

SiteWorks update

Agenda



- .Progress to date, a look at some live sites
- .The process for getting a SiteWorks site
- .Support arrangements
- .Choosing a “Starter” or “Migrated” site, demo migration
- .Using additional WordPress plugins
- .Future development
- .User feedback - Frances Kilburn, Evesham u3a

Progress to date

(As of 1st February 2024)



- 28 sites live on SiteWorks project hosting
- 12 independently hosted (that we know about)
- just under 600 u3as have registered interest
- still too early to predict speed of rollout
- Site Builder will be supported until at least the end of 2024

Progress to date



Live demo

- Site Builder migrated sites list
- map of live hosted sites (SiteWorks website)
- the roll-out queue (SiteWorks website)
- a look at a few live sites

The process SiteWorks hosting



- .Register interest - join the queue
- .Accept Terms and Conditions
- .Zoom introductory workshop
- .Familiarisation with WordPress using 'Local'
- .Migration team assist with site preparation
- .Go Live

The process

Self hosting



- Choose your hosting service

- Install WordPress

- Install and activate the u3a SiteWorks theme plus plugins to meet your needs (*covered in detail on the u3aWPdev forum and on the project's GitHub pages*)

Note: A service to migrate a site from Site Builder is not provided for self-hosted sites

Support arrangements

- .the main SiteWorks website has
 - FAQ
 - comprehensive User Guide
 - recommended learning resources
- .the u3aWPdev forum
- .the SiteWorks helpdesk for u3as using SiteWorks project hosting

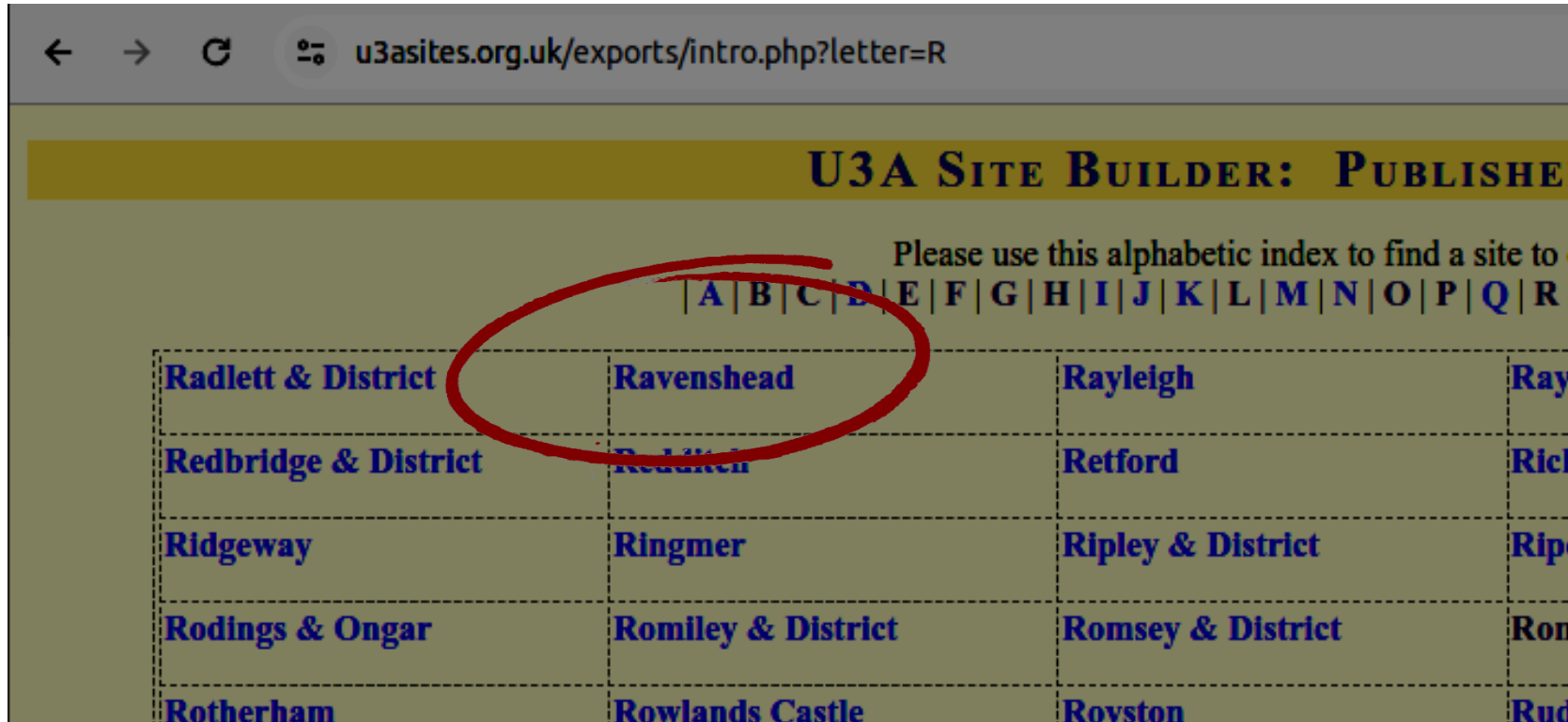
“Starter” site or “Migrated” site?



- A migrated site takes the majority of your content from a Site Builder site
- A starter site provides a small set of sample pages
- In either case, there will be redirection from sites formerly hosted on Site Builder

Migration process

1 - Export site from Site Builder

A screenshot of a web browser showing the 'U3A SITE BUILDER: PUBLISHED' page. The browser's address bar shows 'u3asites.org.uk/exports/intro.php?letter=R'. The page has a yellow header with the text 'U3A SITE BUILDER: PUBLISHED'. Below the header, there is a text prompt: 'Please use this alphabetic index to find a site to'. Below the prompt is a horizontal row of letters: 'A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R'. The letter 'R' is circled in red. Below the letters is a grid of site names. The first row contains 'Radlett & District', 'Ravenshead', 'Rayleigh', and 'Ray'. The second row contains 'Redbridge & District', 'Redditch', 'Retford', and 'Rich'. The third row contains 'Ridgeway', 'Ringmer', 'Ripley & District', and 'Rip'. The fourth row contains 'Rodings & Ongar', 'Romiley & District', 'Romsey & District', and 'Ron'. The fifth row contains 'Rotherham', 'Rowlands Castle', 'Rovston', and 'Rud'. The 'R' in the alphabetic index and the 'R' in the first column of the grid are circled in red.

Migration process

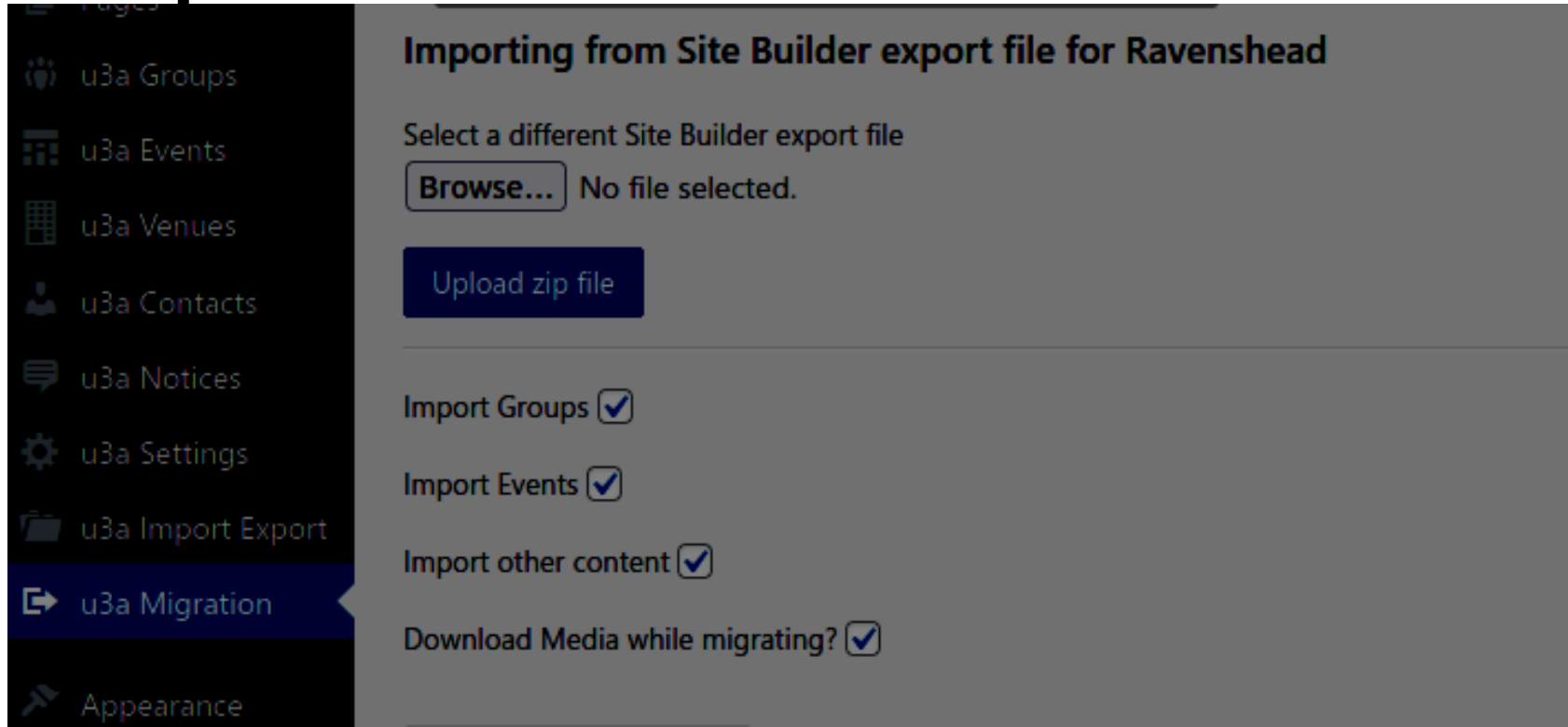


1 - Export site from Site Builder



Migration process

2 - Import site into WordPress



The screenshot shows the WordPress admin interface for the u3a Migration tool. On the left is a dark sidebar menu with the following items: Pages, u3a Groups, u3a Events, u3a Venues, u3a Contacts, u3a Notices, u3a Settings, u3a Import Export, u3a Migration (highlighted in blue), and Appearance. The main content area is titled "Importing from Site Builder export file for Ravenshead". It contains the following elements:

- Text: "Select a different Site Builder export file"
- Text: "Browse..." (button) "No file selected."
- Text: "Upload zip file" (button)
- Text: "Import Groups"
- Text: "Import Events"
- Text: "Import other content"
- Text: "Download Media while migrating?"

Migration process



3 - Set Site Builder menu, adjust as required

A screenshot of the u3a Site Builder interface. The main content area displays a dark blue header with the text 'Ravenshead' in white. Below the header is a list of menu items: '2023 AGM', 'A Diary', 'Adverbial Conversations', 'Affinity Photo links', 'Archive', 'Beacon', 'Beacon Training Guides', 'Billy', 'Committee', 'Contact', 'Contact Us', 'Cryptic Crossword Records All', 'Diary of Meetings Trips and other Events', 'Example Dance links', 'Front Page', 'Interest Groups', 'Links', 'Lipograms', 'Membership', 'News', 'Risk Assessment', 'Social Media Resources', 'The Briefcase', and 'Welcome to Ravenshead U3A'. A search bar is visible on the right side of the menu list. The interface includes a left sidebar with a 'List View' tab and a 'Navigation' block selected. The right sidebar shows the 'Template part' and 'Block' settings, with the 'Menu' block expanded to show a 'Page List' containing the same menu items as the main content area.

Migration process



3 - Set Site Builder menu, adjust as required

A screenshot of the Site Builder interface. The central workspace shows a preview of a website header for 'Ravenshead'. The header has a dark blue background with the name 'Ravenshead' in white. Below the name is a navigation menu with links: Home, Welcome, News, Groups, Events, Contact, Links, Committee, Beacon, Archive, and Membership. A search bar is located on the right side of the header. The interface includes a left sidebar with a 'List View' panel showing a tree structure of blocks, with 'Navigation' selected. The right sidebar shows the 'Template part' and 'Block' settings, with 'Navigation' selected and a description: 'A collection of blocks that allow visitors to get around your site.' Below this, a 'Menu' list is visible, containing links for Home, Welcome, News, Groups, Events, Contact, and Links.

Migration process

3 - Set Site Builder menu, adjust as required

The image shows a browser window at the top displaying a website with a navigation menu: Home, Welcome, News, Groups, Diary, Contact, Committee, Beacon, Archive, u3a, Membership. The 'Groups' and 'Diary' items are circled in red. Below the browser is a screenshot of the WordPress Site Editor interface. The editor title is 'Header < Template part'. The main content area shows a 'Ravenshead' header with a navigation menu: Home, Welcome, News, Groups, Events, Contact, Links, Committee, Beacon, Archive, Membership. The 'Groups' and 'Events' items in this menu are circled in red. The left sidebar shows a 'List View' with 'Navigation' selected. The right sidebar shows 'Template part' and 'Block' tabs, with 'Navigation' selected and a description: 'A collection of blocks that allow visitors to get around your site.' The 'Menu' section is partially visible at the bottom right.

Migration process



4 - Set WordPress “home” page and test

The image shows a side-by-side comparison of a website page before and after migration. The left side shows the original page with a dark blue header and a light grey main content area. The right side shows the migrated page with a brown header and a light grey main content area. Both pages display the 'Interest Groups' section, which includes a search bar, a list of navigation links, and a paragraph of text about the Groups Coordinator, Anne Eldridge. The right side also includes a 'HELPFUL DOCUMENTS' section with a list of documents and a footer link to the national U3A Oversight website.

u3a Ravenshead

Home Welcome News Groups Diary
Contact Committee Beacon Archive
Membership

Search ...

Interest Groups

We have nearly 40 active Interest Groups

Our Groups Coordinator, Anne Eldridge, is the link between the groups and the committee and can be contacted via the [Committee](#) page or the direct link below. Group leaders and other members give their time voluntarily to plan and organise interest group activities. If any member wishes to start a new group please contact Anne.

Please check with group leaders or [Anne Eldridge](#) how groups are working currently. Groups are meeting normally. Some groups are continuing to meet on Zoom as it suits them!

HELPFUL DOCUMENTS:

- 1. Guidance for Group Leaders 2022** This document is currently being updated so is unavailable.

View the national "U3A Oversight" web site which displays events across all U3A's

Migration process

Live demo of migrated site

- Ravenshead u3a Site Builder site

- Ravenshead site on 'Local' after standard migration process

Using additional plugins



- Plugins are perhaps the main reason WordPress is so widely used. Several are included in the standard SiteWorks build.
- Non standard plugins are not supported by the SiteWorks project team or helpdesk
- Must be tested by web manager before installing.
- In the event of problems the SiteWorks helpdesk can arrange restore from backup, or a fresh “Starter” site.

Using additional plugins



- .Plugins which store backups on the server are not permitted under the T&Cs, but those that create off-site backups are fine
- .Plugins may set additional cookies or facilitate tracking. Web managers are responsible for ensuring GDPR compliance.
- .The project may in future identify a small number of “recommended” plugins which would not be installed as standard but which would be supported to some degree.

Future development



.Some enhancements to the SiteWorks plugins is under way as a result of feedback from Pioneer users.

.Next “feature release” likely April 2024, to follow the WordPress 6.5 update.

.bug fixes and “behind the scenes” changes deployed via the WordPress update service as need arises.

Future development



Principles:

- keep to a minimum any bespoke development so as to avoid problems with maintenance in the longer term
- always use WordPress core features and readily available, well-supported plugins where these can meet needs

Future development



SiteWorks and Beacon

- no significant changes likely until Site Builder migration complete
- work to identify options is under way
- Beacon and SiteWorks committee, chaired by Chris Winner, began meeting in October 2023

Future development



Contributions and suggestions

- the u3aWPdev forum

- u3a Siteworks Development on GitHub

- SiteWorksDev on Slack

- email the SiteWorks team

User Feedback



Over to Frances Kilburn, Evesham u3a ...

What was it like being a pioneer?



Status: Active, open to new members
Group Coordinator: [Teresa Green](#)
Group email: [Badminton 2 group](#)
When: on Friday afternoons
Every week



Where? Wallace House – Sports Hall
When? Every Friday 1:30 – 3:00 pm
Cost £2.00 – £3.00
Contact Teresa Green

Badminton is back from Friday 10th September 2021

This 2nd weekly session of Badminton is open to everyone, including those who play on a Monday. Numbers attending tend to be lower on a Friday, so you are guaranteed plenty of time on court. You need to bring your own racket and to have clean, suitable footwear with non-black soles.

No line space

[Teresa Green](#)



More about the u3a:

- Find out more about the u3a ethos, our Privacy Policy and the other conditions we must all agree to in [Members Info](#).
- All u3a members have access to the national events and projects and many of the resources of [The Wider u3a](#) and the [u3a Third Age Trust](#), as well as [u3a Learning](#) movement-wide opportunities – the details of which are available to view as a colourful [u3a Learning colour leaflet](#), and in a printable [u3a Learning Leaflet low-ink pdf](#).
- Join our [Facebook public group](#).
- Read our [Quarterly Newsletters](#).

W + Undo Redo

List View Outline

The u3a ethos

Paragraph

List

- List item

List

- List item

List

- List item

List

- List item

List

- List item

List

- List item

Privacy

from=1&relogin=1Beacon Login for designated Group

The u3a ethos

The u3a is **not** a service-provider. It is a mutual aid organisation to which everyone is expected to contribute. Its success depends on the willingness of members to volunteer and help out in whatever way they can by:

- starting new groups
- giving talks
- assisting in the running of a group
- participating actively in the groups they join
- becoming a committee member
- doing other tasks to assist the smooth running of the Evesham u3a.

Privacy

In order for you to benefit from u3a membership, certain information - e.g. your name and contact details - has to be made available to the organisation. Following the introduction of General Data Protection Regulation (GDPR) in May 2018, all members will, on the membership form, be asked to consent to the use within our u3a

Hadrian's Wall Project

The following information has been received from Allan Walmsley, Trustee for the West Midlands:

A huge thanks to everyone who has indicated an interest in the project to showcase u3a activities at Hadrian's Wall in 2023. Lots of ideas have been pouring in and the project team are steaming ahead with preparations and have already made a number of key decisions. Firstly, the level of interest shown by members means that the project is highly likely to go ahead, and that Wednesday 10 May 2023 seems to be the favoured date to focus on. The likely primary site for many u3a activities will be The Sill: National Landscape Discovery Centre, which will also provide close access to the famous Sycamore Gap, and Vindolanda, the excavated Roman fort and village. All sites are being checked for access, facilities, parking etc.

There has been significant interest from history, local history and archaeology interest groups but the hope is that the setting will also encourage many other groups such as art, drama, geography and geology.

Whilst the focus for PR and main activities will be on 10 May, the intention is to create a

Archaeology and Heritage

Are you interested in archaeology and our heritage? Would you like to join me as the group is now established. Please contact me through the email envelope on this webpage.

The meeting time is the afternoon of the third Tuesday of the month, with trips and activities by arrangement. Our meeting venue will be determined by the size of the group.

The aim of the group is to extend our knowledge of archaeology and heritage through field trips, in-house discussion and external speakers.

I look forward to hearing from you!

[redacted signature]

[Archaeology ampersand Heritage](#)



Evesham & District Edit site 4 + New Edit Event Hi, Frances Kilburn

u3a Evesham & District

Home About Join u3a News Groups Events Members info Contact Search ...

Eckington Open Gardens**Eckington Open Gardens & Flower Festival****Time:**
10:00am – 5:00pm daily**Cost: £7**

.00 for both days

Event type: Social
Date: 25th November 2023
Duration: 2 days
Until: 26th November 2023
Organiser: [Nobody Chosen](#)

Theme developed by u3a SiteWorks team

The screenshot shows a website event page for 'Eckington Open Gardens'. The main title is 'Eckington Open Gardens & Flower Festival' and the time is '10:00am – 5:00pm daily'. The cost is listed as '£7'. There are several red arrows pointing to specific text elements with annotations: 'Title repeats' points to the second 'Eckington Open Gardens' part of the title; 'No line spaces.' points to the space between the two 'Eckington Open Gardens' parts; 'Line split half way through £7.00' points to the '£7' in the cost field; and another arrow points to the text '.00 for both days' below the cost field.



Members info

Open Your Group Events and Increase Membership

Have you noticed that we are now including some group event details on our main Events page such as [Local History](#) and [Concert Group](#) ? This is to highlight these events to a wider audience and help improve the group membership. If you would like one of your group events included please contact [\[redacted\]@\[redacted\]Website Team](#) or [\[redacted\]@\[redacted\]Events](#). You may also want to put it on our [Evesham and District u3a Facebook](#) page for members only or our [Public Facebook group](#) . If you want help contact the [\[redacted\]@\[redacted\]Website Team](#).

Latest Newsletter

The latest Newsletter is available to download. [Issue 83 March 2023](#) or [Issue 83 March 2023 for members](#) which includes telephone numbers but will require the password which can be provided by Alison.

Beacon

We manage u3a through an online admin system called Beacon:

- [Beacon Login](#) for designated Group Representatives
- [Beacon - Step by step](#) Guide to using the Beacon system



Contact Evesham and District u3a

Your Committee members and our other 'officers' are here to help. We are all volunteers so please don't contact us late at night or at weekends unless urgent.

General enquiries

[\[Redacted\]](#) John Boon (Membership) > - [\[Redacted\]](#)

Committee Members 6th July 2022

Click name to send a message:

- Chair: [\[Redacted\]](#) Deborah Andrews >
- Secretary: [\[Redacted\]](#) Alison Williams >
- Treasurer: [\[Redacted\]](#) David Keeling >
- Vice Chair/Charity Commission Liaison/Publicity: [\[Redacted\]](#) Chris Wolstencroft >
- Membership Secretary: [\[Redacted\]](#) John Boon (Membership) >
- Programme Secretary: [\[Redacted\]](#) Nicky Neill >
- Committee Member: [\[Redacted\]](#) Ros Gowers >




Evesham & District 5 New WPvivid Backup Hi, Frances Kilburn

Media Library Add New Search results for: constitution

Maintenance Mode is active. [Settings](#)

All media items All dates Filter Search constitution

Bulk actions Apply 3 items

<input type="checkbox"/>	File	Author	Uploaded to	Date	Imsanity
<input type="checkbox"/>	 constitutionofeve.u3a2.6.21.pdf constitutionofeve.u3a2.6.21.pdf	SwDevAdmin	(Unattached) Attach	2023/05/16	
<input type="checkbox"/>	 constitutionofeve.u3a2.6.21.pdf constitutionofeve.u3a2.6.21.pdf	SwDevAdmin	(Unattached) Attach	2023/05/16	
<input type="checkbox"/>	 constitutionofeve.u3a2.6.21.pdf constitutionofeve.u3a2.6.21.pdf	SwDevAdmin	(Unattached) Attach	2023/05/16	

Bulk actions Apply 3 items

Evesham & District Edit site + New Edit Event

u3a

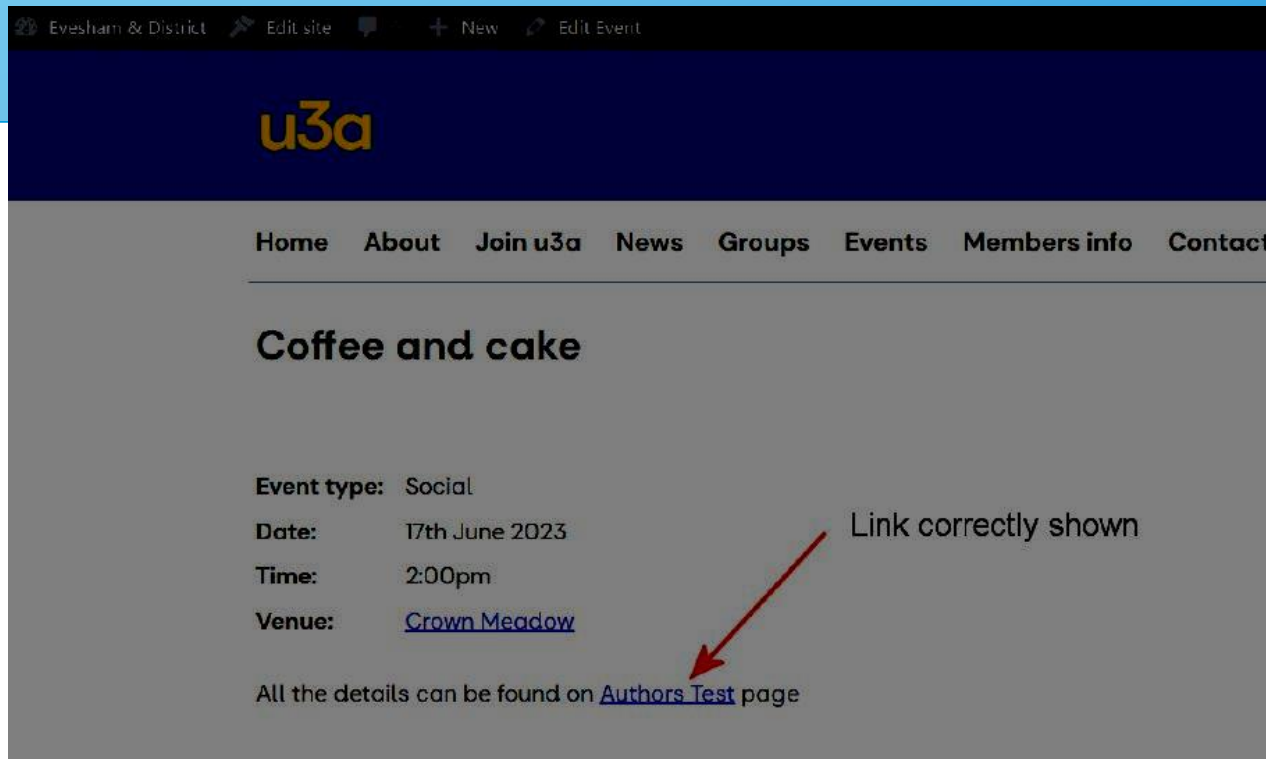
Home About Join u3a News Groups Events Members info Contact

Coffee and cake

Event type: Social
Date: 17th June 2023
Time: 2:00pm
Venue: [Crown Meadow](#)

All the details can be found on [Authors Test](#) page

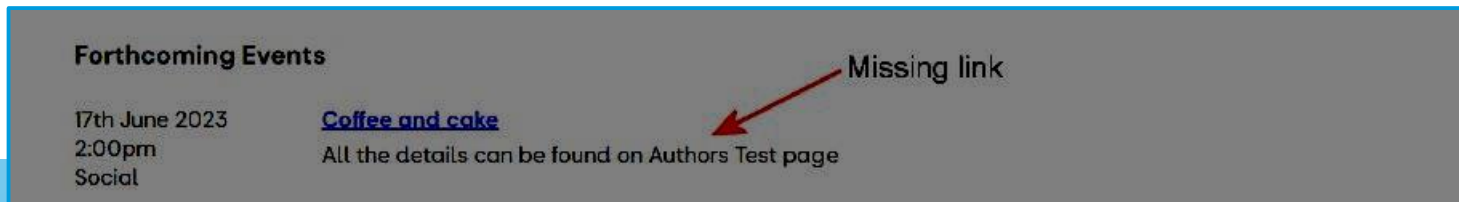
Link correctly shown



Forthcoming Events

17th June 2023 2:00pm Social	Coffee and cake All the details can be found on Authors Test page
------------------------------------	--

Missing link





Coffee and cake – Speaker: Arthur Testy

Event type: Social

Date: 30th June 2023

Time: 2:00pm

Duration: 5 days

Until: 4th July 2023

Venue: [Crown Meadow](#)

From 2:00 til 4:00 daily.

contact [Press Officer](#) if you can help. All the details can be found on [Authors Test](#) page which is password protected. Don't worry I will eat all the cakes.

Forthcoming Events

30th June 2023
2:00pm
to 4th July 2023
Social

[Coffee and cake – Speaker: Arthur Testy](#)

From 2:00 til 4:00 daily. contact [[u3a_contact name="Press Officer" email="recipient@example.com ...](#)]
Venue: [Crown Meadow](#)


Forthcoming Events

30th June 2023
2:00pm
to 4th July 2023
Social

Coffee and cake – Speaker: Arthur Testy

contact [Press Officer](#) if you can help or [Teresa Green](#) for more information.

Venue: [Crown Meadow](#)



emails show correctly
when entered in excerpt

A Few Tips

- Get started on some self training. Use Local and the 'siteworksdemo' file and a free on-line guide like Easy WP Guide. All available on the SiteWorks website.
- Show your committee screen shots early so 'signing off' isn't delayed.
- Don't think you can skip the training because you know WordPress, SiteWorks uses bespoke plugins for u3a specific pages.
- Prepare SiteBuilder. Tidy up text; remove unwanted pictures; check emails.
- Keep the first production site simple.

What was it like to be a Pioneer?

Frustrating, Rewarding, Challenging, Interesting, Satisfying,
Time Consuming, Educational

But

I was able to **Learn** on the way

I had an occasional **Laugh** and

its an experience I can **Live** with