

SiteWorks Bulletin October 2024

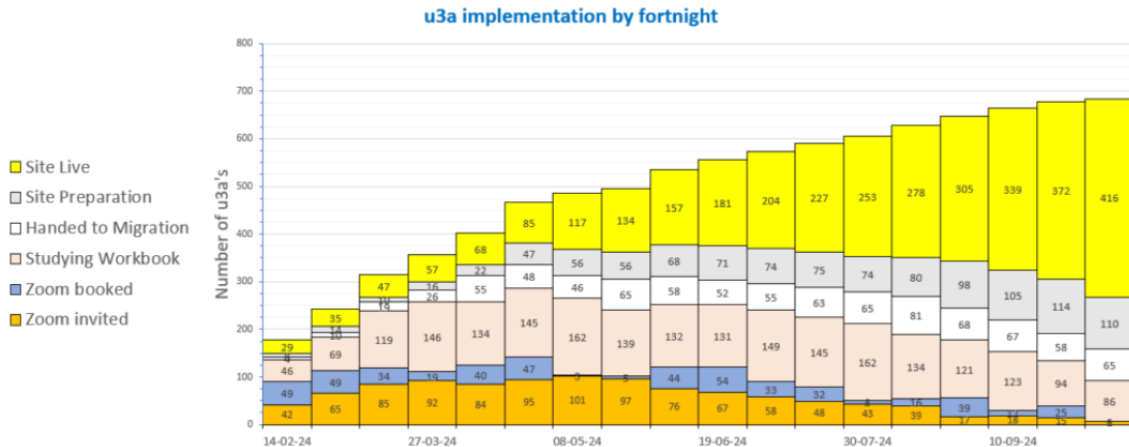
In this News Bulletin

- **SiteWorks Progress**
- **Heading towards 500**
- **Site Builder switch off**
- **URL Map Updates**
- **New How Tos**
- **Spell Checking**
- **Change Board**
- **Setting passwords – a beware**
- **Contact email Delivery Failure**
- **Team Vacancies**
- **Testers Needed**

SiteWorks Progress

The primary purpose of the SiteWorks project is to move end-of-life Site Builder sites to SiteWorks including u3as, regional and networks sites, and other non-standard entities. During the course of the project we have also included some new u3as and some non-Site Builder sites that wanted to adopt SiteWorks. All Site Builder sites are now registered and accounted for so at last we have a finite project size.

You will find fortnightly updates of the numbers in the Project News area of the SiteWorks website - <https://siteworks.u3a.org.uk/current/>



The chart above is the 8th October progress update. The yellow, grey, white, and pink zones show those u3as at some stage of the migration process. You can see that less than 100 sites are still at the stage of learning SiteWorks with only a handful yet to engage.

Well done to all of the u3as making this move. Keep the momentum going.

Heading Towards 500

The number of sites going live is accelerating. We're now well over 425 and heading to our next milestone of 500. 180+ sites are site planning or at site prep stage and it won't be long before they are live.

Site Builder switch off

A reminder that the plan is to switch off Site Builder in December and the agreed date is now Friday, 13th December. When Site Builder is switched off it will no longer be visible to the general public. If you are working through the process but not yet preparing your SiteWorks site on your own server then we respectfully suggest that you increase your pace a little. If you think this date is going to be an issue for you then please tell us now so that we have time to get a solution in place for you. Please do not leave this until last minute.

Implementation Team encompassing I&E, Training, and Migration

URL Map Updates

A reminder to Web Managers re updating your sites URL on the Third Age Trust's (TAT) find a u3a map.

TAT publishes a Google map showing all the u3a's across the country to allow prospective members to find a u3a near them. There is a link from TAT's main website to 'Find a u3a' but for ease of finding it here's a direct link, see;

<https://www.google.com/maps/d/viewer?mid=1qI-JDz72cABBFoZXGRgixlLQeX5kCtc&ll=55.10167941200163%2C-2.160060816063707&z=6>

A cross check between TAT's map and the SiteWorks live sites map shows that more than 200 u3as have failed to advise TAT of their new URL.

The SiteWorks live sites map can be viewed at;

https://www.google.com/maps/d/viewer?mid=1zgQxz9uS77RJG0SRex7UAL_88YyS06E&ll=54.60690900139566%2C-2.3787040225671143&z=6

TAT's map is under the control of the staff in the u3a London office and the volunteers in the SiteWorks team cannot update it on your behalf. So I would ask you to please check that your SiteWorks URL is shown for your u3a on TAT's map. If your old Site Builder URL is still shown on TAT's map then you need to arrange to get it updated. The process for this is for you to advise your Secretary (or the committee member with u3a Portal access) of the SiteWorks URL and ask them to change it online using the 'Update Committee Details' option. See;

<https://www.u3a.org.uk/committee-details-portal>

As per the signing of the T&Cs, none of the volunteers in the SiteWorks team can access the u3aPortal or resolve issues with it. Unless you also are the Secretary or Chair for your u3a you are unlikely to have Portal access and will not be able to login so you will need to pass the new URL to the authorised Portal user to get the URL updated. Just in case you are wondering why no one has asked you to do this before, it is covered in part 6 of the 'Go Live Instruction' supplied by your migrator.

Implementation Team

New How Tos

To complement the SiteWorks User Guide and Workbook the website now has a section '**How To**' articles under the **Web Manager** menu. The articles are screen shot rich and focus on performing a single task such as adding button that launches a contact form or adding a sub-page to the navigation menu.

The section also has some longer articles that discuss more advanced topics such as pages vs posts and Query loops.

Spell Checking

The Help Desk has received tickets asking about spell checking when entering text into SiteWorks. Unlike word processors running on your computer, Web applications like SiteWorks and web email don't spell check but rely on your browser. The reason for this is web pages don't 'talk' to their server until work is saved or submitted, while your browser sees every character you type so can spell check a word immediately. You can also set your browser to the language of your choice, such as English (UK) or Welsh.

The way to do this depends on your browser. If spell checking isn't working for you this is how to enable it for the mainstream browsers:

Chrome – where you can enter text right-click your mouse for the context menu and select *Spell check*.

Firefox – the right-click context menu has a *Check Spelling* toggle and a *Languages* sub-menu.

Edge – there is a bit more to do here. On the three-dot menu (top right) select *Settings* and then *Languages*. The first section is to set your Language and further down there is a slider

Enable grammar and spellcheck assistance



Safari – open the *Edit* menu then *Spelling and Grammer*. Select *Check Spelling While Typing*. It should adopt the language your Mac is set to.

Graham Tigg
SiteWorks Help Desk

Change Board

Currently the change board has approved a number small bug fixes, these are in the process of being tested, so should be rolled out shortly. While the majority do not impact on the functionality of SiteWorks from the Website Administrator viewpoint, a couple should be noted:

1. We are removing the facility for authors to delete a page created for them by the administrator or editor.
2. Reference to *u3a Venue List* widget is being removed. If a u3a requires to list all venues this can be achieved easily by the use of a query loop.

It is anticipated the WordPress 6.7 will be released on the 12 November. Looking at the current information there is over 500 enhancements and a similar number of bug fixes. While this may appear a considerable number, for most Website Administrator the majority may only be of marginal interest, and include:

1. A "zoom" function to assist with pattern development.
2. Allowing HEIC image files, typically found on iPhones to be directly uploaded into the media library.
3. Simplifying the configuration of Query Loops.

Once the final release is fully defined, information will be circulated via the bulletin, together with updates to training and user guides.

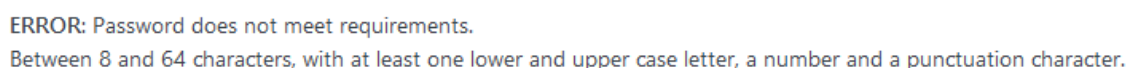
Just after the release of 6.7, we will look to upgrade specific SiteWorks features, so I thought a very brief overview on how the Change Board operates may be helpful:

1. We only look at requests that have been logged correctly on our tracking system, OpenProject. To ensure that a feature is entered, individual u3a Website Administrators should raise a request via the SiteWorks helpdesk, found at <https://siteworks.u3a.org.uk/>. Please don't send request to migrators or other members of the team, as it may get lost.
2. As expected, bugs that raise usability and security issues are treated as urgent and may be approved by chairs action to speed up the process.
3. The Change Board will review individual requests and selects that to go forward for development, in this process we have to strike a balance between effort required, and the impact of a new feature on the majority of u3as. What we try to avoid is making SiteWorks a carbon copy of Site Builder and avoiding features that will have limited benefits to the majority of the user community.
4. Finally, WordPress has a vast number of plugins, some of which can enhance a specific site, as long as the Website Administrator has done due diligence, this could solve an issue that could take considerable effort from the SiteWorks team.

*Richard Crowder
Change Board*

Setting passwords – a beware

When you change your password, or as a WordPress Administrator set one for an exiting or new user, then after clicking Update User/Profile check the top of this page for this error.



ERROR: Password does not meet requirements.
Between 8 and 64 characters, with at least one lower and upper case letter, a number and a punctuation character.

It's easy to miss and will result in the password not being changed.

Unfortunately WordPress doesn't make this check when you type in the password. It is also possible for the suggested generated password to fail.

Contact email delivery failure

When a visitor to your site completes a contact form then behind the scenes SiteWorks sends an email to the contact such as Group Convenor, Membership Secretary etc. Occasionally these emails fail to be delivered for some reason – a typo in the email address, recipients' mailbox is full, or even rejected as suspected SPAM.

Our System Administration team monitor such failures daily and for each rejection send an email to all administrators on the site where the email originated. The usual format is:

A message sent from your SiteWorks website has failed to be delivered.

The message was sent on <date time>

The message was sent to <email address>

The most likely reason is that the email address you hold for this recipient in your Contacts list is incorrect. However it may be that the mailbox was unavailable for other reasons. The response from the mail service is reproduced below.

Please do not reply to this email.

If you need assistance please check the [SiteWorks website](#) where you will find SiteWorks User Guide and links to request assistance from the SiteWorks Help Desk.

If you think the email address is correct a first step is to email them directly from your usual email address as a check.

SysAdmin Team

Team Vacancies

The SiteWorks project was formed primarily to migrate Site Builder sites to SiteWorks sites. We are on track to complete the project and switch off Site Builder in December. At that time there will still be a need for a team to manage 'Business as Usual' in the future. The SiteWorks team in current format will disband with a number of volunteers standing down. We are looking for a number of new team members moving forward to join us now to be part of the handover process or to join us when the new process takes over towards the end of the year/early 2025. If you have a few hours a month that you can offer to help other members all around the UK and you have experience in one of the roles on offer then please get in touch. Links to these roles are below where you will find a role description and how to apply. More role descriptions will be added in the coming weeks.

<https://siteworks.u3a.org.uk/the-team/volunteer-opportunities/>

[Training Lead](#)

Testers Needed

If you want something done – Ask a busy person – how true this is.

We see it all the time on the SiteWorks project as people are Chair of their u3a, and Web manager or responsible for the newsletter.in addition to being a Group leader and IT expert. which means that when I request even more from you, I will not be inundated!

I'm sure you will agree that SiteWorks is a great product which allows us to do almost everything you want.. It is, however, constantly under review and suggestions for improvement are seriously considered before they become part of the live environment.

One essential element of the development of improvements is the TESTING of them, firstly, to ensure they work as expected and secondly to ensure they don't muck up what is already working.

Would you be willing to work with me on the testing of these changes and improvements?

- Flexible hours
- Average 2 hours per month
- Siteworks knowledge to Web manager level
- Ability to think 'out of the box'.

Your own web site will not be involved in any way as all changes are tested in a secure, dedicated environment.

Please do get in touch if you wish for more information, or to offer help.

Sue Bailey, Test Lead

The SiteWorks Team

