

# CU3A User Guide to the Website

When you first go to <https://www.chiltern-u3a.org.uk> you see our Welcome (Home) page, which gives you some information about Chiltern U3A, and has links to photos and a video of U3A activities, as well as notes on what Chiltern U3A can offer you. At the top of the page there are buttons that link to information about how to contact us, and how to join Chiltern U3A.

## The yellow menu bar

Hover over the “**Home**” menu tab and there is a sub-menu that links to information about how to contact us.

The next menu tab “**About us**” has sub-menus that open information about U3A in general, Chiltern U3A in particular, where we meet and our committee.

Click on “**Our groups**” in the yellow menu bar and you can see what activity groups we have, listed alphabetically (called Group details), by type of activity and by day of the week. You can scroll down these lists and click on the name of any group to see information about that group – when and where it meets, the range of its activities, who is the convenor and how to make contact by email. (Convenors’ phone numbers are not displayed when browsing the site without logging in as a member). Many groups also have links to photographs of their activities, and some have notes from past meetings, in some cases going back several years.

**The Login tab** in the yellow menu bar in the page header leads to membership information with notes to help members log in for the first time.

**All of the above information is available to everyone who comes across the website, both members and non-members.**

## Members’ view

**If you log in as a member**, there is much more information available to you; three new menu items appear: “Events”, “Members” and “Convenors”.

**The Events menu tab** gives a list of activities and events beyond the regular meetings of groups.

**There are four sub-menus under the Members menu tab:**

- **For members**
  - This contains a lot of information for members, starting with notes about icons that allow you to update your personal information, see a calendar of

meetings of the groups you belong to, renew your membership and see the lists of all groups.

- There are links to recorded General Meetings, cartoons and anecdotes shared between members, and various pages of information for members, including a list of local businesses that offer a discount to members, how to access recommended home services, notes on health and safety in activities, the members' code of conduct, etc.
- There are also links to minutes of Annual General Meetings, notes on policy decisions, data protection and privacy.
- If you think there should be a group for an interest that is not already catered for, there are notes on how to go about discussing with the Groups Coordinator how to set up a new group.
- [Newsletter](#) This sub-menu gives you access to the complete archive of quarterly newsletters, from the first one in November 1999 up to the most recent.
- [eBulletin](#) This sub-menu gives you access to the complete archive of the fortnightly eBulletins.
- [Audio-visual equipment](#) This gives you notes on how to book and use the audio-visual equipment in the Pottery Room, Barn Hall, and the equipment that is available to take to venues away from Amersham Community Centre.

[The Convenors menu tab](#) has links to information mainly for group convenors, but this may also be of interest to members who are thinking about setting up a new group or becoming a convenor or co-convenor of an existing group. There are links to:

- The convenors' guide – both a summary and the full guide of how to do everything that a convenor needs to do. There are also notes on copyright and sharing copyright material.
- There are links to
  - Safeguarding policy
  - Useful email addresses for convenors
  - Keeping group information up to date, room bookings and cancellations
  - Post codes for meeting venues (this is essential if you have to call an ambulance for a member who falls ill during a meeting)

[If you are a convenor](#), when you are signed in, from the Our Groups tab, you can manage your group, add and delete members, send emails to all or selected members of the group (these go as blind copies if you send the emails from your group's web page), update the group information and its activities. There are separate notes on how convenors can manage their groups.

If you want to change the day, time or venue for your meetings, or change convenors or co-convenors, you must email [u3aconvenorupdate@chiltern-u3a.org.uk](mailto:u3aconvenorupdate@chiltern-u3a.org.uk); you cannot make these changes yourself. This is because these changes to the website do not automatically update the information used to produce the newsletter.

- You can also add links to galleries of photographs of group activities and notes from meetings, outings, etc. However, you can also email [u3awebmaster@chuiltern-u3a.org.uk](mailto:u3awebmaster@chuiltern-u3a.org.uk) to ask for these links and documents to be added for you. You are encouraged to add as much information about your group and its activities as you can. Your group's web page should provide both information for potential members to encourage them to join, and also an archive for members who may have missed a meeting or want to revisit it.

Finally, the [Logout menu tab](#) will sign you out of the website and keep all your personal information secure.