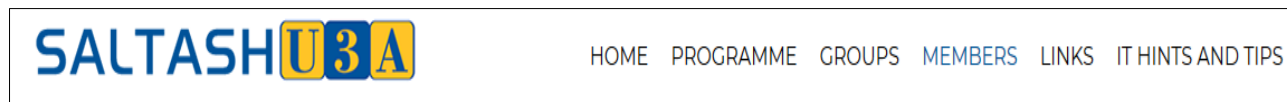**Free access pages available to members and non-members**

The Saltash U3A website is available to everyone to find out about who we are, what we do as this is a good way of spreading the word and attracting new members.

Pages menu

This menu appears across the top of the Home page and all other pages on the website. Currently, only the Members page is password protected, but It may well be necessary for new pages added to the website over time to be password protected.
Where appropriate, these pages would be announced via the 'posts', which appear on the Members page, but are not in themselves password protected.

Members Page

Once someone becomes a member, they have access to the **Members** area, which is password protected. This page is described in more detail in a separate document.

The reason for password protection is to provide a secure space in which to share more sensitive documents such as the Saltash U3a Constitution and Committee Meeting Minutes. It also protects your published photographs.

The password for the Members area is changed annually on the **1st November** to allow for sufficient time for membership renewal at the beginning of the Saltash U3A year, which starts in September. On renewal, members are provided with a new membership card outlining the monthly events for the coming year and on the back of this card is the new password for the Members page of the website.

Free access pages

The pages listed below are accessed via the above menu; several of them have links to related pages which are not described in detail here.

· **PROGRAMME** is a page providing the monthly programme of events with speaker detail. It also shows that:
  ◦ there is a break in **August** because of the peak holiday season,
  ◦ the **September** meeting marks the beginning of the new Saltash U3A year and always includes the AGM and so there is no speaker.

· **GROUPS** is the link to click if you want to see a list of the existing activity / interest groups, from Ancestral Time Travellers to Writing!
  Ideally each group should provide content for their own pages and many group leaders have already done this. It is a way to:
  ◦ advertise what they do,
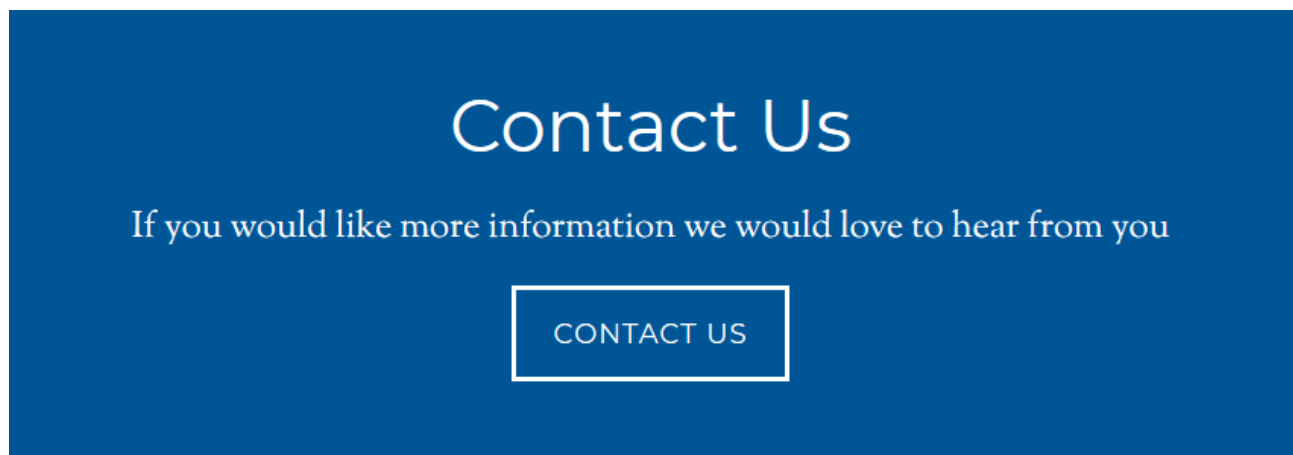 ◦ provide existing and prospective members with their current meeting/event schedule.

- **LINKS** on this page provide access to other local groups and organisations, e.g.
  - local U3A groups,
  - community groups,
  - projects of local interest, etc.

- **IT HINTS AND TIPS** is a page available to all uses of the website, but has initially been tailored to the use of IT within Saltash U3A.

  Currently only the website and email system are included. However it is likely with the passage of time that the use of IT will increase for Saltash U3A as a whole. On a more personal level, there are already iPadders groups through which interested people meet to discuss technology.

  It is also envisaged that this page could be a place for members to share their own hints and tips on all things IT – comments and suggestions welcome!

Getting in touch

Although there may be specific contact information on some of the group related pages, you will find the following panel at the bottom of every website page.

The **Contact Us** button is a means requesting information by emailing the Webmaster.

If it is not possible to provide an answer immediately, the Webmaster will forward your query to the appropriate Committee Member or Group Leader and let you know that they have done that.