

## SiteWorks Newsletter Bulletin January 2025

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This newsletter is distributed to SiteWorks Web Managers registered with us.

### SiteWorks 2025

Between the team and Web Managers, all the Site Builder sites moving SiteWorks saw their production sites go live by mid-December. The team are now transitioning to ongoing support. The Help Desk is now well resourced and supporting Web Managers who previously relied on Migrators.

[siteworks.u3a.org.uk](https://siteworks.u3a.org.uk) has the link to raise a ticket, as does your SiteWorks WordPress Dashboard (scroll down).

Several of our team members have stood down as planned. A special mention to Pam Taylor for her massive contribution. She was the face of your Zoom introduction sessions and wrote the Workbook and the Foundation guides. Behind the scenes she was a key member of the Admin team and nudged many of you over the line. She even compiled our newsletter before handing over to me.

All be it at lower volumes, we will be setting up new sites moving forward. There are some 350 u3as not on SiteWorks hosting and 10 of them are currently preparing 'Starter Sites'.

### Drop-in sessions

During migration we ran Monday afternoon drop-in sessions aimed at Web Managers studying the Workbook. These were Q&A driven meetings where members of the SiteWorks team helped with answers and a demo if appropriate.

We are continuing these. With over 1000 Web Managers registered replacements will be coming on board every week and we look forward to welcoming them.

We want to cover 'how do I' questions relevant to those relatively inexperienced with SiteWorks and WordPress. If you can't make the Monday sessions see below ref. personal help.

## **Mondays 3pm Support Zoom Drop In for Web Managers [note NOT Monday 10<sup>th</sup> February]**

### **Zoom link:**

<https://us02web.zoom.us/j/85965821858?pwd=RkYxR0wzamdkdUNwSHNJSEd4OXlpUT09>

**Meeting ID: 859 6582 1858    Passcode: 2iRjs5**

### **Change Board update**

With the Christmas break there has been less activity than usual. In early January they reviewed:

- A bug fix to resolved (i) the verification of manual date entries in a notice and (ii) duplication of group names is the “u3a single venue data” block. This fix will be release when ready.
- A request to add additional data fields to the Venue page was rejected, as the Board considered significant changes, together with the associated risk, to the database cannot be justified at this time.

A the next meeting a request regarding event sorting will be considered. This was requested some time ago, but seemed to have been misplaced.

### **User Group**

The team always planned to review the User Group at the end of Site Builder migration. As part of this we will be sending out a survey to Web Managers. As Users you will be able to tell us how you would like to take the Group forward..

### **Personal help for new Web Managers**

As described above we are expecting a steady flow of replacement Web Managers. Some may not receive an ideal handover in which case we can help by offering you a team member to personally support and mentor you as a buddy.

We haven't developed a process for this yet, so if you are in this position (or are just a bit rusty) and would like assistance raise a Help Desk ticket (button on [siteworks.u3a.org.uk](https://siteworks.u3a.org.uk)) FAO Graham Tigg.

### **Images PNG and JPG (best to use the latter)**

Our SysAdmin team have observed an increase in the number of PNG images uploaded (files with the extension .png). Unlike JPG, these PNG files use lossless compression so take up significantly more bandwidth when loading, typically a factor of x5. This is significant when viewing pages over mobile networks.

We recommend for photographs that WMs avoid using .png images. If only a .png image is available then an online tool such as <https://png2jpg.com/> is an easy way to convert.

HEIC format images are a standard across Apple devices, but we are unable to support .heic format images on the hosting server. Conversion is quite often automatically. If not then online conversion is convenient, such as

<https://heic2jpg.com/>

This article is a good introduction to Web image formats

<https://themeisle.com/blog/best-image-format/>

## Copyright

Related to images and pictures is the issue of Copyright and content you put up on your website. The Trust has some comprehensive guidance on their website here <https://www.u3a.org.uk/members-area/support/advice-and-guidance> (need to register/login) then scroll down to **Legal > Copyright & Licences**.

## The u3a.org.uk map

The Trust maintain a useful UK google map that can be used to locate u3as geographically – see this page <https://www.u3a.org.uk/get-involved/find-your-local-u3a>

The information about each u3a includes website URL and membership enquiry contacts. To keep this up to date your registered Committee members (usually Secretary and Chair) need to login to the Committee Details Portal here <https://www.u3a.org.uk/committee-details-portal>

We have been informing Web Managers where we notice Site Builder URLs on the map, but do check as we could have missed a couple.

Edited by Graham Tigg  
SiteWorks Team

## The SiteWorks Team



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