

Proposed U3A Benalla and District Inc. Website

<http://u3abenalla.weebly.com>

Information for Convenors

The proposed new website is being trialled and tested using user friendly Weebly.com to showcase U3A Benalla and District activities. We are hoping convenors will take an active interest in the website, particularly in their group's web page, however don't want contributing to the web site to become onerous!

The reports already written for the Newsletter have been added to each group's page over the last few months. This seems to be working well!

Occasionally a group doesn't write reports for the newsletter. The web team will make contact with the convenor from time to time to take some photos, perhaps interview a member, adding latest news to the page with the group's permission.

Convenors can choose how they would like content to be added to their group's web page:- for example:

- Newsletter reports added by web team.
- Newsletter reports & additional news, photos, videos added by the web team.
- Newsletter content and additional photos, news, videos etc added by the convenor or a person from the group who has been trained to use Weebly and has given access to the group's webpage.
- Other:

Other options include adding -

- an index of class documents
- lesson resources such as notes, links to websites and YouTube videos;
- a drop down side menu for particular 'sub' groups, topics, etc.
- photographs and videos of the group.
- Other:

We would appreciate feedback from convenors on the banner photograph on the top of their group's page and the contents already added for the trial.

Are you happy with these?

Would you like some changes /improvements to be made?

Group Pages on the Proposed New Website

Each course or activity group has its own page on the proposed website. It will have also have its own web address – eg. <http://u3abenalla.weebly.com/astromony.html> or eg. <http://u3abenalla.weebly.com/games.html>

Each group page has been set up as a blog page, with general information about the group in a column on the side. Archives of blog posts will build up automatically on the side bar. Links can also be added. Eg. <http://u3abenalla.weebly.com/writing-workshop.html> or eg. <http://u3abenalla.weebly.com/newsletter.html>

A graphic has been added by the web team to the top of the page to highlight the group's concept –this graphic can be changed!

You will see a number of newsletter items have already been cut and pasted onto the page from the newsletter. The plan is to continue to do this – the newsletter is a rich source of current and regularly updated information and using newsletter reports does not involve more work for convenors.

Additional news, photographs and other information can be added by the web team or a person from the group with contributing access to the page at any time. Adding to a blog is reasonably simple to learn and do - and support can be provided by Bev (5762 8171).

Getting started

The first thing to do is to become acquainted with where your web page is on the web site and what is already on your group's page.

Go to <http://u3abenalla.weebly.com>

Go to the drop down menus eg. A – E; F – L; M – Z which applies, then scroll down to your group on the drop down menu. Click on your group. The web address should appear on the address bar – you might like to give it to group members. Have a look around – newsletter entries and some photos have been added over the past few months of developing the site.

Adding and making changes to your group's page (optional)

Convenors who would like to make changes to their web page (or their delegate) can be sent an invitation to access and edit the create or **build area** of the website for the Newsletter page. This involves being able to Log In to Weebly and then clicking on the page for which your group has been given access.

Once the invitation arrives the registration procedure on www.weebly.com can be completed (don't forget to keep the password in a safe place for later use).

Keeping the email with the invitation to Weebly on hand provides a direct link to the web page.

On logging in using <http://www.weebly.com> , a site list appears – click on the Title **U3A Benalla & District**, or on the Edit box next to the title. A drop down box listing the pages in the website will appear. Scroll to your group’s blog page – you will see it has been highlighted indicating that you have access to it. Click on the page.

Adding New Posts to your Group’s Blog

- Using the top menu on the webpage, find and open your group’s page if it isn’t already open. You will see a menu at the top including ‘Build’ and a number of grey click on boxes at the side.
- Click on **‘New Post’** on the bottom right hand corner of the screen.
- Type in a heading for your blog in the title area – you may change it later if you think of a better heading
- **Drag a text box into the open area under the heading**
- The words ‘click here to add text’ will appear
- Click on this, then **add text** by typing in, or pasting text eg. from newsletter.
- Click outside the box you have been typing in to load the information.
- When you have finished, **click on Post** on the top right hand corner. This will save the post.
- To read it as it will be viewed, click on the link to the page. Note any changes you would like to make. Close the page and go back to the create page. Click away the message using the x mark on top corner of the white notice. .
- Make changes if needed
- **Click on Update** on the top right hand corner to click the updated post.
- Finally, **click on ‘Publish’** on the top right hand corner to publish the new post in a listing of posts on your group’s page.
- Click on the published website address in the white box – this will take you back to the home page.
- Using the top menu and the drop down boxes, click on your group’s page. You should now be able to see the new post at the top of the list of posts.

Editing a post after it has been created:

You need to click on the entry in the blog list and open the entry up on a fresh page to edit it. When happy with the changes,

- Click on **‘Update’** on the top right hand corner to Save the edited post.
- Then, click on **‘Publish’** on the top right hand corner to Publish (ie. Save) the new post as part of the whole web page.

- | |
|--|
| <ul style="list-style-type: none">• Hitting Publish is the same as Saving• It’s a good idea to hit Publish regularly• Blogs posts and updates are saved as individual pages first, then must be Published by hitting ‘Publish’ to publish to the blog list and the web site as a whole. So two types of saves – Post/Update and then Publish. Remember, it’s a good idea to be sure by hitting publish regularly. |
|--|