

Siteworks for All Users (4)

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

Navigate to your group editing page (or other web page) following the steps detailed in **Siteworks for All Users (1)**.

Registering a New Event

On the **Dashboard Menu** select '**u3a Events**'. The following screen, showing all events recorded for Torfaen u3a, will be displayed :

u3a Events

All (5) | Published (5) | Bin (7)

5 item:

| <input type="checkbox"/> Title | Author | Event Category | Views | Event date | Group | Venue | Organiser |
|---|--------------|----------------|-------|--------------------|---------|--|--------------------|
| <input type="checkbox"/> February meeting <small>Edit Quick Edit Bin View</small> | David Davies | Meeting | 0 | 28th February 2025 | | Llanyrafon Methodist Church | Business Secretary |
| <input type="checkbox"/> January Meeting | David Davies | Meeting | 2 | 31st January 2025 | | Llanyrafon Methodist Church | Business Secretary |
| <input type="checkbox"/> Walk around Limekiln Wood | David Davies | Other | 1 | 6th March 2025 | Walking | Car Park at Woodland Road Sports and Social Club | Dave Davies |
| <input type="checkbox"/> Walk in CwmFfrwd and Craig Ddu Wood | David Davies | Other | 0 | 20th February 2025 | Walking | Car Park at Woodland Road Sports and Social Club | Chris Andrews |
| <input type="checkbox"/> Walk in Rhondda and Pontypridd Heritage park | David Davies | Other | 0 | 6th February 2025 | Walking | Car Park at Woodland Road Sports and Social Club | Dave Davies |
| <input type="checkbox"/> Title | Author | Event Category | Views | Event date | Group | Venue | Organiser |

Siteworks for All Users (4)

Click on **Add Event** at the top of the screen. The following form will be displayed:

Enter title for event

This placeholder shows where the event information will be shown.

Type / to choose a block

Event Information

Event category * Select a event category

Event date *

Start time

Optional

Duration (days)

Optional

Group Select a group

Only if the event is for a specific group.

Venue Select a venue

Optional

Organiser Select a contact

Select or leave blank

Click on the **Enter title for event** field.

Enter a suitably descriptive title for your event.

Click on the arrow in the **Event category** window and select a suitable category for your event.

Click in the **Event date** window and select a date from the calendar.

NOTE. All the remaining entries are optional.

Click in the **Start Time** window. The **Choose Time** window will appear.

Click in the **hours (LH)** window and select the appropriate hour.

Click in the **minutes (RH)** window and select the appropriate minutes.

Click **Done**. Your chosen time will appear in the Start Time window.

If appropriate, repeat the above process for the **End Time** window.

Registering Events

Siteworks for All Users (4)

Click on the arrows in the **Duration (days)** window until the required number of days has been reached.

If the event is for a specific group, click on the arrow in the **Group** window and select the relevant group name.

Click on the arrow in the **Venue** window, and select the relevant venue

If applicable, click on the arrow in the **Organiser** window and select the name of the contact person.

Add any information about the **Cost**, if relevant.

Click on **Publish** and, when prompted, **Publish** again.

Your event will appear on the **Events** web page under the relevant category. It will remain on that page until the event has taken place when it will automatically disappear.

| |
|--|
| NOTE. An event will remain on the All Events list until it is deleted. |
|--|

Deleting an event from the All Events list.

If you hover over an event title the following options will be displayed:

Edit | Quick Edit | Bin ! View

Click on **Bin** and the event will be removed from the list.