

USE ACER LAPTOP TO FIND DETAILS OF A GROUP OR TO PRINT CURRENT VACANCIES LIST GROUP DETAILS AND STANDARD FORMS

PLEASE BE PATIENT as the whole process takes about 2 minutes!

1. Switch on photocopier. Switch is at the back of the photocopier
2. Check that Laptop power is on and the power lead is plugged into Laptop, check printer cable & mouse cables are plugged into laptop.
3. To open Laptop LIFT lid.
4. Press circular button at top left-hand side to switch on laptop and wait for laptop to start.



5. Laptop screen should look like this >>>>



6. This Laptop runs Windows 7 and uses Libré Office for Documents, Spreadsheets and Presentations etc.

The symbols at the bottom right hand corner should look like this when laptop has completed its start up process



7. To access the U3A website, position the arrow pointer on the ICON in the centre of the screen, using either the mouse or the touch screen, double click on "Christchurch U3A website" in middle of screen

8. To show the current Groups available:



On the front page left menu click on Our Groups.

Groups in Red are FULL.

U3A groups info by: Day Category Venue Vacancies only Filter is showing 105 of 105 groups Help						
Day	Time	Group Name	Venue	Group Leader	Joint/Deputy Leader	Category
Monday	10am - 11am	Active Bodywork	High Cross Church (HCC)	Rosemary Phillips		Sport
Monday	10am - 12pm	Table Tennis - Group 1	Beaufort Centre (BCC)	Derek Smith	Barrie Cox	Sport
Monday	10.15am - 12.15pm	Christchurch U3A Singers	New Church Hall (NCH)	Anne Hewatson	Roger Hewatson	Music
Monday	10.15am - 12.15pm	Cryptic Crosswords for Improvers	Beaufort Centre (BCC)	Paulette Robinson		Games
Monday	10.15am - 11.45am	Reading - Group 1	Christchurch Library - Reading (CCR)	Ken Basham	Frances Goodley	Language and Literature
Monday	10.15am - 12pm	Teach And Play Chess	Epicentre (EPI)	Brian Girdlestone		Games
Monday	10.30am - 12.30pm	Improving Your Artistic Techniques	Prory House (PHO)	Jeanette Law		Arts and Crafts
Monday	10.45am - 12pm	Yoga (Intermediate) - Group 1	St Catherine's Hill Community Centre (SCH)	Euanis Neile	Dawn Allen	Sport
Monday	1.30pm - 4pm	Vintage Brass Main Band	St James Institute (SJI)	Peter Guntrip	John Wingfield	Music
Monday	2pm - 4pm	Creative Writing For Fun	Group Leader Home (GLH)	Christopher Mosley		Language and Literature
Monday	2pm - 4pm	Scrabble	New Church Hall (NCH)	Elnne Hutton	Dot Ball	Games
Monday	2pm - 3.45pm	U3A Line Dancing	New Church Hall (NCH)	Terry Danzey		Recreation
Monday	2.30pm - 4pm	Gardening Group 1	Group Leader Home (GLH)	Sue Carter	Cherry Cook	Recreation
Monday	4pm - 5pm	Vintage Brass Training Band	St James Institute (SJI)	Ray Pickett		Music
Monday	- 12pm	Craft Group	Beaufort Centre (BCC)	Lydia Bloom		Arts and Crafts

On the Groups table, there are four buttons at the top: by clicking on one of these you can filter groups by:

U3A groups info by: Day Category Venue Vacancies only Print Filter is showing 104 of 104 groups Help						
Day	Time	Group Name	Venue	Group Leader	Joint/Deputy Leader	Category

Day: to show people classes running on a particular day

Category: to show people classes in each category such as Sport, Arts and Crafts or Music

Venue: to show people classes running at a venue near them

Groups with Vacancies: to show only groups with space in them

Here is an example of clicking on Vacancies.

U3A groups info by: Day Category Venue All groups Filter is showing 71 of 105 groups Help						
Day	Time	Group Name	Venue	Group Leader	Joint/Deputy Leader	Category
Monday	10am - 12pm	Table Tennis - Group 1	Beaufort Centre (BCC)	Derek Smith	Barrie Cox	Sport
Monday	10.15am - 12.15pm	Christchurch U3A Singers	New Church Hall (NCH)	Anne Hewatson	Roger Hewatson	Music
Monday	10.15am - 12.15pm	Cryptic Crosswords for Improvers	Beaufort Centre (BCC)	Paulette Robinson		Games
Monday	10.15am - 12pm	Teach And Play Chess	Epicentre (EPI)	Brian Girdlestone		Games
Monday	10.30am - 12.30pm	Improving Your Artistic Techniques	Prory House (PHO)	Jeanette Law		Arts and Crafts
Monday	1.30pm - 4pm	Vintage Brass Main Band	St James Institute (SJI)	Peter Guntrip	John Wingfield	Music
Monday	2pm - 4pm	Scrabble	New Church Hall (NCH)	Elnne Hutton	Dot Ball	Games
Monday	2.30pm - 4pm	Gardening Group 1	Group Leader Home (GLH)	Sue Carter	Cherry Cook	Recreation
Monday	4pm - 5pm	Vintage Brass Training Band	St James Institute (SJI)	Ray Pickett		Music
Monday	- 12pm	Craft Group	Beaufort Centre (BCC)	Lydia Bloom		Arts and Crafts
Tuesday	9.45am - 12pm	Open DVDs	Christchurch Library (CCL)	Patricia Wilkinson		Music
Tuesday	10am - 12pm	Duplicate Bridge with Help	Pokesdown and Southbourne Es-Servicemen (PSS)	Jean Roe	Michelle Smyth	Games
Tuesday	10.30am - 12pm	Current Affairs	Prory House (PHO)	Jane Linsley		Philosophy and Society
Tuesday	12pm - 1.30pm	Badminton - Group 2	Mudford Wood Community Centre (MWC)	Keith Letchford	John Bell	Sport
Tuesday	1.30pm - 3.30pm	Improvers Bridge	Beaufort Centre (BCC)	Pauline Martin	John Cotley	Games
Tuesday	1.30pm -	Painting for Pleasure	St Katharine's Hall (SKH)	Jeanette Law		Arts and Crafts

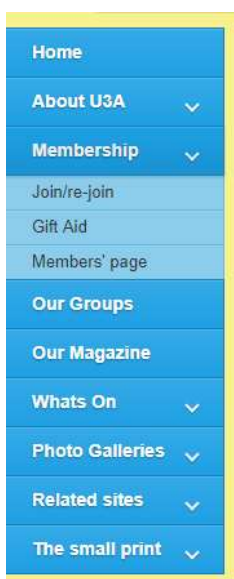
To return to All Groups table, Click the button All Groups which will appear at the top of the table once you have applied a filter.

9. To find more detail about a group,

click on the Group Name. This brings up a box which gives you the telephone number of the Group Leader and also an opportunity to email them. It also gives you more information about the group, such as its frequency, time and location

Groups with a yellow infill have more information available which can be clicked on from within the groups detail box you have just brought up.

10. Membership Page

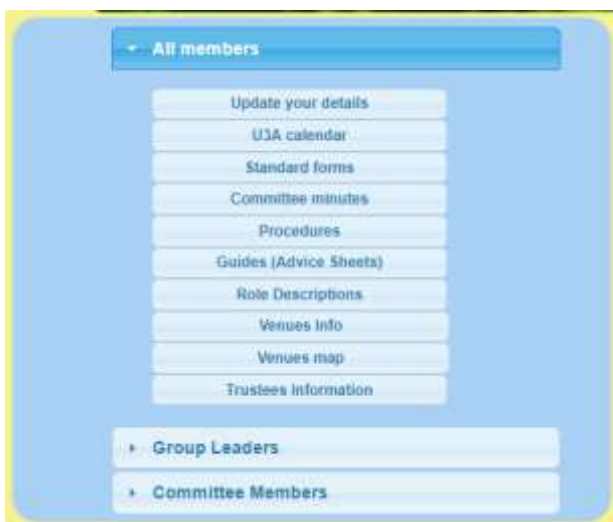


Click on Membership button and then choose Members Page



Click on All Members.

A box will come up asking for the membership number and surname; the next screen shows you a list of options.

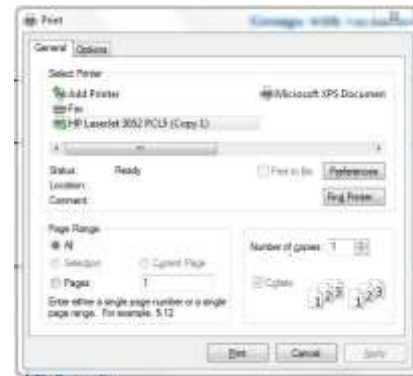


Make sure you don't tick the box 'Remember me' otherwise the member's personal details will be left exposed.

A Update Your Details. You can use this to update a member's details but they must have their membership Number for this

B U3A Calendar, Standard forms, Office Procedures, Venues info and Venues Map you may wish to print. Click on the button and it will bring up a new document in a

new tab. Right click on the document to get the Print Menu and check that the document looks OK in the print window before proceeding. You can change setting such as Portrait to Landscape printing if needed. When you have finished printing, close the window to take you back to where you were.



11. To print groups details such as vacancies list –

If you look across the headings of “Our Groups” you will find a new button labelled “Print”. If you click on this you can print out data from all groups.

You may select different options so you can print out “all groups” or “all groups with vacancies”, in day order, venue order or category order - either for all terms or a specific term – you have the choice of summary form or giving all details. You can also print out the details of one or more specific groups. You have to choose an option in each category then press “Show View to be Printed”

Groups info print facility - choose options:

How do you want groups organized?

- Groups by day. Choose...
All
- Groups by category. Choose...
All
- Groups by venue. Choose...
All

or

- Full details for a single group. Choose...
Select group

All groups or just those with vacancies?

- All groups
- Only groups with vacancies

One or all terms?

- All terms
- Autumn term
- Spring term
- Summer term

Summary or full details?

- Summary details
- Full details

Pressing the button below will generate a new page with the chosen print options. Use the browser's print facility to print it.
Hint: to print a summary view you may want to set the printer to landscape orientation. For a detailed view set the printer to portrait orientation.)

Here is an example of the sort of thing you can print out:

Christchurch U3A

All Groups for Mondays available in Summer term

Monday

Craft Group. Category: Arts and Crafts. Monday at - 12pm. **Group has vacancies.**
 Description: Creating cards using paper, fabrics, threads & beads. Members bring their own basic craft kits.
 Dates: Autumn: 24 Sep 2018-10 Dec 2018 Spring: 14 Jan 2019-11 Mar 2019 Summer: 29 Apr 2019-01 Jul 2019
 Group Leader: Lydia Bloom, Phone: 01202 431556, Email: lydiaebloom@gmail.com
 Venue: Beaufort Centre, Beaufort Rd, Southbourne, BH6 5LB.
 Parking: Free parking. Public transport: Bus 1B or 33. Accessibility: All classes held on ground floor. Wheelchair ramp. Disabled toilet. No hearing loop.

Vintage Brass Main Band. Category: Music. Monday at 1.30pm - 4pm. **Group has vacancies.**
 Description: Rehearsal for experienced brass players and percussion
 Dates: Autumn: 03 Sep 2018-19 Nov 2018 Spring: 07 Jan 2019-11 Mar 2019 Summer: 29 Apr 2019-01 Jul 2019
 Group Leader: Peter Guntrip, Phone: 01202 476862, Mobile: 07768 535591, Email: pg@hotmail.co.uk
 Venue: St James Institute, Stourfield Rd, Southbourne, BH5 2AR.
 Parking: Public transport: Buses 1B, 1, 33 stop within 200 metres. Accessibility: Disabled access, disabled toilet, hearing loop

Reading - Group 1. Category: Language and Literature. Monday at 10.15am - 11.45am. **Group is full.**
 Description: Reading & discussing in a non-academic way novels, short stories and poetry.
 Dates: Autumn: 24 Sep 2018-03 Dec 2018 Spring: 14 Jan 2019-11 Mar 2019 Summer: 29 Apr 2019-24 Jun 2019
 Group Leader: Ken Basham, Phone: 01202 426010, Mobile: 07549 098229, Email: bashamken@gmail.com
 Venue: Christchurch Library - Reading, Druitt Buildings, Christchurch, BH23 1AB.
 Parking: Pay parking in many car parks nearby. Public transport: Buses 1A, 1B, 1, 33. Accessibility: Disabled access except to room 6, 3x disabled toilets, mobile hearing loop available

Christchurch U3A Singers. Category: Music. Monday at 10.15am - 12.15pm. **Group has vacancies.**
 Description: A large, friendly 4-part choir for all ability ranges. A wide repertoire is offered, commitment to the group is important. Please telephone first.
 Dates: Autumn: 24 Sep 2018-10 Dec 2018 Spring: 14 Jan 2019-11 Mar 2019 Summer: 29 Apr 2019-01 Jul 2019
 Group Leader: Anne Hewetson, Phone: 01202 486646, Email: arhewetson@talktalk.net
 Venue: New Church Hall, Carbery Avenue, Tuckton, BH6 3HT.
 Parking: Free parking on site and opposite, plus parking in nearby roads. Public transport: Bus 1B and 33 (East) stops within 100 metres. Accessibility: Disabled access by ramp stored in mens loc, disabled toilet, no hearing loop

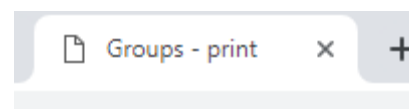
Cryptic Crosswords for Improvers. Category: Games. Monday at 10.15am - 12.15pm. **Group has vacancies.**
 Description: A mutually supportive group solving harder puzzles together.
 Dates: Autumn: 24 Sep 2018-10 Dec 2018 Spring: 14 Jan 2019-11 Mar 2019 Summer: 29 Apr 2019-01 Jul 2019
 Group Leader: Paulette Robinson, Phone: 01202 417225, Email: paullettervsdale@yahoo.co.uk
 Venue: Beaufort Centre, Beaufort Rd, Southbourne, BH6 5LB.
 Parking: Free parking. Public transport: Bus 1B or 33. Accessibility: All classes held on ground floor. Wheelchair ramp. Disabled toilet. No hearing loop.

12. Press the Ctrl key at the same time as the letter P key to bring up the printer menu control menu.

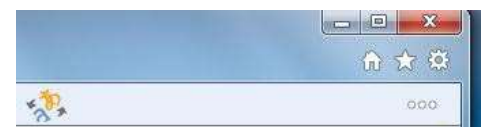
Click PRINT at the bottom of panel to print the list.

13. Collect list from printer/photocopier.

14. To return to the Home page of the Christchurch website, find tab "Groups – print" at the top of screen. Click on that and you get the Home page.



15. To Exit the website, click on the white cross at the top right hand side of the screen,



16. Switch off laptop, click the Start button in the bottom left hand corner of the screen, and then clicking on the Shut Down box that appears.



17. Wait, when screen is blank close the lid.

18. Leave power switched on to the Laptop

19. **Never** switch off the printer. The printer screen will automatically go blank after a while.

PLEASE NOTE: if you close the lid of the laptop while it is operating, the system will close down and sleep. To get going again, open lid and PRESS the start button and then press return - which should open the system where at the point you left it.

DO NOT REMOVE THESE INSTRUCTIONS FROM THE EPICENTRE!