

Section 4.2

Using Site Works for editing your group page on the Wollaton u3a website.

Wollaton u3a has its own website and a member of the Committee is the Web Manager.

Training for Convenors on using the website is conducted regularly by the Web Manager, who will also send you a suitable guidance document.

To amend your group's page you will need a login and password. This gives you access to your groups page.

The main uses available to Convenors are:

1. Updating the basic information about your group (e.g. Time of and venue for your meetings).
2. Adding an 'Event' on your page (e.g. a forthcoming meeting or visit).
3. Adding a table/calendar to your page with the dates and subject of future meetings.
4. Writing reports of the group's activities.
5. Adding images of the group's activities: The agreement of anyone shown on an image must be obtained before it is placed on the website. Care should be taken to ensure any image used is not subject to copyright. (Commercial images from the internet may fall into this category).

Each group page has a contact link. You can be the designated contact, so new members etc. can make a direct enquiry. The contact link is secure, so your email address is not revealed.

Having an official Wollaton u3a email address

Convenors can be given an official Wollaton u3a email address in the form xxxxgroup@wollatonu3a.co.uk This can be used on both the above IT systems. Ask about this when you receive training. It has the advantages that:

1. your own email address remains private.
2. should someone else take over the group then the official email address can be transferred to the new person.