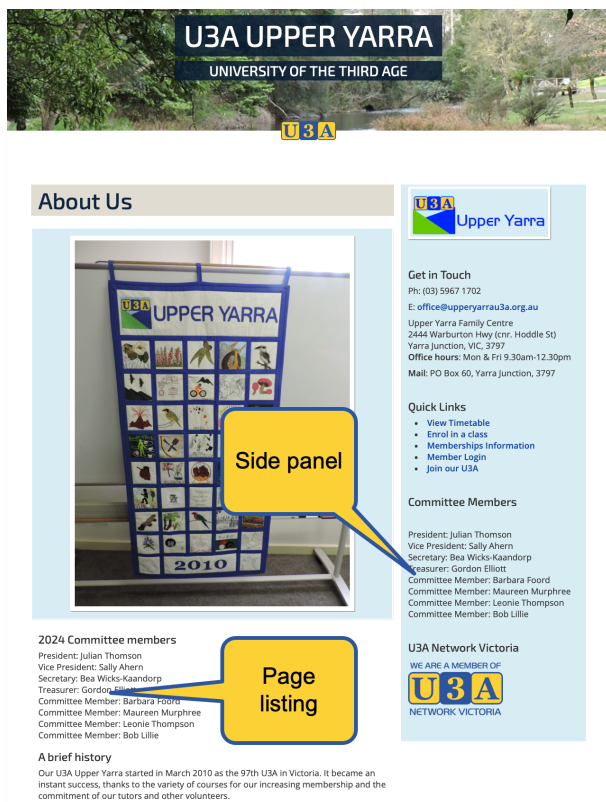


Committee members PDF

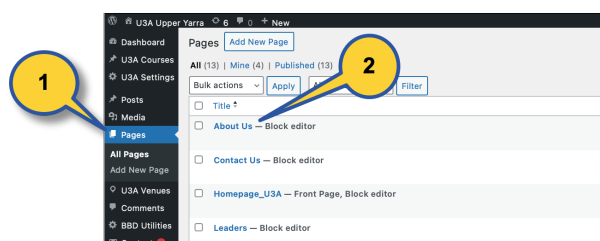
To edit the list of committee members on the website there are 3 locations but only 2 are visible on the web pages.

1. The committee member list on the “**About Us**” page
2. The committee member list that appears the right-hand side panel on most web pages
3. The committee member list that connects back into the U3A database

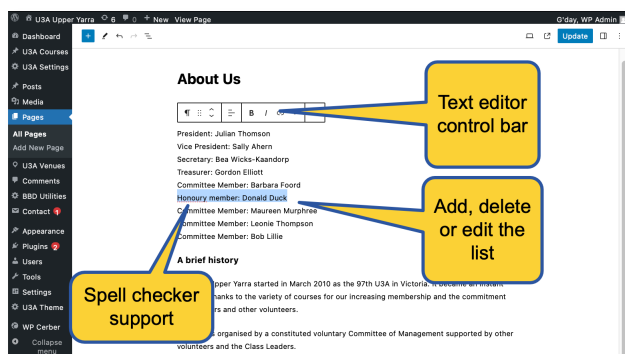


Editing the “About Us” page

1. Log into the website
2. Select **Pages** from the main menu
3. Select the “**About Us**” page link



- Click in the text to enable text editing
Tip: to drop down only one line press Shift Enter or Shift Return
- Make the changes to the committee member list



- When you have completed the editing select the **Update** button to finalise the changes to the webpage
- In another browser tab or in a separate browser visit the “**About Us**” web page and check the results of the update



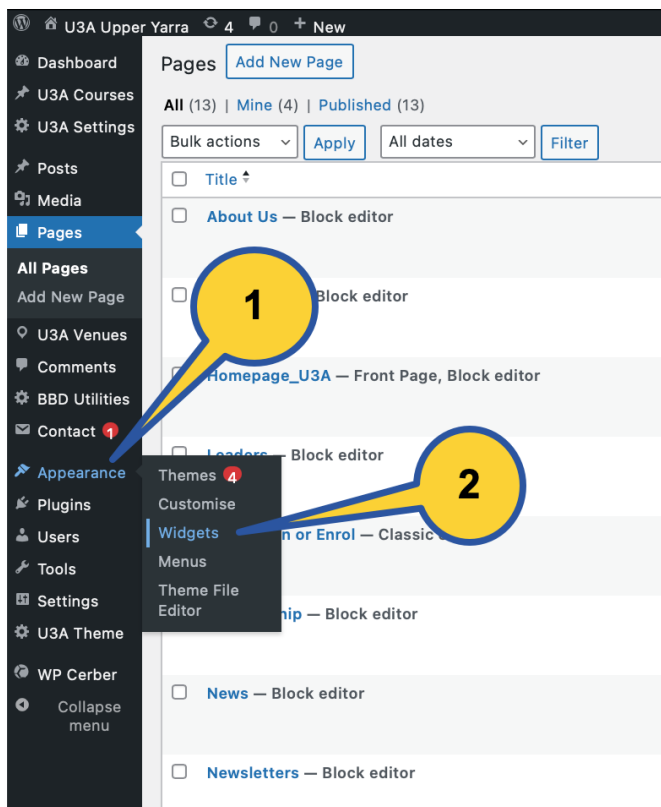
- If you see any errors return to the browser tab where you were editing the page and repeat steps 4 to 7 to correct the error

Editing the Side Panel

- Log into the website

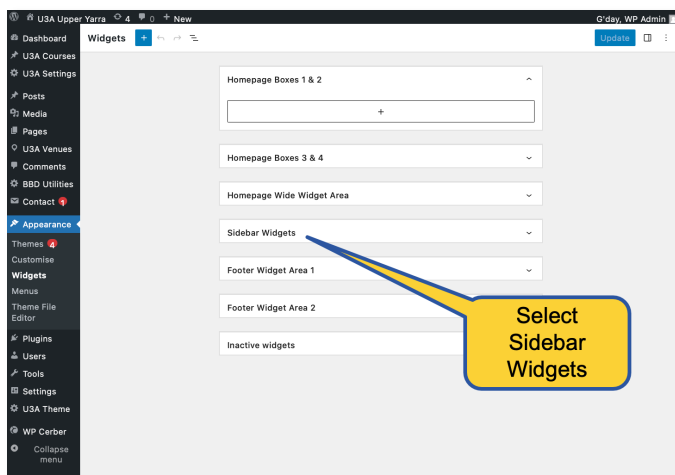
2. Select **Appearance** from the main menu

3. Select the **Widgets** option

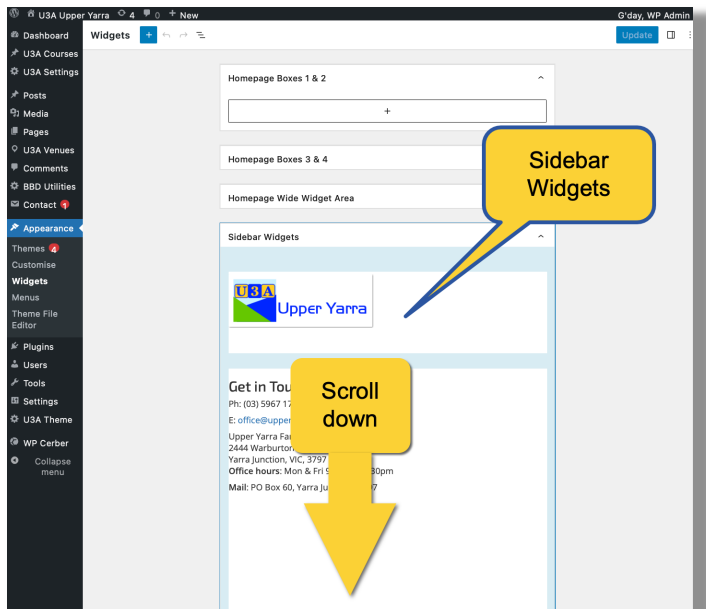


4. The Widgets page opens

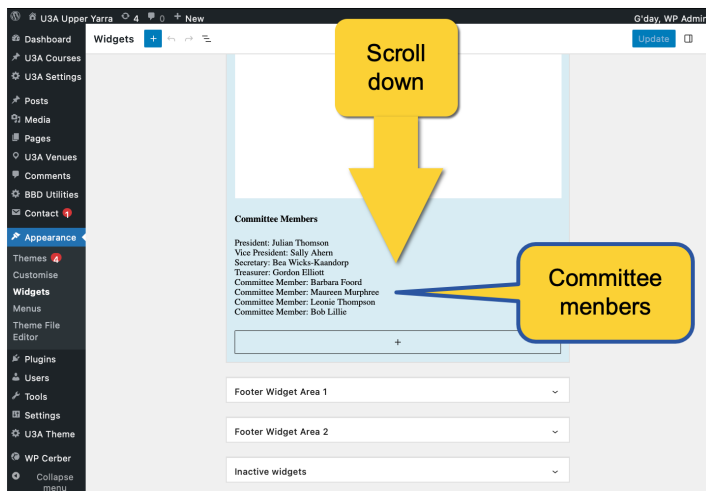
5. Select the **Sidebar Widget** option



6. The Sidebar Widget page opens

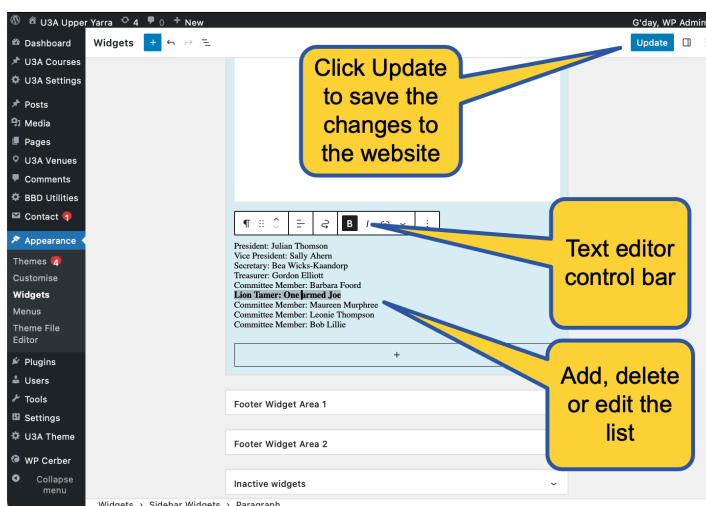


7. Scroll down until you see the Committee members listing

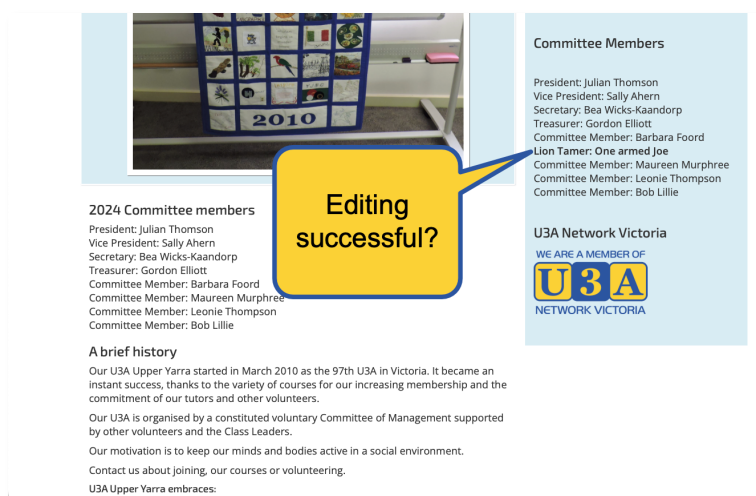


8. Click in the text to start editing

9. The Text editor open up



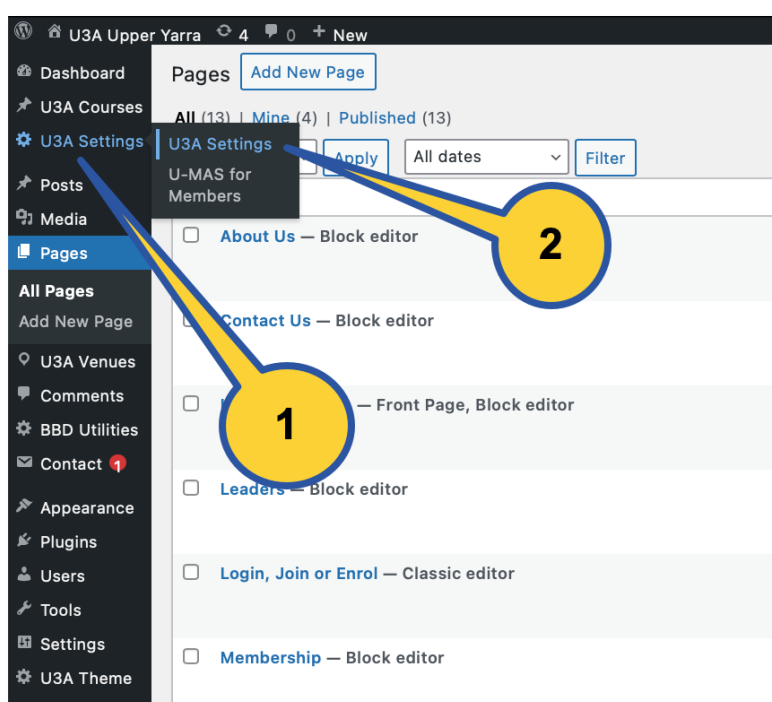
10. When you have completed the editing select the **Update** button to finalise the changes to the webpage
11. In another browser tab or in a separate browser visit the “**About Us**” web page or any of the other website pages and check the results of the update



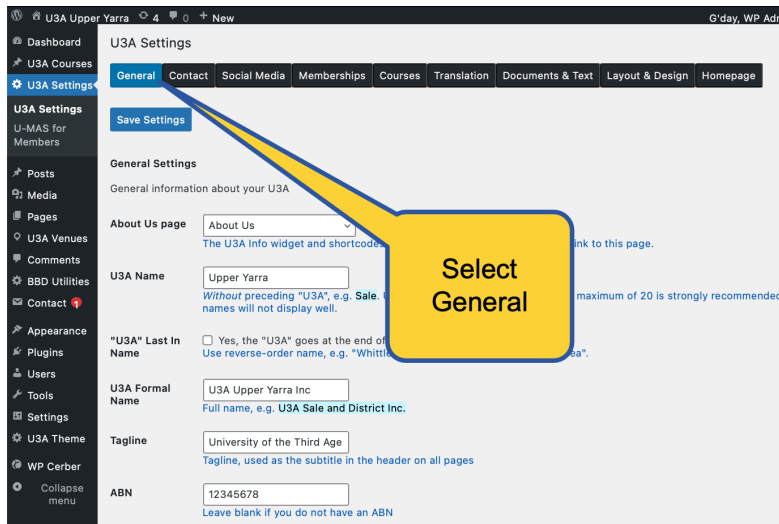
1. If you see any errors return to the browser tab where you were editing the page and repeat steps 8 to 11 to correct the error

Editing the general information panel within the website

1. Log into the website
2. Select **U3A Settings** from the main menu
3. Select the **U3A Settings** option

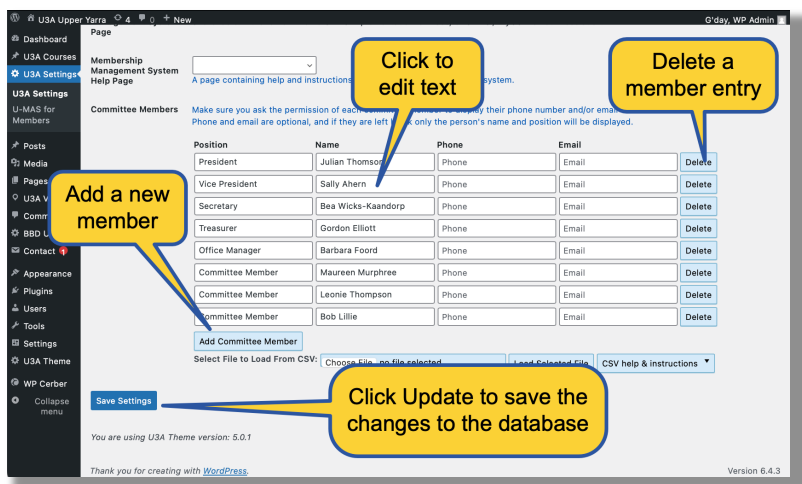


4. The U3A Settings page opens



5. Select the **General** option

6. Scroll down to reveal the Committee members



7. When you have completed the editing select the **Update** button to finalise the changes and update the entries in the U3A database

8. The list is not currently visible on the website,