**u3a name, Information request for the Website**

**From: your name, SiteWorks Migrator – your email**

**To: u3a contact**

**1.** **Site name**
**2.** **Group Leader contacts –** useful for members
**3. Committee contacts –** useful for members and potential members
**4. Venue details -** useful for members
**5. Website Terms of Use -** essential
**6. Privacy Policy -** essential – in case you don’t have one, I have attached one that can be modified for you u3a.

1. **Site name for URL**SiteWorks sites need a unique name that identified your u3a. The form will be
<your site name>.u3asite.uk
Examples are: horsham.u3asite.uk blandford.u3asite.uk weymouthportland.u3asite.uk

|  |  |
| --- | --- |
| **Site name** |  |

1. **Group Leader contacts:**

I can set up cloaked email contacts for each of you groups if you wish. If you would like me to do that, I will need the contact email addresses for the Group Leader or Leaders if there are two. (Add more rows if necessary.)

The email addresses won’t be displayed on the website. It will be a contact link from the group name to a Contact Form.

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| **Group Name** | **Group Leader 1** | **Group Leader 2 (if applicable)** |
| **Email** | **Email** |
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1. **Committee Contacts:**
If you would like me to add your committee contacts email addresses, I will need their role and email address. Please add them to the table below. Again the email address won’t be shown on website, it will be a link from the role to a Contact Form. ( Add more rows if necessary).

|  |  |
| --- | --- |
| **Role** | **Email address** |
| Chair/Chairperson  | **chriswin@example.com** |
| Vice Chair |  |
| Secretary |  |
| Treasurer |  |
| Membership Secretary  |  |
| Groups Coordinator |  |
| Web Admin |  |
|  |  |

1. **Venue Details:**

Venue details are easily added to Groups and Events in SiteWorks from a pre populated list.If you have any other venues you would like me to add to the list, please list them in the table below.(Add more rows if necessary).

**(Some groups meet in members’ homes, or venues may vary from meeting to meeting. I will add Members’ Home and Varies as options. I do not need further details for those.)**

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| --- | --- |
| **Name of Venue** | **Postcode** |
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 **4. Website Terms of Use:**

The Website Terms of Use is a draft page in all SiteWorks websites. It will need to be will displayed in the footer of the website before the website goes live.

An MSWord copy is attached. Please update the yellow highlighted area with you own information as indicated.

I will transfer it to the Website Terms of Use page.

1. **Privacy Policy:**

Your u3a Privacy Policy is linked to from the Website Terms of Use page.

In case you don’t have a Privacy Policy, I have attached one that you can modify to suit your u3a. Could you please send me either your own Privacy Policy or the your modified version of the one I attached.