



u3a Siteworks Journey

How to build your website

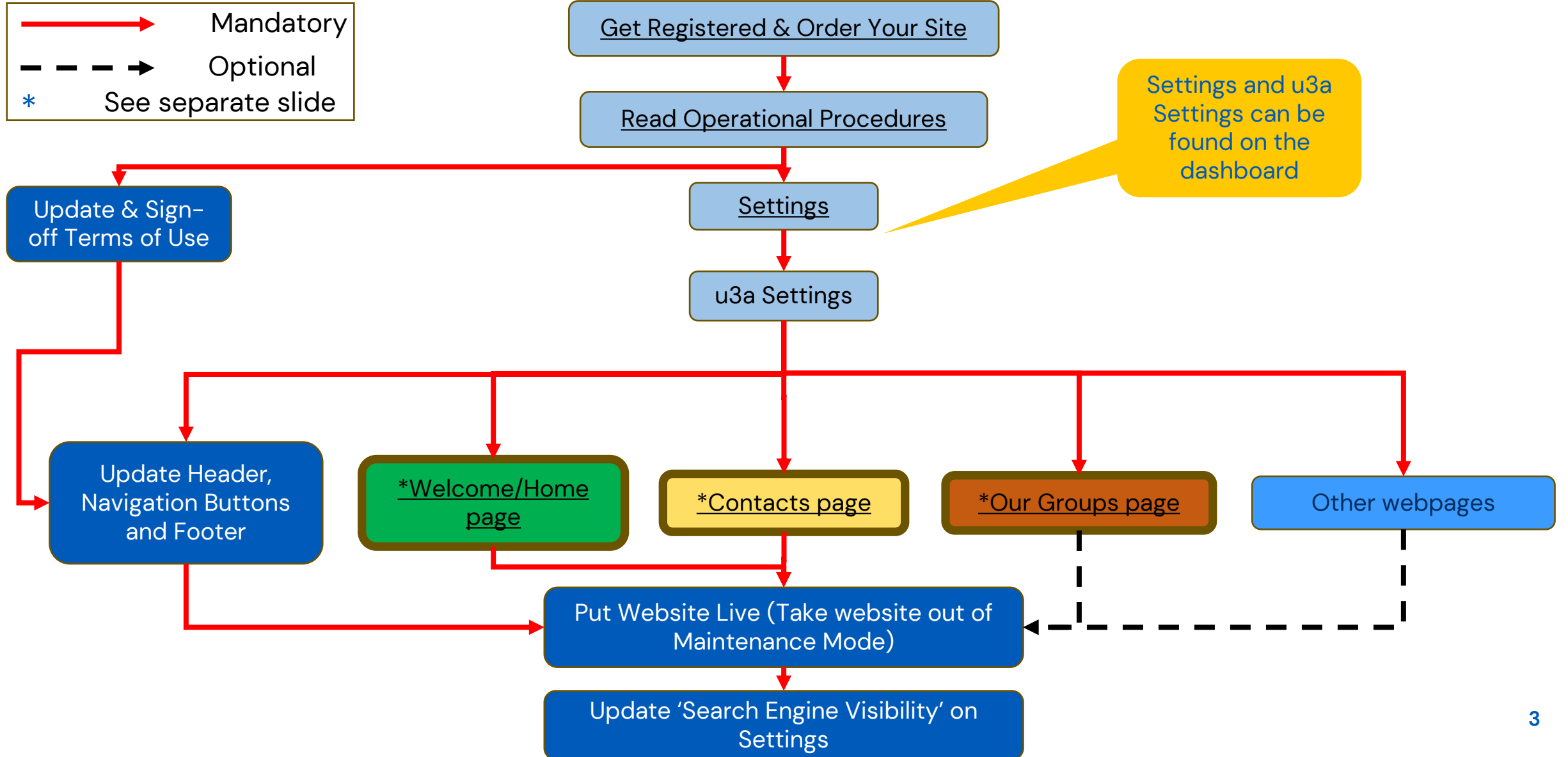
This flowchart is a guide for those wanting to create a new u3a Siteworks website. It gives an overview of the major steps involved.

Please use this in conjunction with your Siteworks Supporter who will also be able to help you.

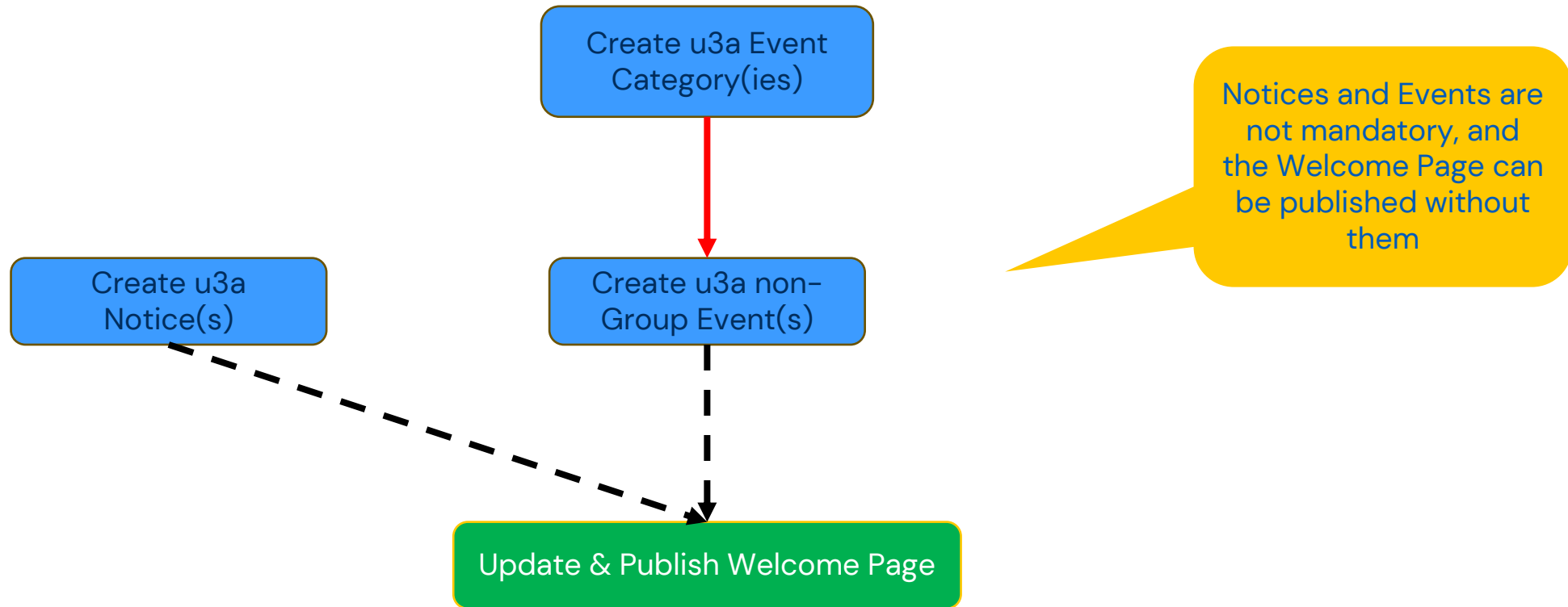
Further details for each topic can be found in the Guides which are on the [Siteworks website](#)



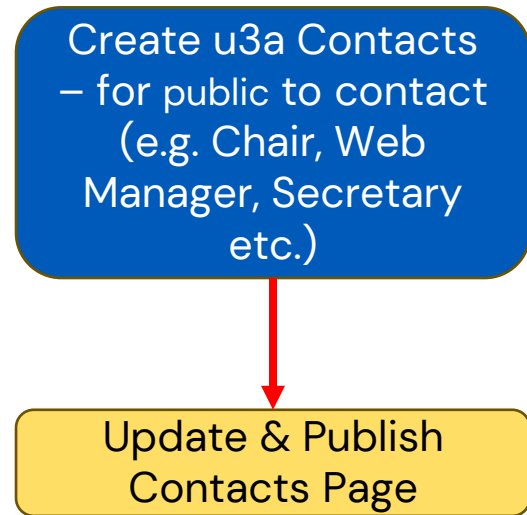
Process Overview



Welcome Page – with Notices and Non-Group Events



Contacts Page



Our Groups Page

Groups, Venues and Contacts can be imported from spreadsheets

Create u3a Contact(s)
– for group leaders

Create Group
Category(ies)

Create u3a
Venue(s)

Create u3a Event
Category

Add Group Details to
Group page (description,
images etc.)

Create u3a Group(s)

Add u3a Group
Event(s) if required

Update & Publish Our
Groups page

Events, group leader contacts, venues and other group details are not Mandatory, and the Groups Page can be published without them