

SiteWorks Newsletter May 2025

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This newsletter is distributed to SiteWorks Web Managers (WMs) who are registered with us. We can optionally hold a second contact, which we call Assistant WMs.

Please pass this on to your SiteWorks users and others who contribute content.

To update our records, please use the form at <https://siteworks.u3a.org.uk>

Web Manager User Group

In last month's newsletter, Mark Bradley appealed for volunteers to assist with running a User Group. Since there have been no takers so the SiteWorks team will be pausing efforts to help you establish one.

How to get help

A reminder for how to get help:

- Start with our website, <https://siteworks.u3a.org.uk> Under the Web Manager menu you will find – our User Guide, updated Foundation Guides (see below), 'how-to' articles, and more. Also, try doing a search of the site.
- If the website doesn't answer your question, raise a Help Desk ticket using the form on our home page.
- If you are seeking peer advice on what others have done, what's good practice, or just want to explore an idea, then join the u3a WordPress forum, <https://u3awpdev.org.uk> It has a Siteworks-specific topic.
- We have an email info@siteworks.u3a.org.uk that reaches the admin team, but our Help Desk will work best if your query is technical.

Learning Foundation Guides updated

The Editing and Administration Foundation guides have seen minor updates, mainly in response to your feedback.

Refresh them from the website under the Web Manager menu if you have local copies.

Web Manager

New Web Managers

User Guide

Foundation Admin Guide (PDF)

Foundation Editing Guide (PDF)

Administration email verification

WordPress occasionally asks for verification of the administration email address, which is sysadmin-alert@u3asite.uk. All you need to do is confirm.

It has been set up this way so we can centrally support your site. You will have noticed this entry in your site's 'Users' list.



SwDevAdmin

—

sysadmin-
alert@u3asite.uk

Administrator

Minor updates

Along with new versions of 3rd party plugins supplied with SiteWorks, a few bug fixes are being tested:

- Amend author privileges related to events
- Bug fix to ensure a Group category with the & character is displayed in Filtered Group List
- Resolve the issue where the notice title is omitted when there are no notices
- Import/Export groups with 'Unspecified' days are now shown when they are sorted.

Drop-in Q&A reminder and dates

The drop-in Q&A sessions are aimed at those of you who are new to, or are just a bit rusty, working on SiteWorks. Please invite your colleagues. We try not to dwell on more advanced topics, but are happy to take these at the end of the meeting or arrange a 1-to-1 with one of our Supporters.

These are held at 3 p.m. on Mondays and, by popular consensus, on the first and third Mondays of the month.

Support Zoom Drop-In for Web Managers Zoom link:

<https://us02web.zoom.us/j/85965821858?pwd=RkYxROwzamdkdUNwSHNJSEd4OXlpUT09>

Meeting ID: 859 6582 1858 Passcode: 2iRjs5

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The SiteWorks Team



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