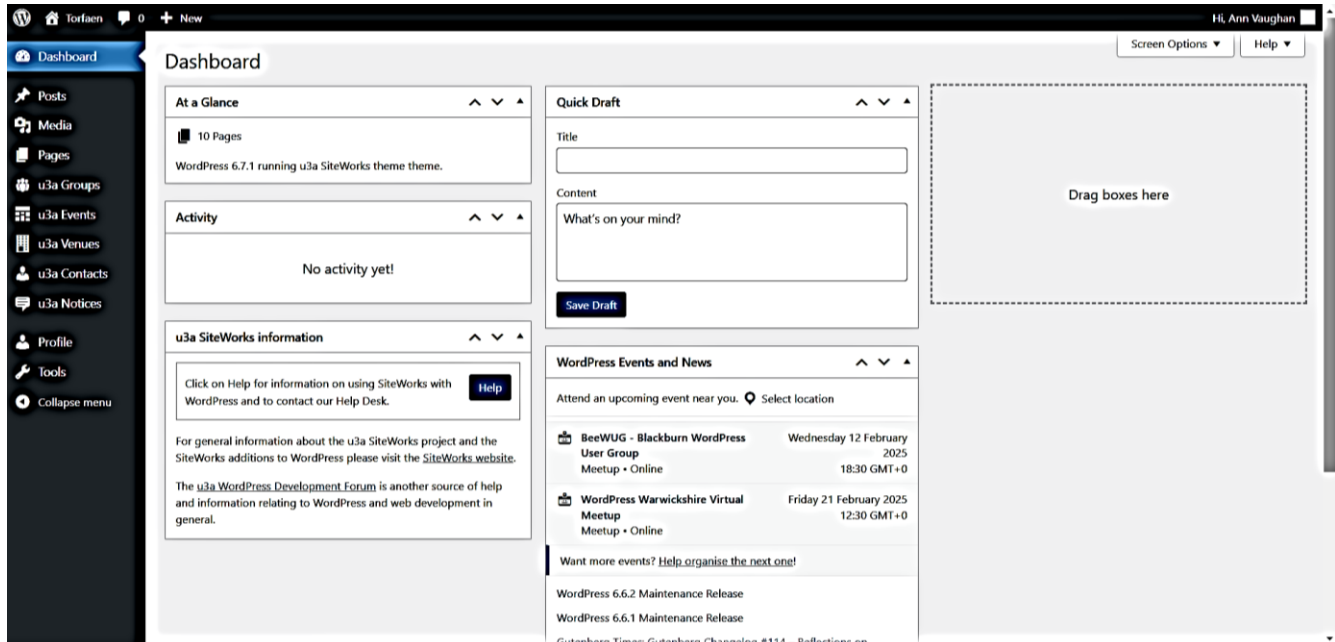
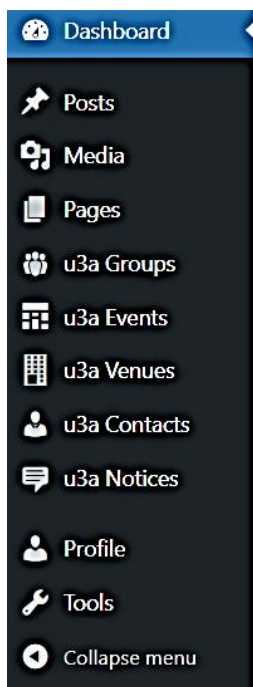


Siteworks for All Users (1)

Log in to the Torfaen u3a website using your username and password. The **Dashboard Screen** will be displayed.



On the left-hand side you will see the **Dashboard Menu**.



- Posts.** News items or blog entries that you can add to your site.
- Media.** Allows you to view, and create entries to, the Media Library.
- Pages.** Enables you to edit existing pages and to add new ones.
- u3a Groups.** Enables you to create, edit and manage your groups.
- u3a Events.** Enables you to create and edit forthcoming events.
- u3a Venues.** Enables you to create and edit your various venues.
- u3a Contacts.** Creates and edits the contacts used on group pages.
- u3a Notices.** Enables you to create and edit short-term messages.
- Profile.** Enables you to edit your personal details.
- Tools.** This option is only available for Administrators.

At the top of the screen you will find the **Top Menu**:



If you click on **Torfaen** you will be taken to the Torfaen u3a **Welcome** page.

Clicking on the **house symbol** will also take you to that page.

You can return to the **Dashboard Menu** either by clicking on **Torfaen** or on the symbol to its left.