

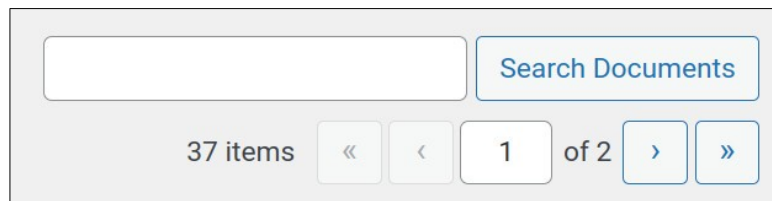
Editing Group Text

The text that is displayed about a group can easily be edited.

NOTE: TO CHANGE THE FEATURED IMAGE PLEASE CONTACT
webmaster@monmouthu3a.com

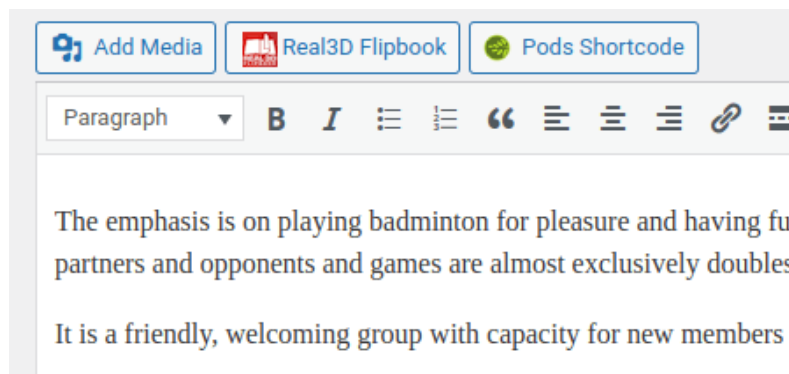
*COPYRIGHT LAWS - YOU MUST NOT USE ANY IMAGE YOU FOUND ON THE INTERNET

1. Logon to the website and open the Dashboard
2. Click on the Groups menu item on the left hand side to display a list of groups
3. Find the group you want to edit by using the pagination buttons or the search tool



A screenshot of a search and pagination interface. At the top, there is a text input field and a button labeled "Search Documents". Below this, it shows "37 items" followed by pagination controls: a double left arrow, a single left arrow, a box containing the number "1", the text "of 2", a single right arrow, and a double right arrow.

4. Click on **Edit** to open the WordPress editor. Change the text by using copy and paste or by typing.



A screenshot of the WordPress editor interface. At the top, there are three buttons: "Add Media", "Real3D Flipbook", and "Pods Shortcode". Below these is a toolbar with a "Paragraph" dropdown menu, followed by icons for bold (B), italic (I), bulleted list, numbered list, quote, indent left, indent right, link, and unlink. The main text area contains two paragraphs: "The emphasis is on playing badminton for pleasure and having fun with partners and opponents and games are almost exclusively doubles" and "It is a friendly, welcoming group with capacity for new members c".

5. To change the date / time / location that the group meets scroll down to Excerpt. Edit the excerpt text but leave in the
 characters at the end of

Date and Time. If the location has changed and you need a different hyperlink please contact webmaster@monmouthu3a.com

Excerpt

Date: Tuesdays</br>
Time: 5:00 pm</br>
Location: Monmouth Leisure Centre

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

6. If you do change the date and or time you need to amend the additional categories on the right hand side.

Meets

All Meets Most Used

☐ Mon
☒ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

[+ Add New Meets](#)

When

All When Most Used

☒ EVE
☐ AM
☐ PM

[+ Add New When](#)

Which Week

All Which Week Most Used

☒ Every
☐ 1st
☐ 2nd
☐ 3rd
☐ 4th
☐ TBD

[+ Add New Which Week](#)

7. Click on the **Update** button on the right. Wait for it to be saved.

Publish

[Preview Changes](#)

 Status: **Published** [Edit](#)

 Visibility: **Public** [Edit](#)

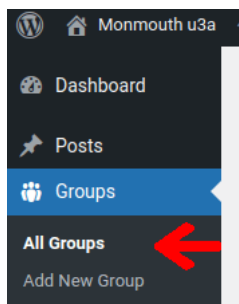
 Published on: **26 October 2022 at 14:57**
[Edit](#)

 **SEO:** OK

 **Readability:** Good

[Move to Bin](#) [Update](#)

8. **There is no Exit button on this screen!** In the left hand side under **Groups** click on **All Groups** to see your group.



9. View the website and check that the group text is correct.