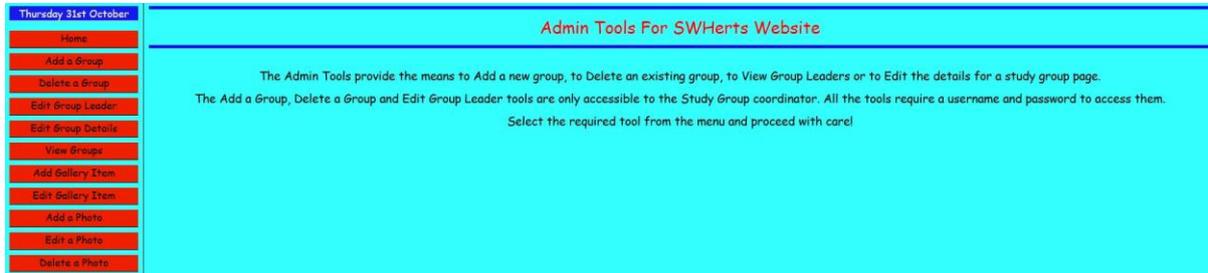


## South West Herts Website – How to Update Study Group Details

Each Study Group leader should ensure that the web page for their group information is up to date. To do this load the web page <http://www.swhertsu3a.org.uk/admin> . A quick way is to click on this link, and once the page has loaded to save it in your favorites folder.

After loading the screen should look like this:



Click on the menu item 'Edit Group Details'. Use the drop down box to select your group name. A quick way of doing this is to click in the 'Select Group' box and enter the first letter of your group name. This will bring up the first group with that initial. Scroll down to select the required group.

Now enter the Username which is the group leader's name. Thus if the leader's name is 'Fred Bloggs' enter that. The password is the group leader's first name, 'Fred' in this case, what could be easier!

Click on the 'Logon' button and you will now see a screen with the details for your group. The one below which is for the Bookworms group. The screen has three sections illustrated below:-

The first section contains the standard details for your group and must be filled in.

Edit the information in the boxes as required. If your group meets in your house and you don't want the address published on the web enter something like 'Member's Home' for the meeting location. If you enter the postcode of the meeting location your group's page will have a link to a map showing where you meet. You can leave this blank.

The next section is reserved for those groups that want to have music or a video to enhance their page.

The Group Sound and Group Video Text entries are for use by those groups which use sound or video with their group pages. If your group is one of these enter some text which describes what is being played.  
If your group does not use the sound or video you must leave them blank.

Group Sound Text :

Group Video Text :

Leave them blank if you are not using these facilities.

The last section has information that is used by the 'Groups' Timetable page of our website.

In this section enter/edit the details for the Study Group timetable entry.  
Select the day of the week the group meets and the weeks of the month that the group meets. If the group meets on several weeks of the month ensure that all those weeks are checked. Please note that the Group Start Time must be entered in 24hr clock format hh:mm:ss, thus if the group starts at 2:00pm enter 14:00:00

Check the Group's meeting day :

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

Check the weeks of the month that the Group meets :

First Week  
 Second Week  
 Third Week  
 Fourth Week  
 Last of Month  
 Fortnightly

Time in 24 hour format :

To save any changes made above click on the Update button, otherwise click the Quit button.

Select the day of the week and the weeks of the month that your group meets. Thus if you meet twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday click on 'Wednesday' and check the 'First and Third' week boxes.

Lastly you must enter the time that your group meets in 24 hour format including seconds. Thus if you meet at 2:30pm enter 14:30:00. It is important that you use this exact format, remembering the seconds and the colons.

When everything is complete click on the 'Update Details' button. This action also automatically updates the 'Last Updated' time information shown on your group page.

If you have any problems please contact me.

Gavin Peacock.