

Burton-on-Trent u3a

HOW TO MAINTAIN YOUR GROUP'S WEBPAGE

Burton upon Trent u3a uses SiteWorks, a WordPress-based platform, to manage its website. SiteWorks has replaced the previous u3a Site Builder and is popular for its flexibility and user-friendliness. It operates independently from Beacon, the membership management system, and does not automatically transfer information from Beacon.

A group's webpage often serves as the initial point of contact for prospective Burton u3a members. As a Group Coordinator, you are assigned the Author role on the Burton upon Trent u3a SiteWorks website. This role enables you to manage and update your group's webpage and contribute content, while ensuring the security of the rest of the site is maintained.

Please ensure the following:

- The information on your group's webpage is accurate and kept up to date.
- No personal details—such as addresses, phone numbers, or email addresses—are displayed publicly.
- The Webmaster has the correct contact information for your group, including the Coordinator's email address, as well as details regarding the day, frequency, and time of your group meetings.

New Group / Lost Login

- Contact the Webmaster, You will be given a Login name and password so you can login and get started.
- Tell the Webmaster the email address you wish to use for members to contact you via the website (this may be different to your normal email address)

Login

Use the link below for the u3a website

<https://burton-on-trent.u3asite.uk/wp-admin>

Group Coordinators will need their username and password provided by the web master to access the dashboard

Enter your credentials and Click "Log In"

You'll be taken to your personal WordPress dashboard if your credentials are correct.

What you'll see as an Author after logging in

As an Author, your dashboard is streamlined to focus on your group's content. Here's what you'll typically see in the Left-hand Menu (Key Sections)

- **Dashboard** – A simple overview of your activity
- **Posts** – Not currently used (ignore this section)
- **Pages** – This is where you'll find and edit your group's page
- **Media** – Upload photos, documents, or posters for your group
- **Profile** – Update your name, contact details, or change your password

Editing Your Group Page

1. Click Pages > All Pages
2. Find your group's page (e.g., "Art Appreciation" or "Walking Group")
3. Hover over the page title and click Edit
4. Use the block editor to update text and properties, add images, or insert links
5. Click Preview to check your changes
6. When ready, click Update to publish

If you need further advice please contact the Webmaster

Constraints

There are some constraints on the website, photos being one. Details can often be found in the Help options or using the u3a SiteWorks website:

<https://siteworks.u3a.org.uk>

This site offers:

- **User Guides** – including the Group Authors Guide (PDF)
- **'How to' Articles** – practical tips for editing pages, uploading media, and more
- **Learning Resources** – videos, WordPress tutorials, and Q&A session info
- **Help Desk Form** – If you have technical queries about SiteWorks, please pass them to the Burton u3a Webmaster, who will liaise with the SiteWorks volunteer team on your behalf.

It is not obligatory to maintain your webpage yourself. Any updates or amendments can be made by contacting the webmaster but these will not automatically be made unless you supply the information.

To contact the Webmaster: web@botu3a.org

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