



U3A Vall del Pop



Starting a new Group - advertising on the web site.

The U3A have purchased the publishing service from Klickhere.com where the U3A no longer needs the expertise to edit and update the web site. Material is sent in simple text form along with pictures from a camera or phone to Klickhere.com.

As a Group Leader the following are some guidelines as to what information is required to advertise your group when sending information for publishing.

Look at the web site and get a general feel of what is required, the fonts and style are controlled by the Web site, so the details you need to consider are the words rather than the font. Are there any pictures you have on a phone or a graphic that you can use.

Group Details to define.

1. Name: The Name of your Group, up to 120 characters, consider relevance also, “The Specialists” does not mean much without context.
2. Basic Contact, when and where details, (these are the Black box details, see below)
3. A description of what you do and what your group is about. Consider this as your advert, but try to avoid location or details of time details that are like to change. i.e. Use we meet weekly at the above location. You can use Word or simply an email to record your text.
4. You can Add standard photos or a graphic if you wish , i.e. from your phone. Beware of copyright when using material, when decided, keep these as separate jpg files or other common image formats.

| | | | |
|-----------------|---------------------------|-----------------|---|
| Leader/Contact | David Rohl | Leader/Contact | Anna Cameron and Rebecca Ainsworth |
| Contact Details | Contact Group Leader | Contact Details | Telephone... 616130816 |
| Location | Jalon Town Hall | Location | Cappuccino Bar, Orba |
| Day/Time | Monday ... 11am to 1pm | Day/Time | Monday ... 11am to 1pm Second and fourth Mondays each month |
| How Often | First Monday of the month | How Often | Twice a Month |

Group Name: e.g. ANCIENT EGYPT (32 chars)

Black box details: see examples above.

Leader/Contact: Name(s) of contact for the Group.

Contact Details: Telephone is optional,

Email address associated with **Contact Group Leader** contact box, email not displayed. ¹

Location: building or room, town.

Day/Time: Day of week, Start / end times could be variable.

How Often: weekly, first Monday of month, fortnightly, twice a week.

Group Activity description:

Describe in plain text, details about your Group, what you do, look at the other group details for example. Different fonts and colours will be replaced with the standard Web site font when published. For Colour or personalisation, see how other groups have used a graphic and send this as a separate jpg file.

Photos and graphics : To keep things simple and safe when publishing on the website, the raw text is extracted from your document checked and published. Picture files are checked and published. If they are combined say into a Word or PDF file, they have to be separated and then checked adding a process and losing picture quality. Therefore it is better all round to not spend time aligning pictures in Word, only to have them reversed engineered later.

What to send to the Group Co-Ordinator.

Create the Text regarding 1, 2, and 3 above in Word or as an email, send this along with any images as separate attachments to the Groups Co-Ordinator who can review with you. When agreed these can be sent for publishing by the Groups Co-Ordinator.

Further notes

This web site is not currently designed for real time events, such as “There is a leak in the roof so do not attend tomorrow...” Individual Groups still have to rely on their own method of communication, usually an existing group mailing list. This note further extends to, if a leader is ill or restart dates after the summer break.

The Group email address is your email address and we call private, it is not Displayed. The Group email address is associated with the Contact box on the Group page.

¹ There is only one Group email address per contact box. (Be aware Joint leaders)

¹ Some groups have joint leaders and give 2 email addresses only the first is used.

Some groups display contact phone number.

For Joint leaders you can display 2 names & 2 phone numbers.