

Short Guide to Updating the Website

Version 1.0

January 2025

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1. Introduction

The Website's layout has substantially changed, as we use a different system, WordPress, to keep it up to date. The site now provides: -

- a more appealing method of accessing the information
- an increase in the use of links to relevant documents
- an increase in the use of links to provide contact by email
- increased use of photos to bring a bit of sparkle to the site

You can be assured that your Group's pages are available on the new site and this document will guide you through the procedures for updating that information. It is not a guide to WordPress or certainly not a comprehensive guide. The aim is to guide you through the first steps of updating your pages, encourage you to explore the tools available on the new site, and, ultimately, to give you confidence in managing your Group's information.

It is in our interest that you can make changes yourself, but you will always have the option to submit a request to the Web Administration Team (later referred to as the Web Admin Team) to request to have changes made on your behalf.

It is also hoped that Convenors, who have not been involved in updating their Group information, may now consider doing so. The Web Admin Team will provide assistance to get you started.

A reminder: -

- When updating your information please be aware that anything that you add to your page is public over the internet
- Please do not write anything defamatory about anybody or anything
- Please make sure that any pictures that you use are not subject to copyright
- Please remember that you **must** have the permission of people in the photograph to appear on the Website – ascertain this at the time of taking the photo
- Please remember to update your pages (or request to have them updated) regularly as and when necessary
- Contact the Web Admin Team if you have any questions, need help or advice. A member of the Web Admin Team will be willing to talk you through the issues or arrange a one-to-one session either in person or over Zoom
- In order to provide some consistency throughout the site, some conventions have been introduced e.g. the format for specifying times and dates, naming of photos and documents. We ask you to follow these guidelines as far as possible

1.1 Conventions used throughout the Website

Time: 12-hour clock e.g. 10:30 am, 2:30 pm, 10:00 am-11:30 am

Date: dd/mm/yy e.g. 30/09/24

Emails Always include Belfast u3a as part of the Subject heading

Photos: Naming convention GroupName (spaces removed)_upload_date(ddmmyy_format)_xx, where xx is a two digit number to allow for more than one image to be uploaded on the same day e.g.
ArtGroup_160924_01

The term “Enter” used throughout the document may be interpreted as pressing the Enter key on the keyboard, the Return key or clicking on backward P. It will depend on the device you are using.

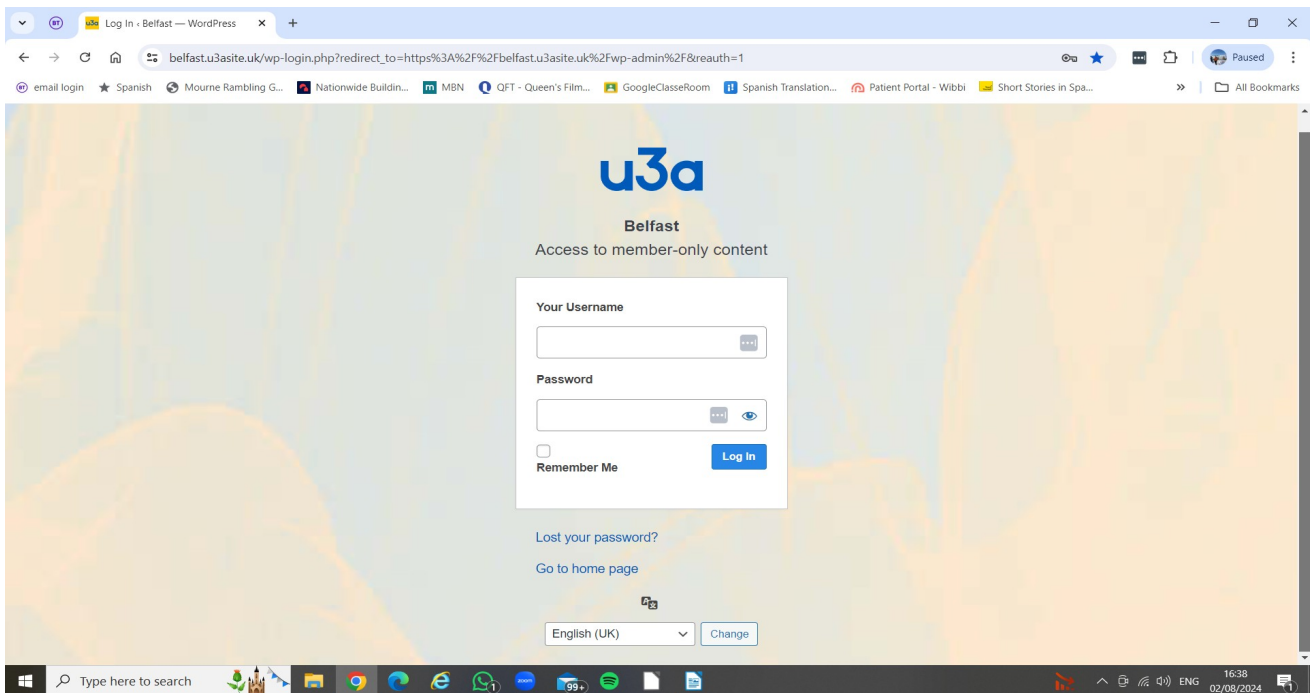
When you are feeling more adventurous you have at your disposal the Author Training Guide which provides much more detailed information about WordPress. It will make your task much easier, but be warned, it is 76 pages long!

2. Logging in and Initial Screen

You must have a username and password to login. These will be provided by the Web Admin Team. Enter the following web address in an Internet browser such as Chrome or Safari – NOT Google.

<https://belfast.u3asite.uk/wp-admin>

You will be presented with the following screen: -



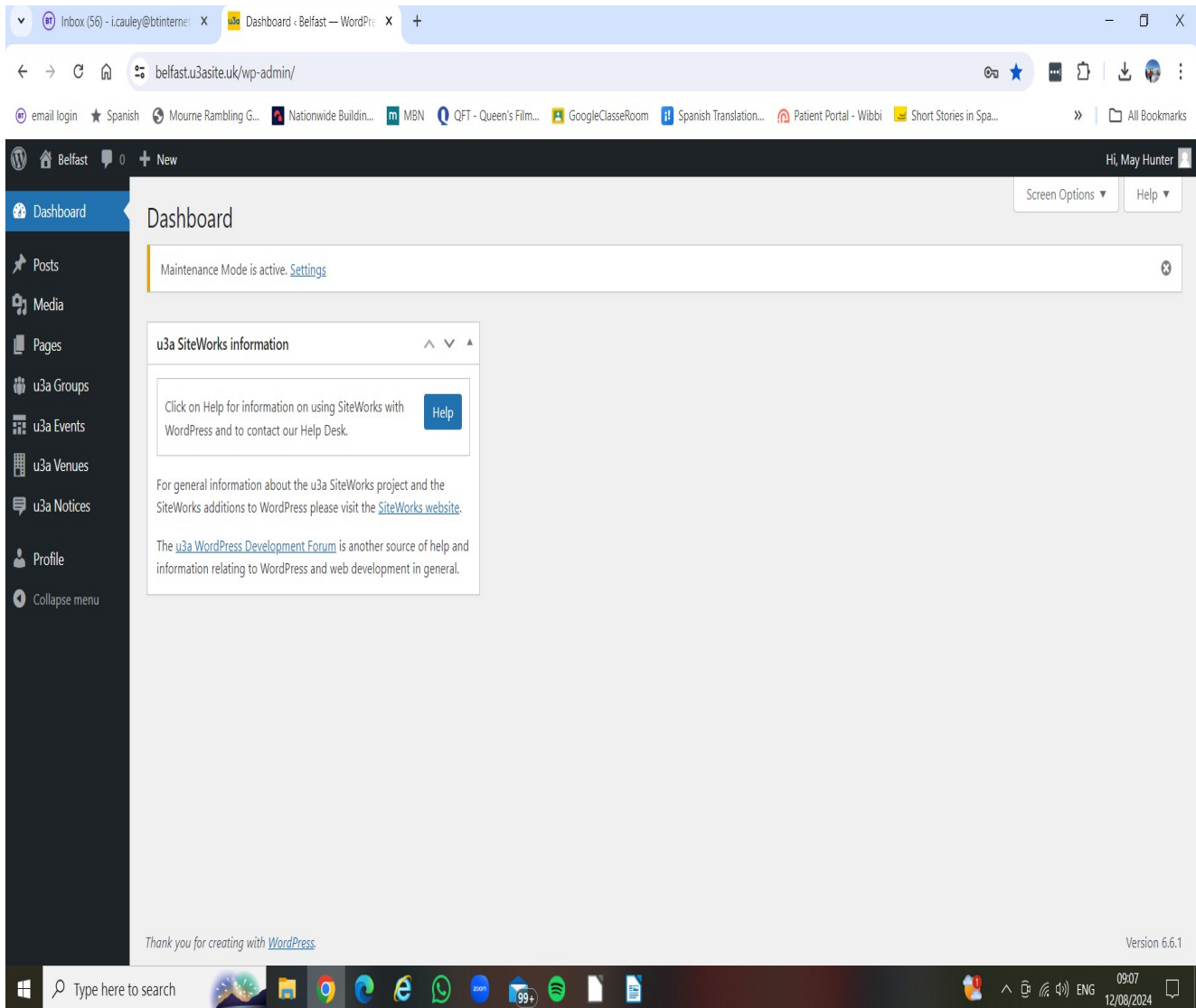
Provide your username and password. You are encouraged to add this to your Bookmarks, Favourites or click on Remember me for easier access in future. Click Log in.

If you experience difficulties with the login, simply close the browser and try again. This may be due to the server dropping the connection and needs to be reported. Please notify the Web Admin team.

If you have 3 failed attempts at login, you will be locked out of the system for 15 minutes. If you retry after the 15 minutes are up and then have another failed attempt you will be locked out for 24 hours.

Please contact the Web Admin team for assistance.

You will see the following screen: -



Look closely at the Title bar (above Dashboard) at the top (WordPress symbol, Home, Belfast ...). Clicking on Belfast will enable you to switch, frequently called to toggle in IT jargon, between Viewing the Website and Viewing the Dashboard. Choose the Dashboard at any stage to update your pages, although there are other ways to do this, for example an Edit page option in the Title bar.

The Options available are explained in the following table : -

Dashboard	Provides the menu of Options for selection
Posts	The original way of adding a Block of information to your site. Not explained in this Short Guide as there are other ways to do this
Media	All photos and documents for the site are stored here. No videos please. The documents can be word, excel, or PDF formatted files
Pages	These are the main Pages of the Website. You will only be able to view these
u3a Groups	This is where you will find your Group pages
u3a Events	Any Event recorded here will go onto the Events Page of your Group
u3a Venues	You can view all the Venues currently listed in our system. You will need to inform the Web Admin Team to have a new Venue added
u3a Notices	Used by the Web Admin Team for last minute changes to Events or something we want Members to take notice of
Profile	Your details. You can change your password here

3. Changing your Password

You will have been given an initial password and we recommend that you store this password in a password manager. If you decide to change your password it must contain upper-case and lower-case letters, numbers and punctuation marks and it must be at least 12 characters long. To access the password manager: -

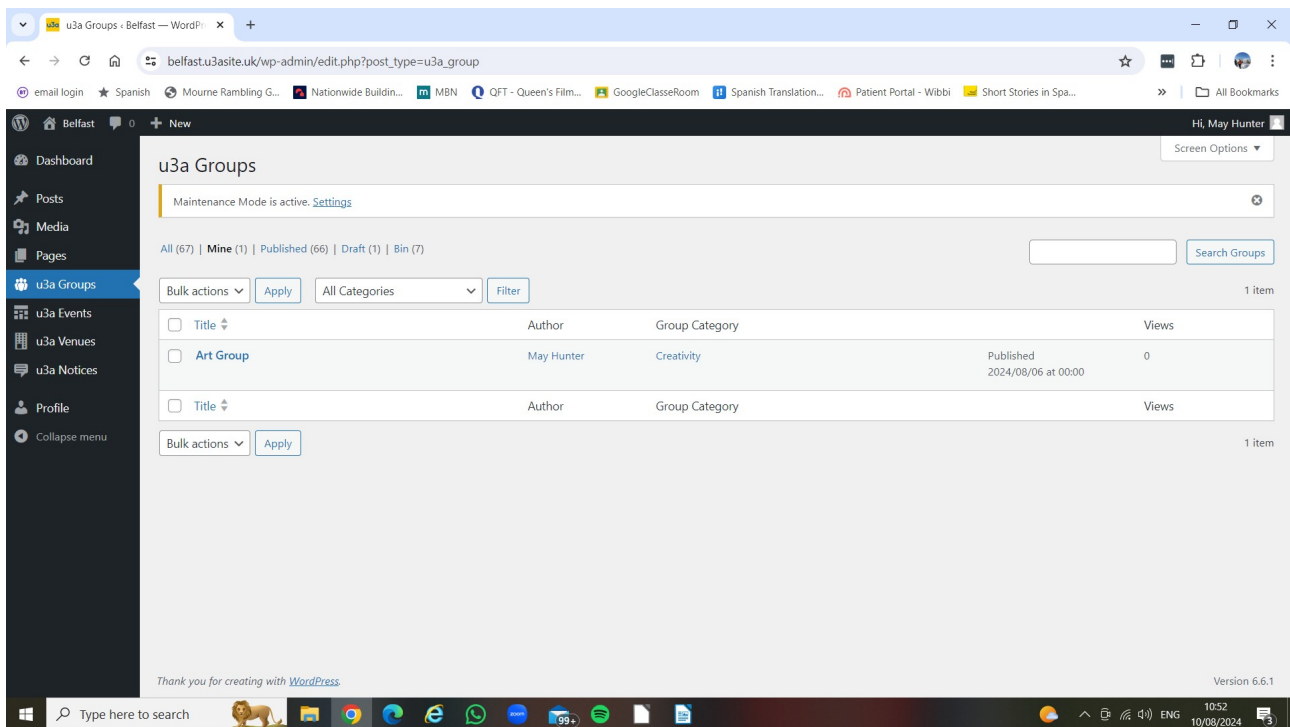
- From the Dashboard select/click Profile (it is at the bottom)
- Scroll down to Account Management
- Click Set New Password. As you type, an indication of its strength will be displayed
- Click Update Profile

The Web Admin Team will change your password if necessary.

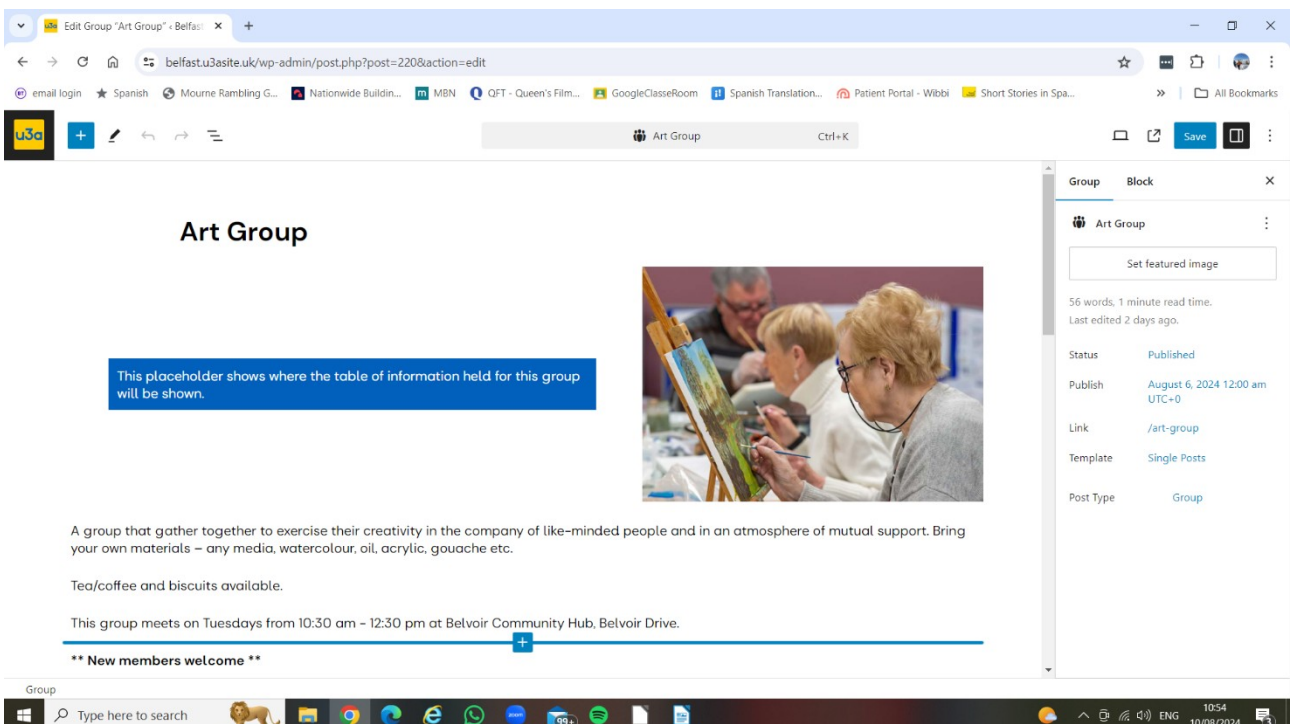
Note: - You can also add a Profile picture at this stage, something we encourage Convenors to do.

4. Updating your Group Information

From the Dashboard, select u3a Groups. You will only see the Group(s) that you can edit.



Click on the Group that you are going to update. Select Edit and you will see something like: -



Before making any changes, examine the Title bar at the top of the screen. The names and symbols are: -

- The u3a icon top left
- Blue box with “+”, referred to as “+” throughout the rest of this document, for insert (Blocks, Patterns, Media)
- Left arrow undo
- Right arrow redo
- Group Name in the centre
- View Group
- Save

Note: - right of the Group name, the names and symbols will be displayed differently on the various devices i.e. desktop, tablet and mobile.

Hover the mouse over each of them to see their meaning (and their shortcuts). When you are updating the **Undo** and the **Redo** button are useful.

Back to the Group page, the blue bar, or Placeholder, is out of bounds.

This placeholder shows where the table of information held for the group will be shown.

It is used by WordPress to display the permanent information about the Group, like Status, Category etc. of your group, e.g.: -

Art Group Table

Status:	Active, open to new members
Convenor:	<u>Mo McAuley</u>
Convenor:	<u>Aileen Wright</u>
Group email:	<u>Art group</u>
When:	Weekly, Tuesday mornings 10:30 am - 12:30 pm
Venue:	<u>Belvoir Community Hub</u>

The Group Table will be displayed when you view your page and also when someone clicks on the Group from the list of Groups. If you need to change any of the information in the Group Table, you will need to scroll down towards the bottom of your page. Change the entries by selecting from the drop-down menus.

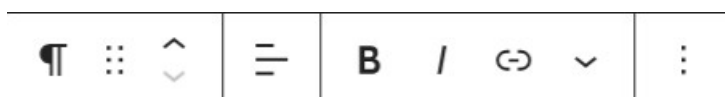
Note: - Please remember that any changes to your Group details, e.g. adding or changing a co-convenor, should also be made on the Beacon system, either by yourself or by contacting the Beacon Administrator.

The Convenor and the Group emails are set up by the Web Admin Team and both options send an email to the appropriate email address. The Venue is set up by the Web Admin Team and should match the Venue in Beacon. The details for the Venue can contain more information such as pictures to help people find it. The information you add to your Group, (by inserting Blocks) will appear below the Placeholder.

There is another Placeholder for Events you may wish to add. This is covered in section 4.4.

4.1 Changing the Text

If the text simply needs changing then click into the text and change it by deleting or adding information. You will see a box pop-up (it might appear in the Title bar).



You can ignore this for now. We might add an explanation of each of these in the next edition of the document. In the meantime, continue with your updates.

Finally click on **Save** and a message will flash up Post Updated along with an option to View Group. The change is in place. We advise you to make use of the Save option at regular intervals and avoid using View or View Group before saving.

After Viewing if you want to amend or correct something, simply repeat the process.

Note: - If you get a message “Leave Site or Cancel” clicking on Leave Site will just exit the current page, you are still logged in but your changes to the page will not have been saved. So always click on Save beforehand.

4.2 Explanation of the Term Block

The term Block is used to provide a description of the type of information you are inputting, e.g. you may want to include a **Heading** for your information, a new **Paragraph** (for inputting text) or include an **Image**. You will be able to select the appropriate Block type to do so. There are other options but they are not described in this document.

The big advantage of WordPress using this Block structure is that the tools to handle the information are at your fingertips. For example, if it is a Paragraph the toolbar will include options for changing the text colour, background colour, font, style etc. For an Image, the toolbar will provide options to re-size or move the image up and down.

Don't worry if you don't fully understand the term Block at this stage, once you start adding new information, it will become clearer.

4.3 Inserting a New Text Block

If you want to add new information either above or below your current information, simply click on the insert location and press **Enter**, click on the **+ insert Block** on the right-hand side. This will give you the options to choose the Block type, e.g.

Paragraph

Media

Image and Text

To insert new text, simply select **Paragraph**, and start typing. When finished, click **Save**. A box will appear at the bottom of the screen to indicate it has been published. Click View to preview your page and go back to make amendments if necessary.

4.4 Add an Event to Your Page

When you are editing your Group page, at the bottom you will see

This placeholder shows where a table of events will be shown.

To add an Event to your Group page, from the Dashboard, click on **u3A Events** then select **Add New Event**.

There are three stages:

- You MUST click in and Enter a Title for the Event. This is a requisite
- Type the Title and click Enter
 - The default Block is now a paragraph so you can just go ahead and enter the description of the Event or copy and paste from another source (e.g. email) if convenient

- Then scroll down to provide the essential information about the Event such as date, time, Venue, organiser, is it restricted to the group only, is there a booking fee
- Note, you must press Enter after selecting the date or time.

The following details are mandatory: -

- Event Category - this can be selected from the drop-down menu on the left-hand side
- Event date – click in the box and a calendar will pop-up for you to select the date
 - It will appear in the box as year-month-day, e.g. 2024-09-05
 - but it will be displayed on your page as 5th September 2024
- Select a Group – from the drop-down menu

Avoid Save draft as it complicates publishing, simply click **Publish**. You will get a pop-up box and you need to click **Publish** again to finalise the procedure.

A pop-up box will appear, bottom left-hand corner, indicating Post updated and the option to View Group.

The Event will appear at the bottom of your Group page – see the following example taken from the Walking – Ramblers Group page: -

Forthcoming Events (this comes from the Placeholder)

5th September 2024 Event	<u>Bessbrook, Deramore House demesne and viaduct</u> Meet on Main Street in Bessbrook, walk around the village, then on to DERAMORE House Demesne and return to Bessbrook by same route.
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You must **repeat** this process for each Event you want to add. You might want to explore adding photos to make it more attractive.

If you want to delete the Event, return to u3a Events, select the Event and click Bin. However, the Event will automatically disappear from the Events listing once the date has passed but will remain in the Events list within the Dashboard menu.

You are advised to Logout when you are finished updating, especially if you are using a mobile device or if you are a co-convenor.

If you wish to have your Event appear on the Website Event Page as well as your own page, then please contact the Web Admin Team.

4.5 Dealing with Photos

Before you insert an image or photo it would be helpful if you can rename or save your photos using the recommended naming convention. That is: -

GroupName (spaces removed)_upload_date (in ddmmyy_format)_xx, where “xx” is a two digit number to allow for more than one image to be uploaded on the same day

e.g. ArtGroup_160924_01

To Rename photo, **right click** on the photo, click **Rename**, type new name, press Enter.

You can skip this step if you prefer and the Web Admin Team will rename photos on a regular basis.

You can email your photos to the Web Admin Team as an attachment and they will be inserted for you. Remember to include “Belfast u3a” as part of the subject heading.

However, if you would like to do it yourself it is quite manageable: see next section.

4.6 Add a Photo to your Page

Click at the bottom of of your page and press Enter, click on the Type/insert Block, click on the + insert Block on the rhs and chose a type that will display an Image.

If you have more than one photograph to upload, choose **Gallery**. If you only have one photo, choose **Image**. You may have to scroll down to see these options.

Click in the media area and select **Upload** which allows you to browse your device to find the photo(s) you wish to upload, e.g. select photo library and the photos on your device are displayed. Once you have selected the photo(s) click on Upload. The photo(s) will now appear on your Group page.

It is strongly recommended that the photos appear below any Events you may create. You will have to **move** the photo down below the Events placeholder by clicking on the photo and selecting the move downward button, 3rd from the left.

You can re-size the image by dragging the small white circles at the edges.

Add a caption by clicking the Box icon with 3 dots (next to Replace) and type it in.

If you want to delete the image, click on it and select the 3 vertical dots next to replace. Scroll down to select Delete.

Finally click on Save and you can then View Group to see how the page now looks.

4.7 Add several Photos to your Page

You might want to consider uploading say 2, 3, 4 at a time as they will be a reasonable size when displayed. Repeat the exercise if necessary.

On a computer, laptop, or iPhone, click on the yellow placeholder band: on an iPad, click below the yellow placeholder band. Click on the White + in a blue box you see at the top left of your screen. Scroll down and choose Gallery.

Click **Upload** and then on **Photo Library**.

Add a **caption** to your photos by clicking the Box icon with the 3 dots.

To delete, select the photos, click the 3 vertical dots, to the right of Replace, and select delete.

To replace, select the photos, click Replace, then click Upload and browse for the photos in the Media that are being replaced.

Note, as explained in 4.6, it is important that the photos appear below any Events.

4.8 Adding a link

A link can take the user to a new page on your site or to an external website on the internet. It can also reference media, usually a document. You will select/highlight the text in your paragraph which will be used to link to a web address or the filename of a document.

Locate the web address you wish to create a link to and copy the web address, also known as the URL (Uniform Resource Locator), including the https:// to the clipboard. The shortcut to do this is highlight the web address and use Ctrl/C, where C means Copy.

Now select the text within your text that will become the link.

Paste the copied link into the box, use Ctrl/V, where V is used for paste instead of Ctrl/P which is used for printing, and submit by clicking the circular arrow on the right.

When linking to documents it is generally best to open them in a new browser. Select the link, click on the pencil icon and check Open in new tab box before saving.

To **replace a link**, clear it first and create it again. To clear the link, select the text and click on the link icon, it will have a black background indicating a link is present. This

opens the link menu, select the clear link i.e. a link icon with a line through it. Now create a replacement link as described above.

4.9 Uploading a document and creating a link

Before uploading a document e.g. word, excel, to the site, you must convert it to PDF format so that it can be read by different devices/software. Open the file as normal and from the File menu select **Export**, in the Save As box select **PDF** and click **Export**. Close the file.

Now go the Dashboard, click on **Media** and select Add New Media File. Click **Select Files** and click **Choose Files** and select the file you have just exported. Once the file has been uploaded it is given its own URL, so follow the instructions in 4.8 Adding a Link, to create the link to your chosen text.

5. Hints, Tips and Corrections

This section will be used to record how some difficulties were overcome by either the Web Admin Team (who are also learning) or you the convenor.

Thus, if you have a useful hint that you think others should know about, then please pass it on to the Web Admin Team and it may be included here. You may have found a solution which is better than what is in this document, or it may be something we had not catered for.

It may also be the first port of call for you as a quick check to see if there is anything new. It will be updated regularly as long as it is required.

For example: -

- We recommend you click on Save regularly (if you have the option) before moving off your page
- If the keyboard display (on your tablet, phone) is blocking the view of your page, click on the keyboard icon in the bottom right-hand corner
- Occasionally you may see a box with the option to Leave or Cancel. If you click Leave it will not log you out of the Website but simply leave the current page. However, be careful as your changes may not be Saved so Save them first
- If you have difficulty in selecting a Group while you are adding an Event it may be because you have another tab for the Group open, simply close it, or possibly you have saved a draft version which has not been completed
- If accessing documents or forms and you want a hard copy, print them before you download
- If you have used Gallery for photos, you can later delete the photos individually and then click Document Overview and select Delete to delete the contents of the Gallery

October 2024. Updates

- Section 2 Sentence amended Enter the following web address in an Internet browser such as Chrome or Safari – NOT Google.
- Sections 4.7 – 4.9 were added to the document which is now identified as Version 1.0
- Uploading files and photos to the Media Library is now encouraged

November 2024 Updates

Section 1 Reminder

Word should have been replaced by must in the sentence

Please remember that you **must** have the permission of people in the photograph to appear on the Website – ascertain this at the time of taking the photo

January 2025 Addition

Section 2 Logging in

If you have 3 failed attempts at login, you will be locked out of the system for 15 minutes. If you retry after the 15 minutes are up and then have another failed attempt you will be locked out for 24 hours.

Please contact the Web Admin team for assistance.