

Sandbach U3A WordPress Website - List of Post Categories

Category	Sub-Category	Description/Notes
Groups	(One for each group as required)	Available for groups to use as required, for trip report or course notes – anything they think relevant. (A sub-category to be created for each individual group when requested) The most recent ones will be shown on the home page but all relating to each specific group to be accessible from that groups main website page.
News	Sandbach U3A News Extras	News about Sandbach U3A. (Appears as “News Extras” on the Home Page)
	Non-Sandbach U3A News	Local community, member or other miscellaneous news not directly related to our U3A operation. (Excludes 3AT – see *below)
	Newsletter - Sandbach U3A	Historically this will be all our old newsletters. From January 2018 this will be the new format quarterly newsletters.
	Diary Updates	Text copied from the monthly email to members.
Members Mornings	Members Morning' Programmes	
	Members' morning Reports	To include both information about forthcoming speakers etc. and reports after the event.
Social Events	Upcoming Social Events	Upcoming events (excluding holidays) – full details
	Reports of Past Social Events	Past event reports (past holidays included)
	Holidays	Upcoming holiday details (holidays include overnight stays)
Administration	AGM/EGM Minutes	
Third Age Trust	3AT National	*All national items including news
	NW Region of U3As	*All NW region items including news
Photo Galleries (Can be used in conjunction with other categories)	Walking Photos	Collections of photos. These can include photos already used in other posts. Another category e.g. a group post which contains photo galleries can also be included by showing it as having both categories.
	Social Event Photos	
	Other Photos	
Downloads (Can be used in conjunction with other categories)	<i>(No Sub Cat. unless a need arises)</i>	Posts for downloadable forms etc. providing download buttons and giving further info. on the form purpose. Use wide post template.