MaD u3a website - madu3a.org

This article has been written to go alongside the videos on the website, to try to lead any convener through the process of changing and adding events and interest group information on the MaD u3a website.

Each group has a page where conveners can add details about the interest group. This is fairly static information that only needs changing irregularly. Things like meeting frequency and venue are in this category.

Events are specific calendared items that, in this case, are part of your group activities and are typically only available to your group's members. The Trips and Visits team is treated as a group and so all their holidays and outings also become 'Events'.

First up you need to log on :

1. On the internet in your browser (Chrome, Safari etc), enter **madu3a.org/login**

2. Everyone with access has a user ID of their forename followed by their 3-digit membership number (eg Richard001, Sue025)

3. The screen below shows Sue logging on as Sue025

4. The initial password is **madu3aMADU3A**

Enter your user ID - your forename followed by your 3-digit membership number

Enter the initial password - **madu3aMADU3A**
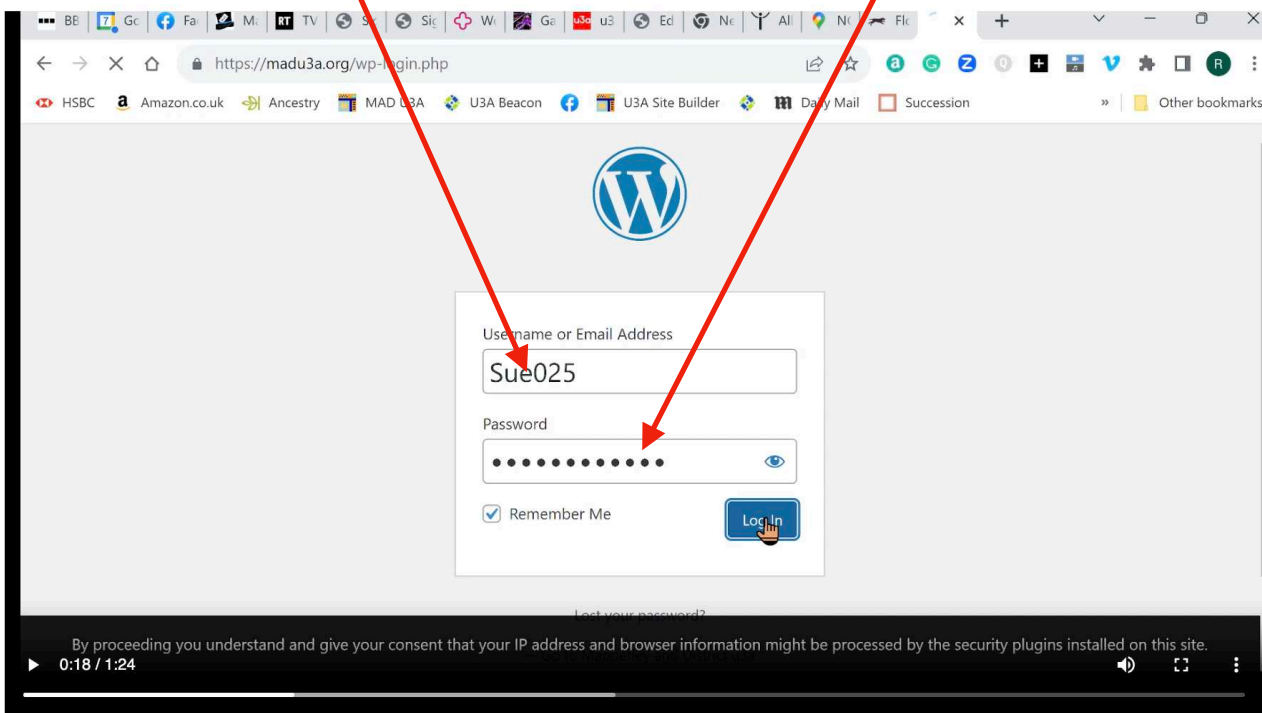
5. When you are logged on you will see the screen below. <u>You must now change your password to something more secure</u> - which only you know

6. To change your password, go to the top right hand side of the screen where it says Hi and your name. Hover your cursor over your name and from the drop-down list click *'Edit Profile'* and scroll down until you come to *'New Password'*

7. The system will suggest a password for you - you can either keep that or choose one of your own, **but remember to make a copy of whatever password you enter!**

8. Choose a strong password - use a mixture of numbers, capital and lower case letters and symbols. The system will tell you whether the password you have chosen is a strong one

8. We won't know what your chosen password is and can only reset it to some gobbledygook if you forget it – <u>so make a note of it and keep it where you'll find it!</u>

Hover over your user name and from the drop-down menu click 'Edit Profile'
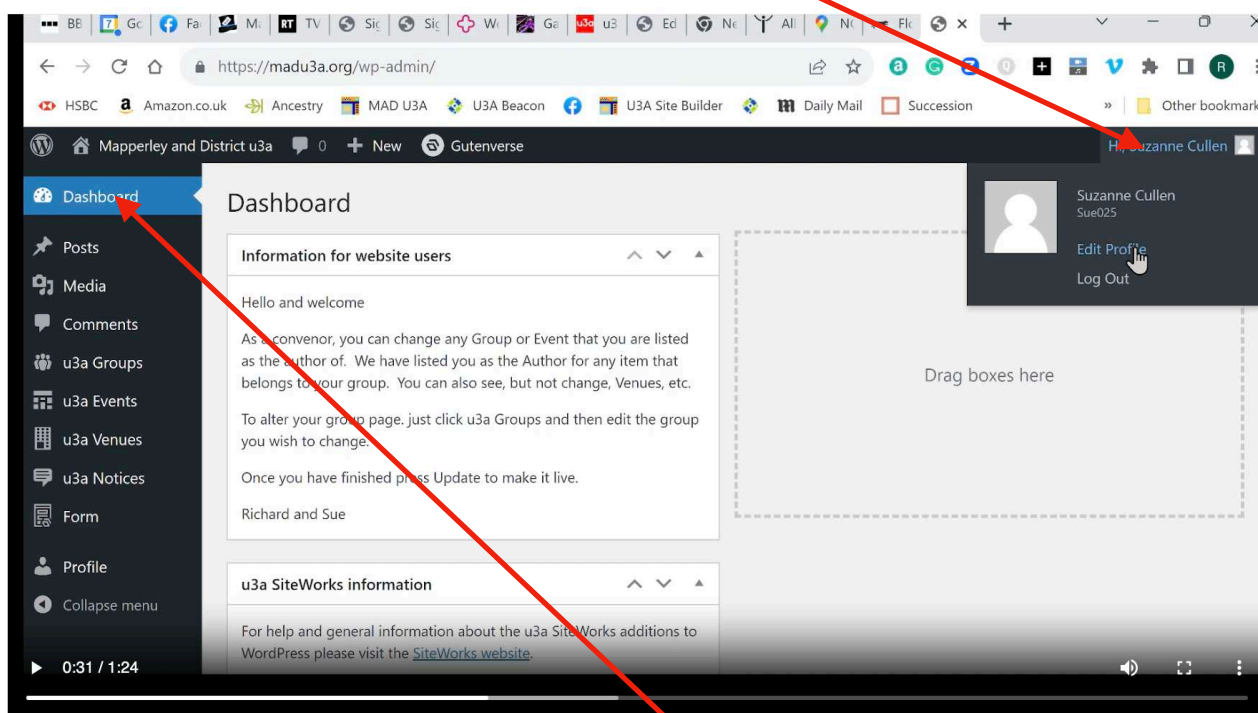
9. When you've changed your password you won't need to change again (although you can if you want to)

10. Click on Dashboard on the left hand side of the screen

11. You now have access to the pages, events, groups etc which you are convening, so you can add, amend or delete content when you wish

Now, we'll explain '**EVENTS**' :

Events are meetings, member gatherings, and any other relevant items that are tied to dates. Major events like General Meetings and Christmas Lunch etc are displayed on the Events page on the website

Events that are arranged by and for specific interest groups are displayed on a specific Interest Group page. These are things like what's happening at the next meeting(s) and anything arranged specifically for that Interest Group. In this context holidays and outings arranged by the Trips and Visits team are part of the Trips and Visits interest group, but these and theatre/cinema visits can be referenced directly from the website Events page

How to set up and amend an event :

12.   We're still logged on as Sue (you will now be logged on as yourself) and are at the Dashboard screen and need to select u3a Events in the left-hand column
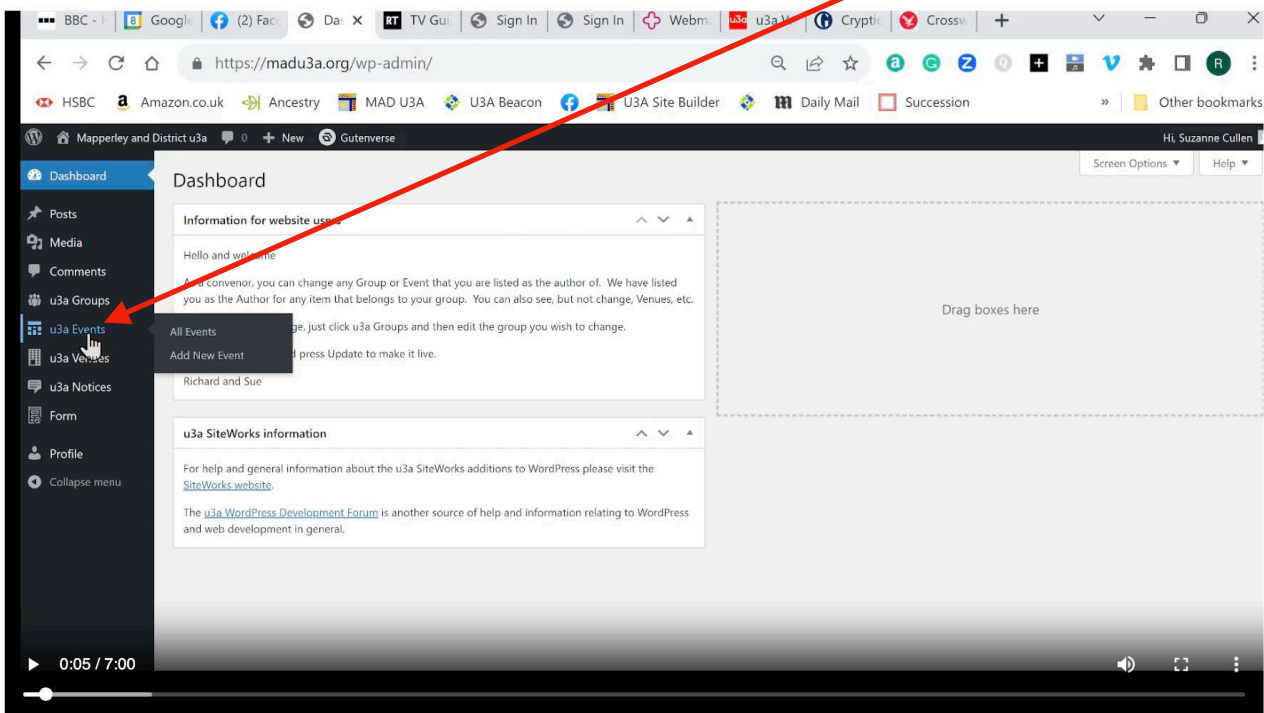
13.   Click on *'All Events'* and you will see all the Events of which you are the author

14.   To add a new Event -

• If you're in *'All Events'*, click on *'Add New Event'*

• If you are at the menu on the left hand side, from *'u3a Events'*, select *'Add New Event'*

15.   Where the screen shows '*Enter title for event*' type the name of the Event you want to create

16.   Lower down on the page is the details matrix (if you don't see this, click on the arrow at the bottom right of the screen to bring it up). This is where you add details like date and time, frequency, venue and the interest group

17. Some of the information boxes will have a drop-down menu where you can select the option which applies to your group. (If you don't have an option which is correct for your Event please let us know and we can set it up for you)

Here are details for your Event   Enter date of the Event
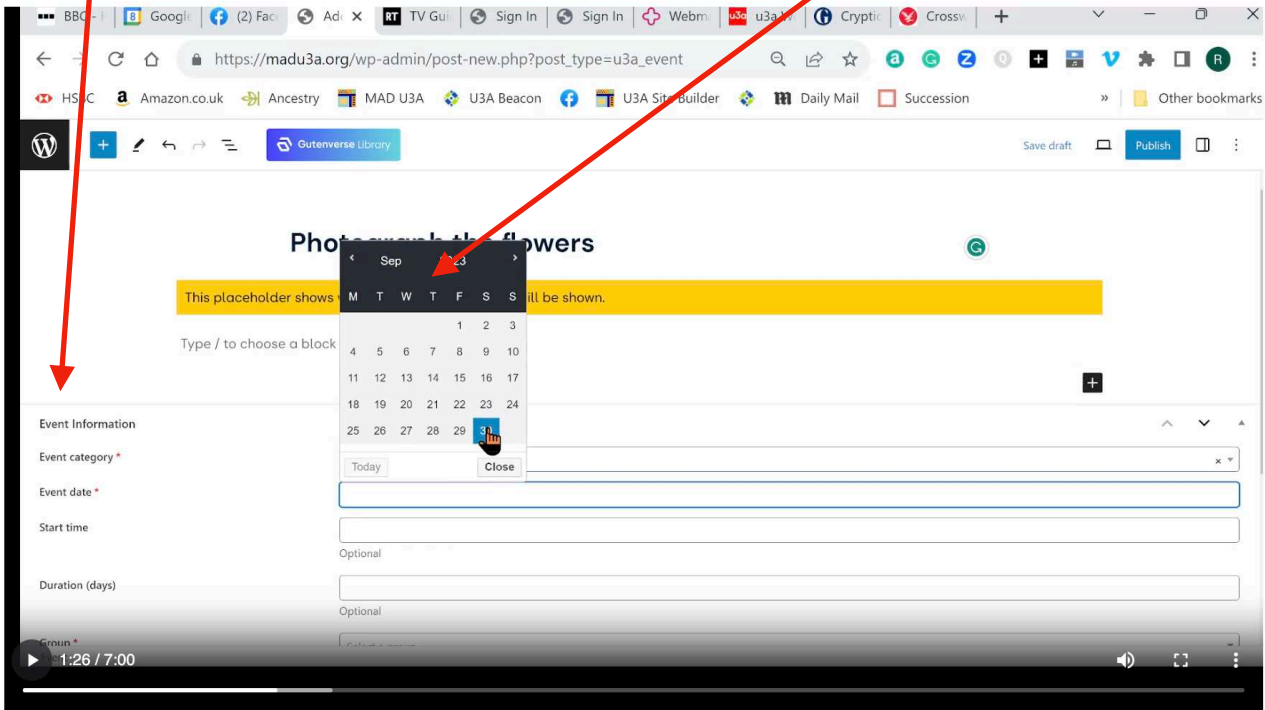
18. Fill in all the boxes appropriate to the Event you're adding

19. Venues have been set up for you. If you need a new one we can create it

20. Don't forget to add the name of your Interest Group - if you don't it will become a global event

21. Continue to complete all the appropriate boxes with your Event's information

22. If anything in the Matrix grid needs to be corrected this will be shown in a pink box at the top of the screen

23. Now go back to the top of the page and add some text
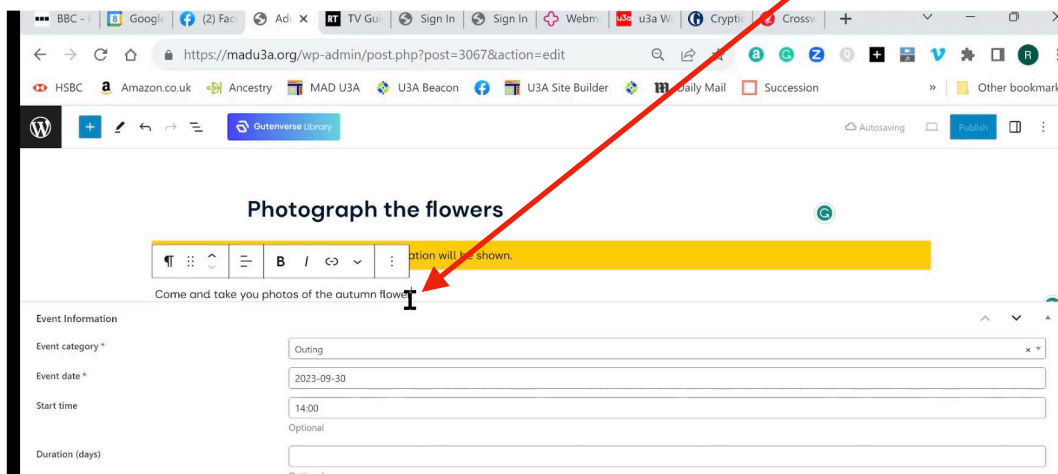
24. You will see '*type / to choose a block'* - this is where you will enter your text to give details of the event you are adding

25. When you have finished creating your Event and checked that it's all correct you need to PUBLISH it to make it live and visible
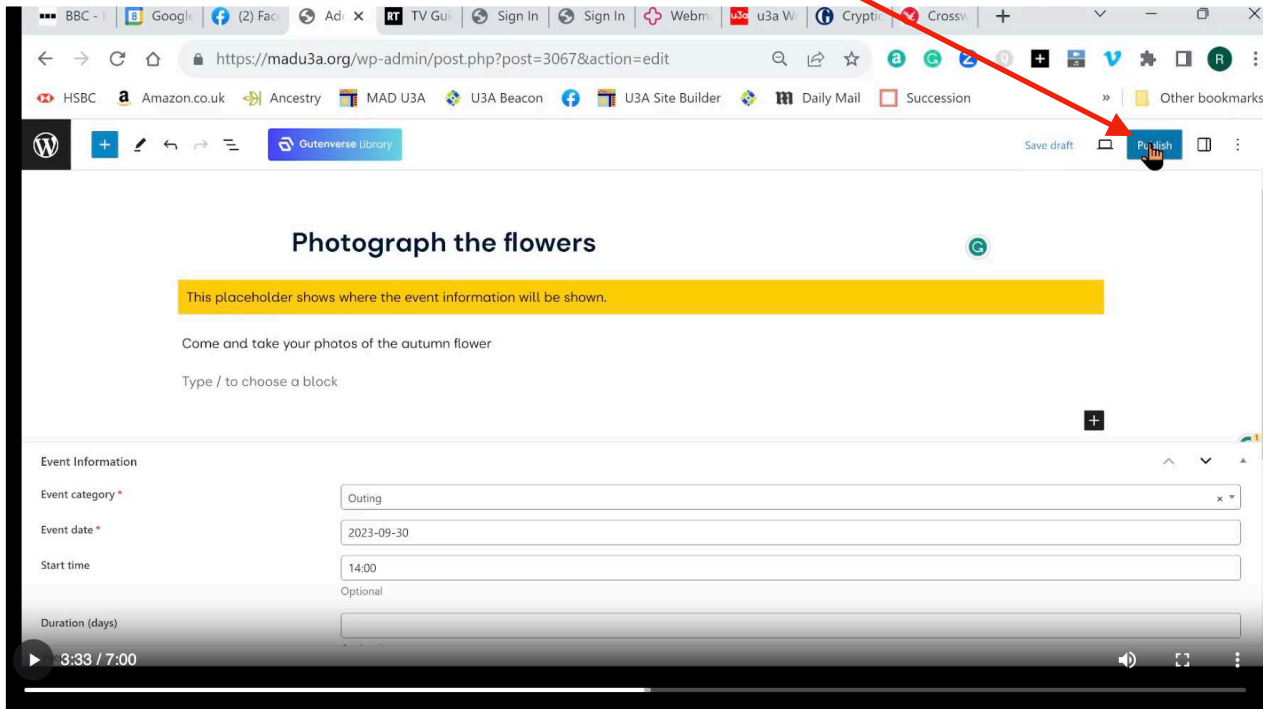

26. You can view the page, both before and after publication. Click on 'View Event' to see what it will look like live on the site

27. Click on the 'back arrow' to return to the editing page.
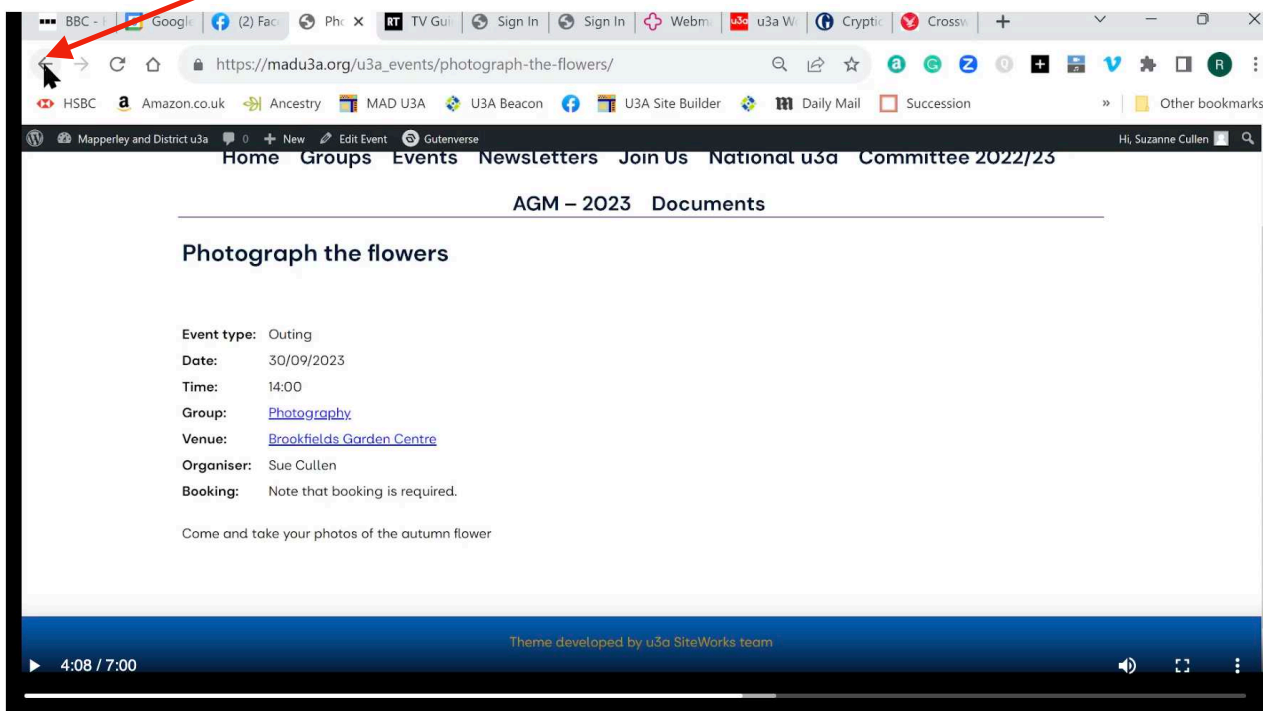
28. You can make any alterations necessary, but you will need to UPDATE each time you amend or the system won't make the change
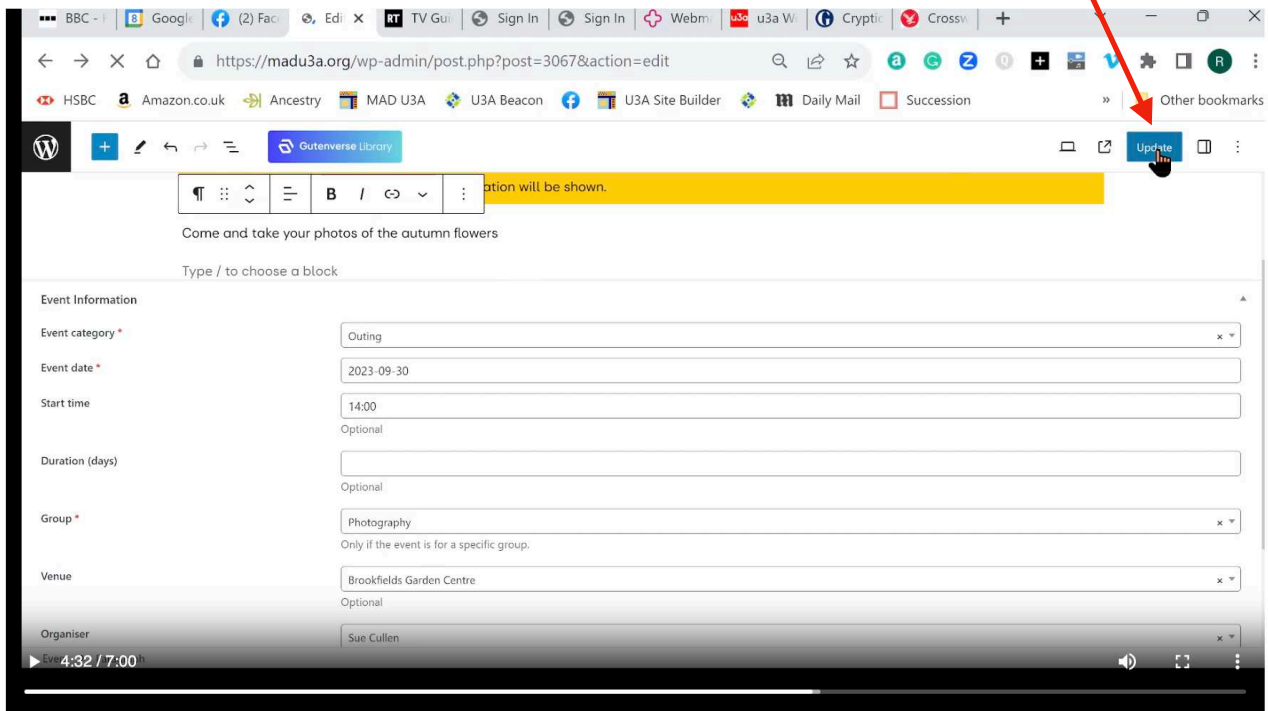
29. If you change something and don't update the system will warn you

30. Click on the Back arrow again (see step 27) to return to the Events list and you will see that you can now Edit, View or Bin the event

31. You can also visit the updated current site from here
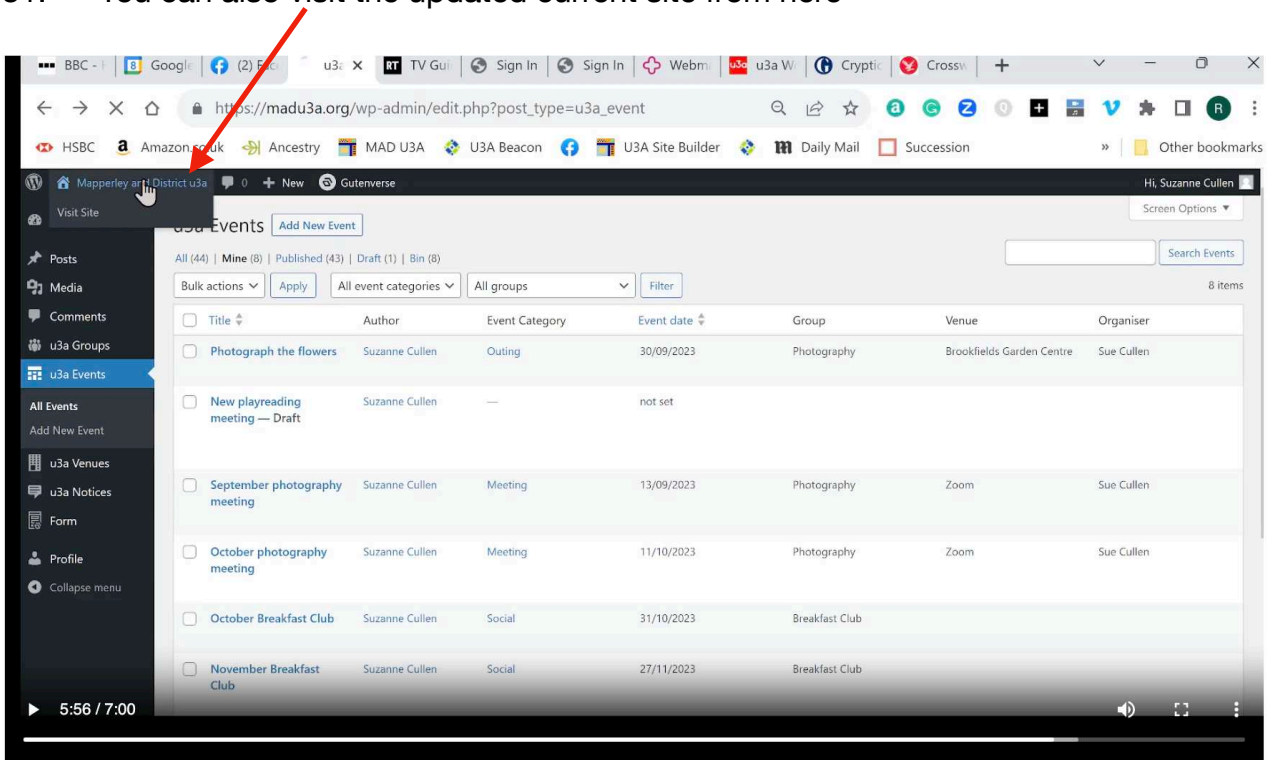
32. You can then view your new Event as it will be seen by anyone visiting the website

33. Click the Back arrow again (see step 27) until you return to the editing site

34. To delete an event, from the *Events* option in the side menu navigate to your Event. As your cursor hovers over your Event the options will be shown - click on the red Bin option to delete it. Take care though as you cannot get it back once it has been deleted


OK so that's how to add and change an Event

So, what about **INTEREST GROUPS**?

These are structured in a similar way to Events. You can change the details of your existing group(s) if you need to

Below the screen shows Sue editing the wording of her Breakfast Club. Again there is a matrix of mainly drop-down boxes to make it easy and consistent.

35. From the Events option in the side menu, select your Group and click Edit
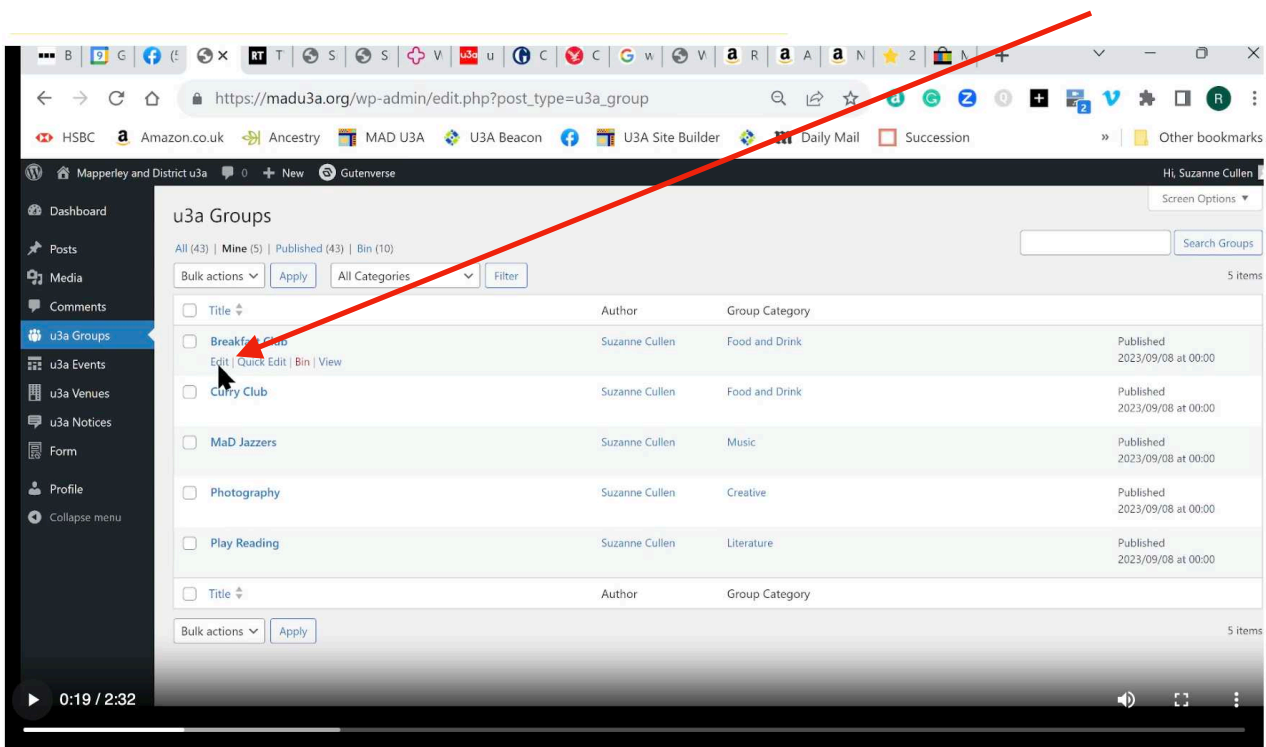
36. Make the necessary changes to the text or in the Matrix options below (eg different meeting place, group vacancies, any cost etc) and click *UPDATE* on the top right of the page to save your changes

37. Go to the bottom left of the screen and click 'View Group' to check your changes. You can amend as often as you need, but remember always to click UPDATE for the changes to take effect

Okay, so that's the basic stuff you'll need as a convenor to add and edit Events and change your Interest Group entry. Congratulations if you've got this far!

You now will be able to maintain your group's website entry, but remember <u>we are always ready to help and do things for you if to don't feel confident</u>

For those of you that might have got the bug, here are some additional bits and pieces to show you how WordPress **blocks** work. If you master this you will be able to add and replace pictures on your Group's site

If you look at your Group's page when you edit it, each part is a 'block' - the title, the blue bar which shows where the group details go, the text, and the yellow bar showing where the events go are all 'blocks'. The text may have several blocks. If you select a piece of text a block control box will appear. It looks like this for a paragraph …
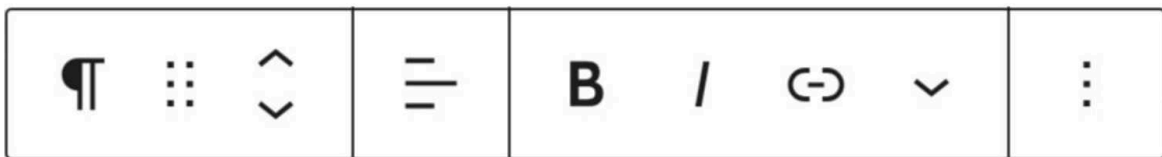

- ¶ - the first character is the one for paragraphs (*called a Pilcrow*)

- ⋮⋮ - drag icon. Clicking this allows you to drag it (not recommended)

- ⌄ - Block move icon. This lets you move the block up and down

- ☰ Alignment

- **B** and **/** are bold and italic respectively

- ⋮ - The other really useful item is the 3 vertical dots symbol (ellipsis) which gives a drop down box that lets you delete the block

All blocks have a similar control box

Just below the last block, you will find a white cross in a black box - ➕   You can use this to add a block. If you click on the cross you get a dropdown box similar to the one below (there may be different icons showing ion your box) ..

The system guesses what you want to do next and populates the box with icons for different block types. If you want a block that isn't listed in the box (eg an Image block) there is a search area at the top of the box and browse all at the bottom. Type in the type of block you want (eg Image or Paragraph)

You could add another paragraph or an image.   If you want to add a picture just click on *'Image'* and you can upload one (or type Image into the search box)
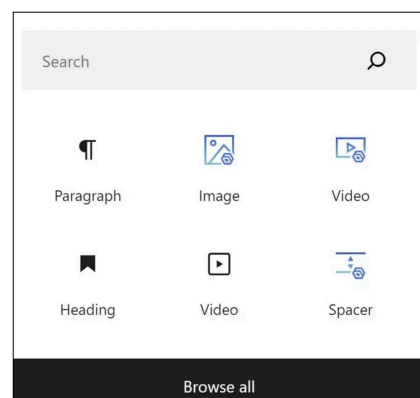
How to upload an image :

38. Click on the cross in the black square and an options box opens. Click on the *Image* option. If there is no *Image* option showing, click in the Search bar and type 'Image'
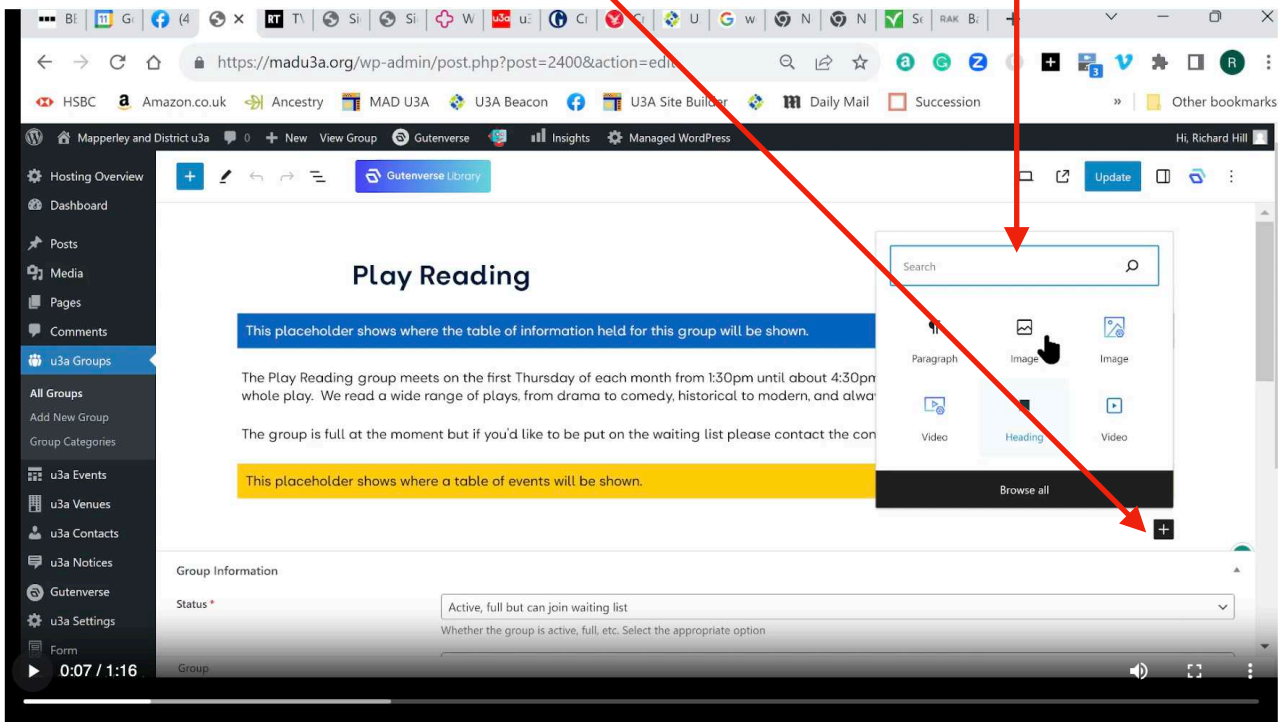

39. An Image box opens. This will allow you to upload an image

40. Have the image ready on your device, named so that you can find it. Placing the named image on your Desktop makes it quick and easy to find, but you can upload from anywhere on your computer (providing you remember where you've stored the image!)

41. Click on the blue 'Upload' option. This will open a screen from where you can search for the image you want. Click on the image and the system will insert it for you.
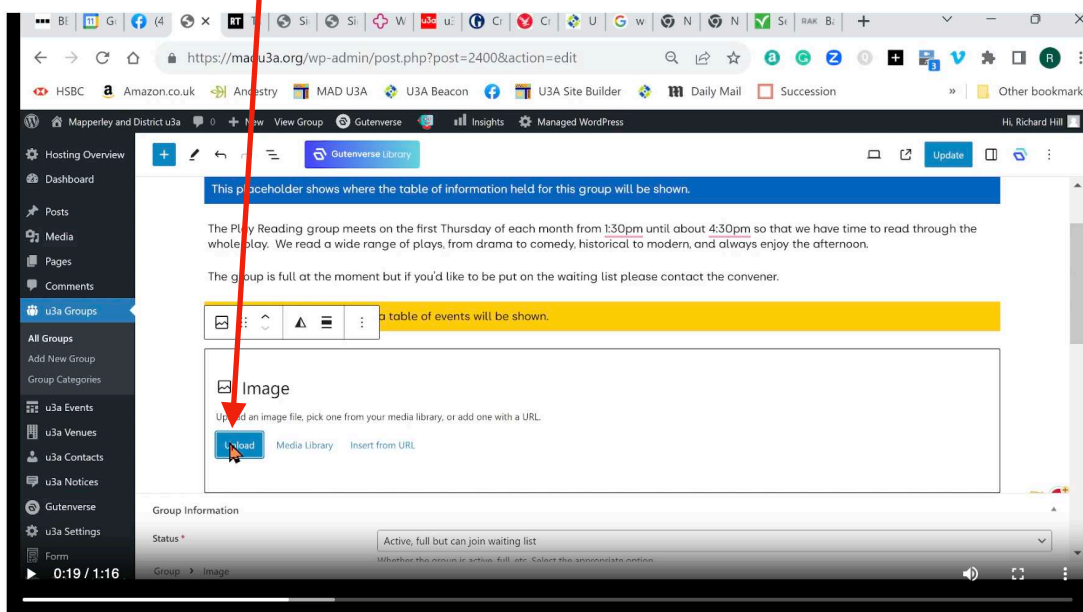
42. Click on the 'Preview' button at the top of the screen.

    A drop down box appears asking you how you want to preview - select '*Preview in new tab*'. A new tab will open and show you what your published page will look like
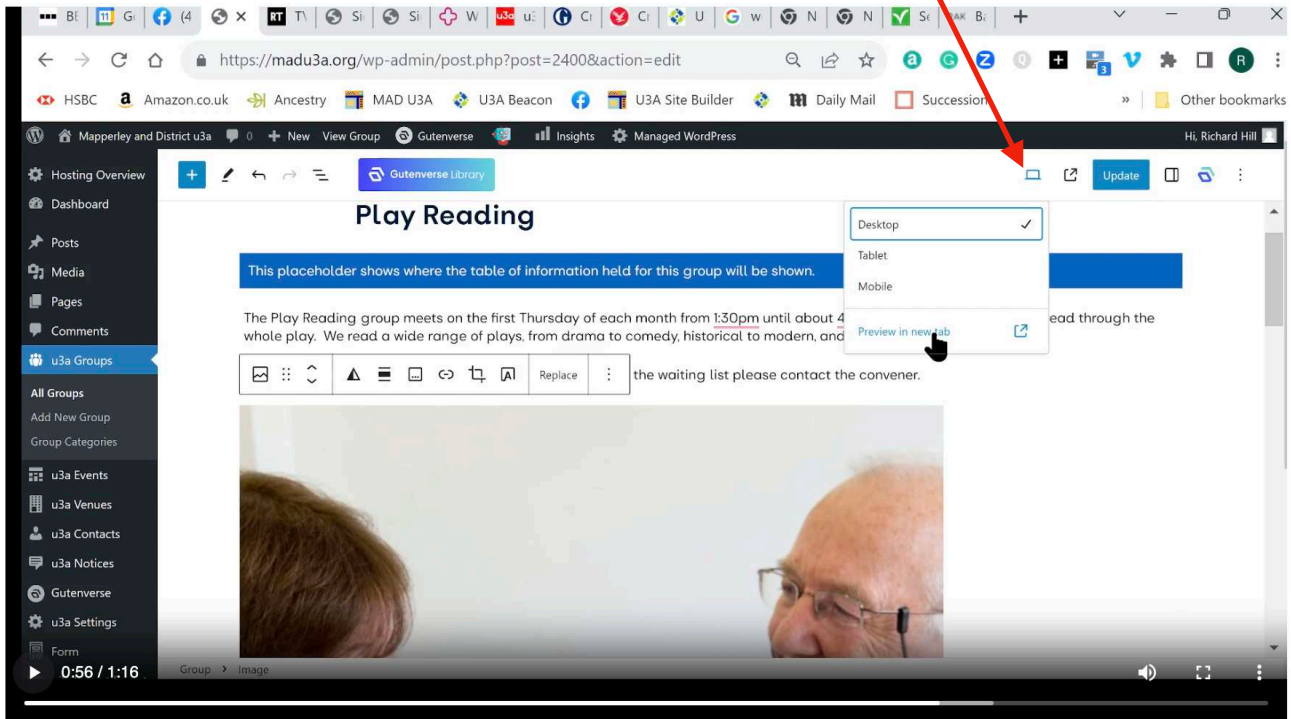
43. Check the page is correct. If not, return to your editing tab and make whatever corrections need to be done. When you're happy with the page you must UPDATE it for the changes to take effect. Click on the '*Update'* button to see your changes.
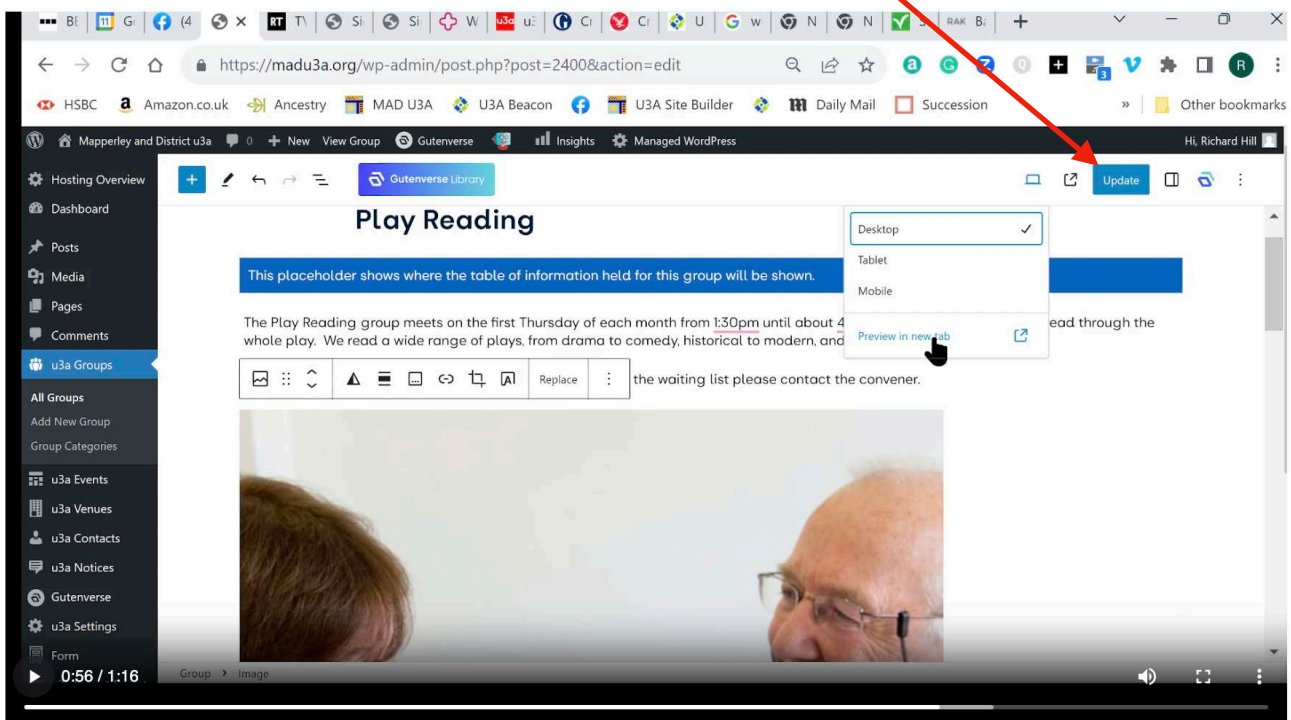
So that added a picture from my hard drive.

The system stores images and files into a Media Library. You can, if you wish, add an image already uploaded to the Media Library. To do this, follow the instructions at 41 and instead of selecting '*Upload'*, choose *'Media Library'*. The system will then take you to the Media Library and you can choose the image you want and insert it in the same say.

Given this, you can see how we managed to add sundry pictures, galleries, and even Google Maps to the site.

We hope this is helpful, but if you need further assistance please just ask us!