

Group Web Page

(Last Reviewed 11th Nov 2023)

Introduction

On this screen, you can update the main text shown on your page. You can do this using what is known as a WYSIWIG - 'What You See is What You Get' editor - this is essentially a relatively simple word processor. You will be able to have headings, make things bold, have lists of items etc. Not only that, but you will also be able to upload images, PDF and other documents and include links.

Some leaders will simply want to make occasional updates, such as when regular meetings are amended. Others may want to publish a schedule of activity for the term/year. Other's may have larger offerings with lots of images. All of this is possible through managing your page.

More detailed discussion of how to use the editor will be provided on a separate help page.

Structure of the web page

Your group web page is compiled from three parts. These are all stored on our database and (with presently only a couple of obscure exceptions described below) you can change any of this through the site. The three components are:

- The title and other 'header' information - day/time/venue/inactive periods
 - Generated from the main group information on the 'Group Details' Page
- The general description
 - Generated from this 'Group Web Page' section.
- The 'Footer' information
 - Generated from the Leaders/Contacts section

Editing your page

To edit your page, click the [Edit Group Web Page](#) button to take you to the page editor. Make whatever changes you like, and hit save (or cancel!) as need be. Remember that this is just the 'middle' part of your page. Please do not repeat things like day/time/venue or general contact information - they will be shown automatically.

Viewing your page

After you have made your changes, you can check your page by clicking the [View Public Group Page](#) button. This will open your page in a new tab in your browser. It can be useful to have this page open and as you edit and save changes, just refresh the page to see how they will look.

Common Editing problems

If you make a mistake, hit the 'Cancel' button and try again...

Whatever changes you make, they will not be confirmed until you hit the [Confirm](#) button. If it all goes wrong, just hit the [Cancel](#) button and try again. If you accidentally save a very wrong version, then we may be able to retrieve your previous page from the system backups. Get in touch with the webmanager.

Copy/Paste issues

Copy/paste direct from another word processing program *may* be OK. Although at first glance it can look fine, you may be inadvertently copying a lot of hidden formatting information unique to the source program that will not display correctly on the web page. Sometimes you will be fine, at other times not. Do view your page to check. If the copy/paste does not work, then the simplest solution is to type it out again - you're probably only going to do this once. Please see the general editor help for other thoughts.