u3a SiteWorks Maintenance Tasks

Contents

1 Introduction

A SiteWork site requires regular checks and maintenance to keep it secure and easier to maintain. Some of these functions are managed by the Sysadmin Team – daily full site backups, supported plugin updates, disk space monitoring. Others are specific to sites and need to be performed on a regular basis

This guide helps Web Managers develop a schedule for regular checks and updates. It is not a definitive list and some areas may not apply to your site and so should be adapted to best suit your u3a.

2 Schedule

Where an item has an asterisk it indicates additional information is available in the numbered section below (e.g. 3.1).

	Daily
Emails	Web Manager should check emails daily for requests to update the site. These will usually come from your Group Leaders and Committee. The SiteWorks team also email regularly from no-reply@u3asite.uk or, if sent to multiple sites, no-reply@beacon.u3a.org.uk

u3a SiteWorks Maintenance Tasks

	Monthly or Quarterly
*Empty Bins 3.1	Check items that are in the bin or in draft. If not required delete. If the draft was set up at someone else's request check if you need to follow up with the originator.
*Newsletters 3.2	Decide how many historical newsletters to have available and adopt a 'one upload -- one delete' regime. If an image was uploaded to highlight the newsletter with a link, delete that also.
*Events 3.3	Remove unwanted old Events. Be aware, some groups may be listing a 'Previous Events List' blog. Ensure you have a record of which groups are doing this and do not remove their old Events. However you should also decide how long the blog events will be held. This can be set in the Event List settings to be a time period or a number.
Notices	Remove unwanted old Notices.
pdf stats	If using u3a pdf download stats plugin (available from the u3a WordPress development forum),, your committee may want a monthly or quarterly download at beginning of month.
*Media 3.7	Ensure all items (pictures, pdfs etc.) have status 'Attached'. Items uploaded directly to the Media library won't have and placing them in a block somewhere doesn't change that. This can be done in the list view of the media library and will help you keep track of where images are being used.

	Quarterly or Half Yearly
Groups 3.4	Contact Group Leaders to confirm Group details
Check for broken links	Use a link like this to check for broken links on your site. https://www.brokenlinkcheck.com/
Check AltText	Use a link like this to check for missing AltText (explanations of images) on your site. https://toolsaday.com/seo/image-alt-checker
Documents	Review on-line documentation, check review dates and update if required.
*Media 3.7	Remove unused images and documents from the media library.

	Annually
*Venues 3.5	Review venues, reconcile with the Beacon system info.
*Contacts 3.6	Review contacts, reconcile with the Beacon system info. Remove old Group Leaders and Committee members.

3 Detailed notes on actions

3.1 Empty Bins

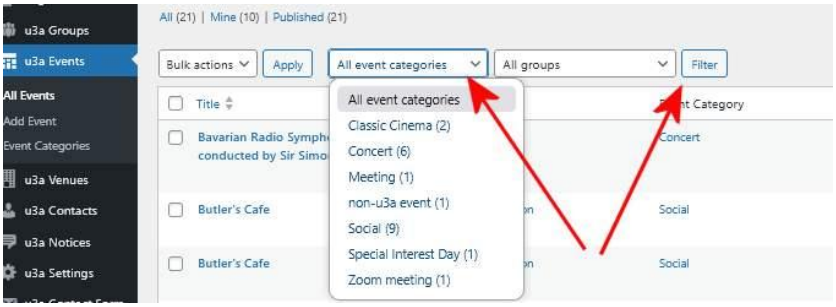
This could apply to Posts, Pages, Groups, Events, Venues, Contacts, and Notices. It only requires that you open the item on the dashboard and select bin/drafts to identify them.

3.2 Newsletters

If Newsletters are quarterly you may want to display a full year or even two and only delete a year when the next full year is complete therefore delete annually.

3.3 Events

Click the 'Event Date' to sort the column by date to identify old Events. Or click the Event categories field, select a category, and filter. The filtered category list can also be sorted by date.



3.4 Groups

Use the u3a Import Export on the dashboard to generate and download your current Group details. It makes it easier to see at a glance the details you hold. Important, as these records may display leaders contact details they should be held securely, not circulated, and preferably deleted once used.

3.5 Venues

Use the u3a Import Export on the dashboard to generate and download your current Venue details. Request The Beacon Administrator does the same. Reconcile and amend/add/delete as necessary.

3.6 Contacts

If you click on 'view' for a contact it will tell you which groups they are associated with but Committee members will not show any associated pages. Remember a contact might be entered as a Group Leader, Committee member, Event organiser and ad hoc on other pages.
If you have the Contact form log enabled then entries older than 90 days are cleared automatically.

3.7 Media

Identifying unused Images and PDFs etc. can be problematic. 'Unattached', as displayed in the 'Uploaded to' column of the Media Library, does not mean 'unused'. It simply means the image was uploaded directly to the media library rather than directly onto a post, page, group, event, etc. Some available plugins may wrongly identify 'unused' images e.g. feature images or the image used on your Maintenance Mode page.

Develop a regime to help you keep track. Regularly identify unattached images and attach them in the Media library list view. Popular on SiteWorks sites is the plugin 'Media Library Organizer' (with a 'z') which allows you to keep files in folders associated with a group or user.

4 Revision History

Version	Date	Author	Change summary
1	2025-08-18	Frances Kilburn Graham Tigg	First version
2	2025-12-16	Graham Tigg	Fixed broken link by removing. Changed name to tasks