

Siteworks for All Users (5)

A Notice is an item that is displayed for a limited time in order to draw attention to something.

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

From the **Dashboard Menu** select **u3a Notices**. The following screen will be displayed.

u3a Notices [Add New Notice](#)

All (6) | Published (6)

Bulk actions All dates

<input type="checkbox"/>	Title	Start date	End date	Type
<input type="checkbox"/>	A future Notice	1st January 2024	31st January 2024	Notice
<input type="checkbox"/>	An old notice	1st January 2023	31st January 2023	Notice
<input type="checkbox"/>	May Meeting - DNA Fingerprinting	14th April 2023	22nd May 2023	URL
<input type="checkbox"/>	New bridge group	10th April 2023	31st May 2023	Notice
<input type="checkbox"/>	Payment due for the Harewood House outing	7th June 2023	31st July 2023	Notice
<input type="checkbox"/>	u3a National Initiatives	14th April 2023	30th June 2023	URL
<input type="checkbox"/>	Title	Start date	End date	Type

Bulk actions

Adding a New Notice

From the **Dashboard Menu** select **u3a Notices** and then **Add Notice**. The following screen will be displayed.

Enter title for the Notice

Type / to choose a block

Notice Settings

Notice Start Date *
Date when the notice should start being displayed on the website

Notice End Date *
Date when the notice should stop being displayed on the website

If you provide a Notice URL, the content of this page will be ignored and the Notice List entry will link to the given URL instead.
The Notice Start and End dates will still be used to determine if the Notice should be included in the Notice List.

Notice URL:
The URL should start with https:// or http:// for an unsecured website link.

Notice Block

Summary

Visibility: Public

Public: Immediately

Template: Single

URL: Pending review

Featured Image

Excerpt

WRITE AN EXCERPT (OPTIONAL)

[Learn more about manual excerpts](#)

Posting Notices

Click on **Enter title for the Notice** and enter some descriptive text relevant to your notice.

Click in the window **Notice Start Date**. A calendar will appear from which you can select the date from which the notice will be published.

Repeat this process for **Notice End Date**.

NOTE. A notice whose end date has passed will disappear from the web page but will remain on the Notice list until you delete it.

On the right-hand menu the option **Add an excerpt** allows you to further information that describes what the notice is about.

Publish then, when prompted, **Publish** again.

The notice will be displayed under **Latest Notices** on the Torfaen u3a **Welcome** page. Notices may also be added to any other pages.

Creating a Notice Block on a Group Page

Navigate to your group editing page following the steps detailed in **Siteworks for Group Convenors (1)**.

Hover in your chosen position on the page. This will generate a horizontal line with a plus sign at its mid-point.

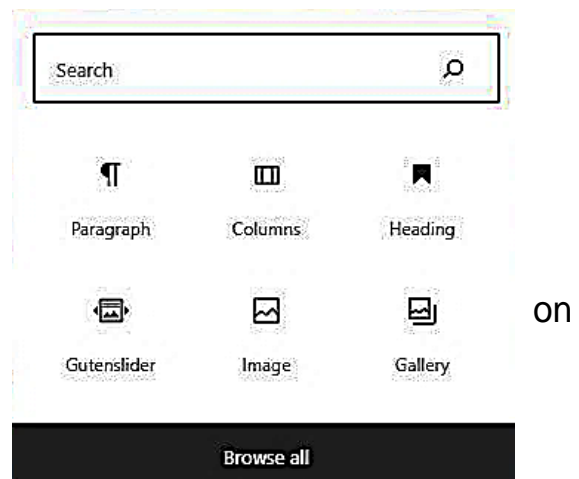
Click on the plus sign. This opens a window containing various block types.

Look for **u3a notice list**. If it is not visible, click the "**Browse all**" button.

Scroll through the displayed blocks until you get to **u3a notice list**. Click on it.

The following placeholder will appear:

This placeholder shows where the latest notices will be shown.



Click **Save**. **The Latest Notices** will now appear on your Group page.

Creating a Notice Block on Other Pages

From the **Dashboard Menu** select **Pages**.

Scroll down to your required page and click on its title.

Follow the instructions for Group Pages as described above.