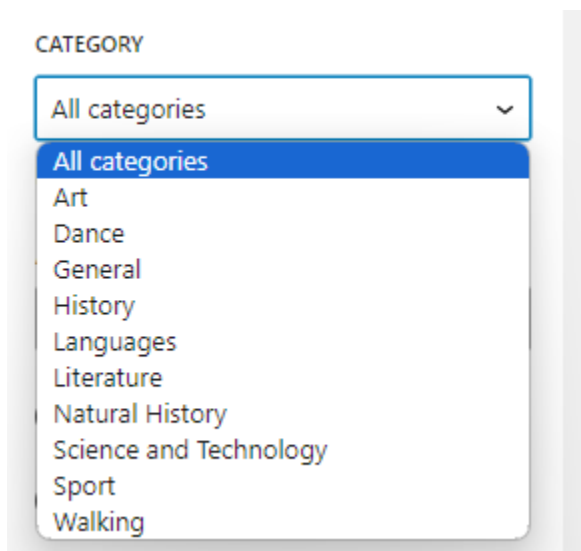
Let's look first at items that you can show or hide when displaying the groups list.

Navigate to your Groups page and enter edit mode. Select the u3a groups list block (the placeholder) as seen here.

The screenshot shows the 'Groups' page in edit mode. On the left, there is a placeholder for the groups list with a blue bar that says 'This placeholder shows where the list of groups will be shown.' To the right is the editing panel for the 'u3a group list' block. The panel includes a description of the block, a 'Display options' section with dropdowns for 'CATEGORY' (set to 'All categories'), 'SORT ORDER' (set to 'Alphabetic Order'), and 'ALPHABETIC FLOW' (set to 'Across rows'). There are also three toggle switches for 'Show Group Status', 'Show Meeting Time', and 'Show Venue', all of which are currently turned on. An 'Advanced' section is visible at the bottom of the panel.

You will now see some new options in the editing panel. Within the red circle please identify Category, Sort Order, Alphabetical Flow, and the three button options.

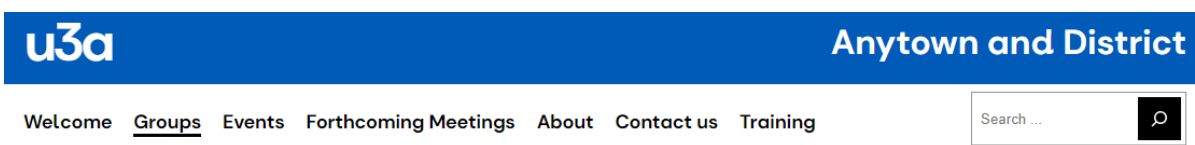
Category



Select the arrow alongside CATEGORY and you will get a drop-down menu showing the available categories on this website.

I have chosen to display any groups in the Walking category by selecting that category.

Updating and viewing the page now gives me my main group page that is only showing groups related to walking. In this case there is only one as you can see.



Groups



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You must be a u3a member in order to take part in our interest group activities. This is essential to ensure that your participation in our activities is covered by the u3a's insurance.

If you would like to join an Interest Group please contact the relevant Group Leader whose details you will find on each group's page.

Groups in category: Walking

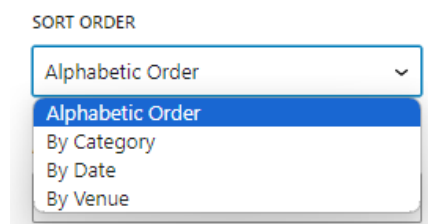
[Walking Group](#)
on Wednesdays
Various times, usually once a month

For the purpose of this training update I have amended Categories again and am now showing all categories again.

May 2024

Sort Order

Now select the drop-down menu in the Sort Order box and you will see you have a choice of category, date, or venue. I have selected By Venue and you can see the lower half of the resulting page here. Why don't you try the other options to see what they look like.



Groups listed by venue

[Member's Home](#)

[Military History](#)

[Metropole Hotel](#)

[Art History](#)

[Sports Centre](#)

[Earth Sciences](#)

[Landscape History](#)

[YorkOne](#)

[Computer](#)

[Photography](#)

Unspecified venue

[Walking Group](#)

For the purpose of this demonstration I have returned to viewing categories.

Alphabetical Flow

For those of us who had Site Builder sites we were used to seeing our groups list alphabetically across the page but viewing alphabetically in SiteWorks to date there has only been a vertical option. This update changes that.

This is what the groups list looks like in original format with the groups listed vertically alphabetically.

Groups listed alphabetically

[Art History](#)

on Monday evenings

[Computer](#)

Fortnightly on Monday afternoons

[Earth Sciences](#)

on Wednesday afternoons

[Landscape History](#)

on Wednesday mornings

Meets occasionally

[Military History](#)

Meets occasionally. Please contact group leader for information.

[Photography](#)

Monthly on Thursday mornings

[Walking Group](#)

on Wednesdays

Various times, usually once a month

Please select the drop-down option in ALPHABETICAL FLOW and you will see you now have the option to select rows across or down the page. I have selected the new 'across rows' option and this is what the groups page looks like now.

u3a **Anytown and District**

Welcome Groups Events Forthcoming Meetings About Contact us Training

Search ...

Groups



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If you would like to join an Interest Group please contact the relevant Group Leader whose details you will find on each group's page.

- Alphabetical
- By category
- By meeting day
- By venue

Groups listed alphabetically

[Art History](#)
on Monday evenings

[Landscape History](#)
on Wednesday mornings
Meets occasionally

[Walking Group](#)
on Wednesdays

[Computer](#)
Fortnightly on Monday afternoons

[Military History](#)
Meets occasionally. Please contact group leader for information.

[Earth Sciences](#)
on Wednesday afternoons

[Photography](#)
Monthly on Thursday mornings

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Display Options

The final new display option is the ability to show the Group Status, Meeting Time, or Venue, or any combination of these. For the purpose of this demonstration I have selected all three options, updated and viewed my page, and my page now looks like this. My groups are listed by category but could be listed by date or by venue.

Alphabetical

By category

By meeting day

By venue

Groups listed by category

General

[Art History](#)

Status: Active

Venue: [Metropole Hotel](#)
on Monday evenings

History

[Military History](#)

Status: Active

Venue: [Member's Home](#)
Meets occasionally. Please contact group leader for information.

Natural History

[Earth Sciences](#)

Status: Active

Venue: [Sports Centre](#)
on Wednesday afternoons

[Landscape History](#)

Status: Active

Venue: [Sports Centre](#)
on Wednesday mornings
Meets occasionally

Science and Technology

[Computer](#)

Status: Active

Venue: [YorkOne](#)
Fortnightly on Monday afternoons

[Photography](#)

Status: Active

Venue: [YorkOne](#)
Monthly on Thursday mornings

Walking

[Walking Group](#)

Status: Active

on Wednesdays
Various times, usually once a month

May 2024

Events

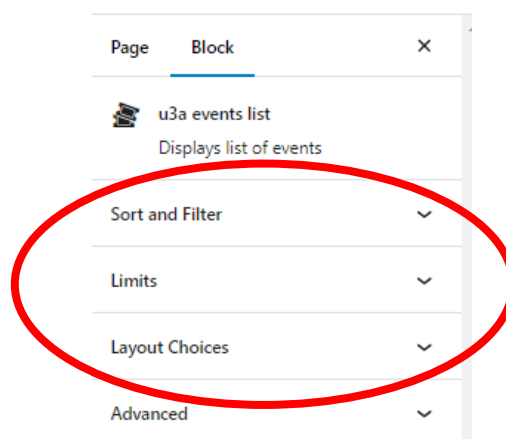
You can show previous or future events in ascending or descending order. You will be able to display events by category, show a specified number of events or events over a specific number of days. You'll be able to turn on and turn off the display of group events from this page instead of having to go to u3a settings. You will have more layout choices. Adding a featured image you'll be able to show an image alongside the text of your event. You'll be able to add a colour to the background grid of each event. When setting up an event you'll be able to choose the end time as well as the start time.

u3a events list block

Select the u3a events list block (the placeholder) as seen here.

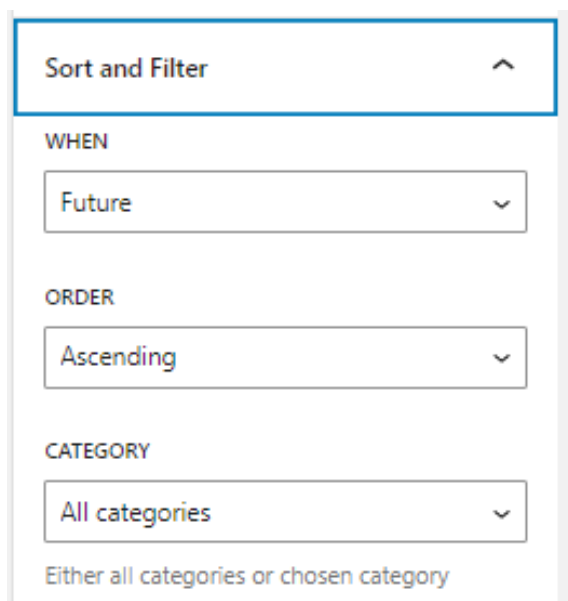
This placeholder shows where a table of events will be shown.

You can see the new features in the editing panel on the u3a events list here. Can you identify the Sort and Filter, Limits, and Layout Choices menus within the red circle?



Sort and Filter

Select the Sort and Filter drop-down menu and you see three options. You can choose to display only future events or only past events and they can be displayed in ascending or descending date order.



May 2024

Here I have selected future events in descending order and you can see that the list begins with the event furthest away rather than the nearest.

Forthcoming events

- 21st July 2025**
Other

[Anniversary Celebrations](#)
Celebrating 25 years of our u3a. More details will be available nearer the time. The Committee welcomes suggestions for suitable activities. Please contact with your ideas.

- 31st January 2025**
10:30 am
Meeting

[January Lecture: Introduction to Permaculture](#)
"Everything you wanted to know about Permaculture but never dared to ask." Chris Evans is a permaculture designer and trainer from Applewood Permaculture Centre in North Herefordshire. In his illustrated [...] Venue: [Metropole Hotel](#)

- 11th December 2024**
9:30 am
Outing
(Group: [Computer](#))

[Museum visit](#)
We will be visiting the local computer museum to see their exhibits.

- 9th December 2024**
10:30 am
Meeting

[December Lecture: DNA Fingerprinting](#)
Members will remember Rhian's talk on "The King's DNA" where she described how DNA analysis was used to confirm that a skeleton uncovered in Leicester was indeed that of Richard [...] Venue: [Metropole Hotel](#)

- 20th November 2024**
10:30 am
Meeting

[November Lecture: The Hereford Hoard](#)
The Herefordshire Hoard was discovered in 2015 by two metal detectorists. The hoard was made up of a number of gold artefacts and a quantity of silver coins, (as many [...]) Venue: [Metropole Hotel](#)

- 20th November 2024**
9:30 am
Workshop
(Group: [Art History](#))

[Workshop](#)
Venue: [Metropole Hotel](#)
Booking Required

- 15th May 2024**
Outing

[Annual Bluebell Walk](#)
The photography group and the art group will be organising other events to coincide with the walk for those that feel inspired to paint or photograph the bluebells. Contact the [...]

If I now select the All categories drop-down menu and choose only Meetings then the display will reduce to Meetings only and here is the result.

Forthcoming events

- 31st January 2025**
10:30 am
Meeting

[January Lecture: Introduction to Permaculture](#)
"Everything you wanted to know about Permaculture but never dared to ask." Chris Evans is a permaculture designer and trainer from Applewood Permaculture Centre in North Herefordshire. In his illustrated [...] Venue: [Metropole Hotel](#)

- 9th December 2024**
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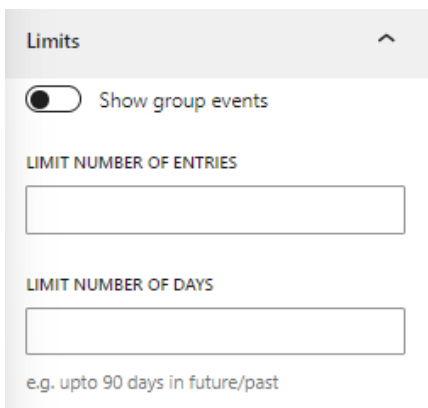
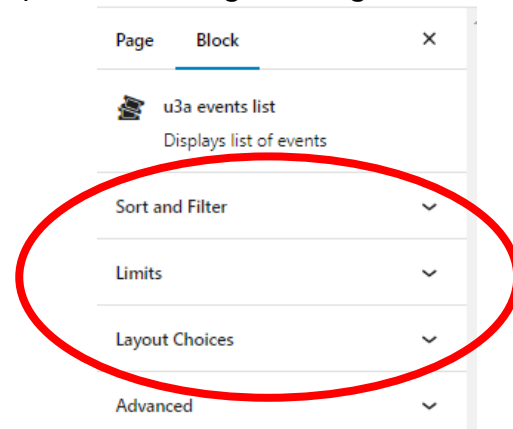
[December Lecture: DNA Fingerprinting](#)
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The Herefordshire Hoard was discovered in 2015 by two metal detectorists. The hoard was made up of a number of gold artefacts and a quantity of silver coins, (as many [...]) Venue: [Metropole Hotel](#)

Limits

If we return to the Events page and select the placeholder again, we get the editing panel as seen before.



This time select the Limits drop-down menu. You can see that I now have a toggle choice as well as two other display choices.

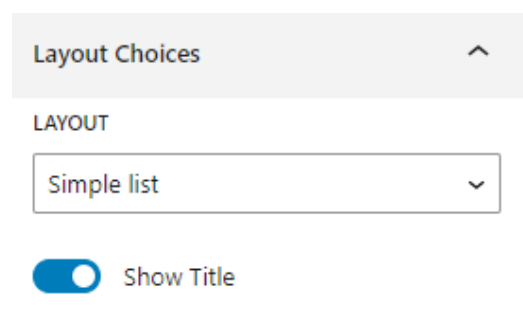
Since SiteWorks was launched we have been able to choose whether to show events for all members such as the monthly meeting information or if we want to show all of the group events as well. To date we have done this via a menu in u3a Settings but now we can simply toggle on and off in this limits box.

If I have a lot of events, I might want to limit the number of them that are displayed at any one time. This Limits menu lets me choose the number of events I want to display at any one time or how many days I want to show.

Layout Choices

The final new display option in Events is Layout Choices as seen here.

The simple list option is what we have had since launch. The drop-down menu offers a grid view with a featured image and provides a much more interesting look.



The default setting for this block is the 'Forthcoming Events' title but this is not always the most appropriate when displaying, say, past events. The title can now be toggled on and off and a customised heading added.

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LAYOUT

Grid with featured image

Crop image to fit

Colours

Grid background


If I select Grid with featured image I get two more settings to choose from. If I toggle on the crop images to fit option then the image associated with that event will be resized automatically.

I also have the ability to colourise the background of the event text from the usual palette of colours.

If I choose to enable image cropping and choose a pale yellow background instead of the green shown in the menu then this is the result. Note that it is necessary to add a featured image when creating the event. In the example below the first event, Anniversary Celebrations, doesn't have a featured image but the three following events do.

Forthcoming events


[Anniversary Celebrations](#)
21st July 2025
 Celebrating 25 years of our u3a. More details will be available nearer the time. The Committee welcomes suggestions for suitable activities. Please contact with your ideas.



[January Lecture: Introduction to Permaculture](#)
31st January 2025
 10:30 am
 "Everything you wanted to know about Permaculture but never dared to ask." Chris Evans is a permaculture designer and trainer from Applewood Permaculture Centre in North Herefordshire. In his illustrated [...] Venue: [Metropole Hotel](#)



[December Lecture: DNA Fingerprinting](#)
9th December 2024
 10:30 am
 Members will remember Rhian's talk on "The King's DNA" where she described how DNA analysis was used to confirm that a skeleton uncovered in Leicester was indeed that of Richard [...] Venue: [Metropole Hotel](#)



[November Lecture: The Hereford Hoard](#)
20th November 2024
 10:30 am
 The Herefordshire Hoard was discovered in 2015 by two metal detectorists. The hoard was made up of a number of gold artefacts and a quantity of silver coins. (as many [...]) Venue: [Metropole Hotel](#)

May 2024

If I don't want to have the default 'Forthcoming Events' title then I can toggle off the Show title button and create my own customised title.

Layout Choices ^

LAYOUT

Grid with featured image v

Show Title


Crop image to fit

Colours :


Grid background

In this example I have used a large text heading block with bold red text but I could have used a cover block with a solid colour background or a photo of my choice.


Planned Events and Activities



[November Lecture: The Hereford Hoard](#)
 20th November 2024
 10:30 am
 The Herefordshire Hoard was discovered in 2015 by two metal detectorists. The hoard was made up of a number of gold artefacts and a quantity of silver coins, (as many [...])
 Venue: [Metropole Hotel](#)



[December Lecture: DNA Fingerprinting](#)
 18th December 2024
 10:30 am
 Members will remember Rhian's talk on 'The King's DNA' where she described how DNA analysis was used to confirm that a skeleton uncovered in Leicester was indeed that of Richard [...]
 Venue: [Metropole Hotel](#)



[January Lecture: Introduction to Permaculture](#)
 31st January 2025
 10:30 am
 'Everything you wanted to know about Permaculture but never dared to ask.' Chris Evans is a permaculture designer and trainer from Applewood Permaculture Centre in North Herefordshire. In his illustrated [...]
 Venue: [Metropole Hotel](#)

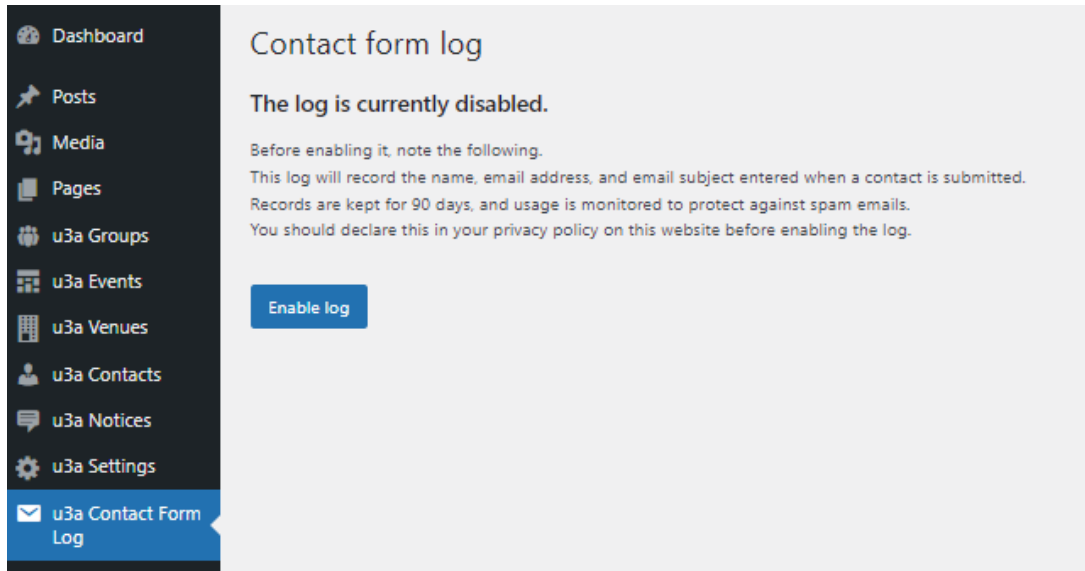
[Anniversary Celebrations](#)
 21st July 2025
 Celebrating 25 years of our u3a. More details will be available nearer the time. The Committee welcomes suggestions for suitable activities. Please contact with your ideas.

u3a Contact Form Log

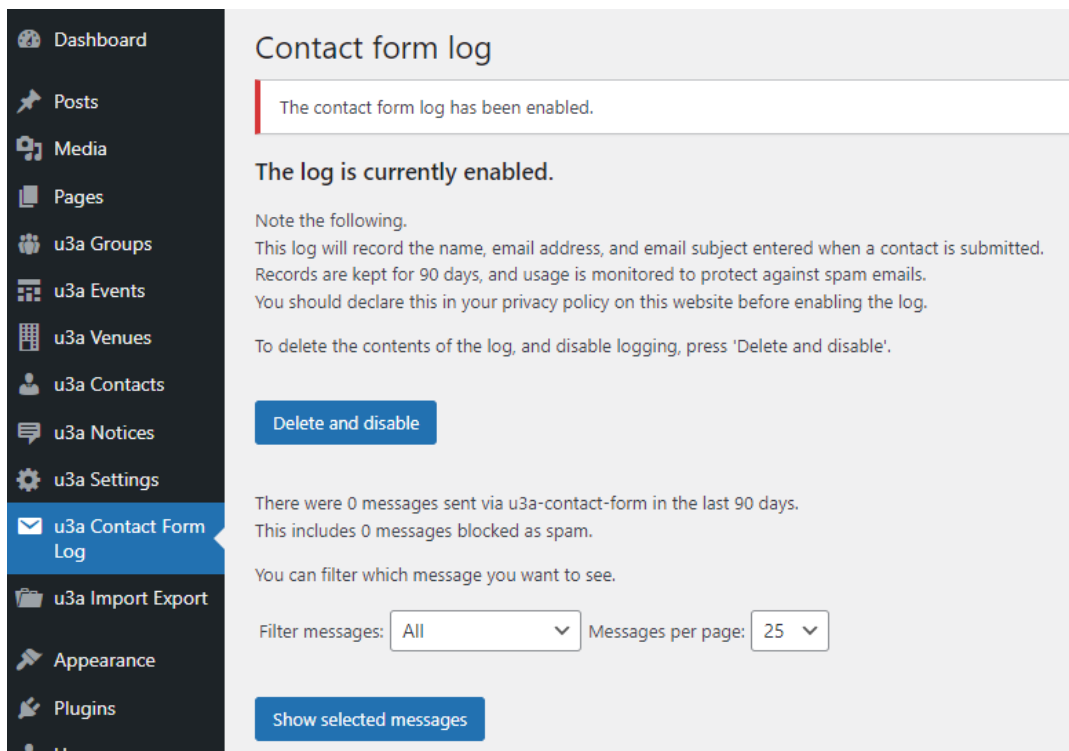
The u3a plugin called u3a Contact Form Log has been modified and turning the log on or off is controlled by the site Admin.

Enable & Disable

When I select u3a Contact Form Log from the Dashboard menu I get the message shown here if the log is disabled and I can then choose to enable it.



When I select the log and it is already enabled then I get a different set of menu options. I can disable the log and delete stored data or I can refine the data that is stored by filtering the messages and/or the number of messages.



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The u3a contact form is set up with a spam trap. A robot will fill in a field that is invisible to a human. The contact form log records all mail sent from contact forms across the site and will pick up such activity if your site is being targeted.

u3a Privacy policy implication

This data is stored for 90 days so if this feature is enabled on your site you will need to make a small change to your u3a Privacy policy to reflect this.

Drop Shadow

A new WordPress feature for buttons gives us the ability to apply a drop shadow. u3a code has been added that enables the shadow to be one of several pre-set colours/ weights/ styles that complement the u3a branding colours. This feature is available for similar blocks such as columns and images.

I have navigated to the Training page on the demo site and created a section for prospective members that invites them to contact the Membership Secretary via a link to the Contacts page and/or to select one of the buttons to download an application form in Word or as a PDF. You can see this here.

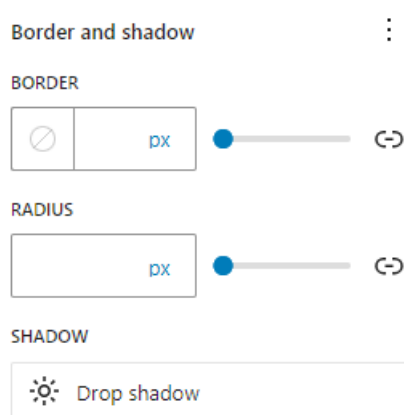
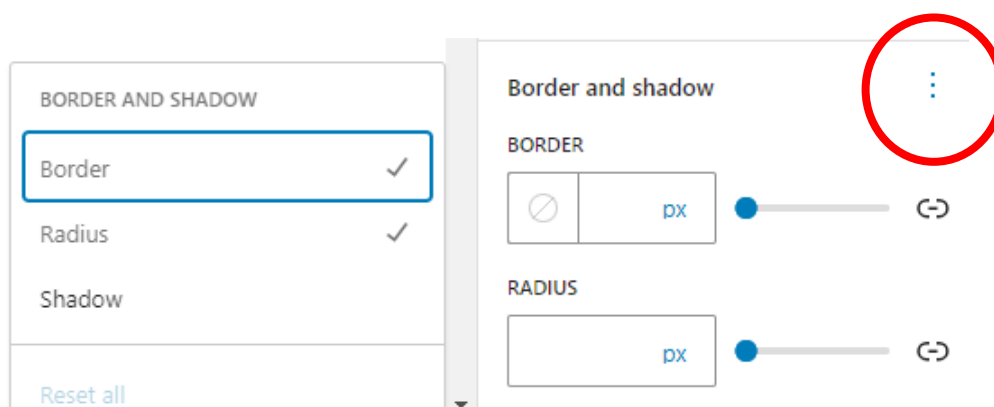
New Members who are no longer in full-time employment and would like to join our u3a then please contact our [Membership Secretary](#) via the Contact page. You will be sent an application package that includes an application form with a Gift Aid section. If you are a UK taxpayer and pay enough tax to qualify then please consider this as it enables u3a to reclaim tax on your payment. The u3a Registered Charity number is 1086702. You can also download the Application form below then complete and return it to our Membership Secretary.

[Application form 24-25 - Word](#)

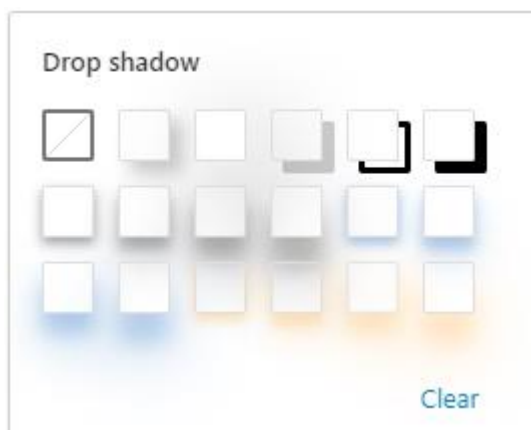
[Application form 24-25 - PDF](#)

If you are a new member and you join part way through the year then the annual fee is pro-rata and you will be advised of the sum at the time of application.

I go back into edit mode and select the pale blue button on the left and then select the Styles menu. I now scroll down below the Dimensions options to Border and shadow section at the very bottom of the editing panel. Clicking on the three little dots brings up the new shadow option as you can see here.



Enable Shadow and I can now see Drop shadow as an option at the bottom of the editing panel.

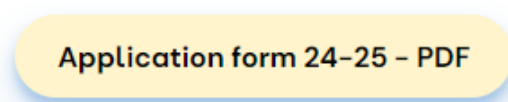
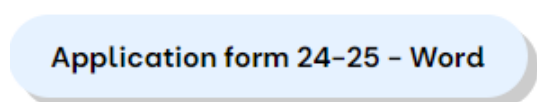


Selecting Drop shadow brings up the options that I have. You can see that I can choose from several shades of grey, blue, or yellow.

I am working on the blue button and I think that the sharp grey would be effective so I choose that one.

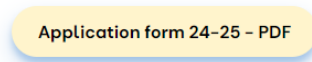
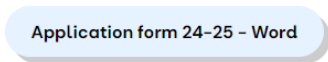
I also want to apply a shadow to the yellow button and I think I'll go for blue shadow6 for that one.

The buttons now look like this.



Here is what that section looks like now. A very quick and easy-to-use feature makes the buttons stand out more as well as making the page look more professional.

New Members who are no longer in full-time employment and would like to join our u3a then please contact our [Membership Secretary](#) via the Contact page. You will be sent an application package that includes an application form with a Gift Aid section. If you are a UK taxpayer and pay enough tax to qualify then please consider this as it enables u3a to reclaim tax on your payment. The u3a Registered Charity number is 1086702. You can also download the Application form below then complete and return it to our Membership Secretary.



If you are a new member and you join part way through the year then the annual fee is pro-rata and you will be advised of the sum at the time of application.

Posts – Revision

The training workbook feedback indicates that most people are finding the text, screenshot, practice approach is working well for them and they are not finding the content difficult ... until they get to the Posts section. The number of Web Managers who have managed to work through the section but would prefer a simpler approach is now enough that the section needs to be revised. This update document is primarily to cover the new features and functions but as a bonus here is a revised Posts section that I hope you will find easier to follow. As an extra bonus I have described how to add and format a cover block as so many of you have asked about this.

Posts use a block called a Query Loop that in the simplest form is the old computing action of **IF** (this occurs) **THEN** (do this). The example that I am going to focus on is one or more groups who want to create a blog for members and visitors to share information and photographs.

Not every group will want this and not every Web Manager will want to implement Posts. It is not necessary to be able to use Posts to run your SiteWorks site.

Let's suppose that the Walking group want to share their walk details and photos as a one-off. You could simply create a page containing all of the information plus a gallery or Gutenslider of the photos then add a brief description to your group page with a link to this new Walking blog page and job done.

If the Walking group wants to share their walk details and photos every month then this is where setting it up as a Post rather than a page is worthwhile. Part of setting it up involves setting up a template which provides layout rules. Once it has been set up then every time another Post (blog) is added to that group then it automatically follows the pre-set rules and appears on the Group page with no further action needed.

This a great if you are going to have your Group Leaders writing their own blogs as they simply write their text and add their photos in any format they want, select the category for their group and a lovely blog will appear on the Group page.

The Three Post elements

When you are setting a Post up for a Group for the first time there are three things you need to get right.

1. You need a category that is the same for your post and your group so that SiteWorks knows where to put it (IF/THEN).
2. You need the Post/blog itself.
3. You need the template that provides the rules around how to display the posts on the group page (IF/THEN).

Let's look at these in turn.

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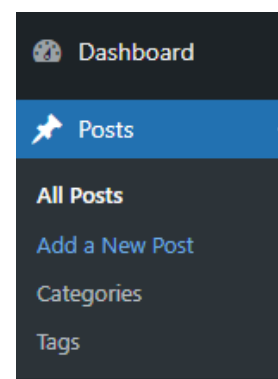
Category

Every group that is going to use Posts needs to be given a unique category and every Post also needs to have the same category so that the right Post appears on the right page. This is the IF/THEN principle.

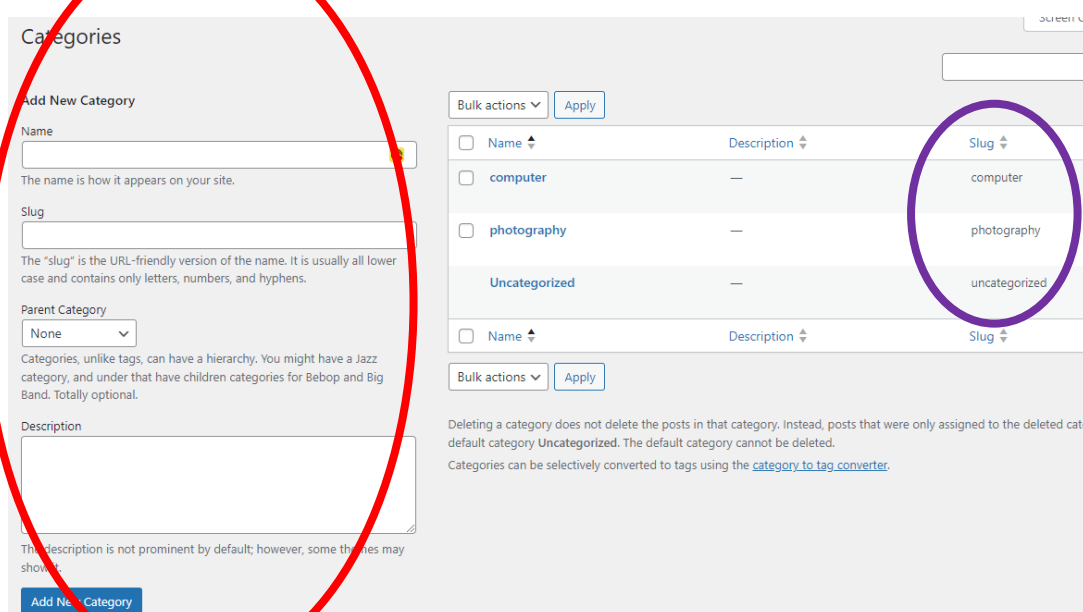
Categories are not difficult and can be anything you choose. What is important is that it is something that you recognise but also that your Group Leaders will recognise if they are going to be writing their own blogs. The easiest way to do this is to use your group names or a variation on them. Examples are: Local History group becomes LHist, Science/Engineering/Technology group becomes SET, the 4-6 mile Walking group becomes Walk4-6, and so on. These are only examples. You choose category names that mean something to you and your u3a.

You can set categories in advance or you can add them dynamically. If you are just starting out then I suggest you create the category in advance as it is one less thing to think about as you create your first post and template.

If I go to the Dashboard to the Posts section and select Posts then I get these options.




I choose Categories. Over on the right of the screen in the purple oval you can see that there are three categories already; computer, photography, and uncategorized. Look at that whole section and you can see that the categories match the group names.



Add New Category

Name

Walking 

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lower case and contains only letters, numbers, and hyphens.

Parent Category

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

Blogs for the Walking Group

The description is not prominent by default; however, some themes may show it.

Add New Category

The Walking group want to be able to add blogs with photos after their monthly walk so I need a new Category.

On the left side of the screen, inside the red oval, I can add a new category. All I need to do is add the name of the category (Walking) and I have added a description to remind myself what it is for as seen here. The latter is optional. I don't need to add the slug. This URL will be added automatically by SiteWorks.

I click the Add New Category button and the category is added. I can create as many categories as I want to.

The category list now looks like this and you can see that a category called walking has been added.

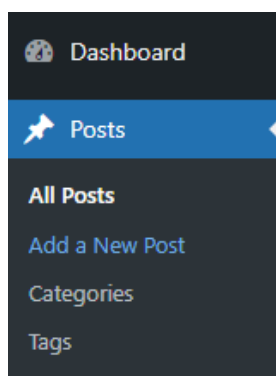
Bulk actions ▾ Apply		
<input type="checkbox"/> Name ↕	Description ↕	Slug ↕
<input type="checkbox"/> Walking	Blogs for the Walking Group	walking
<input type="checkbox"/> computer	—	computer
<input type="checkbox"/> photography	—	photography
Uncategorized	—	uncategorized

Note that the Post Category is to provide the link between the Post and the page on which it is to appear. The Group Category is different and describes a group of Groups for display purposes on the main Group page.

May 2024

First Group Post

The post or the blog is the text and graphic content that you want to display and the blocks that you add here are the same as you would add on any other page. Nothing new here. The walk was from Stanhope to Eastgate and I am going to create the blog using two paragraph blocks, one media and text block, and a gallery block containing 10 photos in a grid five across and two lines high. I don't need to describe how to do this as you have been practicing doing exactly this in an earlier part of the training guide.



Going back to Posts on my Dashboard I select Add a New Post.

A blank page appears but in the editing panel on the right there is a section called Categories. You can see the four categories discussed earlier, including the new Walking category that I added. I select Walking as the category.

Categories

- computer
- photography
- Uncategorized
- Walking

[Add New Category](#)

Summary	
Visibility	Public
Publish	May 17, 2024 5:35 pm UTC+0
Template	Single Posts
URL	any-town-2804-2024.l...

Note that above this section you can see the date of publication and that will be today's date unless you choose otherwise. Posts appear in date order when published.

If you are adding a blog from last week then you might prefer to have the date of the walk rather than the date of publication on display. Simply click the date and a calendar will pop up. You can choose your publication time and date here.

May 2024

Now I create my blog/Post content. I first add my blog title followed by the text and media content. When I am satisfied with the content and layout, I select Publish from the top right of the editing panel then Publish again and then I can view my finished Post as seen here.

Stanhope to Eastgate

We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that original bridge can still be seen. Crossing the bridge we found the footpath through Whin or Greenfoot Quarry and crossed the Weardale Railway line as we left it. The path across the field merged with a rough track along the riverside which was intersected by a couple of well filled stream.

Some of us had to get our new boots wet as we moved on to Eastgate. Connecting with the main road the party paused to look at the replica Roman Altar, dedicated to Sylvanus, a god of the woods and erected by Aurelius Quernius, to give thanks to a successful wild boar hunt. Slightly further up the side road the old Methodist Chapel caught attention as did the grander parish church. Before joining the path at the side of the church, the party diverted to look at the waterfalls on Rookhope Burn, there was enough water in to give a good display. Rejoining the route we ascended slightly and passed through the working farmyard at Eastgate house before climbing again to Broad Law, a now derelict farmhouse.



We stopped and picnicked here, meanwhile just around the corner a ewe delivered two lambs, she'd found shelter in an old stone pig sty. A further short ascent up Kell's Bank took us to Thrush Nest. Passing through a gate of sorts, the party traversed flat pastures and through a series of stiles before reaching Guy's Close and the descent through fields to the A689 and a walk along the pavement back into town. We arrived back at 2.30, which was slightly longer than planned but the walk had gone well, a little muddy in places but with a nice chatty atmosphere and easy pace.

Photos: S F



The Post has been published and has been given the category Walking but it is not yet showing anywhere on the website. That is because the equivalent category link has not yet been made on the group page where I want it to appear.

Tip: You will probably be showing an except of the blog so your first section needs to be something like a paragraph black that can become an except. A media and text block cannot perform this function.

The next step is to create the template with the display rules but I only have to do this once. All future posts/blogs with the category Walking will follow that same template rules.

May 2024

Template

I now navigate to the Walking group where I want my blog/post to appear. Here is the Walking Group page.


Walking Group

Walkers meet at the Lake car park at 10:00am to car share to the start of walks, which are approximately 4 miles long and are taken at a pace to suit the group. Please wear appropriate footwear and clothing.

At the end of the walk we usually go to a local pub for lunch.


New Walkers are welcome.



Status: Active, open to new members
Leader: [Mike Smith](#) Tel: 09876 543 211 or 07654 112 113 
When: on Wednesdays
 Various times, usually once a month

The blog(s) are going to appear below the group page information. I could just add them as a list but the page would look so much nicer with a heading for the blogs. I am going to use a cover block so I can add a countryside photo to complement the blog contents.

We haven't covered cover blocks elsewhere in the training guide but many current SiteWorks Web Managers have seen them in use and asked about them. Select and insert the Cover block in the same way as you insert any block. n.b. You will probably have to search for the block. Here it is and I can choose a solid background colour, media from the library, or upload new media.

 **Cover**

Drag and drop onto this block, upload, or select existing media from your library.

May 2024

Here is the photo that that I have chosen but it looks very dull.



I've gone to the settings for the block and the default display opacity is 50%. I change that to zero and the photo immediately brightens as though the sun came out.



Colour ⋮

- Text
- Heading
- Overlay

OVERLAY OPACITY

50

The photo spans the width of the page but I don't really want it so deep. Using the handle on the bottom of the photo I can drag it upwards until I have a photo size that I like.



Selecting the block gives me access to the layout in the editing panel where I can adjust the focal point of my media.

I added a heading for the blog section, aligned it left, and made it bold white to make it easy to read.



May 2024

My Walking page now looks like this.


Walking Group

Walkers meet at the Lake car park at 10:00am to car share to the start of walks, which are approximately 4 miles long and are taken at a pace to suit the group. Please wear appropriate footwear and clothing.

At the end of the walk we usually go to a local pub for lunch.

New Walkers are welcome.



Status: Active, open to new members
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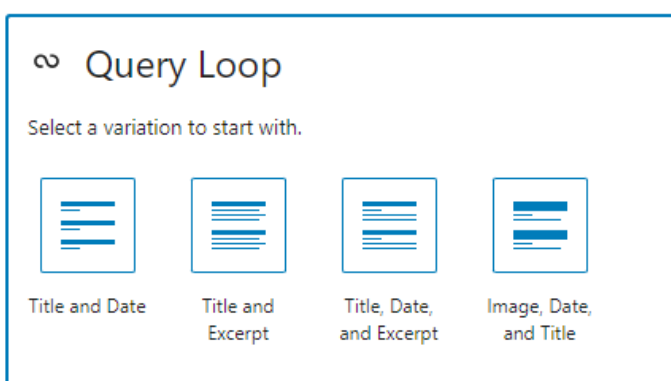


I want the blogs to appear directly under this new heading so now I need to make the link from this page to the Posts that I want to display. Remember IF/THEN? This is where the magic happens.

I insert a Query Loop immediately below the heading and get this screen.



I shall start with a blank pattern and then select Title, Date, and Excerpt as my layout option. This is going to give me a template of what my Post layouts will look like on this page.



May 2024

Immediately I select Title, Date, and Excerpt some Posts appear like this. The problem is that all Posts appear including the ones for the photography group and the computer group. I need to refine this so that only the Walking category blogs appear.



Stanhope to Eastgate

17th May 2024

We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that...

[Add "read more" link text](#)

Photo Challenge – Water

22nd July 2023

This month's photography group challenge was "Water". The group had a session with visiting expert Peter Jones discussing the best camera settings and techniques for capturing water in motion. These are some of their results. Pictures courtesy of the Pixabay royalty free image library.

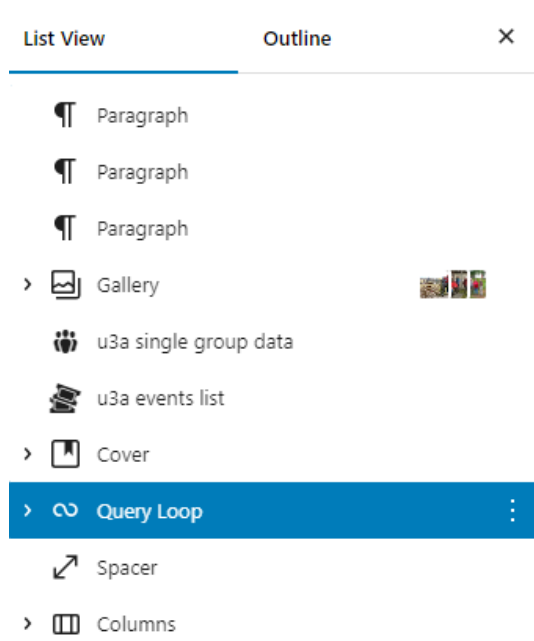
[Add "read more" link text](#)

Introduction to Spreadsheets

22nd July 2023

Starting in 2024 The spreadsheet software that will be used in the sessions will be LibreOffice Calc, which is a component of the freely available LibreOffice Suite which is available for computers running Linux, MacOS or Windows. However the principles will be the same for any other spreadsheet software such as Excel or Google Sheets...

[Add "read more" link text](#)



It's difficult to find and select the Query Loop block with a pointing device so the easiest thing to do is to use the hamburger and select it from there.

This will bring up the editing panel for the Query Loop.

The screenshot shows a CMS editing panel with several sections:

- ORDER BY:** A dropdown menu set to "Newest to oldest".
- STICKY POSTS:** A dropdown menu set to "Include". Below it, a text box explains: "Blog posts can be 'stickied', a feature that places them at the top of the front page of posts, keeping it there until new sticky posts are published." There is a toggle switch for "Force page reload" which is currently turned on, with a note: "Browsing between pages requires a full page reload."
- FILTERS:** A sidebar menu with "Taxonomies" selected and highlighted with a blue border. Other options include "Authors" and "Keyword". A "Reset all" link is at the bottom.
- Filters:** A button with a plus sign (+).
- Advanced:** A dropdown menu.

I now scroll down to almost the bottom of the editing panel and click on Filters.

A pop-up menu appears.

I would expect to see the word 'Category' but instead I see 'Taxonomies'. This is what I need to select next.

The screenshot shows the "Filters" sidebar with the "CATEGORIES" section expanded. A search box contains "wa" and a dropdown menu shows "Walking" as the selected category.

Now I see Categories. I start typing Walking in the blank box but only get as far as 'wa' when the Walking category pops up. I select that.

The screenshot shows the "TAGS" section with an empty search box.

Immediately the blogs/posts on the page reduce so that only the Walking Post is displayed as seen here.

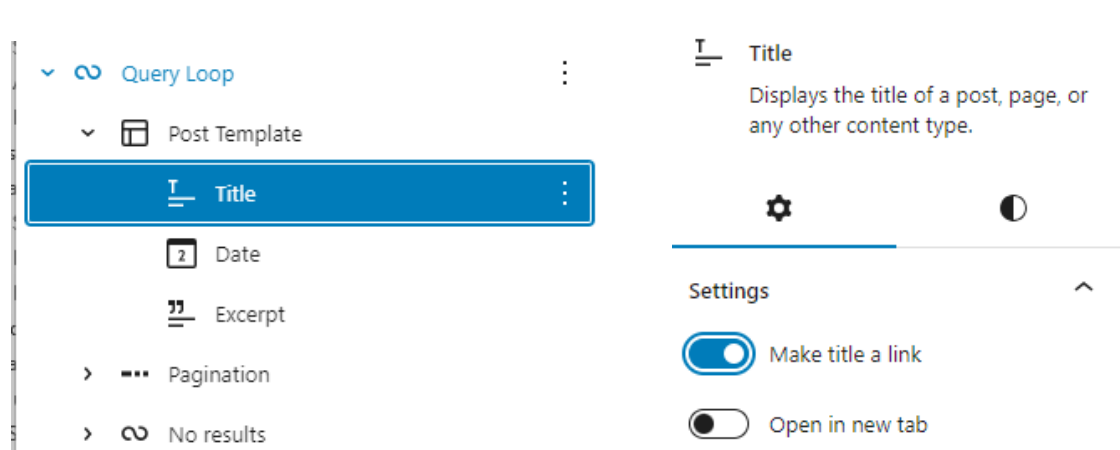
The screenshot shows a blog post titled "Stanhope to Eastgate" dated "17th May 2024". The post content begins: "We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that...". Below the text is a link: "Add 'read more' link text". At the bottom, there are navigation links: "Previous Page", "1 2 3 4 5 ... 7", and "Next Page". A footer note says: "Add text or blocks that will display when a query returns no results."

May 2024

Success! Walking Posts are now appearing on the Walking Group page. The title, date, and an excerpt of the blog are now on display just as was set up in the Query Loop.

It looks good but I need to guide the reader to the rest of it so they can read the whole thing and see the photos. I can do this in two ways.

I can add a 'Read More' block at the end of the text excerpt which is a clickable link to the Post but an easy way is to make the title a clickable link. I could, of course, do both. To make a clickable link I use the hamburger feature again and when I click the arrow alongside Query Loop I can see a breakdown of how this query loop is constructed. Clicking on Title the corresponding item is highlighted so I can double-check I am working on the correct section. At the same time the editing panel for Title appears on the right. I then toggle on the Make title a link button and immediately my title becomes a hyperlink as you can see. Once published all the reader needs to do is click on the link.



[Stanhope to Eastgate](#)

17th May 2024

We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that...

[Add "read more" link text](#)

There could be an occasion in the future when there are no current blogs to show. IF this occurs THEN what happens? Look at the structure of the Query Loop again and at the bottom you can see another query loop symbol for No results. Click on that symbol and the related item is highlighted on the screen. Add your message. I have added this one. Note that this will only ever be seen in the event that there is nothing to display.

There are no blogs for the Walking group at the moment. [Please come back another time.](#)

May 2024

I now publish my Post and this is the result.



[Stanhope to Eastgate](#)

17th May 2024

We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that...

Subsequent Posts

Additional blogs/posts are so easy. They will follow the formatting rules that I have just set up. When I was preparing my site for publication the Walking group leader gave me several sets of text and photos for previous walks. My original Post above was dated 17th May but I am now going to add the 11th of January walk.

I add a new Post just as I did for the original one and remember to click the Walking category to link it to the Walking group. The only thing I do differently is to click into the heading so that I am editing the page rather than one of the blocks. The page editing panel is now on the right and I simply change the Publish date to 11th January.

Post	Block	X
Summary		^
Visibility	Public	
Publish	January 11, 2024 11:20 am UTC+0	
Template	Single Posts	
URL	any-town-2804-2024.l...	

I publish and view the Post and it looks like this. I'm happy with that. No further editing required.

Stanhope and Durham Dales

Although our first walk of the New Year was hastily rearranged on 11th January, the trip found a good day and a mud free walk around Stanhope. Beginning at the ever convenient Durham Dales Centre, we took a pavement walk up Crawleyside Bank to the intersection with Stanhopeburn lane and followed it to turn, and ascend, across the fell, to Crawley Edge. A partly cloudy day afforded views to Stanhope below, from Crawley Edge. The descent down Union Lane placed us back on Front Street, before descending again to Bond Isle and a continuation, right, to the The Butts, where we picnicked. A further half hour's walk returned the party to the Dales Centre. Another good day with good company.



May 2024

Now I navigate back to my Walking Group page and I see this. I have my Posts set to display newest to oldest but I could reverse this using the editing panel. Any further Posts I create will appear in the date order that I have set in the same format as you can see here.



[Stanhope to Eastgate](#)

17th May 2024

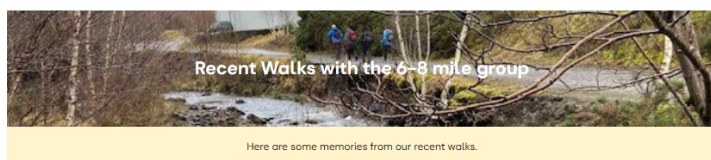
We found a good day for our walk and 11 hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered has its origins in the 14th century, the arch of that...

[Stanhope and Durham Dales](#)

11th January 2024

Although our first walk of the New Year was hastily rearranged on 11th January, the trip found a good day and a mud free walk around Stanhope. Beginning at the ever convenient Durham Dales Centre, we took a pavement walk up Crawleyside Bank to the intersection with Stanhopeburn lane and followed it to turn, and...

There you have it. An easy way to give your members something interesting to read with lots of lovely photographic memories. Visitors and non-members can learn more about the group and perhaps be tempted to join it. Please do remember GDPR and the fact that a website is public so only post photos where people are recognisable if they have agreed to this and don't post any personal information about individuals.



[Stanhope to Eastgate](#)

15th April 2024
We found a good day for our walk on 11th April and 11, (well 10 and a bit, if I'm included), hardy souls set out from Stanhope Dales Centre at 10.30. Heading into the Market Place and down to the Batts, the route took us along the river to Stone Bridge, which, although looking battered...

[Read more](#)

[Barnard Castle to Cotherstone circular](#)

14th March 2024
Under a leaden sky, nine enthusiastic walkers set off on the Cotherstone circular walk from Barnard Castle, knowing that mud would be a prominent feature of the day! Well it didn't let us down and was certainly very attractive to our boots and trousers, however that didn't detract from a very enjoyable day in the...

[Read more](#)

[Stanhope & Durham Dales](#)

11th January 2024
Although our first walk of the New Year was hastily rearranged on 11th January, the trip found a good day and a mud free walk around Stanhope. Beginning at the ever convenient Durham Dales Centre, we took a pavement walk up Crawleyside Bank to the intersection with Stanhopeburn lane and followed it to turn, and...

[Read more](#)

[Circular Walk Etherley-Witton Castle-Low Barns-Etherley](#)

9th November 2023
A group of 7 plus myself, set off from outside St. Cuthbert's Church and took a very wet, slippery and muddy Bridlepath down to Witton Castle, where a much appreciated coffee stop in the Castle café, was enjoyed. Refreshed, we set off along, again a very wet, muddy path, down the steps to pass through...

[Read more](#)

[Westgate Walk](#)

13th July 2023
In July the group met at Westgate Village Hall for a walk led by Janet and Peter. We walked the Silt Wood and West Rigg Gestral. It was a beautiful summer's day and we were walking in short sleeves.

[Read more](#)

[Tunstall Reservoir](#)

8th June 2023
In June there were only four of us on this walk for various reasons. From Demesne Mill car park we headed north. Initially there was a steep ascent past a 400-year old oak tree through the woods to Tunstall Reservoir as seen in a photo below. It was a lovely fine day and we walked...

[Read more](#)

[Byers Green Circular](#)

13th April 2023
In April we walked a circular route, beginning at Coundon Station, opposite the Park Head Hotel. We walked along the old railway line towards Spenny Moor along country footpaths towards Whitworth Hall. We stopped at the pretty Whitworth Church for our picnic lunch then walked more country footpaths to Byers Green then back to the Park...

[Read more](#)

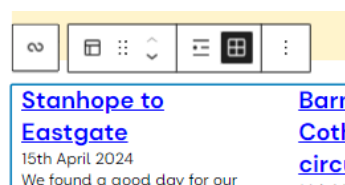
[Shildon Inclines](#)

23rd March 2023
As a new u3a member I signed up for the 6/8 mile walking group, it had no walks and no leader. I waited patiently for something to happen, it didn't. Gerald Cumming appealed for volunteers to lead for the group and I responded. It was either that or continue to wait patiently. Life's too short...

[Read more](#)

The default display setting is a list as you have seen but you can display in grid format as shown here. This is one of the walking groups on my website.

You can control things such as how many columns are in the grid and how many blogs you want to show by selecting the entire display area and setting the parameters in the pop-up tool bar.



For more Query Loop variations and applications please use the User Guide on the SiteWorks website. <https://siteworks.u3a.org.uk/user-guide-betterdocs/>