



## **Website Template Project Information Sheet**

In response to many Member U3A requests for assistance with their website and communication needs, U3A Network Victoria has commissioned a project to assist those wanting to create a web presence or to upgrade their current internet presentation.

The Website Template Project offers U3As a free packaged website, a written user guide, and personal mentoring in maintaining their own website.

Network Victoria has also created a Website Support Team, similar to that which assists U3As with U-MAS implementation and ongoing use. This team is made up of U3A volunteers with strong skills in website logistics, design and development - similar to those volunteers working within the U-MAS Implementation Team.

The U3A will be guided to prepare its website with its own data, content, images and logos. Website hosting can be provided by Network Victoria (for U3As with up to 200 members), or the U3A can be assisted to arrange its own website hosting service provider.

If further guidance and assistance is required by a U3A taking up the template, this work could be provided by the service supplier at a cost agreed between the U3A and the supplier.

### **Benefits of this Proposal**

- a. Strengthened communication and marketing presence among the smaller U3As in Victoria, leading to increased membership and public visibility
- b. U3As spend less time on website design and creation, and more on class and activity management
- c. Minimal cost for those U3As with the least amount of reserve funds
- d. Support by U3A volunteers for those U3As with website challenges under a model similar to that used for U-MAS
- e. Skills transfer among Member U3As - the essence of the U3A movement



U3As taking up the website template do not have to be users of U-MAS. The website can be installed in three ways :

- It can be used as a stand-alone system.
- It can be installed in conjunction with installation of Network's membership administration system product, U-MAS.
- It could be installed to be linked with an existing U-MAS instance.

### **Further Details of the Website Template Package**

- A template and instructions will enable a U3A to set up a new, modern, responsive website quickly and with minimal technical skill.
- User manual included, covering all steps from domain name registration to website setup to ongoing basic maintenance.
- The template includes choice of colour schemes and basic layout options.
- Basic pages with default content include Homepage, Contact Us, About Us, Memberships, and Latest News. For U-MAS users, the U-MAS timetable will link into the website. Those U3As using spreadsheet or PDF timetables can also post these on their new website.
- Basic images included: U3A logos and appropriate generic images (design will work with or without the U3A's own additional images).
- UMAS integration included where required
- The U3A would only need to select preferred layout and colour scheme, and enter some simple information such as address and contact details and, optionally, own images.
- Easy for the U3A to edit default pages or post news items.

For more information or to join the website template project, contact  
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