

Cycling UK website update

The Cycling UK website was updated in October. Our new site has had some design upgrades and gives us more ability to build better tools and improves functionality for our site visitors and editors.

There have been some bugs that affected the groups' toolkit that have been addressed but if you notice any additional issues or bugs, please let us know by emailing volunteering@cyclinguk.org.

Group page changes

There are a few small changes to the way that group pages are managed in the new site. The core options of updating your main group page, adding child pages, posts and events are the same but the way to add them is slightly different.

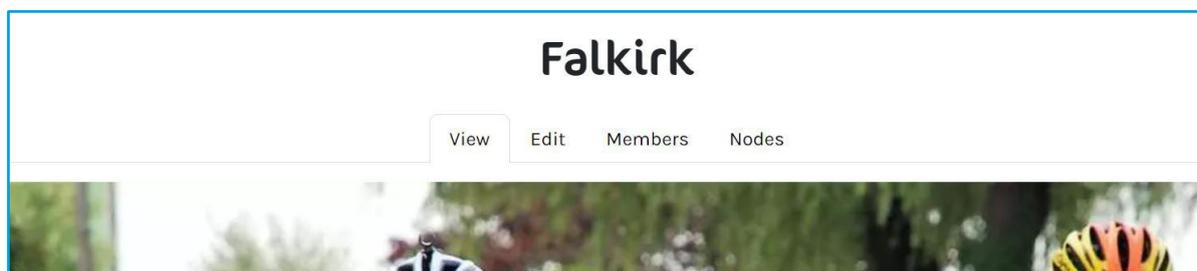
For Cycling UK member groups (not applicable to affiliated groups), the Cycling UK local member list and email tools have not been migrated but can still be accessed via a new URL: <https://groups.cyclinguk.org>. We will be looking to move this in the coming months as part of a wider review of group and event management.

Navigating your way around

Your main group page has been migrated to the new site; visually it should be quite similar as the main changes are around group and page management.

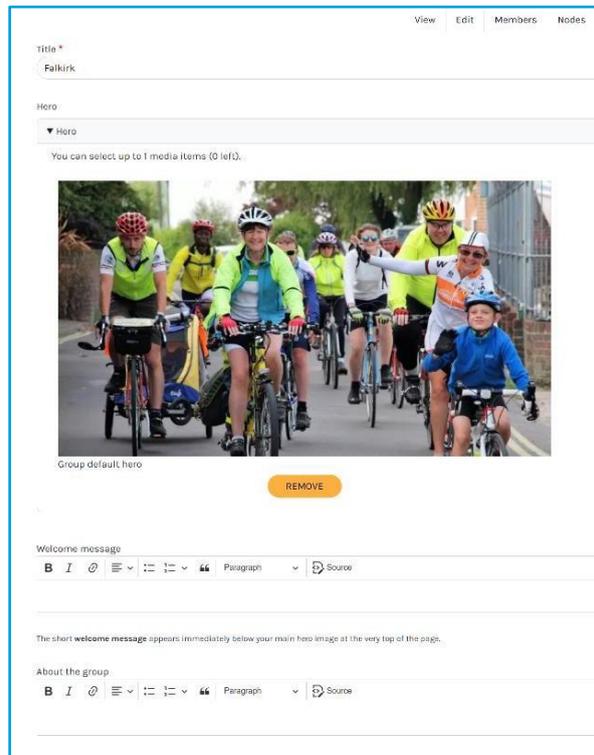
The new site has four tabs at the top of the page:

- 1) View: to see the main group page
- 2) Edit: to edit the main group page content
- 3) Members: this is where you can now manage, add and remove people from your group and give them one of three roles:
 - Administrator,
 - Event Editor and
 - Content Editor
- 4) Nodes: this is where you can see and add content to your group and replaces the purple 'Manage this Page' box in the bottom right-hand corner of the main group page or the option to add content within the group tab.



Edit main group page

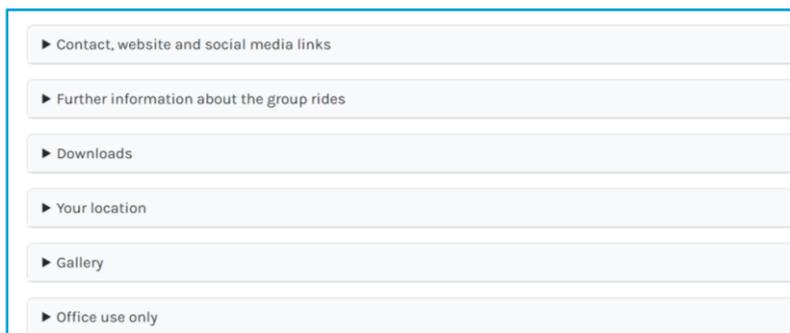
On the group edit page you can update the details displayed about the group; it is split into several sections:



a) Essential information:

- Title: the displayed name of your group
- Hero: the main image at the top of the page - it starts with a default image - to update this press “remove” and then use the widget to upload a new image (wait for the image to load in the widget before adding the image)
- Welcome message: shown at the top of the page just under the hero image in bold
- About the group: the main text area of the page allows you to add more details about the group.

b) Other areas – add extra details about your group:



Add and remove members

To give other members of your group the ability to edit your homepage, add events or group child pages and posts, they will need to be added as members and given the correct role.

To do this, click on the members' tab at the top of the group page:

User	Roles	Updated	Joined	Operations
catterell	• Group Administrator	07/09/2023 - 00:29	07/09/2023 - 00:29	View member
ian	• Group Administrator	04/10/2023 - 17:00	04/10/2023 - 17:00	View member

You will see a list of existing group admin and content editors with their respective roles. Use the operation dropdown to the right of the person's name to edit or remove any members:

Updated	Joined	Operations
09/2023 - 00:29	07/09/2023 - 00:29	View member Edit member Remove member
0/2023 - 17:00	04/10/2023 - 17:00	

Or you can add a new member:

User	Roles
catterell	• Group Administrator

On the add member form in the user box, enter the person's public display name and select the roles you want to give the user:

Add Group membership

User *

ianTaylor (30)

The user you want to make a member

Roles

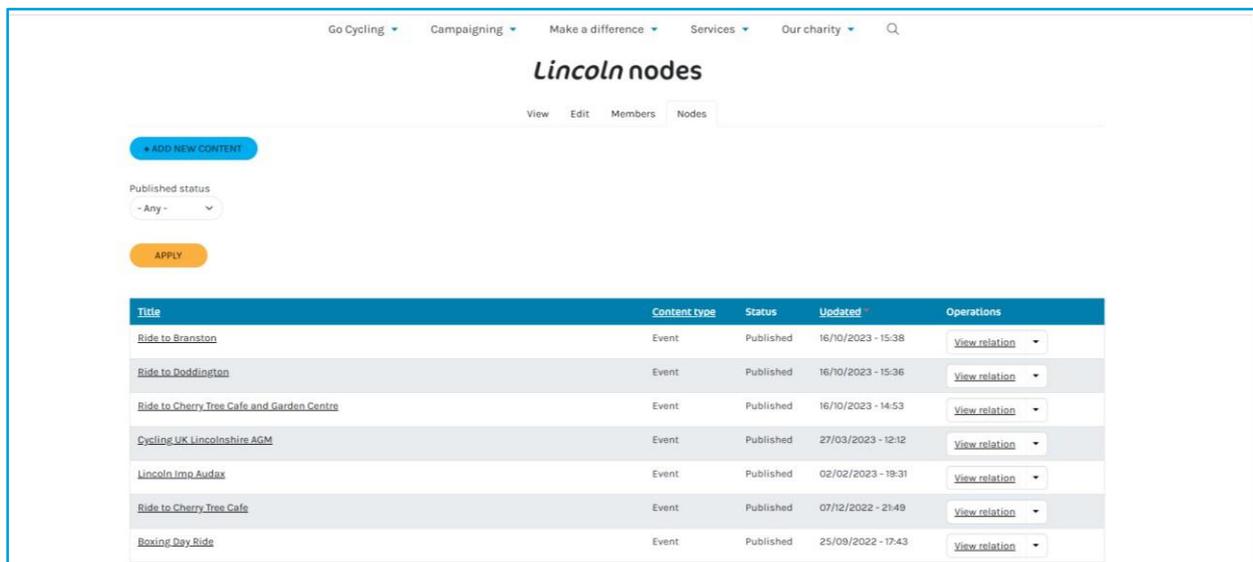
- Events Editor
- Content Editor
- Group Administrator

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- Roles Categories
 - Group Administrator – can update the main group page, add posts and child pages and can add other group members and assign roles
 - Content Editor – can create new child pages and post
 - Events Editor – can create new events for the group.

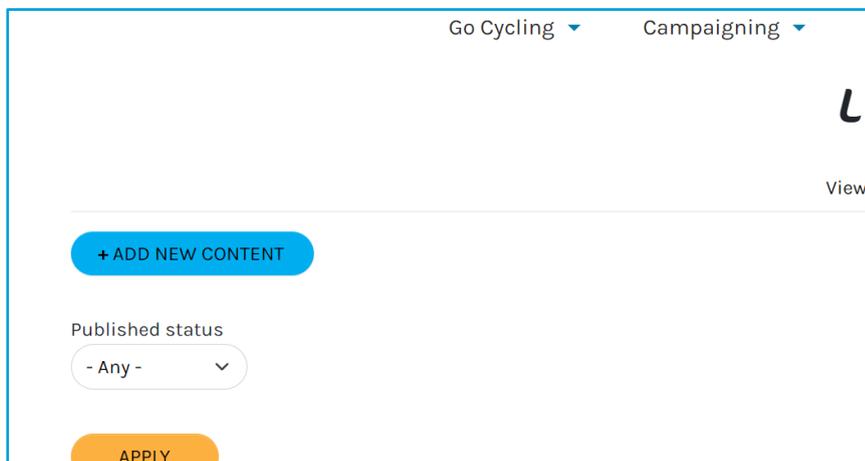
Add new content including events, group posts and child pages

On the old site, there was a purple box in the bottom right-hand corner to add additional group pages; this is now replaced by going to the “node” tab at the top of the page. Initially you will see any pages that already exist (if any):



Use the operations drop down to edit any page.

Alternatively, to add a new page select the blue “+Add New Content” button at the top of the page:



Depending on your role you will see up to three types of content you can add:

Add new content

Group node (Group child page)

Add new content item of type Group child page to the group.

Group node (Event)

Add new content item of type Event to the group.

Group node (Group post)

Add new content item of type Group post to the group.

- a) Group child page: these are for permanent information like subgroups or contact information.
- b) Group post: these are for the latest news or ride reports. A list of posts is shown on the main group page, with the newest posts shown first.
- c) Event: for group rides, events, and AGMs, as well as showing on the group page; they will also be added to the main events listing on the Cycling UK website.

Thank you

Thank you for your patience as we have made these changes. If you notice any issues or bugs relating to these changes, please let us know by emailing volunteering@cyclingsuk.org.