SiteWorks Bulletin June 2024

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SiteWorks roll-out

The roll-out of the SiteWorks project got underway with Zoom Introduction to Training & Migration sessions from early February. Since then: -

- **All** u3a sites that are registered with SiteWorks have been sent T&Cs to sign.
- Over 560 of all invited sites have signed T&Cs and are somewhere between invited to Zoom and migrating/going live
- We are heading towards the 250th live u3a SiteWorks site
- We are making a push to get all remaining Site Builder sites in migration as soon as possible as the plan is to turn Site Builder off in December 2024

There is still plenty of Migrator availability to help you through the process..

T&Cs status and Zoom bookings

If you are reading this and waiting to hear from us regarding training & migration then please contact us at [SiteWorks Training](#) as the hold up is very likely that your u3a has not yet signed the T&Cs. We can check the records and guide you to the next step.

The other delay could be that you have not yet booked your Zoom Introduction to Training & Migration. If you believe that your u3a has signed T&Cs but you don't think you have received your Zoom invitation then please also contact us on the above address.

Future SiteWorks Web Managers

There is scope for the more technical Web Managers to customise their SiteWorks site if desired but for most Web Managers it is not necessary.

We are aware that some u3a members are nervous about SiteWorks and think it might be too technical for them to manage. This is not the case and we have a complete training & migration programme waiting to help you through the process. You'll have a dedicated Migrator to guide you through the technical set-up when you get your server site then all future updates, backups, and so on are handled for you centrally so you can 'set and forget' if you want to and just concentrate on keeping content up to date. SiteWorks is visual and menu-driven more like using a word processing package.

If your u3a is delaying going ahead with SiteWorks due to these concerns then please watch this video to see how easy SiteWorks is to use and if you are still concerned then please contact SiteWorks Training for more information.

Training Workbook updates

Reflecting WordPress 6.5 and u3a plugin updates an update document to the training workbook was sent out in May to all SiteWorks web support teams between Zoom and live. Web Managers who requested a full copy of the updated training workbook have been sent it. It is available on request from training@siteworks.u3a.org.uk

When all u3as are in the migration process the workbook in current form will become redundant. A new one will be written with no mention of Site Builder or migration. It will become a foundation 'how to' guide for Web Managers taking over a live site or for Web Managers with a new u3a.

As always, more complex applications can be found in the User Guide on the SiteWorks website - https://siteworks.u3a.org.uk/user-guide-betterdocs/

There is a further update to draw to your attention and they are covered below.

Extra category display for Groups

This just missed the last main update. You are now able to add multiple categories (or faculties) to a group so that in category view it will show in more than one group. In the Any Town demo file there is a group called Art History. By adding both categories in the group information menu, then the group appears twice in category view. The action and the result are shown below.

Group Information

Status *	Active, open to new members
	Whether the group is active, full, etc. Select the appropriate option
Category *	× Art × History

Groups listed by category

Art

Art History

History

Art History   Military History

Natural History

Earth Sciences   Landscape History

You could have a group category called Outdoor Activities and also a Walking category. Your Walking group could appear in both.

3rd Party Plugins and Data protection

One of the reasons why WordPress is so popular is that you can install "plugins" to add additional features. Website managers need to bear in mind that some plugins may store additional information about people who visit the website or your editors who maintain your website content. It is important that when installing a new plugin that you check carefully for any data protection implications which would require you to revise your website terms of use or privacy policy. Read the plugin documentation carefully to understand what information the plugin stores. If it saves anything relating to a user name or email address then you almost certainly have a legal duty to declare this in your terms of use. You may also find a Google search for "GDPR" and "your plugin name" will provide guidance. The SiteWorks team have provided a draft page of website terms of use but this must be updated to reflect the use your own u3a makes of the website.

Software Update

As with any software package, a process of continual improvement exists. In SiteWorks this is achieved by WordPress, the SiteWorks developers, and the providers of the approved third-party plugin providing regular bug fixes, enhancements or new features. As part of this process, the SiteWorks team will be releasing a number of minor bug fixes within the next week or so, these will resolve a number of minor issues, and improved site resilience. The update will be undertaken automatically by the System Administrators following testing and will not result in any changes to documentation or processes.

On 16th July, version 6.6 of WordPress is expected to be released. Once the SiteWorks team is aware of the details of any new features and enhancements, we will circulate the information to all Website Administrators at the earliest opportunity.

The SiteWorks Team