## Password protected pages for members only

## **The Members Page**

This is currently the only password protected page on the Saltash U3A website and it has the following content:

• **Posts**: When you click the Members link in the menu at the top of any of the website pages,

Protected: Members	Recent Posts  Wanted! New Committee Men NEW! IT Hints and Tips page IMPORTANT: Car Insurance
This content is password protected. To view it please enter your password below:	Membership Subscription
Password:	
ENTER	

 Password: This can be found on the back of your membership card; it changes on the 1<sup>st</sup> November each year.

Type it in the **Password** field provided and press/click **Enter** to reveal the rest of the Members page.

## **Posts**

These are announcements and may be accessed by all users of the website, however, where the information in a post relates to something specifically for members, it will contain a link to a password protected page.

Anyone wishing to post information needs to contact the Webmaster, which can be done by clicking the **Contact Us** button on any web page.

New posts appear at the top of the list of Recent Posts. The 'shelf life' of a post depends on it's content, for example in the sample above:

- The car insurance and membership subscription posts are always relevant.
- The others marked with descriptions such as NEW and WANTED are likely to be short-lived as:
  - Once people are familiar with the IT Hints and Tips page mentioned the post will not be necessary
  - when committee member nominations have been received post can be removed.

## Password protected information

When the password is entered users can scroll down to see the information, photographs and links to more pages and documents available only to members of Saltash U3A.

The following introduction taken from the Members page says it all!

"Welcome to the Saltash U3A Members page. Here you will find our present and past Newsletters, Galleries, our Constitution, Committee Meeting minutes and other policies and documents. If there are other items that you would like to see in this area, please let us know by using the main contact form at the bottom of this page, or by contacting any member of your committee."

<u>NOTE</u>: It is not practical to keep all copies of the Committee Minutes or the All About newsletter on the website, which is why you will find only links for the current and previous years. Others are available, please send your request using the Contact Us button at the bottom of the Members page.