

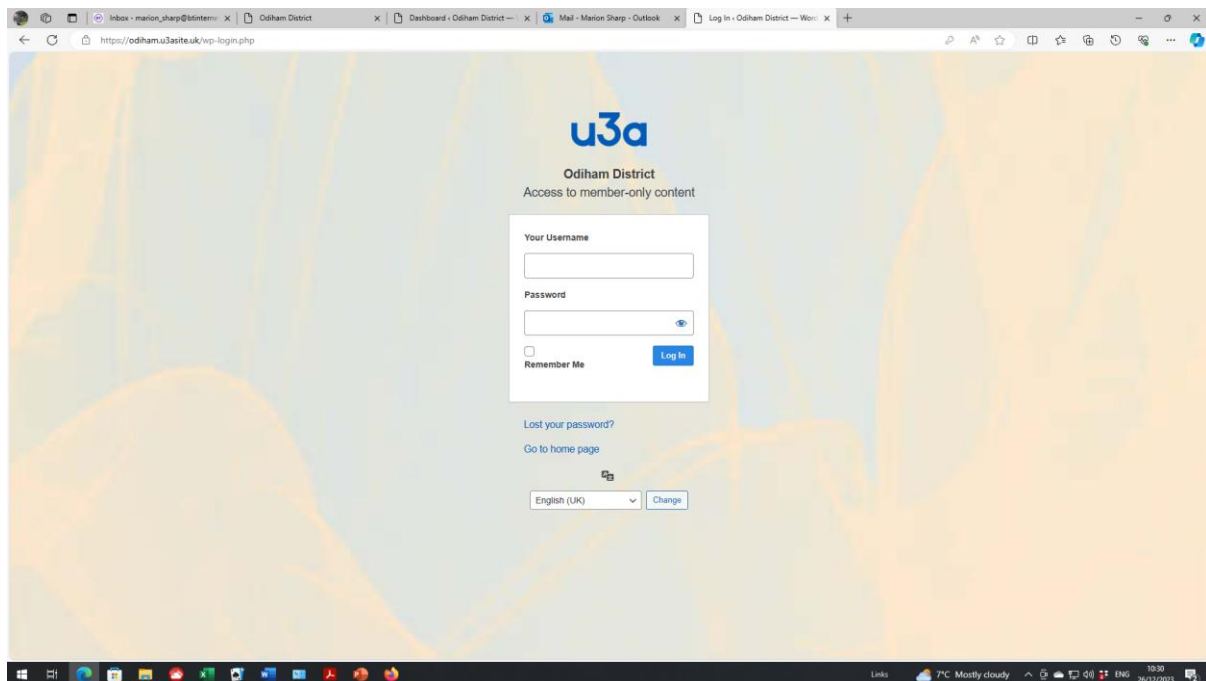
Group Leader Website access

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 .

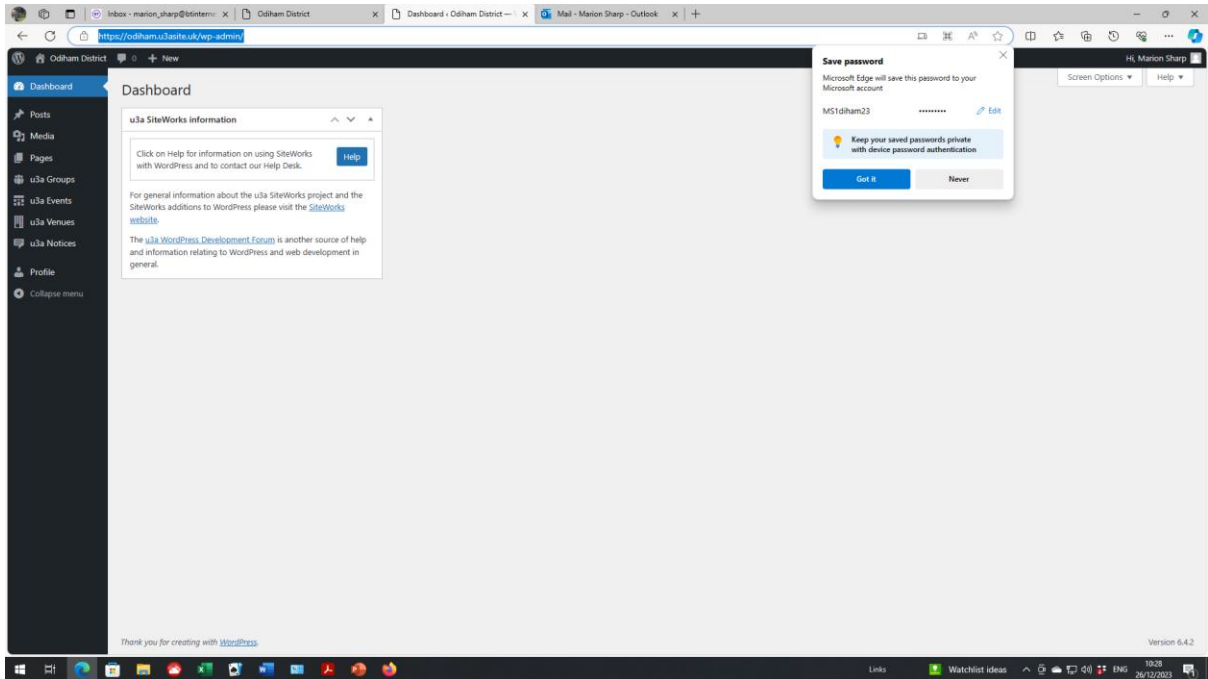
PERSONAL DETAILS, PLEASE NOTE THAT PERSONAL EMAIL ADDRESSES , PHONE NUMBERS AND BANK DETAILS SHOULD NOT BE ADDED TO THE WEBSITE. ANY PICTURES MUST HAVE THE CONSENT OF ALL PARTICIPANTS

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

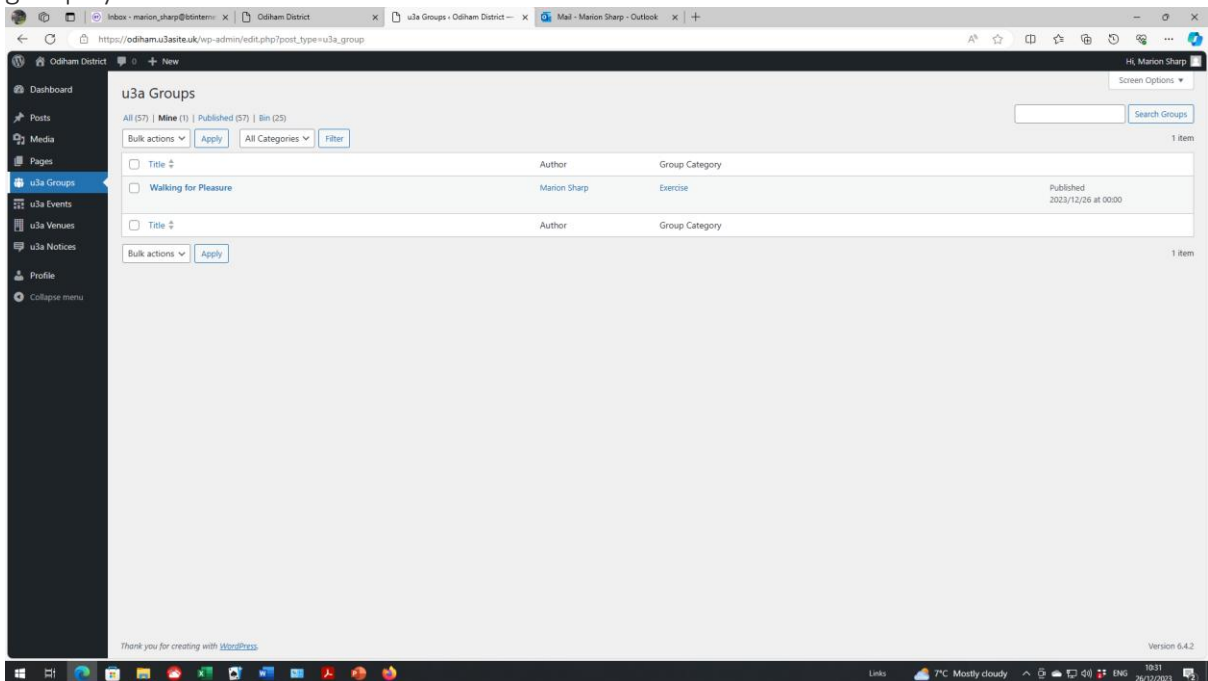


2. Amending your Group

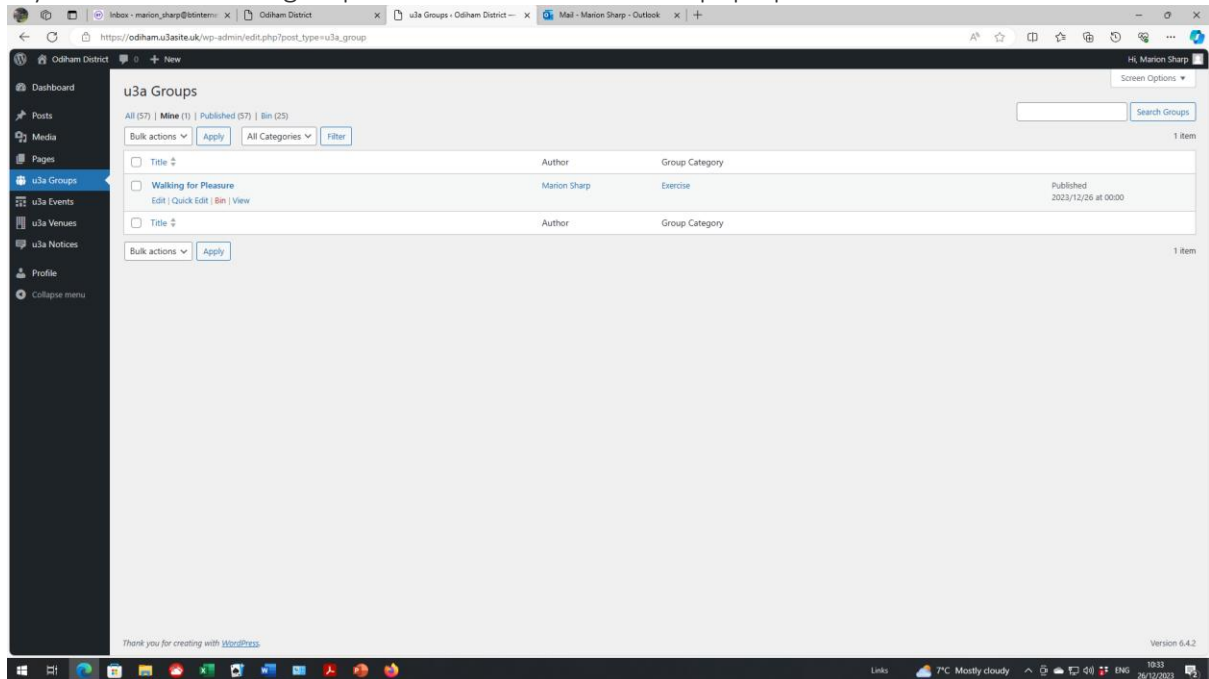
It is fairly intuitive, and the website help is quite useful. If you have been set up as an author, you only have access to your group and events and pages relating to your group you cannot access any other pages . The key things are:-

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

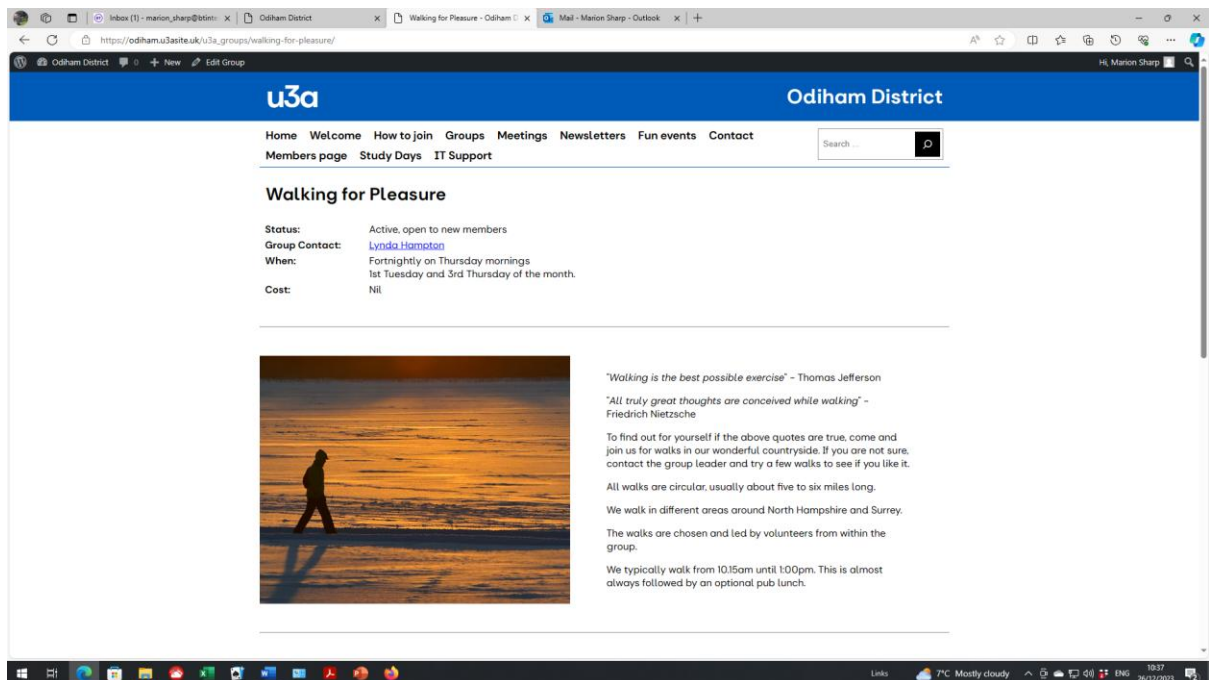


If you hover over the group name the edit button will pop up.



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

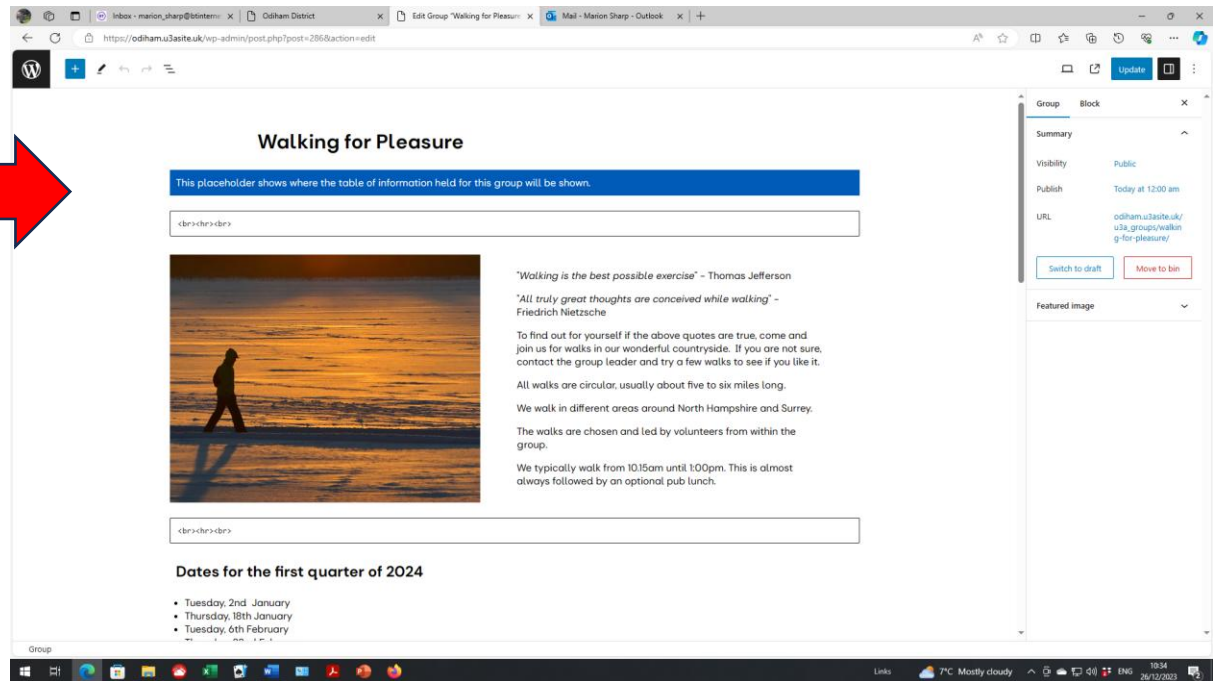


Note the Block at the top which starts with Status, this is generated by Wordpress using the data in the group table. See the INTERNAL View

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

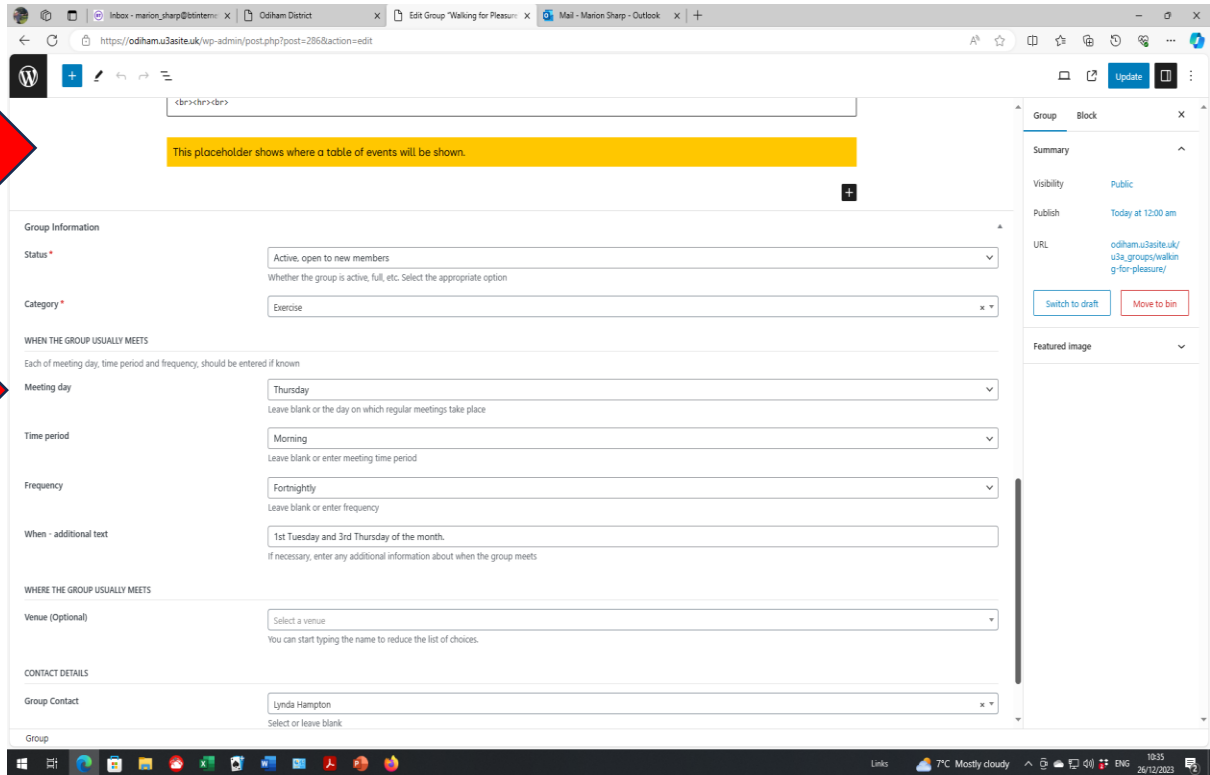
Visibility: Public

Publish: Today at 12:00 am

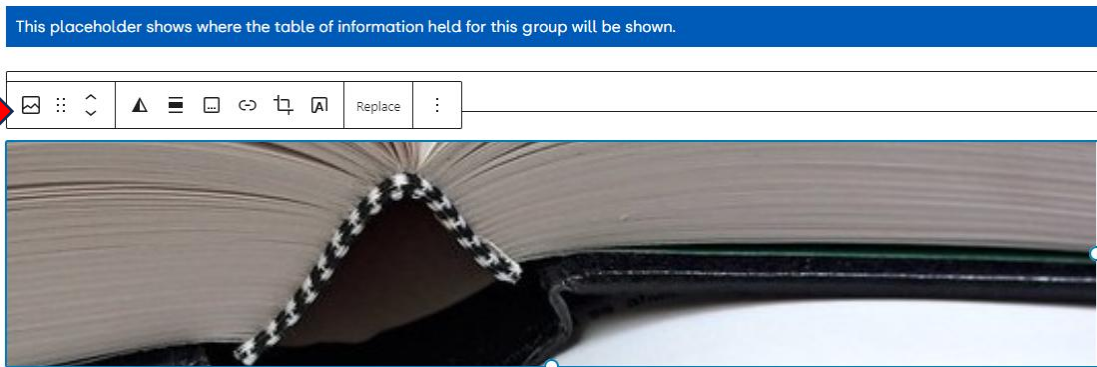
URL: odham.u3asite.uk/u3a_group/walking-for-pleasure

Switch to draft Move to bin

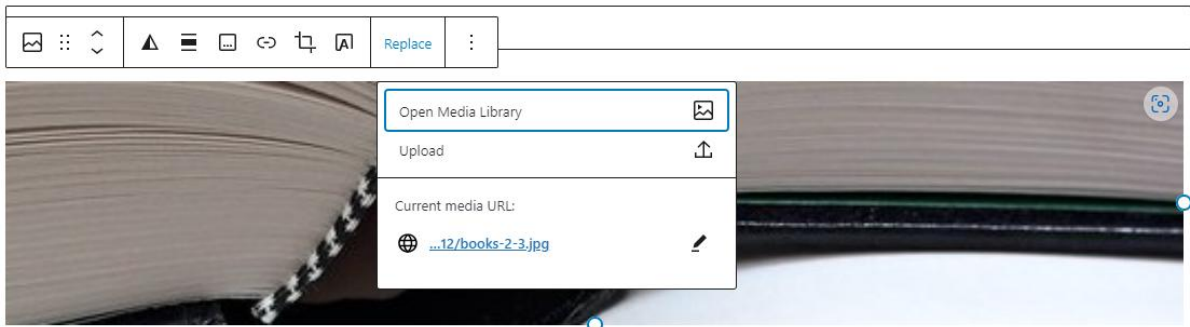
Featured image



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

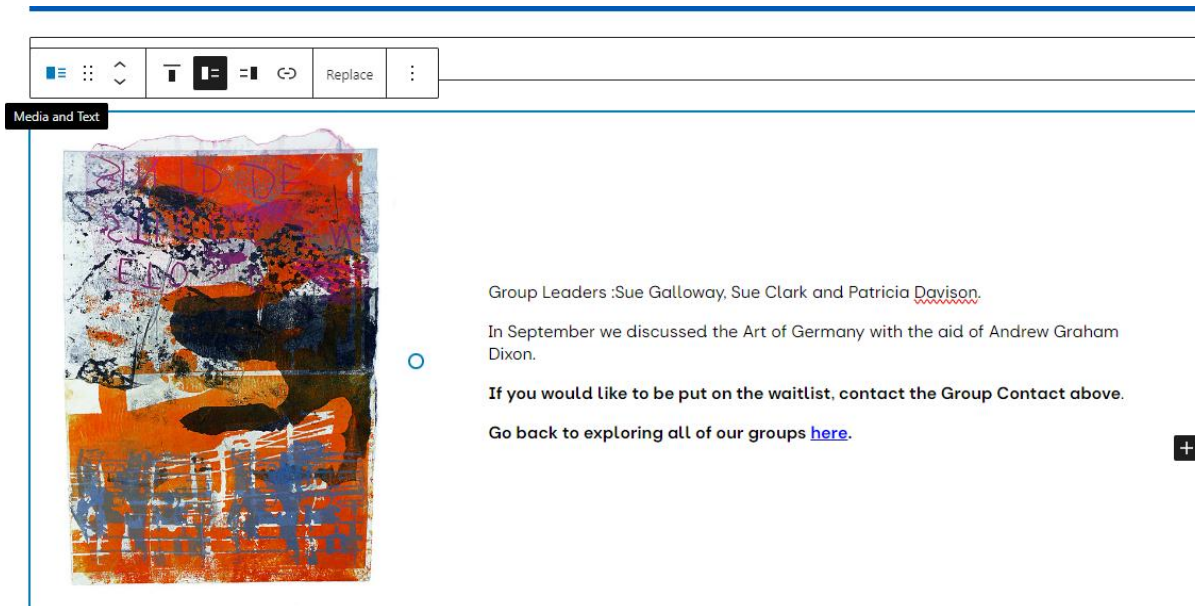


The red arrow is pointing to the Picture block heading, if you want to replace the picture then click on the replace and you will see the following



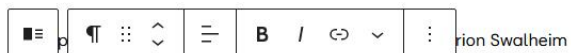
You can then either upload a picture from your PC or Open the media library and choose a picture from there.

If a media block then you can change the picture in the same way by clicking on the picture and choosing replace.



If you want to add a hyperlink to a piece of text then you would do the following:-

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<br><hr><br>
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We meet to watch a dvd about a wide range of artists and their work. This is followed by coffee and discussion about the film and an opportunity to share any recent visits to exhibitions or galleries.

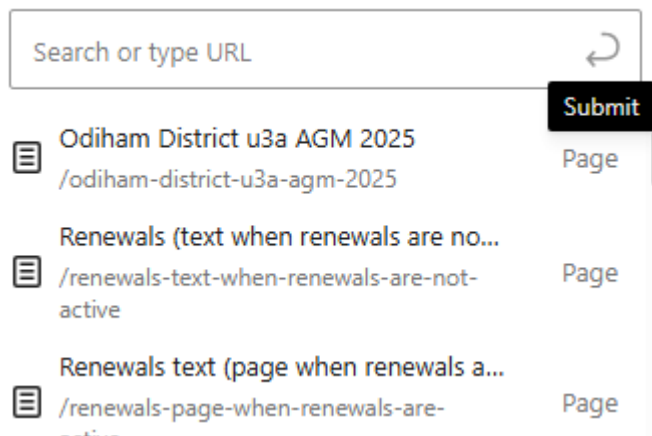
Type / to choose a block

o

Type / to choose a block

Go back to exploring all of our groups [here](#).

The example shows the hyperlink on the word DVD. Click on the little paperclip icon  in the block box .
You will then see the following



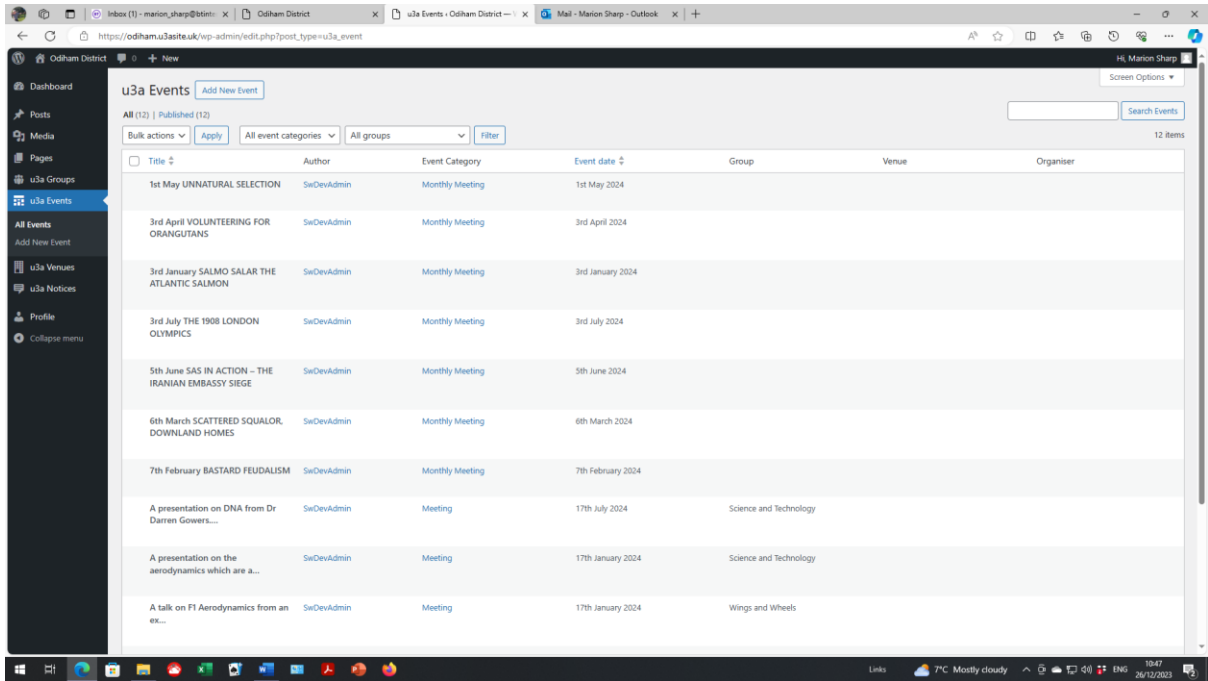
This will allow you to input the Url address of the link you require

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.

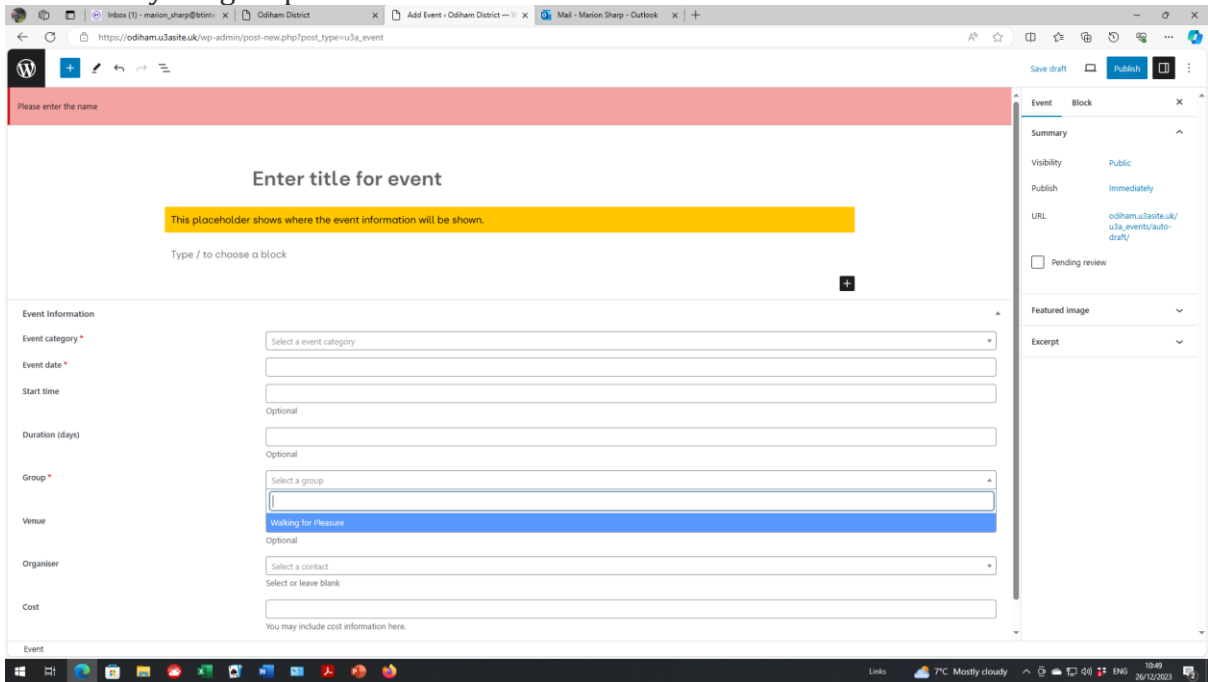
For more information on basic editing look at the user guides on [u3a website help](#). Click the web managers button and then user guide , then the editing and blocks section

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. [...]

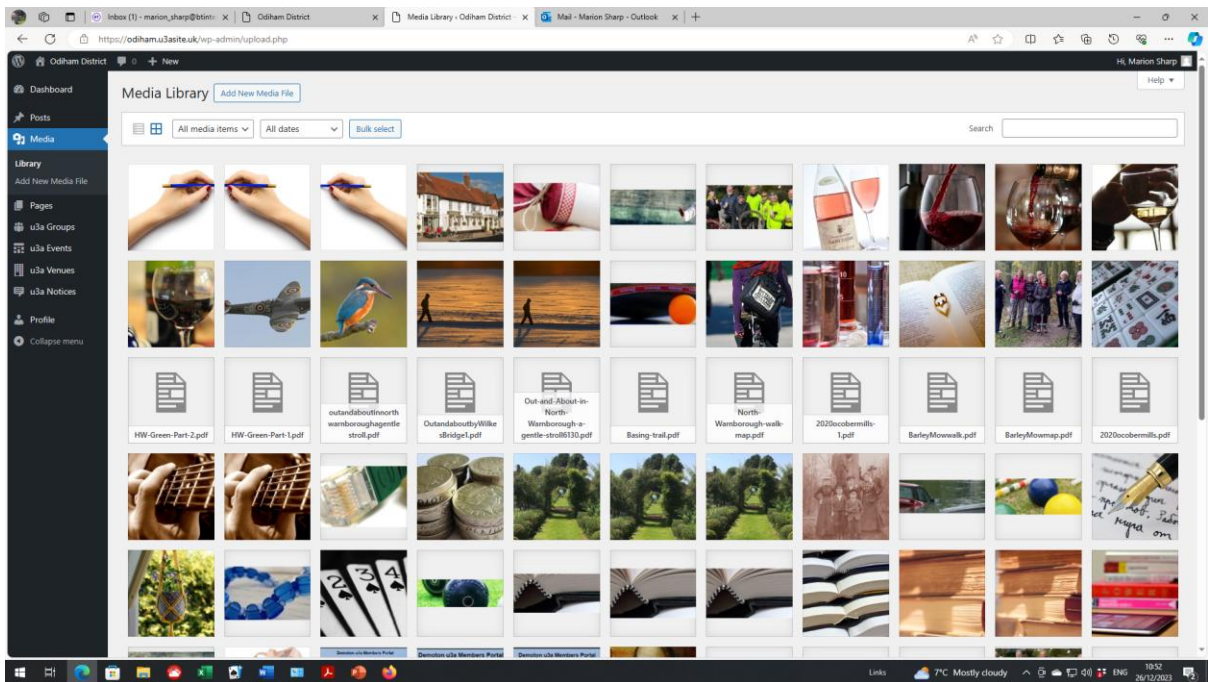
17th July 2024 Meeting [A presentation on DNA from Dr Darren Gowers...](#)
A presentation on DNA from Dr Darren Gowers. The talk will be entitled 'Journeys in Biology 1DNA and the Genome Revolution'

Notes on previous presentations

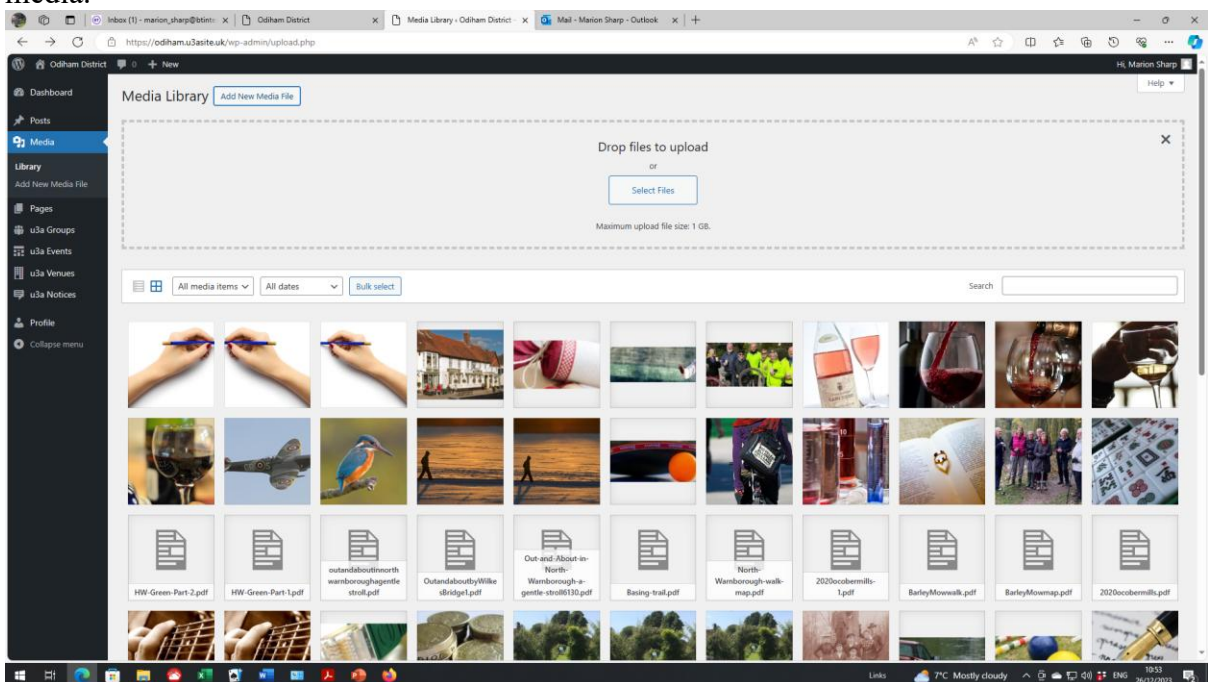
2.4 Media

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

This screenshot shows a WordPress post editor for a group page. The main content area contains a sunset image, two quotes, and a list of dates for the first quarter of 2024. A floating toolbar is visible over the text, and a right-hand sidebar shows post settings like visibility and publish time.

Quotes:
 "Walking is the best possible exercise" - Thomas Jefferson
 "All truly great thoughts are conceived while walking" - Friedrich Nietzsche

Text:
 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.

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

Additional text:
 10.15am until 1.00pm. This is almost optional pub lunch.
 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](#).

This screenshot shows the same WordPress post editor, but with the 'Image' block selected. The right-hand sidebar is now open to the 'Image' settings, showing options for aspect ratio and dimensions.

Image Settings:
 ASPECT RATIO: Original
 WIDTH: Auto px, HEIGHT: Auto px

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

2.5 Posts

Some groups like to write a short report on their weekly or monthly meetings. This might be a book review or music review or details and photographs about a walk they enjoyed. These short write-ups can be put into a Post using a special block called a 'Query Loop' so that the most recent appears at the top of the list and the visitor can decide how far back they want to read. Eg from the Town and villages group page

Previous Exploring Towns and Villages visits



Basingstoke October 2024

Our second visit of the year was to Basingstoke with the very knowledgeable guide Debbie Reavell from the Basingstoke Heritage Society. Not many of us knew much about Basingstoke before the post war modernisation but we learnt a great deal about the old town and some of the characters in it. Jane and Cassandra Austen...

[Read more ...](#)



Chawton House visit - September 2024

We started the new U3A year with a very enjoyable visit to Chawton House. We had an excellent guide who was very knowledgeable and told us all about the history of the house and the families that have lived there over the years. Some of us met for a coffee first at Cassandra's Cup, which...

[Read more ...](#)



Odiham - July 2024

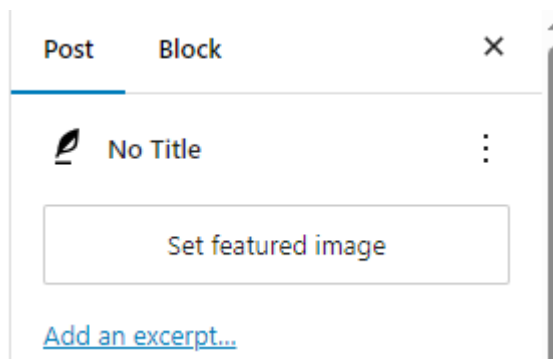
On Monday 8th July we made our last visit of the U3A year and didn't travel very far afield. In fact, we had a tour of Odiham and I think most of us learned a lot of interesting facts that we weren't previously aware of. We only touched on parts of the village so we...

[Read more ...](#)

If your group page has already been set up for posts you simply have to add new 'Posts'. When published they display according to the template rules that have been set up with the Query Loop. If such a template has not been set up to display Posts for your group, then ask your Web Manager to create one for you.

Go to the dashboard and select 'Posts', select 'Add New' which appears in the Posts drop down menu, and also at the top of the Posts page.

You can set an image for your post by putting in a featured image which is on the right hand side of the page



You also need to set a post category which is again on the right hand side of the page. You need to select the appropriate category for your group which will have been set up for you

Categories



SEARCH CATEGORIES

- ancient_civilisations
- Book_recommendations
- Creative_writing
- done_monthly_meetings
- Gardens
- home_notice
- ...

