

The Burton On Trent u3a Siteworks Website

A u3a SiteWorks website offers a structured, WordPress-based platform tailored for u3a groups, with built-in tools for managing events, groups, contacts, and content publishing.

A detailed breakdown of its key features and tools:

Core Features of a u3a SiteWorks Website

1. WordPress-Based Platform

- Built on a customized WordPress installation.
- Managed hosting provided by the u3a SiteWorks volunteer team.
- Uses a bespoke theme developed specifically for u3a needs.

2. Custom Plugins Developed for u3a

- **u3a Events Plugin:**
 - Create, categorize, and display events.
 - Supports recurring events and categorization by group or type.
- **u3a Venues Plugin:**
 - Manage venue details including maps, accessibility info, and contact details.
 - Centralized venue database for reuse across events.
- **u3a Contacts Plugin:**
 - Store and manage contact details for committee members, group leaders, and other key roles.
 - Supports role-based listings and contact forms.

3. Content Management Tools

- **Block Editor (Gutenberg):**
 - Drag-and-drop interface for building pages and posts.
 - Predefined templates for group pages, events, and notices.
- **Synced Patterns:**
 - Reusable block layouts for consistent design across pages.
- **CSV Import/Export Plugin:**
 - Facilitates bulk data migration for events, contacts, and venues—especially useful for new sites.

4. Accessibility and Design Standards

- **Emphasis on:**
 - Readable fonts and color contrast.
 - Clear page structure and navigation.
 - Text alternatives for images.
 - Separation of content and presentation.

5. Publishing Workflow

- Structured process for planning, drafting, reviewing, and publishing content.
- Encourages collaboration between Web Managers, content creators, and committees.

- Includes grammar/spellcheck, virus scanning, and SEO considerations.

6. User Support and Training

- **User Guide & How-To Articles:**
 - Step-by-step instructions for all key tasks.
- **Foundation Learning Guides & Videos:**
 - For new Web Managers and editors.
- **Drop-in Q&A Sessions:**
 - Live support opportunities for hands-on help.

7. Operational Governance

- **Standard Operating Procedures (SOPs):**
 - Define roles, responsibilities, and best practices.
- **Terms of Use & Data Protection Guidance:**
 - Ensures compliance with u3a and legal standards.