

# Website Guide for Group Leaders and SiteWorks Authors

With grateful thanks to the Web Managers of Evesham u3a and Berwick-upon-Tweed u3a  
for use of their training crib sheets

## 1. Logging in and Dashboard

### Introduction

SiteBuilder has been replaced by SiteWorks for our u3a.

SiteWorks is a WordPress Theme developed specifically for u3as so even if you are already familiar with WordPress there will be some differences from what you might have used before. There are some features like u3a groups and u3a events that will not appear anywhere else on WordPress and there may be other functions that have not been included as they are not necessary for u3as.

The SiteWorks team have also produced a comprehensive User Guide for Administrators [siteworks.u3a.org.uk/user-guide-betterdocs/](http://siteworks.u3a.org.uk/user-guide-betterdocs/) . It is heavy going in places so this present document is intended to be a simplified version for Authors as you have limited access, but it will refer to User Guide sections so you can find out more if you wish.

Here is a link, [buxton.u3asite.uk/website-policy-notice/](http://buxton.u3asite.uk/website-policy-notice/) to the Website Terms of Use which appear on the footer of each website page. Please read it: it does go on a bit but the main things to be aware of are the necessity of keeping people's personal data and images hidden until you have express permission from them to publish them. You also must ensure that you do not infringe copyright law. You can close this window once finished.

## Login

Go to the website – <https://buxton.u3asite.uk>

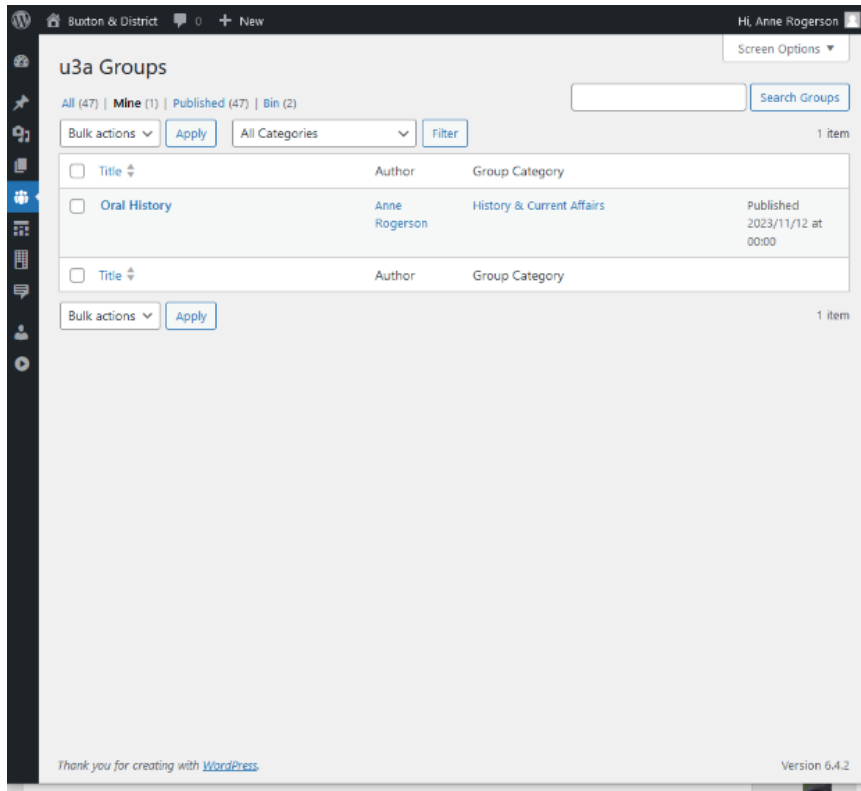
Click on the Group Leader tab at the top of the screen on the navigation bar which takes you to the Group Leaders page. A few rows down, click on the blue underlined 'User login'

### User login

Fill in Your Username and Password that have been provided to you.

Please be aware that if there are three failed attempts the account lock is triggered. It will initially be locked for 15 minutes after which it will be unlocked again. If more than 4 lockouts happen within a 24 hour period, the account is locked for 24 hours.

Once you've logged in you will reach the Dashboard of the Editing Screen. Your name will be in the top right-hand corner. Click on the u3a Groups icon seen as a white icon on a blue background below on the left-hand column.



You will get a list of the items that you can edit. In this example, you can see that Anne Rogerson can only edit the 'Oral History' group. Some people will be able to edit more than one item.

You can see that the writing is very small and isn't easy to see in this document. So there is a zoomed version of it on the next page – with all the icons named.

If you hover over the group name, you will see 4 options

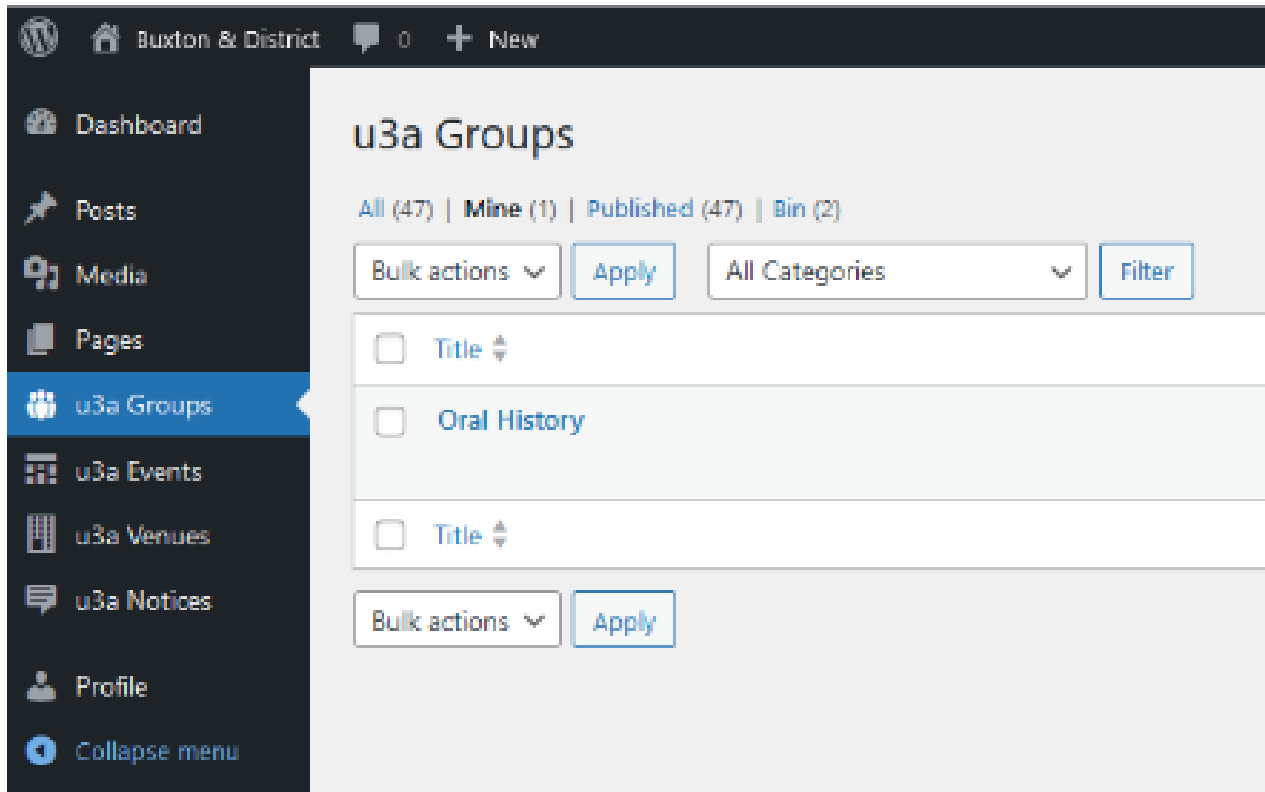
Edit | Quick Edit | **Bin** | View

Click View and it will show you your group page as it appears on the website.

## Please don't click **Bin**

Click Edit and you will see the Block Editor for your page. It may even give you a quick explanation of how the editor works, viz. In the WordPress editor, each paragraph, image or video is presented as a distinct "block" of content. We'll go into this in detail in the next crib sheet. Don't make any changes yet. Just click the back arrow on your browser to go back to the previous screen.

The icons down the left hand side are the options that may be available to you – u3a Groups will be the most common. You really can't mess up anyone else's content so have a play with the different options to see what they do. If you get really lost, click on the big W icon in the top left hand corner. This will take you to WordPress news and advertising but you will still see your menu below the W



If you click on the icon of the little house to the right of the W, it will take you to the home page of the site, exactly as the public see it but there will be an extra black line above which is to do with editing. There will be a speedometer (well, that's what they say it is!) where the house was. Click the speedometer and it will take you back to the dashboard.

You can change your password if you wish. Just click on Profile and scroll down to the **Account Management** section.

Your new password must contain at least

- One upper case and one lower case letter
- One number
- One punctuation mark
- Must be at least 12 characters long

Press 'Update Profile' at the bottom of the page for the new password to take effect.

When you're happy with this, email me and I'll send you the next instalment.