**Webpage Structure for Ashfield U3A Website**

Co-ordinators may choose from two types of web page for their groups on the Ashfield website. This not only affects new groups but also ones already in place. The following one-page questionnaire is to be sent to all new co-ordinators asking which of the following options they prefer. The information you supply will help AU3A not only to give co-ordinators more control over what their pages may convey, but also to help members to decide on what groups are available to them. Until the questionnaire has been received, a web page for your group cannot be set up on the website. Please do not expect the Newsletter Editor to include group information that you are not willing to place on the website, as many members rely on the website for up-to-date information that the newsletter is unable to provide.

Your choices are shown below together with guidance as to which choice may be best for you:

***Fully updateable*** – for groups with changing profiles, for example:

venues which differ [groups which meet at each other’s homes] –

activities which differ [groups which participate in a variety of activities like walking] –

dates which are not necessarily monthly [holidays group, visits groups].

These groups may submit changes when appropriate but should allow 2 weeks lead time unless unavoidable. Activities should ideally be planned for 1 year but at least for 3 months at a time, as changes to the website take up a considerable amount of time for 50+ groups, and careful planning would help your webmaster greatly. Please note that group activities will also be reflected in the ‘diary dates’ page.

***Non updateable*** – for groups in which profiles never change –

These groups will show details of normal venues, dates, times, etc. at the top of the page, but will not be updateable unless a permanent change is effected (e.g. the venue or day/time changes). Please note that no group activities or changes will be reflected in the ‘diary dates’ page.

Certain other information will be asked for on the questionnaire, including the availability of your group to new members and whether or not there is a waiting list. This will aid members to decide which groups they would like to join, or are able to join.

Please fill in the questionnaire and return it to the webmaster, Ron Britton, as soon as possible. Thank you for your co-operation.

Version: 01 February 2025

Co-ordinators’ Questionnaire

Please read the notes overleaf, then complete this sheet and return to the webmaster as soon as possible. Thank you.

Name of co-ordinator: (Required):

Co-ordinator’s telephone number: (Required if appropriate): For use on web page? YES / NO

Co-ordinator’s mobile number: (Required if appropriate): For use on web page? YES / NO

Co-ordinator’s email address: (Required):

Name of group: (Required):

Number of members: (Required):

Is your group currently full? (Required): YES / NO

If yes, is there a waiting list? (Required): YES / NO

If yes, is anyone in your group willing to help with getting a new group started? YES / NO

Group meeting date (day/week – e.g. 3rd Thursday): (Required):

Time & Duration: (Required):

Venue: (Required):

Cost of venue, materials, etc.: (Required or None):

Type of web page required: (Required – please circle): Fully-updateable Non-updateable

Any other information you feel is relevant: (Aims of the group):

Please sign and date the section below to give your consent to using your personal details, as given above, on the website.:

Signature............................................................................... Date................................................

Thank you for your time.

Ron Britton Version: 01 February 2025