

WEBSITE GUIDE FOR GROUP ORGANISERS

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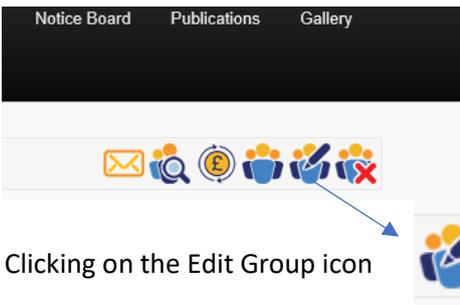
1 Editing Permission

To edit a Group you must be assigned an appropriate editing role by the Membership Secretary. Group Organisers can only edit their Group pages once their editing role has been activated.

Do not post personal information relating to yourself or members, such as addresses, telephone no.s or email addresses, on your page as it will be visible to the whole world.

2 Editing Group Details and Content

After you have logged on, select your Group from the Groups List page. If your editing role has been activated and you have logged in you will see the following:



Clicking on the Edit Group icon will open the editing screen:

A screenshot of the 'Edit the French for Fluent Speakers Group' editing screen. The title bar at the top has a green arrow icon on the left, the title 'Edit the French for Fluent Speakers Group' in the center, and a green checkmark and a red 'X' icon on the right. The main content area is divided into two columns: 'General' and 'Meetings'.
General
Name: French for Fluent Speakers
Alias: french-fluent
Category: Languages (dropdown)
Code: (empty field)
Image: Fluent%20French.jpg (with a search icon)
Meetings
Time: 19:30 (with a clock icon)
Week: Second + Fourth (dropdown)
Day: Thursday (dropdown)
Venue: Members' Homes (dropdown)
Max Size: 8
Waiting List Size: 100
Below these columns is a section titled 'Group Content'.

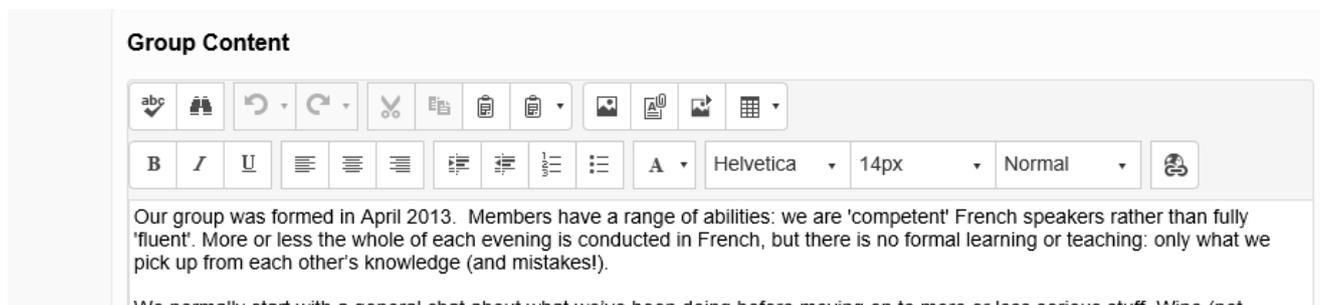
2.1 Editing Group Details

You can modify the Group details (meeting time, day of the week, maximum size etc.) that appear in the boxes at the top of the screen as required.

You can also add an image that appears as a banner at the top of the screen - refer to '[Adding a Banner](#)' for further details.

2.2 Editing Group content

Below the Group Details is the Group Content editing panel at the top of which is a toolbar:



In the Group Content editing panel you can type text which can be formatted using the toolbar icons.

You can paste in existing text from other documents, but its appearance on the web page may differ.

Pictures can be pasted in but we prefer them to be uploaded first so they are stored in our system, and then inserted.

You can also add links to email addresses, external sites and documents.

Documents have to be uploaded first and then links to them inserted.

When you have finished editing:

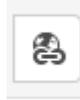
click on  to save your changes or on  to cancel.

2.3 Adding a link to an external site

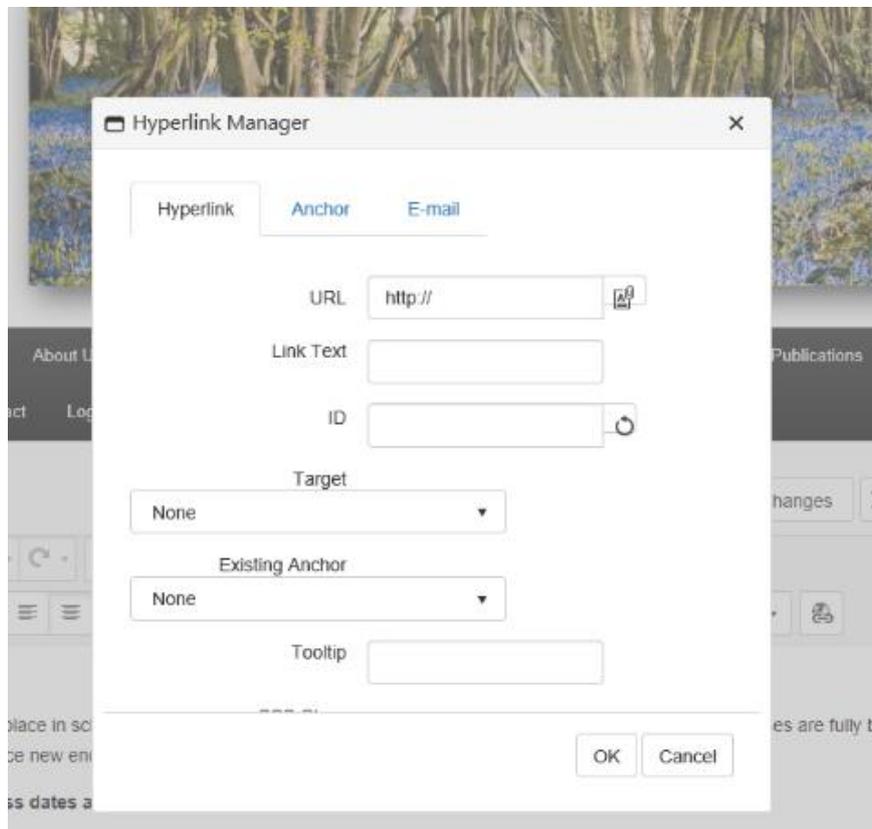
In the content editing panel:

Type some text and select it or select some existing text

In the toolbar click the Hyperlink Manager icon



and the Hyperlink Manager screen opens:



URL	type or paste the link here
Link Text	will be the text you selected (can be changed if you wish)
Target	select New Window to open the link in a new page (this is the preferred option)
Tooltip	optional text that will appear when you hover over it on the screen

Press OK

An existing link can be modified by right clicking on it and selecting 'Properties'

When you exit editing the link will appear normally in blue.

2.4 Adding a link to another page on the StAU3A site

Follow the procedure for adding a link to an external site and use the appropriate page URL e.g.

<https://stalbansu3a.org.uk/Join>.

To link to a StAU3A Group page, use the format <https://www.stalbansu3a.org.uk/Groups/xx-xx-xx> where xx-xx-xx are the words in the Group name are separated by hyphens e.g. creative-writing-3.

2.5 Adding an email link

Follow the procedure for adding a link to an external site but select the email tab

Email – type or paste the email address here

Link Text - will be the text you selected (can be changed if you wish)

Tooltip - optional text that will appear when you hover over it on the screen

Press OK

An existing link can be modified by right clicking on it and selecting 'Properties'.

When you exit editing the link will appear normally in blue

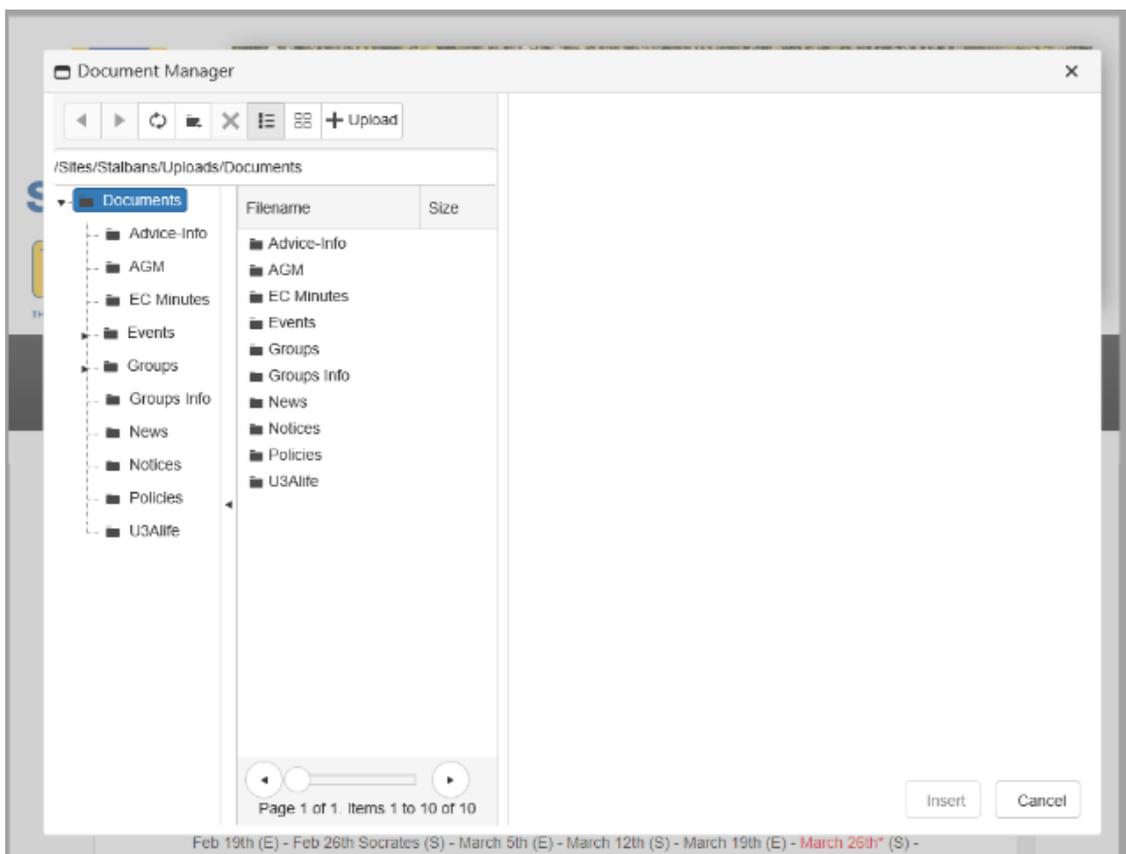
2.6 Adding a link to a document

Documents must first have been uploaded before links to them can be inserted into the page you are editing. The maximum size of any one file is 4.77Mb. File extensions allowed: *.doc, *.txt, *.docx, *.xls, *.xlsx, *.pdf. Document file names must not include special characters like **&**, **/**, **!** etc.

In the content editing panel:

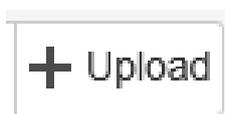
Type some text and select it or select some existing text

In the toolbar click the Document Manager icon  and the Document Manager screen opens:

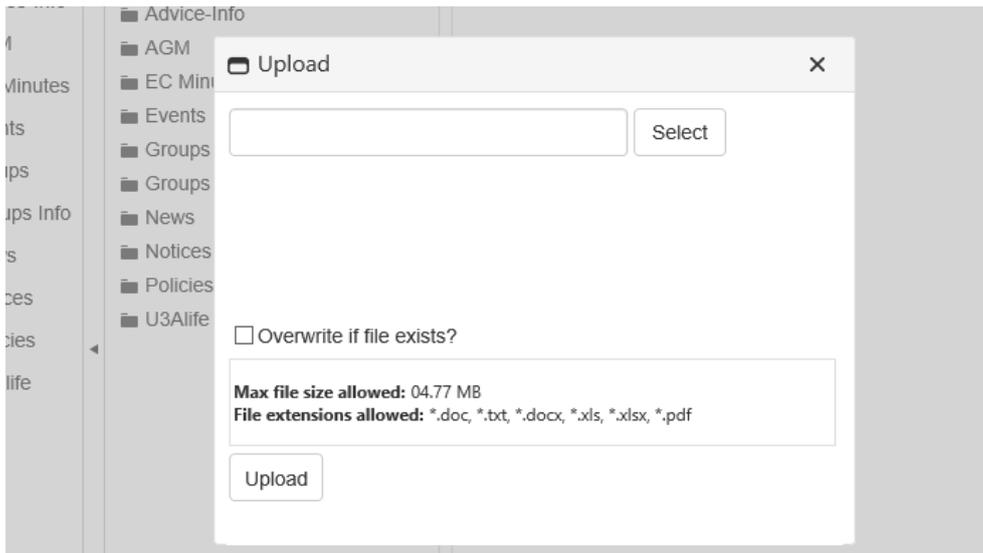


You will see a list of folders where documents have previously been uploaded and to which you can upload documents from your computer. You can also create your own folders

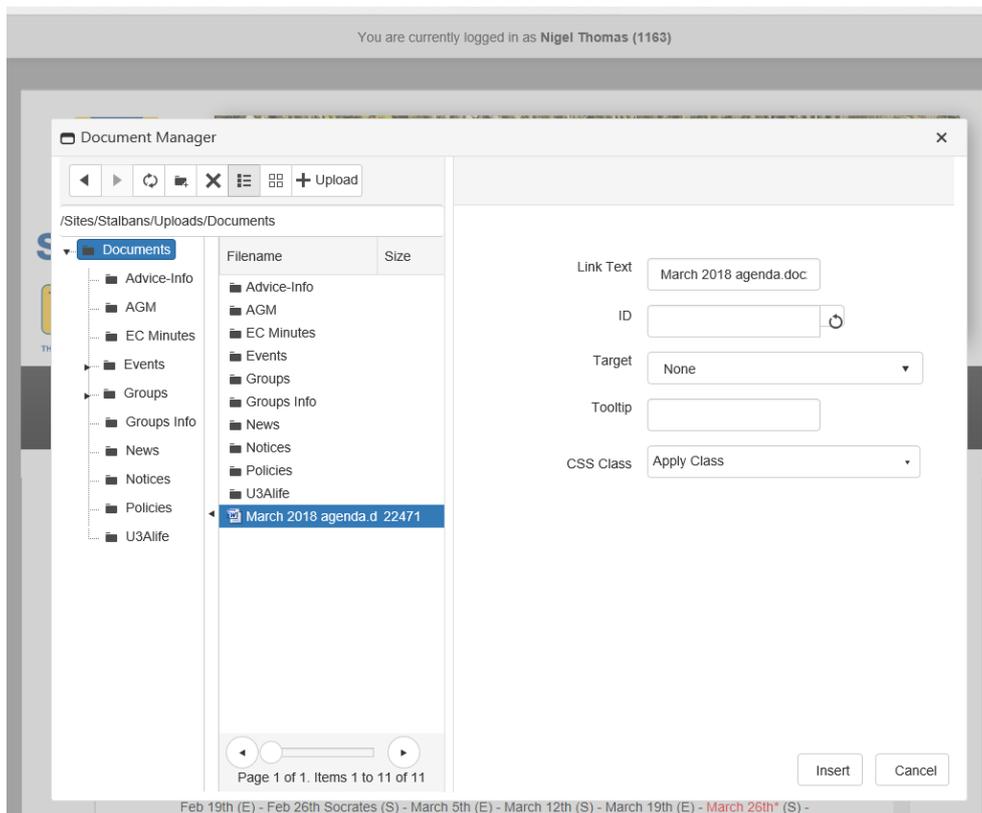
To upload a document to one of the folders click on the folder where you want the document to appear, then click on:



In the Upload screen, click on Select. This will open the directories on your own computer where you can select the file you want to upload.



Once you've selected the file, click on 'Upload'. The file will now appear in the Document Manager.



Link Text	will be the text you selected (can be changed if you wish)
Target	select New Window to open the link in a new page (this is the preferred option)
Tooltip	optional text that will appear when you hover over it on the screen

Press 'Insert'

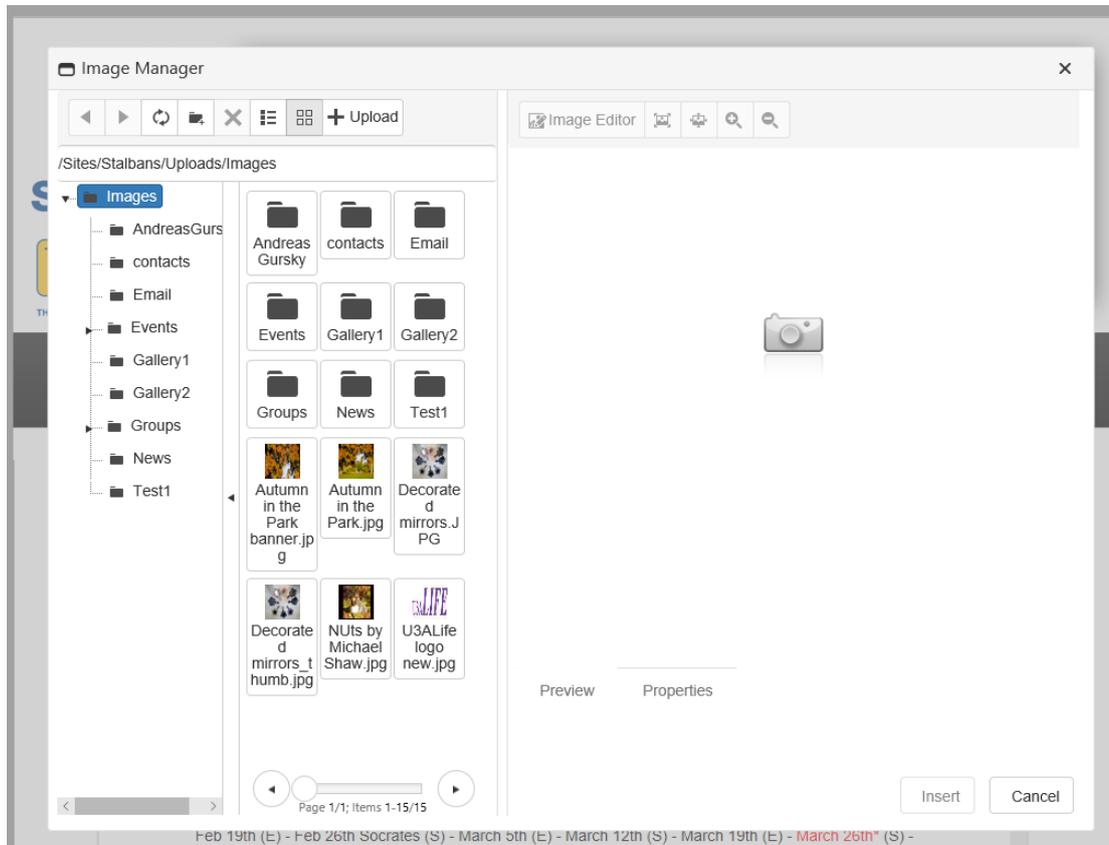
An existing link can be modified by right clicking on it and selecting 'Properties'.

When you exit editing the link will appear in blue

2.7 Uploading and Adding a picture

In the content editing panel place the cursor where you want the picture to appear.

In the toolbar, click on the Image Manager icon  and the Image Manager screen opens

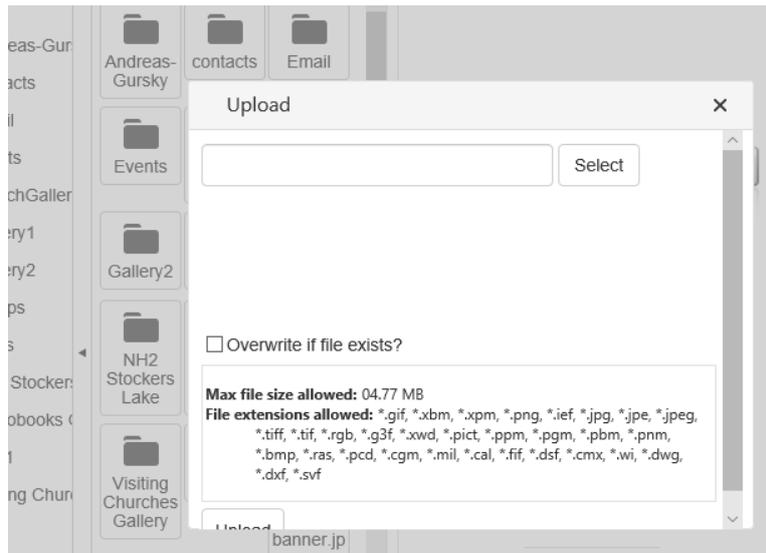


You will see a list of folders where images have previously been uploaded and to which you can upload images from your computer. You can also create your own folders. The maximum size of any one file is 4.77Mb. File extensions allowed: *.gif, *.xbm, *.xpm, *.png, *.ief, *.jpg, *.jpe, *.jpeg, *.tiff, *.tif, *.rgb, *.g3f, *.xwd, *.pict, *.ppm, *.pgm, *.pbm, *.pnm, *.bmp, *.ras, *.pcd, *.cgm, *.mil, *.cal, *.fif, *.dsf, *.cmx, *.wi, *.dwg, *.dxf, *.svf

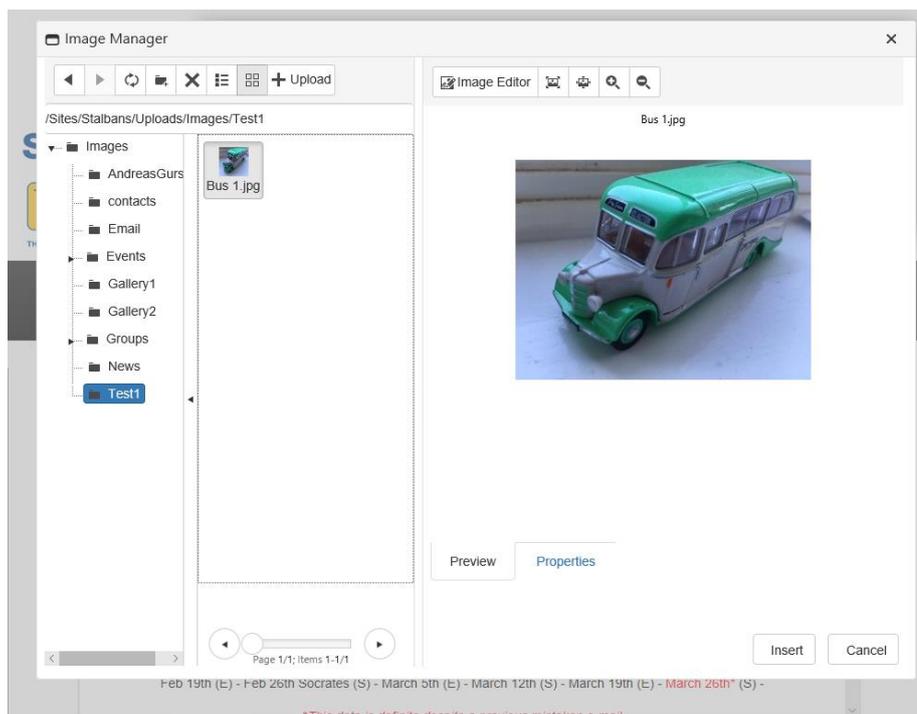
To upload a picture to one of the folders click on the folder where you want the document to appear, then click on:



In the Upload screen, click on Select. This will open the directories on your own computer where you can select the picture file you want to upload.



Once you've selected the file, click on 'Upload'. The file will now appear in the Picture Manager along with a preview of the picture.



Clicking on 'Properties' gives access to some basic editing functions such as cropping and resizing as well as titling but most editing is best done before uploading the file.

Click 'Insert' and the picture will appear on the page.

An existing picture can be modified by right clicking on it and selecting 'Properties'.

2.8 Adding a Gallery

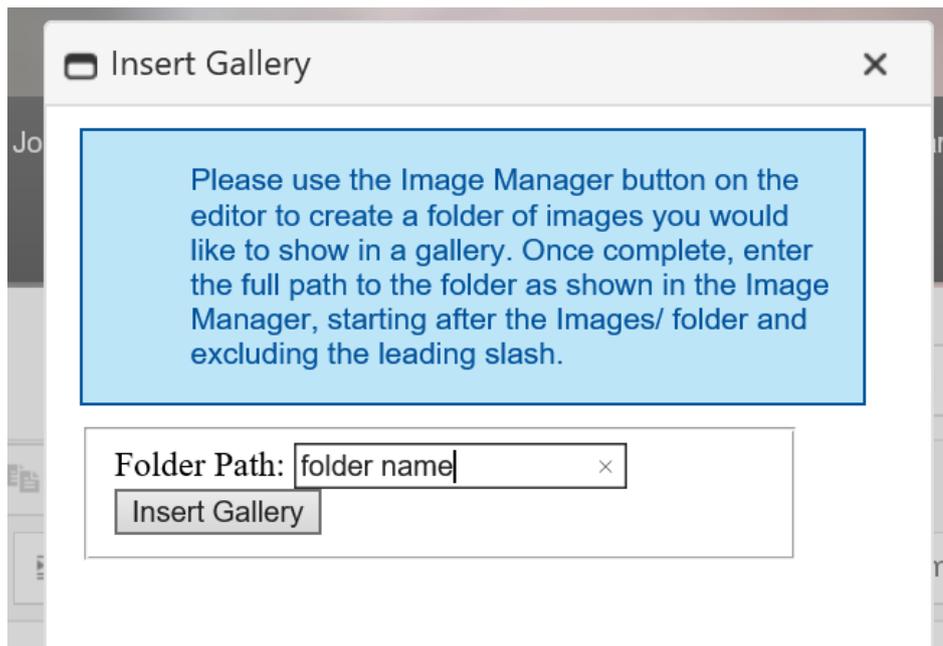
A Gallery is a folder of pictures in the Images folder that is inserted on a page. First create a folder in the Images folder (not the Group folder) then follow the procedure described above in [Uploading and Adding a Picture](#) for uploading pictures to the folder you have created. Previously uploaded pictures can also be dragged and dropped into the folder.

Click on 'Edit' on the page to which you want to add the Gallery

Click on the Add Gallery icon



and enter the name of the folder you created



The following text will appear in the editing screen: [SMGALLERY imagesFolder='folder name'].

Instead of using the insert Gallery tool you can simply add the text with the appropriate folder name

When the changes are saved, one large image will appear* above thumbnail images of the other pictures in the folder. Viewers can scroll through the gallery to see the larger images.

*It may be necessary to refresh the page after saving in order for the Gallery to appear.

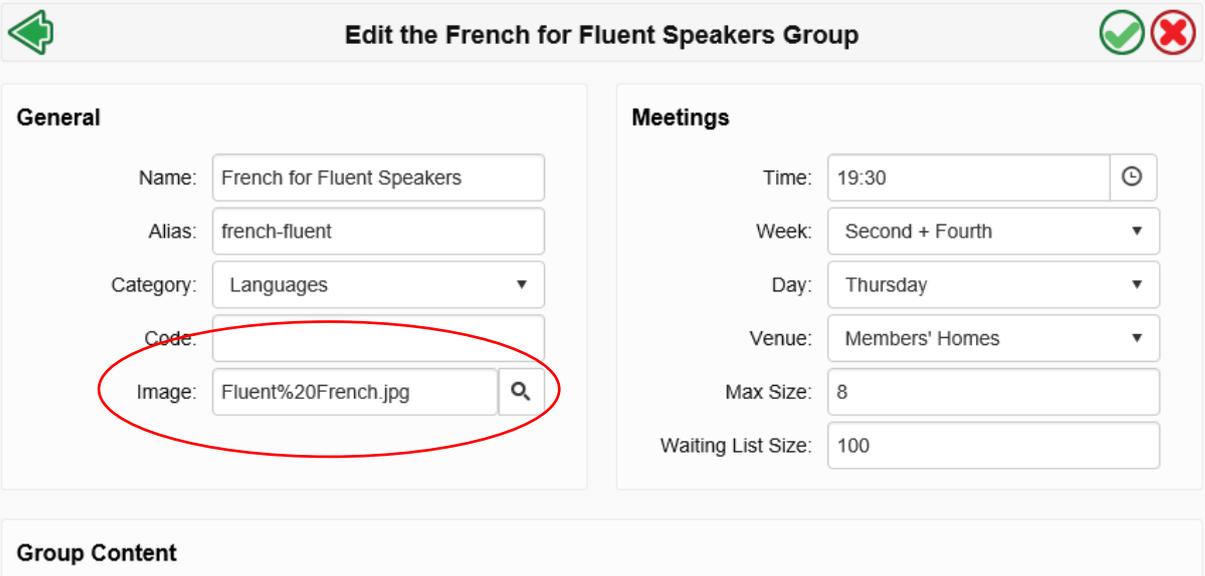
2.9 Adding a banner to a Group page

At present this function is only available to Administrators. If you want to add a banner to your page, please consult the Chairman, Membership Secretary or Webmaster

Pictures must first have been uploaded before they can be inserted into the page you are editing.

Note: the banner image should be edited before uploading to ideal dimensions of **900 x 300 pixels**. The parts of an image greater than these dimensions will not be visible.

In the edit screen of the Group page click on the magnifying glass alongside the Image box. Then follow the procedure for [Uploading and Adding a picture](#) to upload a new image and insert it or to insert an existing image.



The screenshot shows a web interface for editing a group page. The title is "Edit the French for Fluent Speakers Group". There are two main sections: "General" and "Meetings".

General Section:

- Name: French for Fluent Speakers
- Alias: french-fluent
- Category: Languages (dropdown)
- Code: (empty text box)
- Image: Fluent%20French.jpg (text box with a magnifying glass icon to its right, circled in red)

Meetings Section:

- Time: 19:30 (text box with a clock icon)
- Week: Second + Fourth (dropdown)
- Day: Thursday (dropdown)
- Venue: Members' Homes (dropdown)
- Max Size: 8 (text box)
- Waiting List Size: 100 (text box)

At the bottom, there is a section for "Group Content".

3 Managing Group Members

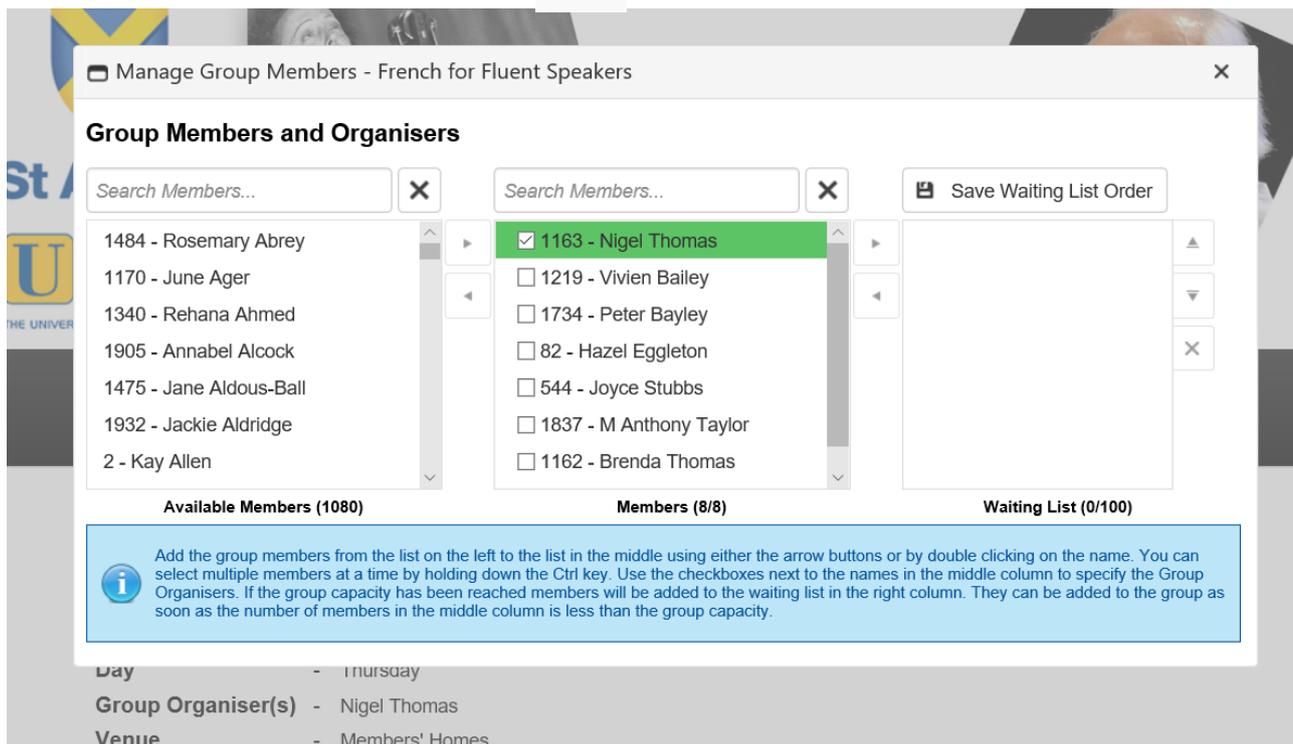
After you have logged on, select your Group from the Groups List page. If your editing role has been activated and you have logged in you will see the following:



Clicking on the Manage Members icon



will open the Manage Group Members screen:



You can add Group members from the 'Available Members' list on the left by selecting the member, then moving them to the Group Membership list in the middle using either the right arrow button or by double clicking on the name. Note: only members of St Albans U3A appear in the 'Available Members' list.

You can remove Group members from the Group Membership list in the middle by selecting the member, then moving them to the 'Available Members' list on the left by using the left arrow button

You can select multiple members at the same time by holding down the Ctrl key.

Use the checkboxes next to the names in the middle column to specify the Group Organiser/s who will be highlighted in **green**.

If you add members to the Group after the maximum size has been reached, they will be added to the waiting list in the right column. They can be added to the Group as soon as the number of members in the middle column is less than the maximum Groups size.

When you have finished managing the Group, close the Manage Group Members window.

4 Sending a Group Email

After you have logged on, select your Group from the Groups List page. If your editing role has been activated and you have logged in you will see the following:



Clicking on the Email Group Members icon  will open the Email Group Members screen:

Email Group Members

From:

Override Sender Name: Override Sender Email:

To:

1163 - Nigel Thomas

1219 - Vivien Bailey

1734 - Peter Bayley

82 - Hazel Eggleton

544 - Joyce Stubbs

1837 - M Anthony Taylor

Brenda Thomas (1162)

Group Members (8)

! Members without a valid email address cannot be added as recipients

Subject:

Attachments: Select files to upload .jpeg, .jpg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt

Content:

From	Select your name from the drop-down box
To	Select the members of your Group from the list on the left. Note: only Group members with an email address appear in the list.
Subject	Type the subject of your email
Attachments	Click on 'Select' to choose files from your computer to attach to your email

Write your message in the space below the toolbar. You can use the toolbar to apply formatting and add a link to an external site or to an email address. See above for further details.

Finally click 'Send'