

# Islington u3a Web Editing Guide for Group Coordinators

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## 1 General Guidance

Be aware that anything you add to your Group page is public over the internet.

Don't include personal information (full names, phone numbers, email addresses etc.)

Always use generic email addresses eg. [petanque.iu3a@gmail.com](mailto:petanque.iu3a@gmail.com) or a contact form, see Item 7 'Adding a Contact Email Address to your Page'

Make sure that any pictures or other material added are not subject to copyright.

Always ask for permission before taking or using photos of people for the website. See Item 12. *Photo and Image Guidance*.

After editing, always check that your page looks good on a mobile – 64% of visitors use a phone to view our site. Also double check links you have included are working.

Make sure your page is always up to date.

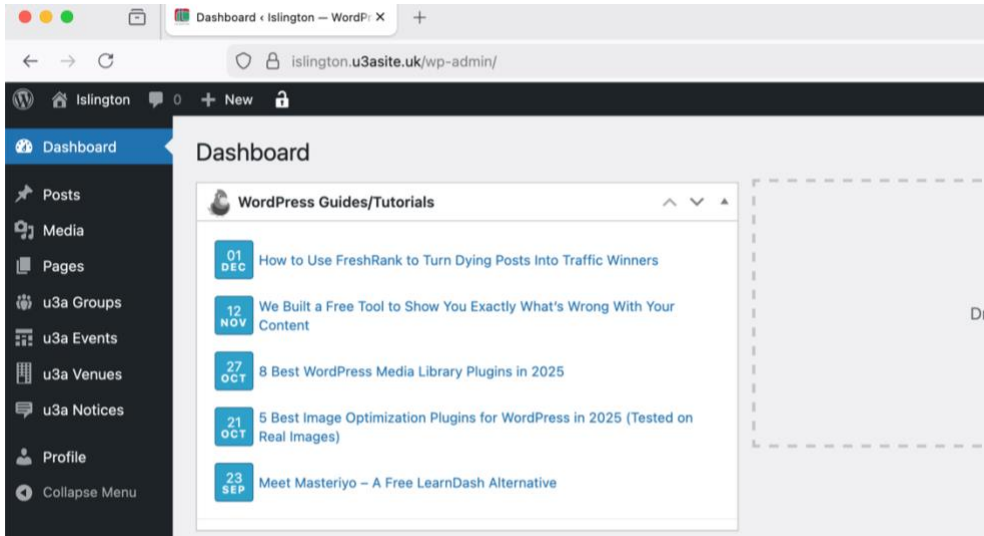
## 2 Logging in and Initial Screen

As a Group Coordinator, you will be given a username and password by our Web Manager. To request this, please email: [website.iu3a@gmail.com](mailto:website.iu3a@gmail.com)


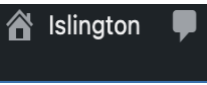
Log in to: <https://islington.u3asite.uk/wp-admin/>

There is a **Lost your password?** option that will send you a password reset email.

Once you have logged in you will see the WordPress/SiteWorks Dashboard:



The menu starts in the top left corner:

	This icon can be ignored. It opens a WordPress menu and navigates to system version information.
	View the Islington u3a website Home page. Click on it again to go to the <b>Dashboard</b> menu.
<b>Posts</b>	Editable Section: This is where you can add text, images etc for your Group.
<b>Media</b>	Media Library: All photos and documents for the site are stored here.
<i>Pages</i>	<i>Not available to Group Coordinators</i>
<i>u3a Groups</i>	<i>Not available to Group Coordinators</i>
<i>u3a Events</i>	<i>Not available to Group Coordinators</i>
<i>u3a Venues</i>	<i>Not available to Group Coordinators</i>
<i>u3a Notices</i>	<i>Not available to Group Coordinators</i>
<b>Profile</b>	You can change your password here, if required

### 3 Changing Your Password

You will be given an initial strong password. If you decide to change this, please bear in mind that a strong password is very important to maintain our security.

To change your password, select **Profile** from the LH menu and scroll down to **Set New Password**.

Don't forget to click **Update Profile** at the bottom to save your updated password.

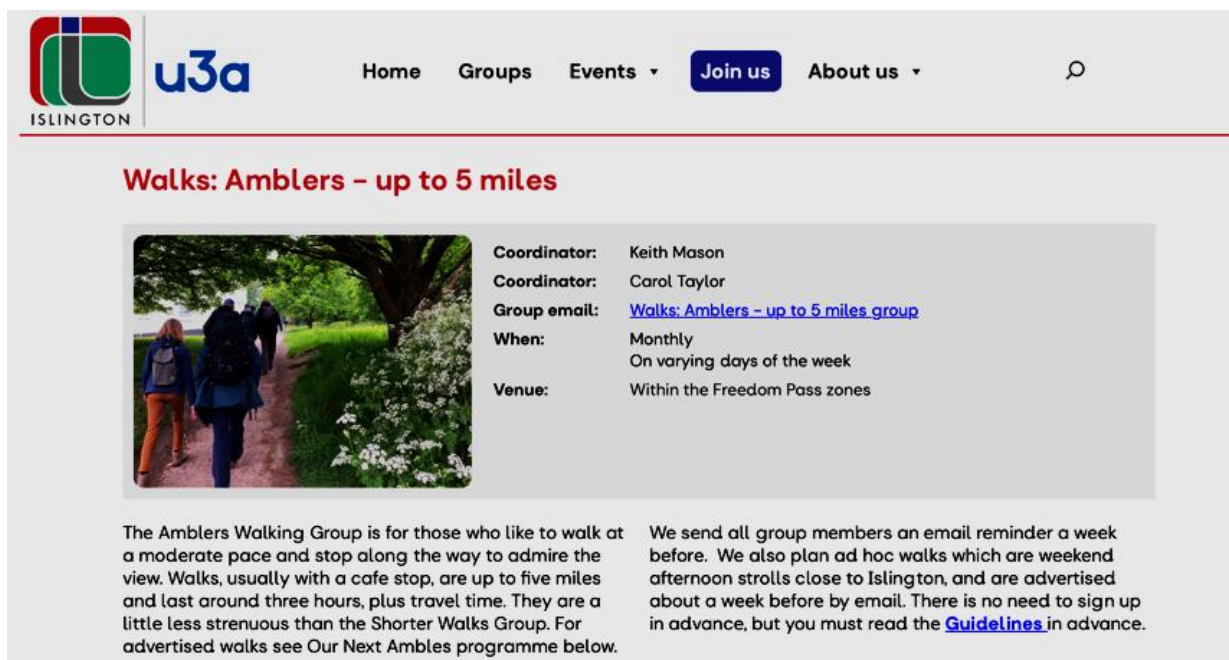
Use **'Lost your password'** on the Login page, if necessary.

### 4 Your Group Page – How it is set up


Each Group page is made up of two sections:

#### Top Section – 'Evergreen' Group content

The top section includes the 'who, when, where', plus one narrative image and around 100 words of text which gives an overview of your Group. This information will seldom need changing. It is centrally managed by the Web Team to ensure a consistent style across the website, and to ensure Beacon and the website have the same information.



**Walks: Amblers - up to 5 miles**



**Coordinator:** Keith Mason  
**Coordinator:** Carol Taylor  
**Group email:** [Walks: Amblers - up to 5 miles group](mailto:Walks: Amblers - up to 5 miles group)  
**When:** Monthly  
 On varying days of the week  
**Venue:** Within the Freedom Pass zones

The Amblers Walking Group is for those who like to walk at a moderate pace and stop along the way to admire the view. Walks, usually with a cafe stop, are up to five miles and last around three hours, plus travel time. They are a little less strenuous than the Shorter Walks Group. For advertised walks see Our Next Ambles programme below.

We send all group members an email reminder a week before. We also plan ad hoc walks which are weekend afternoon strolls close to Islington, and are advertised about a week before by email. There is no need to sign up in advance, but you must read the [Guidelines](#) in advance.

If you need changes made to this section, please contact our Groups Support Lead at [groups.iu3a@gmail.com](mailto:groups.iu3a@gmail.com), and copy in [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com) who will edit the information for you.

## Bottom Section – ‘Dynamic’ Group content

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**Our Next Ambles**

Walk leaders indicated by initials: Keith Mason (KM) and Carol Taylor (CT)

Our focus for 2026 is on the rich heritage of parks, commons and woods in the Greater London area. Dates and locations of walks for the first half of the year are shown below. Links to the Walk Details will be posted later and an email reminder will be issued about a week before each walk.

Wed 21 January: (CT) Bushy Park

Mon 16 February: (KM) Wimbledon Park and Common

Wed 18 March: (CT) Hyde Park and Kensington Gardens

Tue 21 April: (KM) Eltham Park and Oxleas Wood

Fri 15 May: (CT) Greenwich and Blackheath

Wed 17 June: (KM) Crystal Palace and Dulwich Wood & Park

Previous walks: you can look at the register of our previous walks here: [Previous Ambles](#)

<a href="#">Home</a>	<a href="#">Groups</a>	<a href="#">Events</a>
<a href="#">Join us</a>	<a href="#">About us</a>	<a href="#">Archive</a>

The section below the green line has been set up as a **POST** and contains ‘dynamic’ content ie up to date information, such as walk dates, route maps, meeting schedules, photos etc. It can also contain factsheets, tips and links that you might feel are useful to your Group.

This content can be added either by you, as Group Coordinator or by the Web Team.

## 5 Media Library – Adding images or PDFs to your page

Before you can add any images or documents to your Group page, **you need to upload them to the Media Library.**

Videos take up too much storage, so contact the Web Team [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com) who will upload your video to YouTube and send you a link to include on your page.

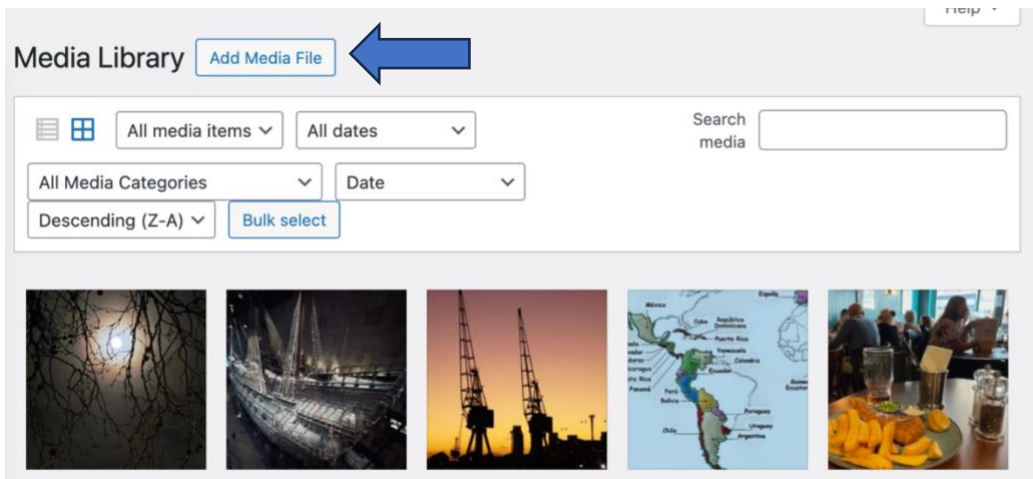
**NOTE:** *PDFs are preferable to Word/Excel documents etc as they display consistently across devices, open easily in browsers, and don't require special software. They also offer better security and a more professional, read-only format.*

Click on **Media** and you will see all the photos and documents loaded onto our site.

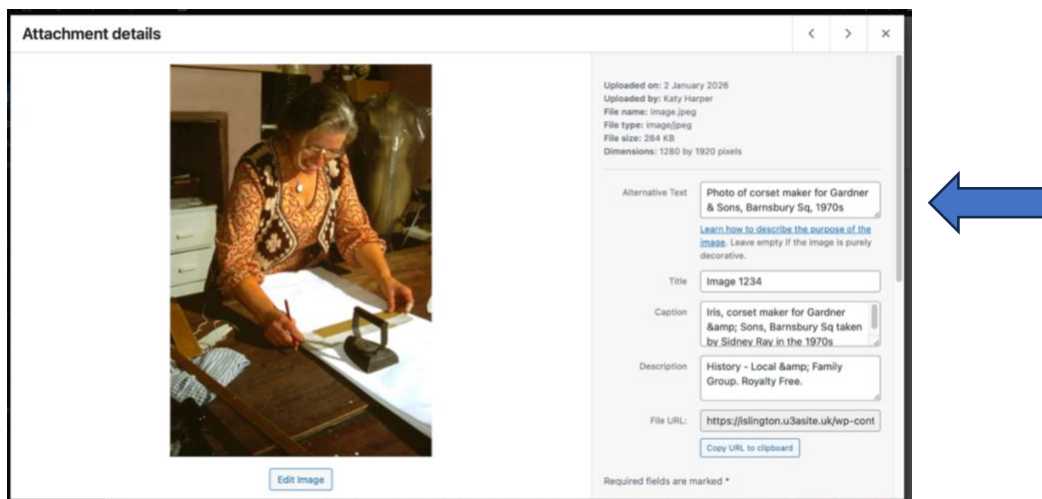
Use **Add Media File** to add your photos or documents.

Either select the file from your computer or use drag-drop.

## Adding a Photo or Image



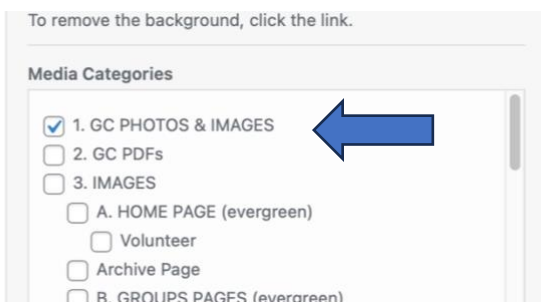
Click on the image you have just uploaded and enter:



**Alternative Text** – brief description of the image/document. Screen readers use this text to describe images to visually impaired users and search engines use it to understand what the image shows, which can help with our search rankings.

**Description** – use this as our media file reference, eg put your Group name and any background information or credits.

**Caption** – this will appear on your photo. Leave blank if you don't require a caption.



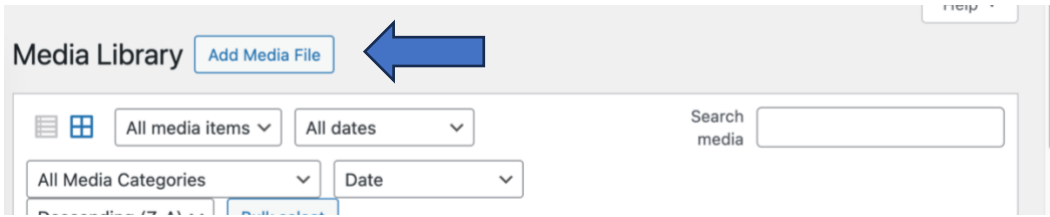
**Media Categories** – file your image by

ticking '1. GC PHOTOS AND IMAGES'

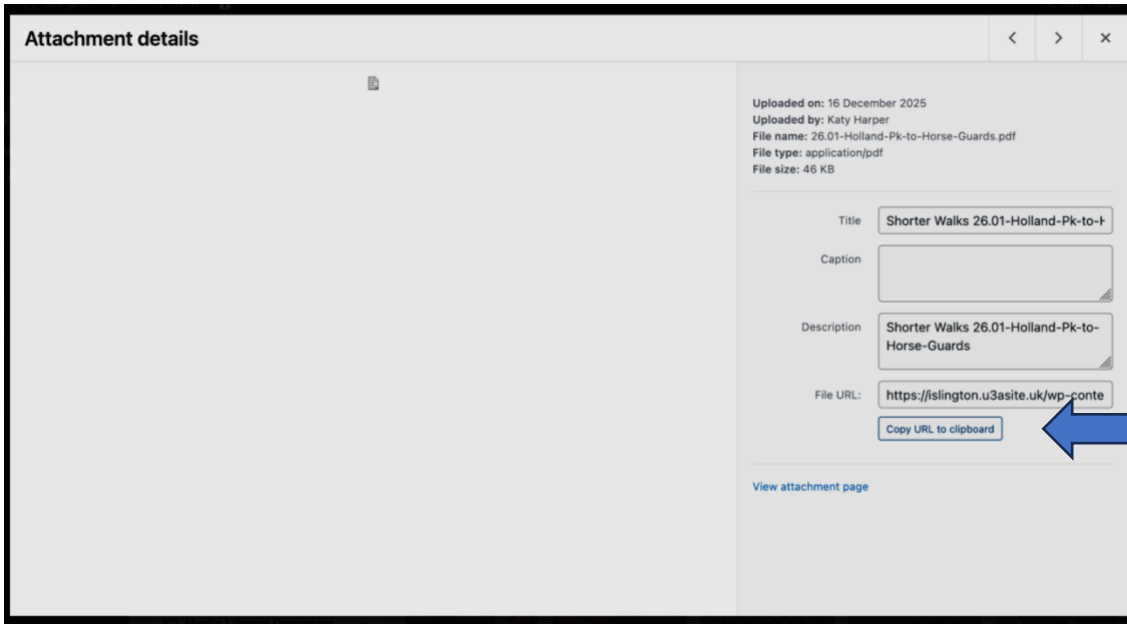
Clicking on the X top right-hand corner will take you back to the Media Library.

See Photo and Image Guidance for more information, Item 11 on Page 12.

## Adding a PDF



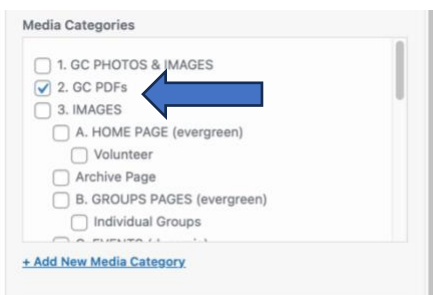
When you have uploaded a PDF, you will see this:



A **File URL** is automatically generated. Press **Copy URL to clipboard** and you can then insert into your Post.

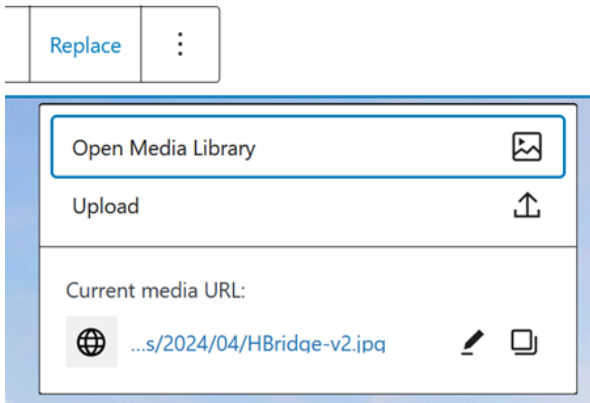
See Point 9 below: Adding a Link to your Group Page.

**Media Categories** – file your PDF by ticking '2. GC PDFs'



NOTE: You can delete images or PDFs that you have uploaded and no longer want or use, by scrolling to the bottom and selecting **delete permanently**.

## Replacing an Image



An easy way to replace an image is to click on it.

This brings up a Replace option on the block menu.

Either select the replacement from the Media Library or Upload it.

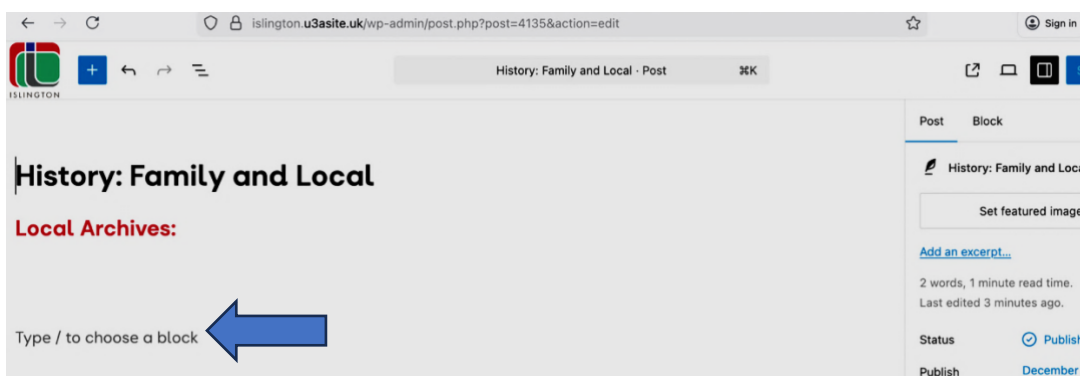
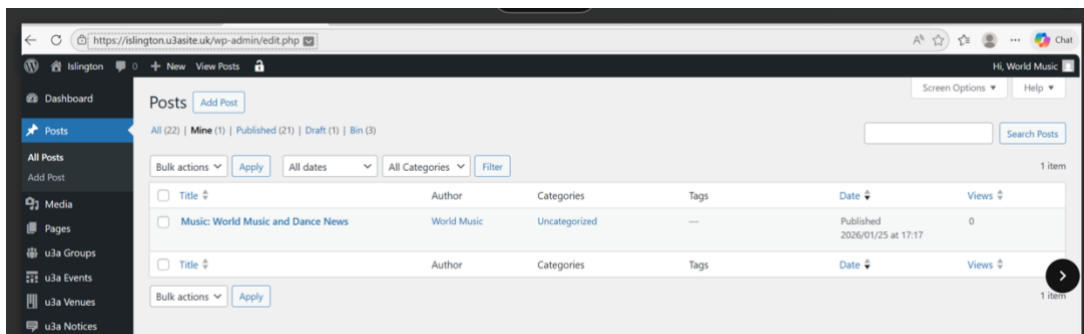
## 6 Adding Text to your Group Page

You can add content via a **Post** which has been set up for your Group.

Click on **Posts** on the vertical left-hand menu

Select '**Mine**' from the top horizontal menu. This will bring up the **Post** for your Group.

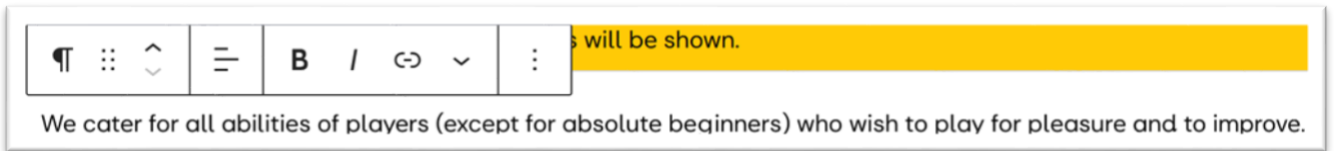
Click on your Group name.



Click on '**Type / to choose a block**'








This text lives in what WordPress calls a 'block'. Blocks are used to place content on a site's page, such as text and pictures. A block that just has text is a Paragraph block.

To edit the text, click on the text and a menu pops up. This menu can be moved to the top toolbar (see section **Error! Reference source not found. Error! Reference source not found.** for how).

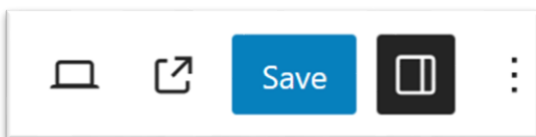



You can now edit your text in the usual way (type, delete key, select and delete etc.)


The block toolbar for a **Paragraph** block offers the following:

	Is an advanced feature to transform the paragraph to another block
	These controls let you drag (six dot) or move (arrow) the paragraph up or down the page
	Align the paragraph (left, centre, right)
	Make text <b>bold</b> or <i>italic</i> or even <b>both</b>
	Insert, amend or delete a link. Described below.
	Opens a menu with further formatting options. Most useful is probably the Highlighter to highlight text
	This is available on all blocks and opens a sub-menu. Most useful are Duplicate (the paragraph), Add before and Add after (to add a new block such as another paragraph). Also note Delete at the bottom.

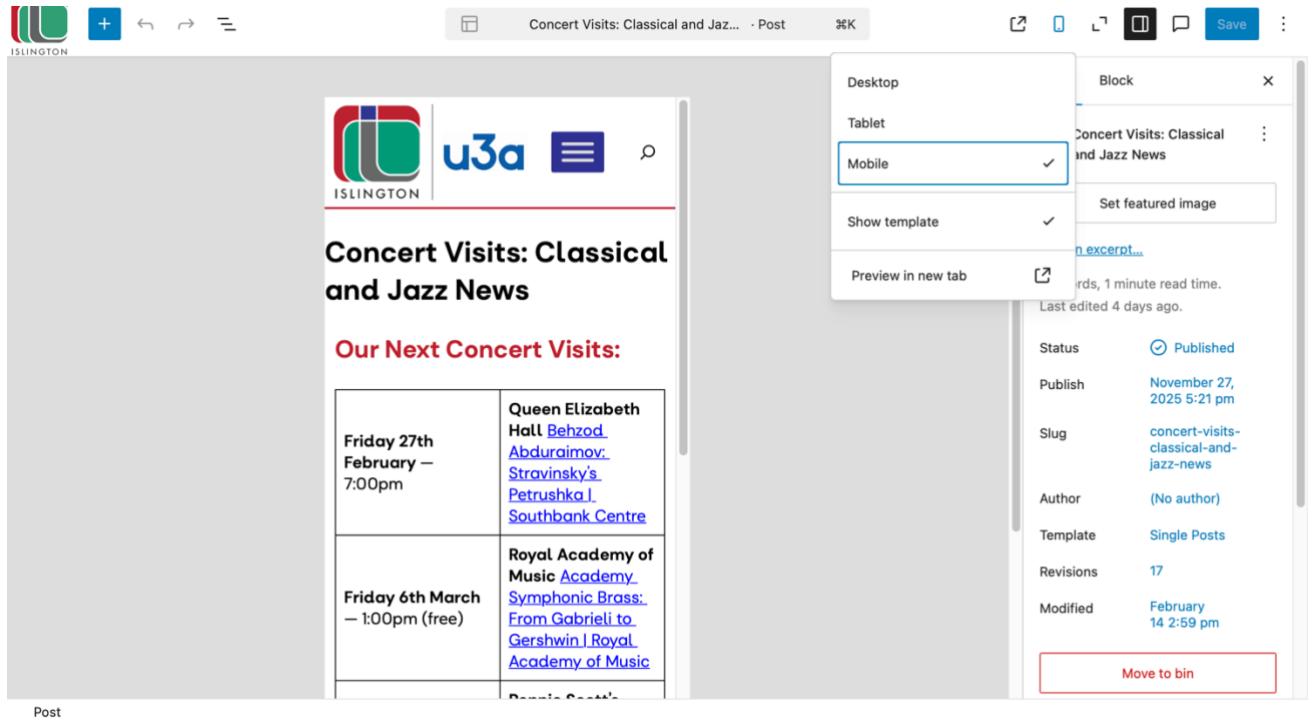
To keep your edit, click on Save:



The icon on the right  opens the Settings menu for the block. This includes additional advanced formatting controls.

The  icon is a handy tool and enables you to see what your page looks like to site visitors on a computer, tablet or mobile.

NOTE: Always check that your POST also works well on a mobile. 64% of visitors use a phone to view our site.



## 7 Adding a Contact Email Address to your page

If you need to include the email address of a Group member who is not a Group Coordinator, please avoid using their personal address and instead add a Contact Form. To set this up, please contact [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com).

## 8 Adding a Gallery of Images to your Group page

The simplest way for you to add images to your Post is to use the **Gallery block**.

This is a way to place multiple images next to each other. We recommend using a minimum of three images, preferable the same format (eg portrait or square or landscape).

Look at the settings control to adjust the number of columns your images are shown in.




Always check how your page looks on different devices ie mobile, tablet and desktop.

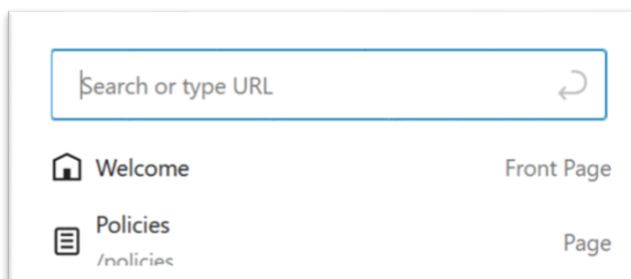
## 9 Adding a Link to your Group Page

A link can take the user to a new page on our site or to an external website on the internet. It can also reference media, usually a document. In a paragraph, a link is applied to some selected text.

To link to a document in the **Media library**, from the dashboard menu open the **Media library** and click on the document. On the pop-up screen click **Copy URL to clipboard**. Click the **X** on the top right to exit the selection pop-up.

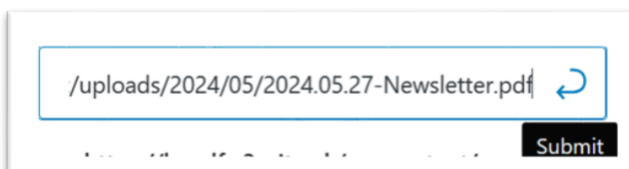
If the link is external then **copy the URL to your clipboard**. Include the `https://` part.

Now go to you Group's Post to edit and select the text that will become the link. Click the  tool. This will open a URL box:



The screenshot shows a white rectangular box with a search input field at the top containing the placeholder text "Search or type URL" and a circular arrow icon on the right. Below the input field are two menu items: "Welcome" with a house icon and "Policies" with a document icon. To the right of "Welcome" is the text "Front Page" and to the right of "Policies" is the text "Page".

Paste the copied link into the box and submit by clicking the circular arrow on the right (note that searching does not find documents):



The screenshot shows the same URL input box as above, but now with the text "/uploads/2024/05/2024.05.27-Newsletter.pdf" pasted into the search field. A "Submit" button is visible at the bottom right of the box.

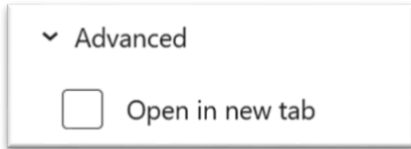
The link is now in place.



The screenshot shows the final result in the editor. The text "See our newsletter" is now a blue hyperlink. Below it, the file name "2024.05.27-Newsl...ter.pdf" is visible. To the right of the link are three icons: a globe, a pencil, and a document.


When linking to documents it is generally best to open them in a new browser tab. To do this click on the pencil icon and then check the **Open in new tab**

tick-box before saving



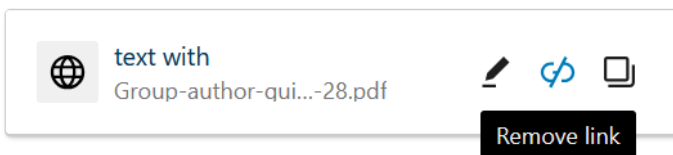
Always look at the page and double check the link works correctly.

To replace a link then 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 where clicking  clears the link.

some **text with** a link




Now create a replacement link as described above.

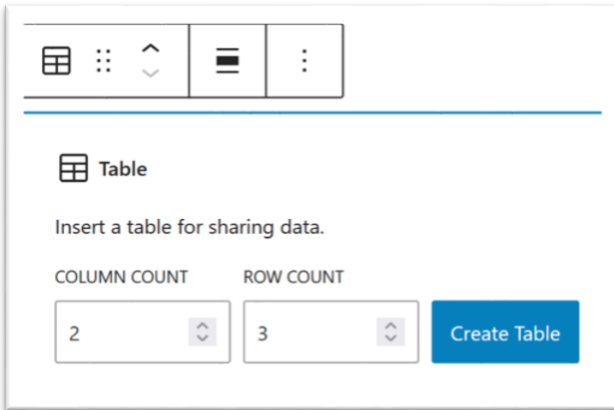
Always look at the page and double check the link works correctly.

NOTE: When adding a link to text, avoid saying 'click here'. Descriptive link text improves accessibility, works across all devices, and helps users and search engines understand where the link goes.

## 10 Adding a Table to your Group page

It's possible to add tables to display for your information, but wide tables don't work well on a mobile, so we recommend 2 columns or 3 narrow columns maximum. We're investigating options for including tables with more columns. Please ask for advice at [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com).


Use the hamburger control  to add a new block with the blue . Locate the **Table** block:





This gives a two-column table that is similar to a table in a Word document or spreadsheet. Note you can only put text and links in a **Table** block.

Group Block ×

---

 **Table**  
 Create structured content in rows and columns to display information.

---

Styles ^

**Default**
 Stripes

---

Colour ⋮

Text

Background

---

Typography ⋮

The Settings menu offers various options to format your table.

Columns can only be spread evenly or they can adjust automatically depending on how much text is in the cells and the device type viewing your site (mobile, tablet, desktop).

If you want more control, or to place images or other blocks in a table structure, then explore the **Columns** block.

## 11 Content Guidance

### Keep content clear and concise

- Be as brief as clarity allows — the average time spent on a web page is typically around 52 to 54 seconds
- Avoid lots of content – this means lots of scrolling
- Front load the information – always put the **most important things first**

### Protect privacy – don't publish

- Personal email addresses, phone numbers or private home addresses
- Sensitive personal information about members

### Accuracy and responsibility

As Group Coordinator, you're responsible for ensuring your Group page content is accurate and up to date. Check dates, times and contact details carefully. Remove outdated information promptly.

### Keep it factual and neutral

Group pages should describe what your Group does (not offer personal opinions or endorsements). Please avoid:

- Personal recommendations e.g. recommending services, businesses etc.
- Political statements or campaigning content
- Content that could be interpreted as advice (medical, legal, financial, technical)

### Avoid 'Click Here' when inserting a link

Instead, use descriptive link text that clearly states the destination or action such as 'Walk Details' or 'See Our Latest Schedule'. This improves user experience, especially for those using screen readers, and helps search engines understand our content better.

## 12 Photo And Image Guidance

### PERMISSION

Use your own photos wherever possible or use reputable royalty-free image libraries that allow web use. **Don't upload the image** if you are unsure or ask the Web Team at [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com). This helps avoid copyright issues and protects us.

Photos of people – always **ask permission** before taking or using photos of anyone for the website. Explain where the photo will be used and get clear consent—verbal is usually sufficient for small group photos. Do not use photos of anyone who objects or asks not to be photographed – ask them to step out of the shot. Do not include any children.

## NARRATIVE PHOTOS

The best photos for your Group images are ‘**narrative**’ and tell a story about your Group. Avoid staged photos and repetitive images of the same scene.

## IMAGE QUALITY

Photos should be clear, good quality images and can be taken on a smart phone. They do not need to be extremely high-resolution. The website automatically resizes very large images, this helps to keep the site fast especially when viewed on a mobile. If in doubt, please contact [webteam.iu3a@gmail.com](mailto:webteam.iu3a@gmail.com).

## 13 Style Guidance

Use everyday language and avoid repetition.

To ensure consistency with the rest of the website, we have some specific rules:

- Numbers – spell out from one to nine; numerals from 10 to 999 but 9 to 15 (not nine to 15)
- Times of day – 9:30am or 2:00pm, 10:00–11:30am, 11:45am–12:15pm (ie with a colon between hour and minutes)
- Dates – generally write as Wednesday 5th October
- Dates – but if in a list, write as Wed 5th Oct to avoid long lines
- Years – 2026 and if over two years 2025–26
- Money – £5.50 or £10.00
- Titles – in italics and not between inverted commas *Girl, Woman, Other* by Bernardine Evaristo, Chekhov’s *The Cherry Orchard*
- No apostrophe needed in ‘over 60s age group’ or ‘1990s’
- We spell Group with a capital G
- We spell Coordinator without the hyphen and with a capital C

## 14 Acknowledgements and Revision History

Our thanks to SiteWorks and Hale u3a, on whose guides this document was based.

Version	Date	Authors
02	30.04.26	AB and KH Islington iu3a