



WEBSITE

USER

GUIDE

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WELCOME

If you are viewing this document it is a fair guess that you are considering joining the Peterborough U3A – from that we would like to say WELCOME, and we hope you find this website user guide helpful in finding your way around the site.

First Steps --- Login Passwords

The first thing many people want to know is “How do I log in?”

You will only be able to get to the pages and documents placed behind the login process once you have formally joined the Peterborough U3A. Once that happens you will receive an e-mail giving you your Membership Number (which is the first part of the login) and a system generated password of random letters and numbers. This password should be changed the first time you log in, and this is described in the “My Details” section of this guide later.

For current members of PU3A – if you come to log in and find you have forgotten your password then please send an email to websitehelp@peterboroughu3a.org.uk stating the problem, your name and your membership number and a reply will be sent as soon as possible with a new system password.

FRONT PAGE SECTIONS & LINKS

The screenshot shows the Peterborough U3A website front page with various sections highlighted and numbered 1 through 10. The page features a navigation bar at the top, a main banner with the U3A logo and a question 'What do you want to do today?', and several content blocks including 'About Us', 'How about joining?', 'LATEST NEWS', 'Activities' calendar, and 'My Activities' menu. The 'LATEST NEWS' section contains several announcements, including a Women's Health Seminar and a Change to Day Visit. The 'Activities' section shows a calendar for January 2016 with a list of activities below it.

The above picture shows the Peterborough U3A website front page. Each section of the page is highlighted and numbered 1 – 10. Each of sections 1 – 10 is described and the operation explained in the following pages.

All users of the website are encouraged to read this document to enable them to gain the most help from the website.

Section 1 – The U3A logo is also a link and is displayed on all of the pages that are part of the actual site (not attached documents within the site). If the user clicks on *U3A* they will be returned to the front page from where ever they are.

Section 2 – The main navigation bar is shown at the top of the page and provides links to items under the headings of *Home/Gallery/Activities/ My Details/Information/Contact*. The menu is either a “Drop Down” system where further items are displayed as links if you click on the menu title, or they are direct links to other pages when you click them. The best way to find which is

which is click and experiment. Each of the menu links are described in more detail on subsequent pages of this document

Section 3 - **Scrolling Marquee** – This is where items of particular interest are advertised as a moving set of text – usually with a text link highlighted in a different colour to take you to more information if you click it. The easiest way to find the click is to let the text scroll through twice (the maximum our text scrolls) and then click the text link.

Section 4 – **About Us** - This is a fairly static text box that outlines the Peterborough U3A, giving a little of the history and a welcome note. The text may occasionally change, so take a look every now and again

Section 5 – **How about Joining** - This is a section where a link is given to enable potential new members to view a more in depth welcome note and also find links to both the Peterborough U3A brochure and joining form as well as a link to the National Brochure

Section 6 – **PU3A News** - Here you will find a link to the latest Peterborough U3A Newsletter and also another link to the National U3A Brochure

Section 7 – **Latest News** - This centre section contains regularly updated links to new points of interest to members. The brief headline and a few descriptive lines tell what each item is about and the bold underlined headline is a link to the article itself. The text of each headline will also normally contain a link to the body of the item. The newest items are towards the top of the column with headlines in RED – slightly older stories have their headline in BLUE.

Section 8 – **Calendar** - This is a calendar which links to Activities/Groups. By clicking on a visible date within the current month the user is taken to a page listing the activities which are normally held on that particular day of the week. It should be noted that this does not necessarily mean that a particular group will actually meet on that day, there may be circumstances that have caused a cancellation. You should only attend a venue for a Group Meeting if you have confirmed it is to take place on that DATE

Section 9 – **Side Menu** - This is another menu system, but tailored slightly differently. The links are as follows:

- **My Activities** – Links to a diary page where activities you have selected to be specifically displayed to you (see item under “Activities” page in this document) will be shown as taking place as long as the Group Leader has put in meeting dates on the system. If dates do not show, ask the group leader if he/she can update the group pages – and if they are unsure how to do so then ask them to contact the Web Admin committee person

- **Meetings** – This takes you to a page where future monthly meetings are detailed with guest speakers (where appropriate) shown. Details of the AGM will also be shown here at a date appropriate time.
- **Visits** – This will take you to a page where organised day trips are displayed. Any U3A member (and non-members if there are spaces) can apply to join these trips, but they are often very popular and spaces go fast.
- **Arts & Crafts** – This link takes you to a page where Activities/Groups are of a more creative nature ranging from Art Appreciation to Wood Turning are listed with further links to each group page
- **Exercise Groups** – Again takes you to a page listing groups of a more physical nature with most involving exercise of some description. These are as diverse as Belly Dancing, Cycling and Golf to name but 3
- **General Interest** – Another link to a page of Activities and Groups which don't comfortably fit into a particular section. These range from cerebral activities such as History and Philosophy to gentle sports like Petanque, Motorcycling, Lunch Clubs and many others
- **Literature & Languages** – A link to Activities such as Crime Readers and Creative Writing Groups. And also learning other languages at most levels. Also included are Poetry Groups
- **Music** – This will take the user to Activities and Groups with a musical bent, from listening to playing and singing and also trips to concert venues
- **Science** – Finally a link to Groups such as Astronomy, Engineering and Science.

Section 10 – **Log In/Out** - The last section of the front page is a button for PU3A Members to log in/log out of the system.

This allows members who have logged in to view items that are protected by their sign-in details to log back out of the member's section.

This *should* be used each time a user logs in/out – but ***MUST BE USED*** to log out if the member is using a public computer such as in a library or internet café to protect both their personal details and the website as a whole.

Main Menu Items

The menu navigation of the PU3A website falls into 2 sections. The top menu (Pic 1 below) and the side menu (Pic 2 below)



(Pic 1)



(Pic 2)

The top menu (Pic1) will either lead the user to another page when clicked, or when hovered over with the mouse will present further drop down options. Each link from this menu system is described below.

The side menu (Pic 2) has some items which are duplicated in the top menu and some items which are specific to the side menu. Each item in this menu is either noted and described in the top menu description if a duplicate item, or described in its own right if it only appears in the side menu

Home



On click this menu item will always return the user to the PU3A website homepage

Gallery

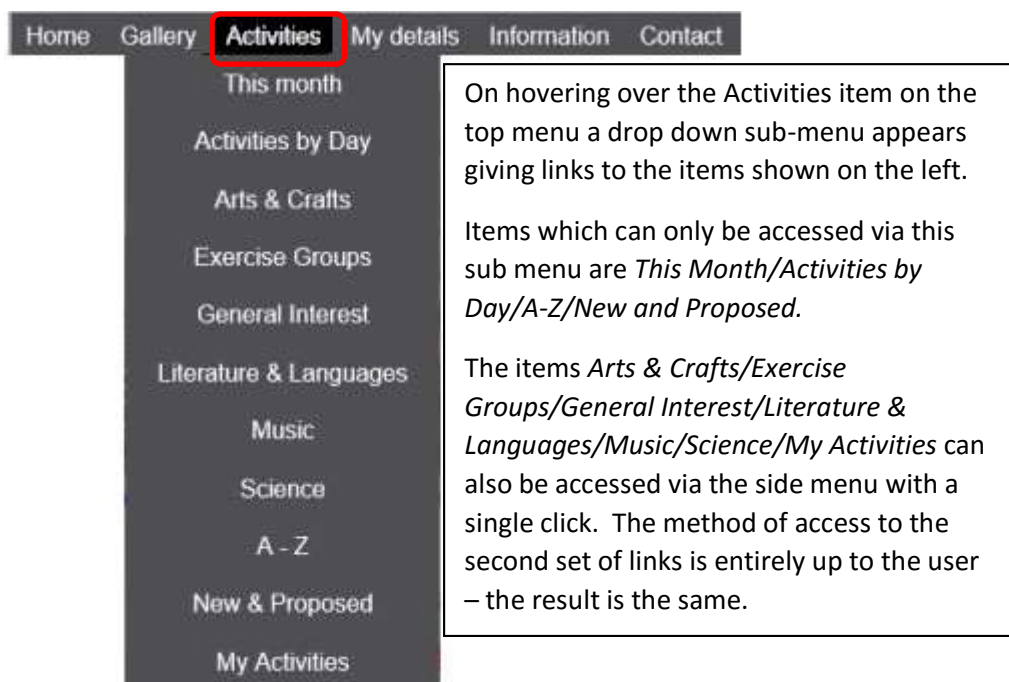


On click this item will forward the user to a page where photo galleries of events held by PU3A can be found.



Each picture presented is a further link to open up your computer browsers software to display a series of photos

Activities



Home Gallery **Activities** My details Information Contact

This month
Activities by Day
Arts & Crafts
Exercise Groups
General Interest
Literature & Languages
Music
Science
A - Z
New & Proposed
My Activities

On hovering over the Activities item on the top menu a drop down sub-menu appears giving links to the items shown on the left.

Items which can only be accessed via this sub menu are *This Month/Activities by Day/A-Z/New and Proposed*.

The items *Arts & Crafts/Exercise Groups/General Interest/Literature & Languages/Music/Science/My Activities* can also be accessed via the side menu with a single click. The method of access to the second set of links is entirely up to the user – the result is the same.

Menu Items only accessible from the Main Menu Activities Drop Down Menu

- **This Month**



Activities for January

Member login

Activities by day - click here to view activity days and their frequency »

Travel Club
You can now see the itineraries and complete the application forms online. Entry renews. The next meeting is at Jack Hurd School on Saturday 12 December at 10 a.m. We will also have a stand at the new market.

Fri 1
Summer Bowls Group
Watercolours for all

Sat 2

Sun 3

Mon 4
Earth Science
Ordnance Survey
Sculling and Rowing for beginners and improves
Planting for Pleasure

Tue 5
Country Dancing (English)
Ten Pin Bowling Tuesdays

Calendar grid showing dates 1 through 31.

My Activities
Meetings
Visits
Arts & Crafts
Exercise Groups
General Interest
Literature & Languages
Music
Science

This link will present a page as shown above. Each date is shown with a list of activities scheduled for that day below it. By clicking on the activity name the user will be taken to the relevant activity page. There will be shown detail about the group and contacts details for the group leader. Contact should be made with the group leader before attending your first session to ensure there are vacancies and that the event has not been cancelled.

- **Activities by Day**



This link will present a page with each day shown and what activities occur on that day. This DOES NOT mean each activity is held every week – the user should refer to the second column where the frequency of meetings is shown (the key to the naming convention is shown above the grid). The third column gives a link to the details page of each activity.

- **A-Z**



A simple list, in alphabetical order, of each activity run within PU3A is shown on this page with a brief description of the activity. Further detail can be found by clicking the “Find out more” button associated with the relevant group.

- **New and Proposed**



This link will show any freshly formed Activities/Groups within PU3A, and any groups which have been suggested to the committee as possible groups if enough interest is shown. More detail can be found by clicking the “Find out more” button associated with the relevant group.

Menu Items accessible from the Main Menu Activities Drop Down Menu **AND** the Side Menu

- **Arts & Crafts**



A page is presented showing all groups under the umbrella term of Arts & Crafts in alphabetical order. The letters shown above the list are links to groups beginning with that letter – click the relevant letter and the page will jump to the start of that letter. Further detail on specific groups can be found by clicking the “Find out more” button associated with the relevant group.

- **Exercise Groups**



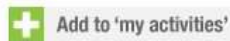
A page is presented showing all groups under the umbrella term of Exercise Groups in alphabetical order. The letters shown above the list are links to groups beginning with that letter – click the relevant letter and the page will jump to the start of that letter. Further detail on specific groups can be found by clicking the “Find out more” button associated with the relevant group.

- The following links *General Interest/Literature & Languages/Music/Science* all follow the same format as the 2 groups shown above for their particular discipline

- **My Activities**



This link will present a 2-month diary showing any activities you have added to your activities participated in by using the “Add to my Activities” button within the detail page of each group as shown below



However these will only show on the diary if the group leader has added specific dates for meetings via their access to the website.

If you wish to use this facility and your group leader hasn't added dates please ask them to either do so themselves or ask them to call the Web Admin committee member for advice on how to do it if they are unsure.

Beware – if you click on the red X next to an activity entry on the diary you are removing the whole activity/group from items you will be informed of – not just that day. To reinstate the activity, you have to visit the detail page for the activity and re-click the “Add to my activities” button

Activity Search Facility

Below the front page calendar is an Activity Search facility. You can type any word into this search facility and on clicking the “Search” button the system will look at all Activity/Group titles, the text in the Activity/Group description and any “key words” that have been assigned to the group and return each group that contains that word.

It should be noted that the more specific words will return the best results, however occasionally a word will crop up in the descriptive text of unlikely groups and they will be in the results as well.

My Details

Home Gallery Activities **My details** Information Contact

This menu link will present a page to registered users (assuming the member has logged into the system using their User ID and Password) showing the detail held by PU3A

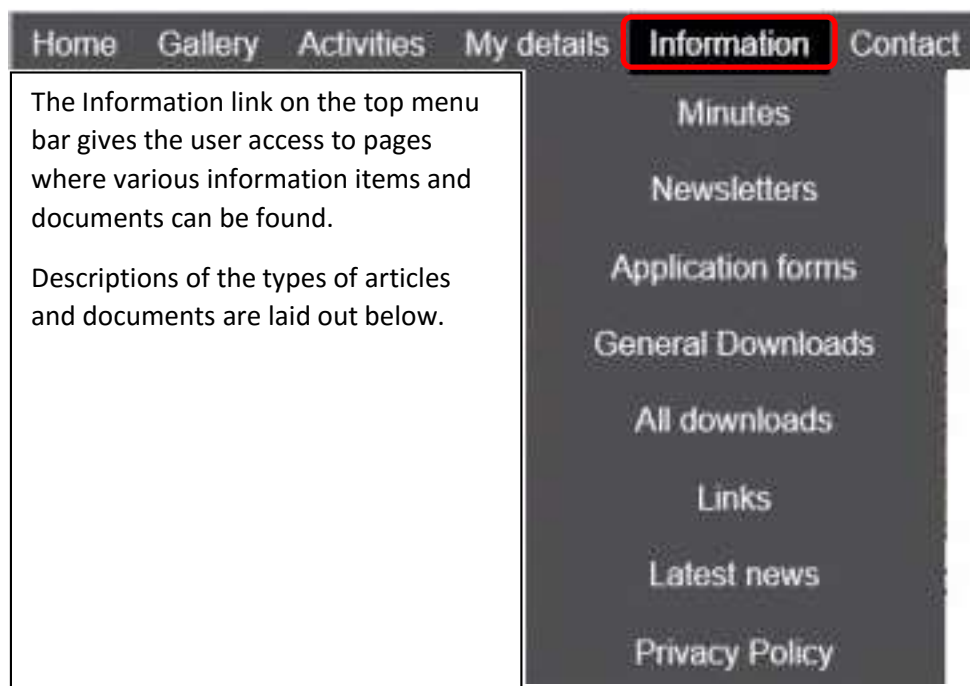
The details include

- Name
- Gender
- Address
- Telephone Number (Land Line)
- Mobile Telephone Number
- Check box for receiving Forum replies
- Check boxes for phone/mobile/e-mail display (only relevant for Group/Activity Leaders)

Each of these fields are updateable by the user, and should be altered if addresses and/or phone numbers change. PU3A do use these details for contact, and if they are incorrect then you may miss something important to you. Once changed the user **MUST** click the "Save my details" button at the bottom of the details section.

Finally, on this page the user can, if required, change their password used to access the PU3A website. This should be done if there is a chance that your password has become known to others. Whilst PU3A is not a high security risk there may be details on the website you do not wish others to have access too, like your address/phone number calendar showing days you are out of your house etc.

Information



Minutes

The page this link to shows a list of Committee and AGM minutes, each of which has a “download” button associated with it. By pressing this button, a copy of the required minutes will be downloaded to your PC/Device in PDF format.

Newsletters

This link will take you to a page giving access to the thrice yearly Newsletter. These are kept for some period of time (currently going back 3 years) and users can download a copy in PDF format by clicking the relevant “download” button.

Application Forms

This link will access a page showing both Application and Renewal of Membership forms. These can be downloaded in PDF format for printing. PU3A currently only accepts paper applications for membership.

General Downloads

The page you will have displayed on following this item contains many and diverse documents ranging from adverts for upcoming events, Group Leader “How to” documents for running their groups, National and local U3A brochures, agendas and the PU3A electronic calendar for the current year. All of these documents and more are downloadable in PDF format.

All Downloads

This link takes you to a page listing ALL of the downloads available from the other items shown in this main menu item. The list is rather long, but you can sub-divide them using the 3 blue links at the top of the presented page – however it would be quicker to simply select the correct item from the menu in the first place.

Links

The page presented shows links to external websites away from the PU3A website that may be useful. At the time of writing this guide they included

- Age UK Peterborough
- Discounts for Members
- International U3A links
- Mah-Jong
- National Third Age Trust Site
- Constitution of Peterborough U3A
- Resource Centre
- U3A Summer Schools
- Website for Senior Citizens

Latest News

The page you are taken to by following this menu item shows a list of the latest news items both within and external happenings of interest to PU3A members. The items displayed will show up to 1 year historically, however we try to keep it relevant, therefore some items may disappear as they go out of date. Normally as things are added to this page there will be one or more links to the item elsewhere on the PU3A website.

Privacy Policy

As with all publicly accessible websites the law requires that we display the terms under which a user continues to use the site. This includes the use of “cookies” which glean information from your browser as you use the site. We do not have any ulterior motive for collecting cookie information from you apart from allowing us to see how much use the website is getting from members and visitors. No personal information is taken by our use of cookies, so no need to worry on that score.

Contact



There are 2 options for this menu item. When you hover your mouse pointer over the word “Contact” a drop down menu item appears showing “Committee”.

You can click on the word Contact which will take you to a page that displays the PU3A generic e-mail addresses for contact, the PU3A mail address and contact numbers for the primary committee members.

Alternatively, you can click on the sub-item Committee to access a page which shows all of the committee members, their post and their contact numbers

We hope you find this user guide helpful. If you have any queries, please forward them via e-mail to

websitehelp@peterboroughu3a.org.uk