

# Rugby u3a

## Our new website – a guide for members

We have developed a new website to meet our future needs and to overcome threats to the continued use of our old system. You can find the system at [www.u3arugby.org.uk](http://www.u3arugby.org.uk) and can also access it at [www.u3arug.org.uk](http://www.u3arug.org.uk)

Important note: Our accounts and membership systems together with member's addresses are completely separate from the website and operating on an online club accounting system – Clubtreasurer. Personal details on the website will be limited to names and basic contact details.

We hope much of the new system will be intuitive and there are on-screen instructions which offer guidance.

### Setting up for the first time

On accessing the website, you will see the menu system and web pages available to a visitor. There is a drop-down menu system which guides access to the various pages. If you try to do something not available to a visitor, such as joining a group, the system will direct you back to the login page.

If you click on the "Login" option, you will be faced with a login page requiring an email address and password. The system requires either an email address or username plus password. Your username will be set as your membership number in 4 digit form – ie 0123, 0077, 1234, etc.

The system will already be set up with your account details – i.e your membership number, name and email address. You will need the password.

### Posts

The system provides a general posting system as a sort of noticeboard. You will see a list of general posts on the RH side of many of the pages. We can use this to publicise local news items of interest to members. Clicking on a post reveals more information. This might include a document you can read or download. As a starting point local community news circulars have been posted as they may have relevance to our members. We may also post information from the Third Age Trust and other sources of interest.

These posts will be displayed in "last first" order and older posts will slowly be removed.

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## Setting your password

When you access the website, there is an option to log in. Click on this option. There is a link at the bottom of the screen marked “Forgot your password?”. Click on this link and you will be given the option to have an email sent to your email address with a link to re-set your password

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#### Login

Username or E-mail

Password

Keep me signed in

Login

[Forgot your password?](#)

- [Warwickshire Summer courses list](#)
- [April Community Walk by CDW](#)
- [Warwickshire Dementia News bulletin – April](#)
- [Rugby Communities E-Bulletin](#)
- [Community Partnerships E-Bulletin March 2024](#)

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#### Password Reset

To reset your password, please enter your email address or username below.

Enter your username or email

Reset password

- [Warwickshire Summer courses list](#)
- [April Community Walk by CDW](#)
- [Warwickshire Dementia News bulletin – April](#)
- [Rugby Communities E-Bulletin](#)
- [Community Partnerships E-Bulletin March 2024](#)

Rugby U3A | [Privacy Policy](#)

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Remember – your “username” is your membership number, so you can either enter this or your email address (the one known to the u3a if you have more than one). The system might take a few minutes to send you the link. Sometimes the email goes into your “Spam” folder, so look in there if you can’t see it.

Once you have re-set your password to something you know and remember you will be able to use this to log in.

The system is set to remember your login details by default so if you keep using the same computer you won’t need to log in again, unless you deliberately log out.

(If you do log in on public computers, make sure you do log out when you finish and don’t save your password.)

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## Logging In

Once logged in you will be able to see more of the system. On logging in, the “keep me logged in” option will be set by default, the system will not require a further login on that computer for another year, unless you deliberately log out or change your password, or try to log in on a different computer, tablet or phone.

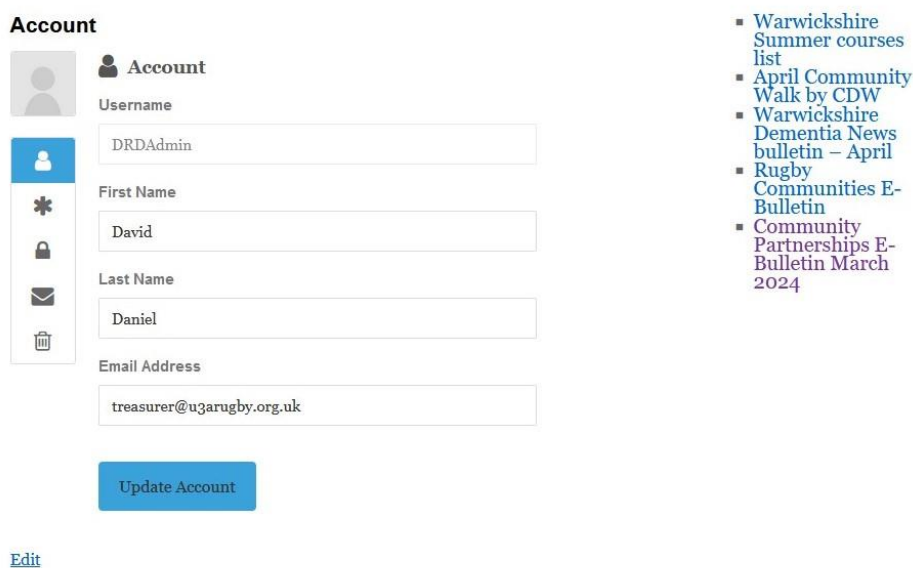
The login screen gives a link to access your “account” which enables you to change your details – name, email address, password, and the notifications the system can send you – more of that later.

You can also optionally upload a photo to mark your account if you wish.


The new system is heavily geared to posting messages and we use this as a primary means of communication.

## Your “Account”

Clicking on your “Account” gives access to the details stored on the system. You can alter these (Please don’t change your name or alter your email address without telling us!!!). You can change your password, and you can decide what notifications you want to receive.



**Account**

 **Account**

Username

First Name

Last Name

Email Address

[Edit](#)

- Warwickshire Summer courses list
- April Community Walk by CDW
- Warwickshire Dementia News bulletin – April
- Rugby Communities E-Bulletin
- Community Partnerships E-Bulletin March 2024

The system will in any event send you email notifications when things happen, so in any event expect emails telling you for example that you have applied to join a group, that you have been accepted to join a group, invited to join a group and a variety of other changes. These are all generated by the system itself on the basis of how your account is administered.

## Groups

Groups are the core of U3A activity.

If you click on the “Groups” item in the main menu, you will see a list of groups. You can search this list by entering search criteria (e.g “Monday” will find all groups with the word “Monday” in the description) and pressing the Search button.

Alternately you can select a category from the drop-down list.

Whilst the list of groups is publicly displayed, you can only join or access further details if you are a logged on u3a member. You will just get returned to the login page.

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If you are logged in, the Group list is still accessible from the main menu and can be searched and filtered using the options at the top of the screen as before.

The system can identify which groups you are a member of from your login and lists these in the “my groups” option.

You will have already been listed in the groups you are a member of. You don’t need to “join” or “leave” any group at this stage, but you can click on the group name to visit the group’s website area.

## Joining and leaving groups

You will see that each group has a click option to “join the group” or “Leave the Group”. Any member will be able to use this option to join a group themselves and you can click on “leave” at any time, but what happens next is down to how the group is set up, and will be managed by the Group Leader. Group Leaders can also invite members to join a group via the system if they are unsure about the website.

If a group is “Public” any member can join or leave the group at will. This may be suitable for outdoor activity groups or groups with similar open joining criteria.

If a group is “Private”, any member can apply to join the group, but the application is submitted to the “Group Moderator” (GL) for acceptance or rejection. There is an option for the GL to see the applicant’s contact details and engage in an email or phone conversation. It may be that the GL decides to leave the application open to form a “waiting list” or reject the application. This option is envisaged to be useful for groups which are full or which have limited spaces.

If a group is “hidden” it will not appear in the general listings unless the viewer is already a member. On this setting, membership is by invitation only, managed from inside the group by the Group Leader. A group may also choose to be “hidden” if it is suspended, closed temporarily or permanently full.

## Group Messages

Group members can “post” messages in the group discussion area. Group Leaders will be using this to send email circulars to you and other members. Any “post” is automatically sent as an email to all group members, likewise “comments” to posts are also circulated. The email will not include any picture attached to the message, but it will include a link you can click on to go to the website.

Posting messages is a key feature we will use. Any message posted in the group generates a set of emails to each member notifying them of the message and giving a link to click on to read it. Posting a message enables the GL to communicate with all group members and since comments can be added, individual members can post back comments which will be seen by all group members.

# Rugby u3a

This group is for bowlers of mixed abilities and takes place on the first Tuesday of the month at Thornfields Indoor Bowls Club, Start time 12.10. Duration 2hrs, coaching is available for most sessions.

4 members  
2 posts

[Discussions](#)

[Members](#)

[Send Invites](#)



## Write Post

Write something...



Post



**Bob Hall**

February 28 at 3:21 pm

Last meeting of the season is on Tuesday 5th April.



likes

3

comments



Like



Comment



Write a comment...

Comment



**Keith Day** I got this a second time Bob , I shall have look at why.

Like · Reply · March 06 at 5:13 pm



**Keith Day** Excellent Bob

Like · Reply · March 06 at 5:11 pm



**Keith Day** See you there.

Like · Reply · February 28 at 3:30 pm

This feature can be used as little or as much as the group chooses. At one level it might form a regular chat group, and for another group might just be used occasionally. **It is the choice of the group and should be subject to an agreed etiquette between group members.** Too many posts might be irritating to some in the same way that WhatsApp posts can be.

Any user can access their "account" via the login menu. One option is to block any "posts" or any "Comments". You might choose to block "comments" so that you only get emails about the main "posts" but if you block "posts" as well, you will not get any emails and will only be able to see messages by visiting your group's area on the website.

If necessary, the system allows for any messages or comments to be moderated/checked by the moderator before being released for general viewing. We do not envisage this to be a feature which would be normally use, but it is there if needed.

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## Events and Meetings

If you click on the Events and Meetings menu item, it gives access to a calendar displaying all the regular u3a meetings and activities. You can search for particular activities (e.g “Quiz”, “Walk”) using the search button.

Search for events  [Find Events](#) [List](#) [Month](#) [Week](#)

< > This Month 1/4/2024 ▾

MON	TUE	WED	THU	FRI	SAT	SUN
<b>1</b> 10:00 am - 12:00 pm Computer Interest – Monday 10:30 am - 11:45 am Circle Dancing – Mondays – 1 2:00 pm - 4:00 pm Board Games	<b>2</b> 10:00 am - 12:00 pm French Language 10:30 am - 11:45 am Circle Dancing – Tuesdays -1 1:30 pm - 4:00 pm Bridge for Pleasure 2:00 pm - 4:00 pm Bridge for Enjoyment + 1 More	<b>3</b> 10:00 am - 12:00 pm Art 2:00 pm - 4:00 pm Canasta – Wednesdays 2:00 pm - 4:00 pm French Conversation – Wednesdays	<b>4</b> 10:00 am - 12:00 pm Computer Interest – Thursday 12:30 pm - 1:30 pm Bridge Tuition – Beginners/ Improvers 2:00 pm - 4:00 pm Bridge Beginners “Plus”	<b>5</b> 8:00 am - 5:00 pm Book Group 2:00 pm - 4:00 pm Book Reading – Fringe	<b>6</b>	<b>7</b>
<b>8</b> 10:00 am - 12:00 pm Computer Interest – Monday	<b>9</b> 10:30 am - 11:45 am Ballet for Seniors – 1 1:30 pm - 4:00 pm	<b>10</b> 10:00 am - 12:00 pm Art 2:00 pm - 4:00 pm	<b>11</b> 10:00 am - 12:00 pm Computer Interest – Thursday	<b>12</b> 2:00 pm - 4:00 pm Family History – DNA Detectives	<b>13</b>	<b>14</b>

There is a button at the bottom of the events screen saying “Subscribe to Calendar”. Before you ask, this is a fancy feature which comes as standard in the software. If you click on it, it will copy this calendar to a Google calendar that you might have on your PC so you can organise your busy personal schedule around the u3a meetings! If anyone wishes to do this, feel free to do so!

The Monthly Meetings details are sorted out and displayed separately in its own menu. It is possible to have events listed in separate categories. This is a feature we will look at developing.

Individual events can be enhanced with a simple booking system. This is again a feature we may be developing in due course.

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## Other Pages

The system does include other pages which give access to contact details, links to other relevant websites, welcome pages for visitors, and new member joining instructions. These are all self-explanatory (we hope!). Further development may take place as the website develops.

## In Conclusion

This system is very different from the old system, and invites a greater level of user participation and interaction. We will also try to make it a hub for u3a and relevant non-u3a information for you.

We welcome feedback and observations which can be fed into further development.