SiteWorks Bulletin August 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 and most have now signed and are in the training & migration process.
- 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
- For those few u3as not yet engaged in their migration here is an outline of the process - https://siteworks.u3a.org.uk/u3a-siteworks-training/training-and-migration/

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

250th Live Site

Our 250th live site was Bicester. Well done Tomy and Krys. You will find more details in the Latest News section of the u3a website here - https://www.u3a.org.uk/latest-news/250-u3a-websites-migrated-onto-siteworks

SiteWorks sites live map

As you probably know we have a map on the SiteWorks website that shows live SiteWorks sites. It is updated weekly. This is different to the Trust 'find a u3a' map that shows all sites around the UK. This map has been updated to a new format that only live sites and you will find it here - https://siteworks.u3a.org.uk/current/live-sites/

Pre-Migration drop-in meeting recordings

We invite Web Managers and Assistants who are studying the training Workbook to a weekly drop-in question and answer session.

Those of you who have attend Monday afternoon drop-in sessions will be aware they are recorded. The links to recordings are available to all on this web page https://siteworks.u3a.org.uk/team-links.SiteWorks

SiteWorks Website

You will find terrific content on the Siteworks website and this should be your first port of call when looking for answers to your questions. For example if you want to check the latest how to do something the User Guide is there. If you want to see what changes have been reviewed by the change board, this is there, and access to the development Forum is on there too. Resources for new web managers can be found here and there is a whole section devoted to FAQs. Finally if you can't find an answer and want to ask a question then the contact form is there too.

Advising change of u3a web team

As you know we accommodate one Web Manager and one Assistant in the SiteWorks training & migration process. The people on your web team who are registered here are our point of content both during the process and after you go live when we keep you information of updates, etc.. If you want us to contact the right person/people in your u3a then you need to keep us informed of any changes.

We have a form on the SiteWorks website for this purpose. You will have used this form if you registered for SiteWorks but it is also used to advise us of any change of web manager or assistant. It is here - https://forms.office.com/pages/responsepage.aspx?id=50qki3fC9kOf_R7qxajIBGWRi W2jfVFCvaTHkyKkZBNUQUxVSUM3SjRJMTZZTFpXOU5aV0dGTUVHSCQlQCN0 PWcu

Migrator involvement when a SiteWorks site goes live

Over the last month we have found a number of u3as have switched from site preparation to a live site without advising the SiteWorks team. This is discourteous but leaves room for error both now and in the future. The process we have in place does not question the technical ability of any site to go live but each element triggers other actions and without knowledge that a site has gone live these are being missed.

- Your Migrator is there to advise, guide, and assist as necessary but is also responsible for keeping site progress records.
- If we, the volunteer SiteWorks team, do not know that a site has moved form one status to another it skews our figures that we use for planning purposes but that are also reported to the board on a regular basis.
- Your Migrator has a checklist that he/she goes through with you and it includes things such as handing over S.O.P.S and reminding you to set up redirection (see later in this bulletin). It also triggers another team to invite

you to join the User Group and puts your u3a on a list to ensure that you receive future technical and documentation updates.

If you are in the training & migration process and not yet live then please keep your Migrator informed.

Plea to u3as wanting SiteWorks not yet in the process

As you are aware the plan is to turn off Site Builder in December this year. The SiteWorks project is, in the main, run by volunteer u3a members just like you. We have invested vast amounts of our time over many months to develop and deliver product, documentation, and processes. We are now planning end point and what needs to be done to ensure a smooth completion of the current project. We need to scope the task and plan events but also outlook volunteer time.

There are around 40 x u3as plus some Networks that have not yet electronically signed T&Cs. We cannot invite you to join the training & migration process until this has been done. In addition there are a further 40 x u3a sites that have signed T&Cs, stated that they want to migrate, but who have not made a booking yet on the Zoom Introduction session.

We'd really like to know this month how many outstanding T&Cs sites are going to migrate. We'd like all migrating sites to be active learning SiteWorks or in site preparation in September and all current sites migrated by October. That will leave us November to mop up any stragglers and to make sure the task has been achieved with a smooth handover to the 'Business as Usual' team. There is plenty of time to achieve this comfortably if we all work together towards these dates. The project is already winding down as the flow of web managers/assistants into the programme has reduced considerably. Just a few weeks ago we were running three x Zoom Introduction sessions a week but not we struggle to fill two a month.

We want you to have the best migration process possible so please help us to help you. If your u3a has not signed T&Cs and you want to move to SiteWorks then please work with your committee to get this done as a matter of urgency. If you have signed T&Cs but not got started with the practical element then please make a booking soon. If you need to discuss your particular circumstances then please talk to us so that we can try to help. Email training@siteworks.u3a.org.uk

Bug Fixes and Enhancements

The development team is still working towards the next "bug fix", with an anticipated release date of early August. This will address a number of minor non-critical issues uncovered during testing and use. Once the release is ready, information will be circulated to all web managers. As discussed at the Web Managers User Group, the next set of enhancements are due to November to coincide with the release of WordPress 6.7.

Only one point to note this month, the default time zone in SiteWorks was changed from "UTC" to "London", thus local time will be correctly applied, for example, when posts and pages are created. This was applied by the System Administrator running a script. It was noted that the time zone for any site in maintenance mode at the time the script was run, was not changed, those Web Managers should not change the default time zone but wait until the script is re-run later in the year.

Dashboard Settings – User Registration

Recently a web manager reported that users had been added to his site without his knowledge. He is the only administrator so was worried to find two users appearing as 'Author's on the site. After investigation it transpired that the WordPress Dashboard Settings had been altered to allow user registration and the default role for new members set as 'Author'.
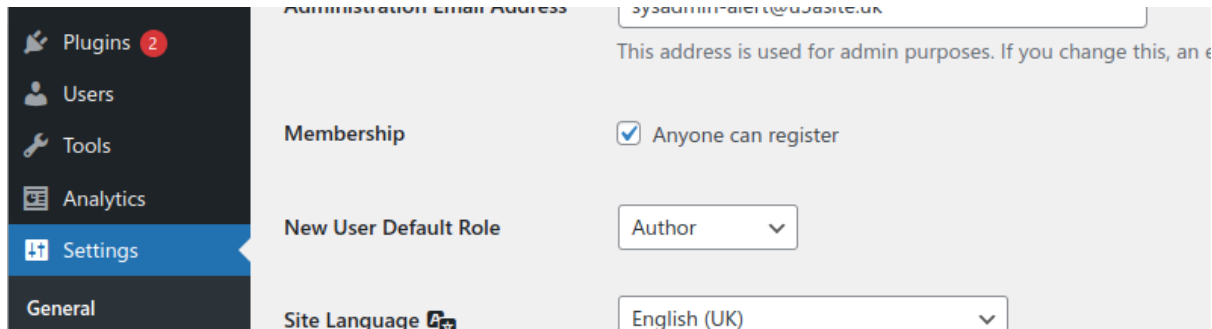
If the "Anyone can register" setting is ticked, the option for anyone to register as a site user is enabled. A registration page becomes available allowing anyone to create a user account for themselves:
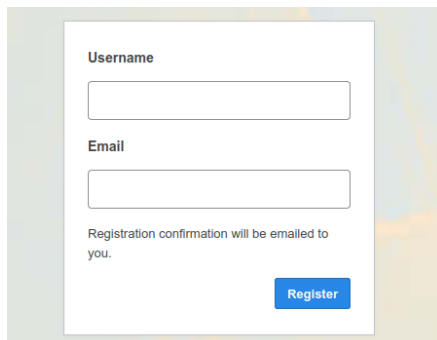
Some u3as will find this facility useful, but for it to be used safely the default role for a new user that signs up in this way must be set to "Subscriber", which is the default setting. A "Subscriber" has no privileges to access the website so a WM can review subscribers and decide whether or not to give them additional privileges on the site. The setting of "Author" for self-subscribed users is very dangerous.

Failed logins account lock

Recently a web manager reported being unable to log in to his site. This happens when someone repeatedly uses the wrong combination of username and password.

As a security measure the Loginizer plugin is designed to protect against password guessing bots, so will lock any account after 4 failed login attempts. However the user attempting to log in will not be shown anything that indicates the account has been locked. They will just get the usual login failure message 'Something is wrong with your username or password.' ... so as to give no clues to an attacker. The Loginizer settings will initially lock the account for 15 minutes, after which a correct login will be accepted. However, if a user repeatedly fails to login, the account will get locked for 24 hours.

Site Builder redirection/URL update

If you have had a Site Builder site then when you go live wit your new SiteWorks site than you need to apply to the Site Builder team (Richard and Susan) for a site

redirection so that anyone clicking on your old Site Builder URL will be taken automatically to your new site instead, Your Site Builder site is switched off and Internet searches will take a visitor to your new site within days. Your Migrator will direct you to the procedure when you get to this point. This redirection lasts for 3 months.

Meanwhile if you google 'find a u3a' you will likely end up at this google map that shows all u3a UK websites. https://www.google.com/maps/d/u/0/viewer?mid=1ql-JDz72cABBFoZXGRgixlLQeX5kCtc&ll=55.10167941200165%2C-2.160060816063707&z=6 This map is maintained by staff at the u3a London office based on data supplied by the Portal person on your committee. Short-term the Site Builder redirection will handle getting the visitor to the new site but this is a temporary solution. As soon as possible after going live you need to get your appropriate committee member to change your URL details on the committee page so that a permanent solution is in place.

As mentioned earlier we have found a number of sites that have gone live without the knowledge of the team but also discovered that some u3a sites have disappeared off the 'find a u3a' map. Effectively they disappear so don't let this happen to your u3a.

Site Builder redirection and Internet searches

There seems to be some misunderstanding about redirects and the welcome page. Here is a message from Richard of the Site Builder team. The way search sites like Google, Bing etc. index Site Builder is to include the 'welcome' page in the link they return, there will be a /welcome at the end of the URL. This means that it's important not to delete the SiteWorks Welcome page otherwise visitors who arrive by this route will be shown the SiteWorks Page 404 (page not found).

Willing to be in publicity material?

Are there any recently migrated Web Managers/Assistants who are willing to be interviewed by the Third Age Trust Communications team to talk about their SiteWorks training and migration experience? If so then please e mail training@siteworks.u3a.org.uk (temporary Comms cover).

Change Board

The Change Board put out a request for a volunteer to join them.
Thank you, the position has now been filled.

The SiteWorks Team