

SiteWorks: How to set up an in-line contact:

You can set up a set up a contact e.g. Web Manager or Groups Coordinator etc:

In this screenshot the Group Leader can email the Web Manager

Screenshot 1.

So, Group Leaders please send your group page updates the [Web Manager](#) . Via the Contact form.

In the Form Fields:

Your Name: *type your name*

Your email address: *type your email address*

Message subject: *type the name of your group*

Your message: *please type the exact text you want show on the website into.*

I can also include links to appropriate websites, that might be of interest to your group members. If you have a look at my Egyptology page you will see links that I have included.

NB the contact form won't allow you to send attachments.

Screenshot 2.

In edit mode it looks like this:

So, Group Leaders please send your group page updates the `[u3a_contact name="Web Manager"]` . Via the Contact form.

In the Form Fields:

Your Name: *type your name*

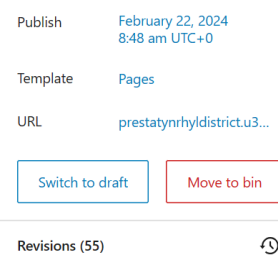
Your email address: *type your email address*

Message subject: *type the name of your group*

Your message: *please type the exact text you want show on the website into.*

I can also include links to appropriate websites, that might be of interest to your group members. If you have a look at my Egyptology page you will see links that I have included.

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Publish February 22, 2024 8:48 am UTC+0
 Template Pages
 URL prestatynrhyldistrict.u3a...
 Switch to draft Move to bin
 Revisions (55)

NB the contact form won't allow you to send attachments.

1. Go to u3a Contacts
2. Add a new Contact
3. Where it says: 'Enter contact's display name' put Groups Coordinator
4. Given name: Groups
5. Family Name: Coordinator
6. Email Address: add the email address you want to use.
7. Then: Publish

To add the contact in on a page, use this Shortcode on the page where you want the link to appear: `[u3a_contact name="Groups Coordinator"]` just as written.

E.g. If you would like to start a new group please email `[u3a_contact name="Groups Coordinator"]` and add the details for you new group.

When you publish the page and view the page on the web, it will just be the words ' Groups Coordinator' shown a clickable link which will open the Contact Form.

You can also set up a bulleted list of contacts using the Shortcode.

- `[u3a_contact name="Groups Coordinator"]`
- `[u3a_contact name="Web Manager"]`

Which would display as:

- **Groups Coordinator**
- **Web Manager**

Or you could put your contacts Shortcode into a table

<code>[u3a_contact name="Groups Coordinator"]</code>	<code>[u3a_contact name="Web Manager"]</code>	<code>[u3a_contact name="Chair"]</code> (You would need to set up a Contact called Chair)
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Which would display as:

Groups Coordinator	Web Manager	Chair
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