



# **HOW TO EDIT AN ACTIVITY ON THE PETERBOROUGH U3A WEBSITE**

**GUIDANCE FOR GROUP ORGANISERS ON EDITING AN ACTIVITY**

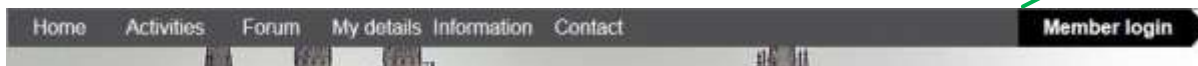
**[www.peterboroughu3a.org.uk](http://www.peterboroughu3a.org.uk)**

## Aim of Document

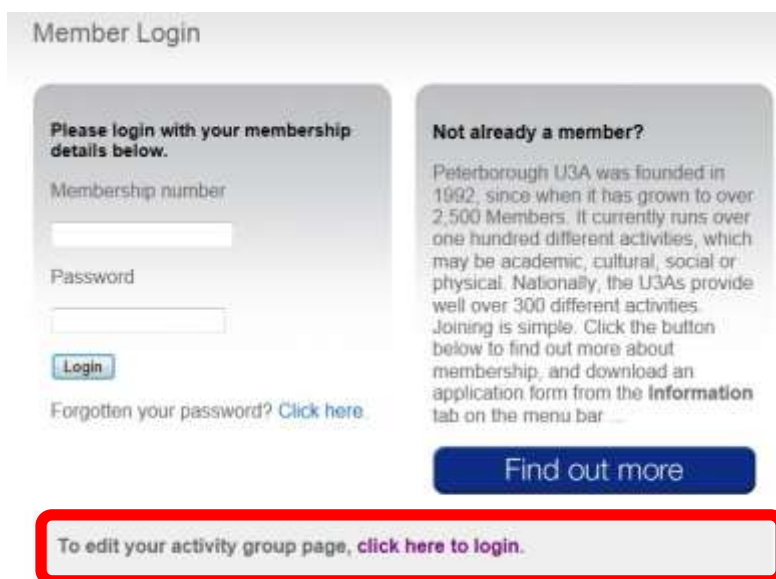
This guide is aimed at helping you make the best use of the page you have been given on the U3A website to present an attractive view of the activity group that you lead. I hope that you find these notes useful, and apologise to the group organiser whose details I borrowed for the purposes of illustration.

## Logging in as a Group Leader

When you visit the site you will see a menu bar at the top of the screen. You need to click on Member login at the right-hand end.



This takes you to the login page. For the purposes of editing your activity, you need to use the link that is below the normal Log-in fields (shown below in red box) – you may need to scroll down to find that link

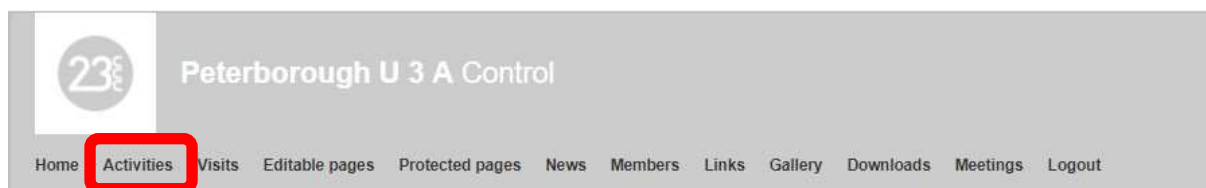
A screenshot of the 'Member Login' page. It features two main sections: 'Please login with your membership details below.' with input fields for 'Membership number' and 'Password', a 'Login' button, and a link for 'Forgotten your password? Click here'. The second section is 'Not already a member?' with descriptive text and a 'Find out more' button. At the bottom, a red rectangular box highlights the text: 'To edit your activity group page, click here to login.'

This takes you to a screen that will allow you access to a limited area of the administrative part of the site. Fill in your Username, which is your membership number, and your normal password here, then click Login.

A screenshot of the 'controllogin' page. On the left is a vertical sidebar with a logo that says '23 C U3A'. The main area has the title 'controllogin' and two input fields: 'Username' with the value '1295' and 'Password' with four asterisks. A 'Login' button is located below the password field.

## Accessing your group page


You are presented with a menu bar at the top of the page as below. You should click on “Activities” as shown in the red box



This will take you to a list of any activities to which you are assigned as Leader. Each group has 3 buttons associated with it - Dates/Photos/Edit - as seen below

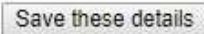
## Activities




Changes to the main text field is made by clicking the green  button...








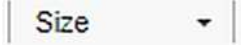


... and what appears will look something like this, provided there is some text there already!

A screenshot of a web form titled 'Edit activity'. The form is divided into two main sections: 'Main activity information' and 'Description'.  
The 'Main activity information' section contains:  
- Title: Training Course Activity (for GL Training Only)  
- Display:  Published,  Featured,  Included on 'New' page,  Flag  
- Category: Arts & Crafts  
- Usual day: Select  
- Activity frequency: [empty field]  
- Activity search tags (comma-separated): group, leader, pushblie  
The 'Description' section contains a rich text editor with a toolbar and a text area. The text area contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.'

**IF YOU MAKE ANY CHANGES IN THE FOLLOWING SECTIONS ALWAYS REMEMBER TO SCROLL TO THE BOTTOM OF THE PAGE AND CLICK THE  BUTTON – OTHERWISE YOUR CHANGES WILL BE LOST**

## Entering and Editing Text

If you have prepared your text elsewhere e.g. in MS Word then you should copy and paste the text using the button in the text editor shown as  in the text editor at the top of the input page. Text can be typed straight in, and there are a few buttons in the text editor that can add to the presentation of your text.

ICON	USE
	Make text bold – highlight required text and click button
	Make text Italic - highlight required text and click button
	Underline text - highlight required text and click button
	Align text on page – left, centre or right
	Make text a hyperlink to another web page - highlight required text and click button – then enter address of page to link to
	Remove a hyperlink that is no longer required - highlight required text and click button then remove link
	Change font style – highlight required text and select from drop down list
	Change size of text - highlight required text and select from drop down list
	Change colour of text - highlight required text and select from colour chart
	Add a background colour to text - highlight required text and select from colour chart

There are other buttons that can be used in the text editor, however we do not recommend you use them as they do require an amount of web design skill

When you have finished editing this section you **must** click on the Save these details button. **If you forget to do this, your changes will be lost.**

## Adding a single photo on your page

Adding a single photo to your page can add a little interest on the page. We do not advise adding multiple single photos – there is another way to do this – see the section later on adding a gallery directly to your page

Including a single photo is quite easy: just follow the instructions in the Upload a photo section below the text entry area. Scroll down from where you have entered your text to find the fields below

### Upload a photo

If you would like to include a photo, please follow these steps:

- Place the cursor (in the editor above) where you would like the image to appear
- Select a file below and click upload.



The screenshot shows a rectangular box containing a file selection interface. On the left is a button labeled 'Choose file'. To its right is the text 'No file chosen'. Further to the right is a button labeled 'Upload'.

When you click the Choose file button you will be presented with your File Management System — locate the picture you wish to place on the page and click Open. When you return to the editor click on the Upload button.

Your photo will be placed where you had the cursor. It may well be too large for the page – if it is then right click the photo and choose “Image Properties” from the presented menu. In the width field enter a number somewhere between 100 and 250 until you find the right size.

When you have finished editing this section you **must** click on the Save these details button. **If you forget to do this, your changes will be lost.**

## Entering a location for your group meetings

It is useful for new members to have an idea where your group meets. To do this complete the fields as below


Please enter a general location. If you enter a postcode, a general location map will appear on the website however this is not designed to be an accurate location pointer.

General location	<input type="text" value="Longthorpe Village Hall"/>
Postcode	<input type="text" value="PE2 5EN"/>

When you have finished editing this section you **must** click on the Save these details button. **If you forget to do this, your changes will be lost.**

## ENTERING MEETING DATES

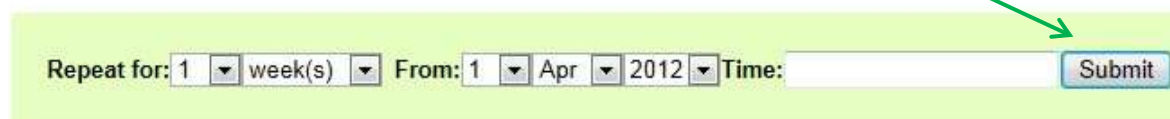
The next choice to be considered is that of when your activity is held. This can be set up for long periods in advance, but you will need to revisit this area fairly regularly, so that members know if there are breaks in the continuity of your activity.

Click on the blue  button for the group required to enter your meeting dates, and you will see the screen below.

Make your choices from the top row for the number of weeks, the date from which you are starting, which may be some time ahead if there are dates in there already, and the time at which your activity begins, e.g. 10.00 am. The drop-down box allows you to change the frequency from the default of weekly meetings to months or days. If you meet on, for example, the second Wednesday of the month, it is easiest to put lots of weeks in and then delete the ones you do not need, as some months have more weeks than others! Click Submit for all the dates and times to appear below.

### Activity dates

#### Add new dates



[View past dates by year](#)

#### Future dates



	Mon 16th April 2012 at: 10.00 am
	Mon 23rd April 2012 at: 10.00 am
	Mon 30th April 2012 at: 10.00 am

If you click once on the white cross, you can delete a date you don't need. Repeat this for all superfluous dates. This is a little tedious, but there is no alternative.

When you have completed your entries here, you can just click on Activities in the top menu bar again to exit. There is no Save button, dates are saved automatically.

## ADDING MULTIPLE PHOTOS TO YOUR PAGE

The last adjustment you may want to make is to add a gallery of photos. This will really enliven your entry, and it gives you a wonderful opportunity to show what your activity is really like.

So, click on the blue  button, and get creative!

Much of what happens in this section is automatic. All you really need to do is to select the files you want, one at a time, by using the Browse button. It is easiest if the photos are located on your computer, - create a folder and put all the photos you want to add in one place for ease.

In the screen below – click on Choose File – navigate to the first photo you want to add – click Open.

When returned to the page below click Upload.

Repeat for each photo you wish to add

## Photos

### Add new photos



### Current photos

The images may appear in an incorrect aspect ratio below - this will not be the case on the main website. You can drag and drop to reorder the images below. Images nearer the top appear first.

Each time you upload a photo, it will appear in the area below, as this example shows.

### Current photos

The images may appear in an incorrect aspect ratio below - this will not be the case on the main website. You can drag and drop to reorder the images below. Images nearer the top appear first.



As you can see, there is a white cross that allows you to delete an image if you don't like it or no longer want it in the gallery.

You can re-order the photos by dragging them up or down the list as required

That just about completes the things you may want to do to offer an exciting and lively page on the website, so you can click on Logout in the top menu bar to leave the administrative area. Return to the main site to admire your handiwork!

If you have any queries, do get in touch with the website co-ordinator, Alan Locke. You should receive a fairly prompt response if you email the address below. Good luck!

[pu3awebsite@gmail.com](mailto:pu3awebsite@gmail.com)

