

MaD u3a - Website and Beacon

A guide to lead you through the process of changing and adding interest group information and events to your group(s) on the **MaD u3a website**

My BEACON login - <https://u3abeacon.org.uk/password.php>

My Username : _____

My Password : _____

MaD WEBSITE login - madu3a.org/login

My Username : _____

My Password : _____

We have two online systems for running our MaD u3a :

Beacon :

- Beacon holds information about our members, groups and finances
- Beacon is not visible to the general public - only those with access permissions can view and edit it
- The Beacon site is totally separate from our MaD Website - the only connection between the two systems is the Calendar. Our MaD website takes information held in Beacon to create the calendar of group meetings accessed from the Calendar page of our MaD website, so it's important to make sure that your group's dates and information are correct on Beacon

We have separate training sessions for using the Beacon system - if you need assistance please contact one of the Tech Comms team and we'll be happy to help

MaD Website :

- This is our 'shop front' where we put all the information we want to give to people, both members and non-members. This website is like any other and can be found and read by anyone
- The MaD website is where you give information about your group activities, add photos and list forthcoming events
- It can be viewed by anyone, but edited only by those with access permissions
- You have your own login details which will give you access only to the Group(s) which you convene

Key to the terms used on our MaD Website :

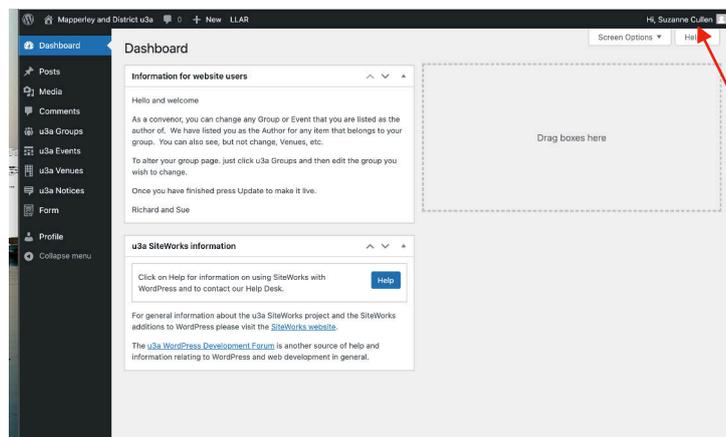
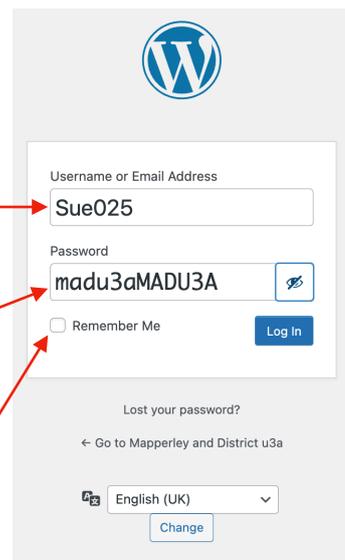
- **Pages** - these are the tabs across the top of our website (Home, Groups, Events, Newsletter, Calendar etc). You don't need to do anything with Pages
- **Groups** - these are our interest groups (Walking, Singing, Creative Writing etc). You will have access to edit only the group(s) which you convene - don't worry, you can't mess up the whole website!
- **Events** - these are the various activities which the groups will be doing (eg walks, theatre outings, breakfast, lunch and curry venues). Events are dated and will automatically disappear from our website once the date of the activity has passed
- **Media** - this refers to all images or documents shown on our website. If you want your Group to show photographs or a document these first have to be uploaded to our website (documents need to be in PDF format). The uploaded images or documents shown on your Group are automatically stored in the Media area
- **Venues** - these are self-explanatory. There is a list of venues already on our website but if you need more adding please speak to one of the Tech Comms team (details at the end of this booklet) or by email at webmaster@madu3a.org and they will be set up for you
- You don't need to worry about any of the other items on the site

Instruction for Conveners to edit the MaD u3a website

So let's get started

Log in :

1. First you need to log in. The MaD Website editing address is madu3a.org/login
2. When you are logged in you will see this screen
3. Your User ID is **your name followed by your 3-digit membership number** (eg Richard001, Sue025). Enter your user name into the Username box
4. Enter your password - when you log in for the first time use the password **madu3aMADU3A**
5. You can click on the 'eye' symbol to reveal what you're typing
6. And you can tick the box to ask the system to remember you
7. When you're logged in you'll see a screen like the one below



8. You must now change your password to something more secure - which only you know
9. Go to the top right hand side of the screen where it says Hi and your name.

10. Hover your cursor over your name (or, if you're on a tablet, touch your name) and a drop-down screen will appear. Click 'Edit Profile' and scroll down until you come to 'New Password'
11. The system will suggest a strong password for you - you can use that or insert a password of your own. If you choose your own, use a strong one with a mixture of upper and lower case letters, numbers and symbols

12. Only you will know your password so **REMEMBER TO WRITE IT DOWN**. There is a place at the beginning of this document for you to record your User ID and Password

13. You will only need to change your password once (unless you wish to change it). We won't know what it is, so it's important that you make a note of it!

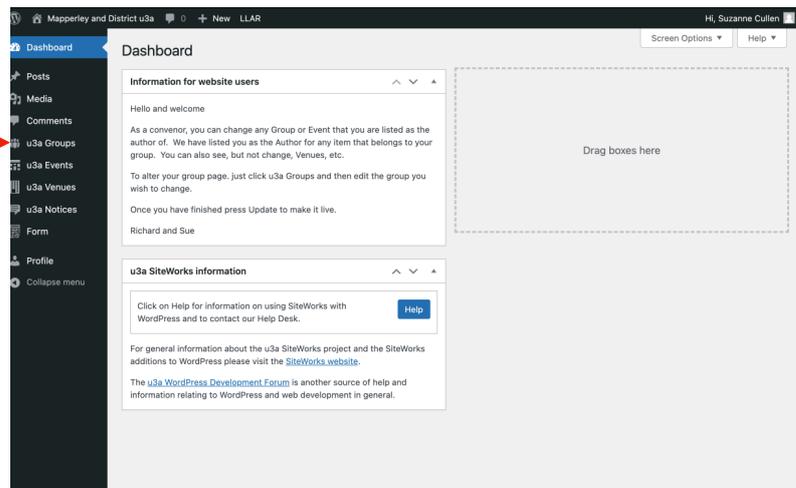
OK, now you're logged into the system let's look at what you can do ...

You'll see that the editing version of our MaD website looks different from the public version. There is a list of items on the left hand side of the screen and it's from here that you will edit your Group(s)

Editing your Group :

Down the left hand side of the screen is a list of options. From here conveners can add details of their Group's activities, upload photographs, add details about meeting frequency and venue

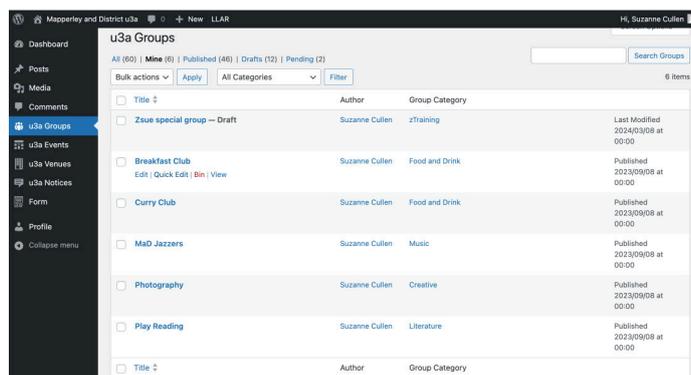
14. Click on the 'u3a Groups' tab in the left hand column



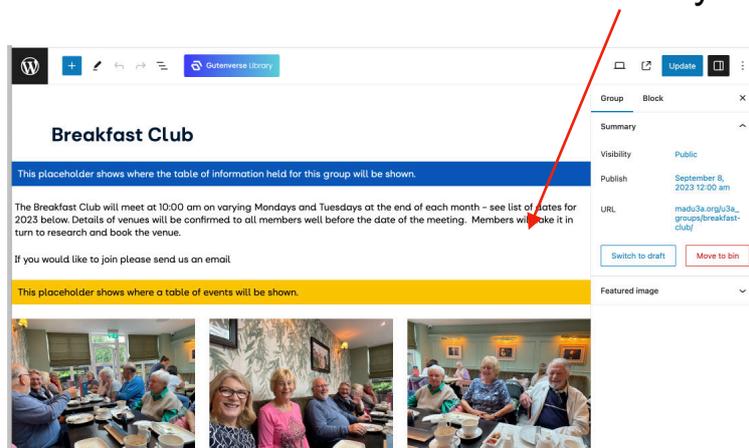
15. You will get a screen similar to the one below, listing your group or groups

You will also see a dummy group - its name starts with a Z - which has been set up so you can practise editing.

(This Z special group won't show on the main website, it's just for you to play with)



16. Details for the MaD group(s) which you convene will already have been set up, and you can edit them when you wish. Your group will look similar to the one below - and this is the area you will edit



The 'Placeholder' strap in blue is the area on our website which will show the basic information about your group - convener name, meeting date and time etc which will already have been set up

The 'Placeholder' strap in yellow is the area below which any group Events (meeting dates etc) will show

Ignore the Placeholders - you will edit the space in between

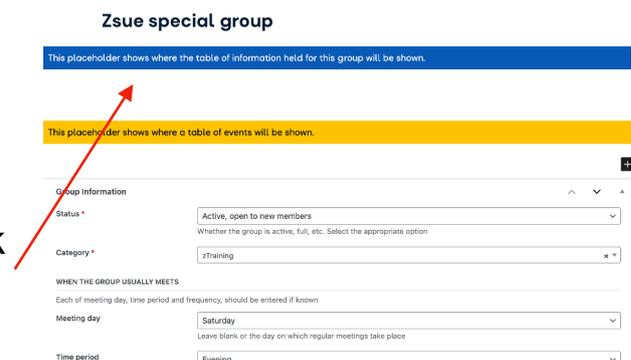
17. To add or edit text just click into the white area between the Placeholders - a control box will appear which looks like this ...



The symbols in this box help you with text editing (placing text at the left, in the centre or to the right, making text bold or italic and other stuff) - for now we don't need to worry about it, but do play with it on your Z special group if you want to see what it can do

Just type in your text as you would in any system. Pressing the *Return* key will give you a new paragraph

18. This is what a group looks like before any information has been added. Your Z special group will look like this until you have added something. When you are practising with this group just click into the area between the Placeholders and add whatever you like



Add an image to your group

19. The easiest way to add an image is :

- Have your image ready on your desktop
- Drag the image into the editing area of the page

The system will automatically store the image in the Media library

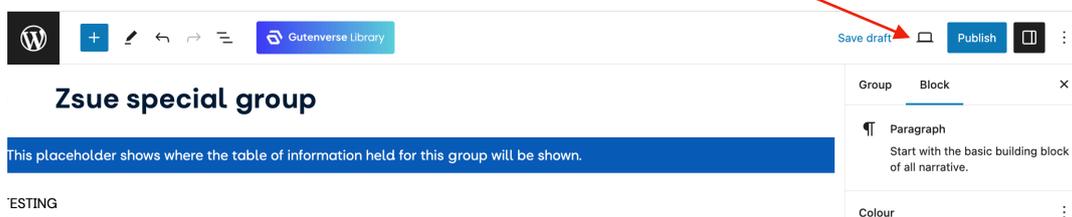
Images or documents can also be uploaded to the Media library and added from there - if you would like to add them in this way we will be happy to go through it with you in a separate session

If you are not comfortable adding images to your group please let us know - we are here to help and will be happy to add images or documents for you, or to assist you where we can

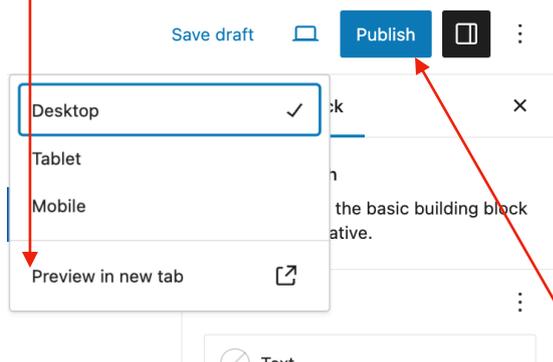
OK, so you've added your text and images - now you need to see what it looks like ...

20. The editing site doesn't look the same as the public version, so when you have edited your page you need to view it to check what the public site will look like

To view, click on the '*Preview*' button  at the top right of the screen



21. Clicking on the *Preview* button will open a drop-down menu offering you ways to view the main site. The easiest way is to select '*Preview in new tab*'. This will open a new tab on your screen and show you what your Group will look like on the main site.



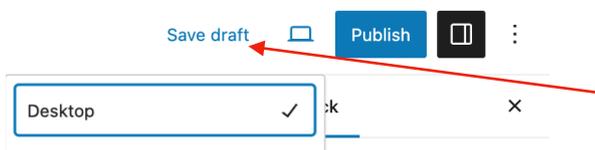
If you're not happy with it, go back to the editing screen (it will remain open on the original tab) and make whatever amendments you need

When you are happy with it, go back to the editing screen and click on the '*Publish*' button (or sometimes it may say '*Update*')

If you try to leave the editing site without clicking 'Update' the system will warn you

If you don't Update your changes won't be saved!

BUT when you are practising DO NOT CLICK PUBLISH

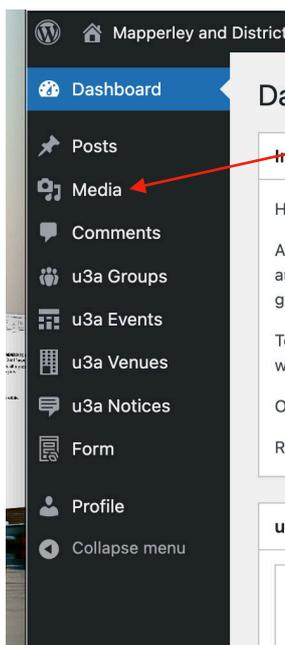


When practising in your Z special group only save it to 'Draft', not 'Publish' as we don't want it showing on the public website!

Media

The Media area stores all images and documents uploaded to the website

If you drag an image onto your Group it will automatically be stored in Media, but you can also add items directly to Media



You can visit the Media area of the site by clicking on it in the left hand column

From there you'll be able to view everything currently stored in the Media area

You can add images or documents to your Group from Media

For now we'll not take this any further, but if you'd like help adding things to Media or inserting into your Group's page please contact us and we'll take you through it

Events

Events are specific calendared items that are part of your Group's activities. These are not added from your Group's editing page but from a separate area of the website - Events

Events are shown at the bottom of your Group's page. The system will automatically remove them once the relevant date has passed (so the website won't be showing dates of past events)

Adding an Event :

22. From the left hand side menu bar click on 'Events' then 'Add new event'. This will open a screen like the one below

The screenshot shows the 'Add New Event' form in a WordPress dashboard. The form is titled 'Enter title for event' and has a yellow placeholder box above it. A red arrow points from the 'Add New Event' option in the left-hand menu to the form. The form fields include: Event category (dropdown), Event date (calendar), Start time (optional), Duration (days) (optional), Group (dropdown), Venue (dropdown), Organiser (dropdown), Cost (text), and Booking Required? (checkbox).

23. Firstly, enter a title for your Event (eg Garden visit, Tasting sparkling wine, Breakfast outing - whatever you want to call the event) then go through the table below and fill in the details. Most of the boxes have drop-down menus - select which is relevant. It's all very straightforward

24. If the venue you need isn't displayed in the 'Venue' tab please let us know so that we can add it for you and, if you wish, a map can be added

25. Remember to select the Group to which the Event relates (if you don't do this the system won't know where to add it)

Okay - that's the basic stuff you'll need to add and edit your Group's entry

Congratulations if you've got this far! You will now be able to keep your Group's information up to date - but remember we are always ready to help you if you have a problem, or we can do things for you if you don't feel confident

Your Tech Comms team :

Richard Hill, Sue Cullen, Carolyn Luckhurst, Andrew Harper, Liz Hagan

webmaster@madu3a.org