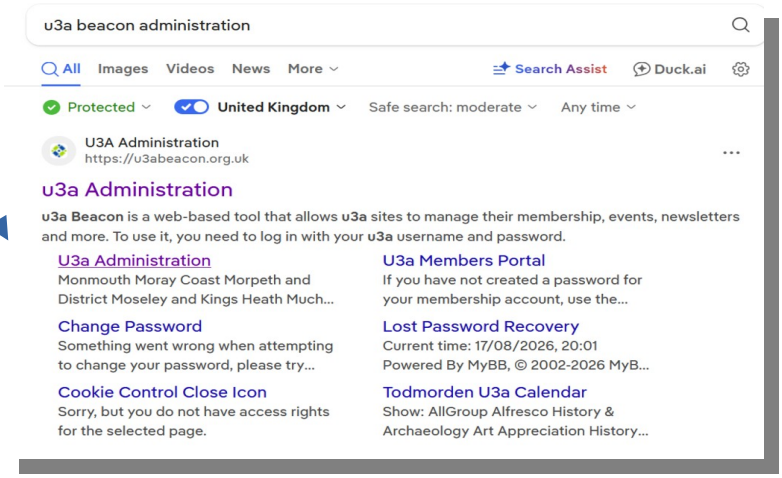
Signing into the Beacon System as a Group Leader

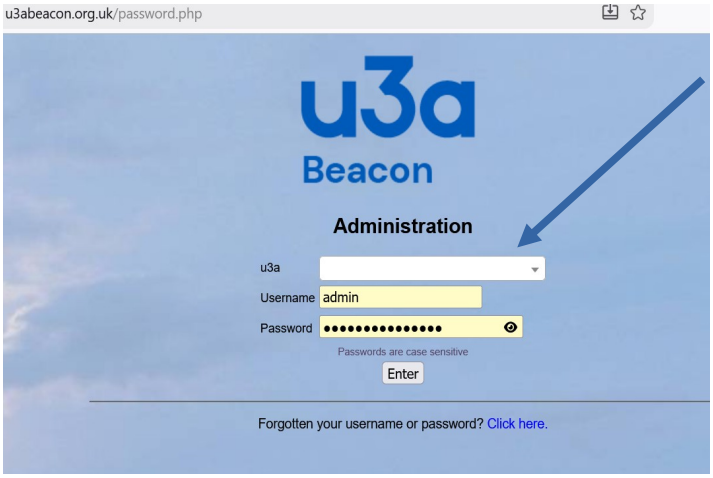
1 Find the site.

In your web browser, search for “u3a beacon administration”, and select the “u3a Administration” item which should be the first item in the response to your search….

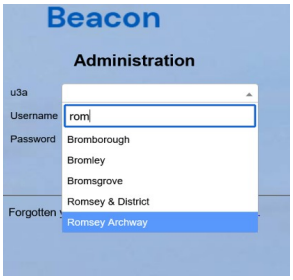


2 The login screen.

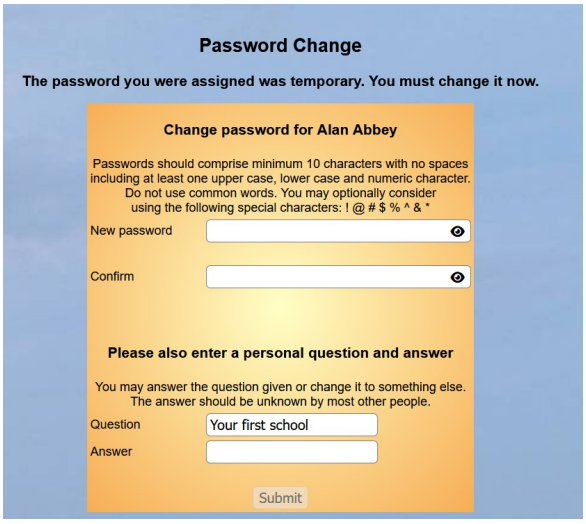
This will display the login screen to Beacon…



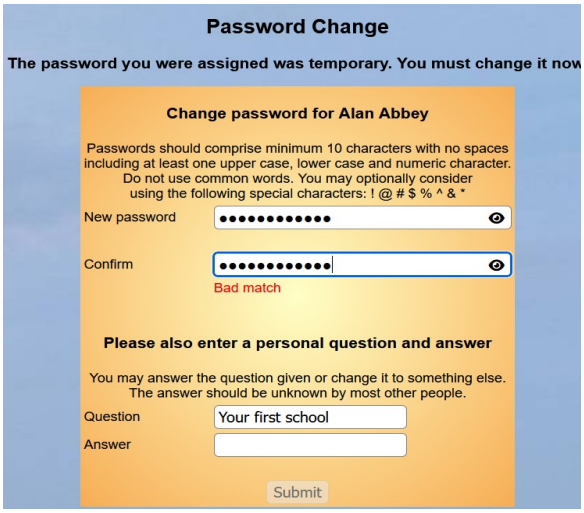
Click in the u3a box, and start typing “Romsey”, you will see Romsey Archway U3a in the drop-down list, click on it to select the site, then enter your username and password.



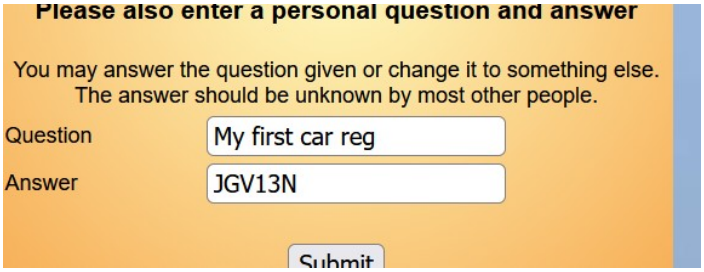
When you first log in, you will be asked to change your password. You have to enter the new password twice. Follow the rules stated on the screen for number of characters and content.



Watch out for red errors such as this one, the submit button will not work if you have not entered the same password in both fields (you can click on the little eye symbol to see what you have typed).

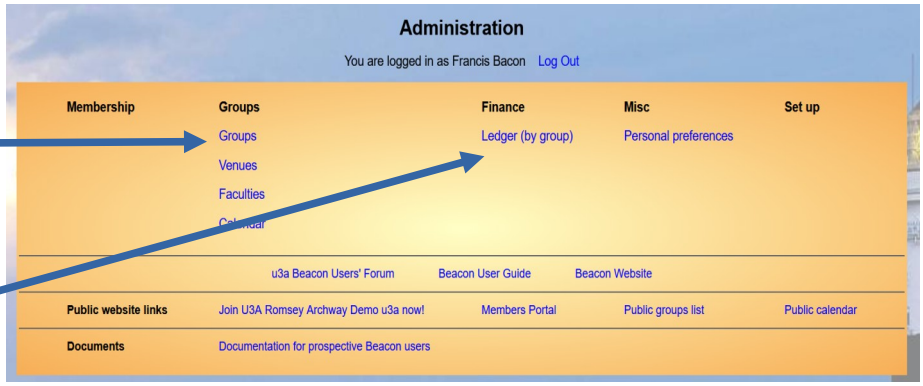


In the question/answer fields enter a short question and your answer to it. If you ever lose your password, the system will ask you this question before resetting your password.



3 The main page.

You are now logged into Beacon, and you will see the main menu. You will be using the Groups list so click on the blue “Groups” menu item to select it.
Note: From this main page pane you can also view the accounting ledger – this will only show the accounting statement for your group, and you do not have rights to change it – only the treasurer can make changes.



4 The groups list.

The only group which is highlighted in blue is the group which you own. You can click on this link to show the group details page.



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

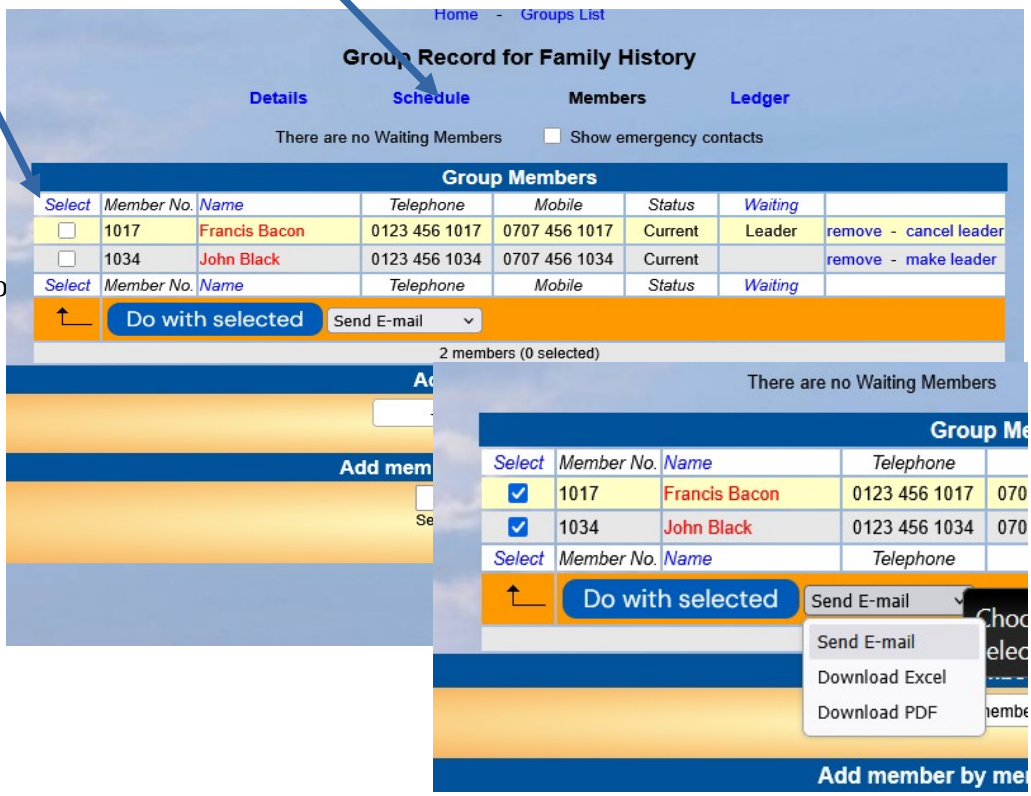
Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
	A							
	Art Appreciation	Y	3rd Thursday at 1:00pm	The Feelgood Centre	Richard Crowder	1		
	B							
	Bible Study	Y	3rd Sunday at 2:30pm	Friends Meeting House	Albert Atheist	1		
	Bird Watching	Y	4th Tuesday at 9:00am	No Fixed Venue	Hilary Barker	1		
	Book Club 1	Y	Fortnightly on Fridays at 11:00am	Library	John Black	1		
	Bowls	Y	3rd Monday at 10:00am	Bowls Club	Jan Bradbury	1		
	Bridge	Y	Fortnightly on Wednesdays at 2:00pm	Private House	Tricia Abrahams	1	12	
	C							
	Computing - Tablets	Y	3rd Monday at 2:00pm	Library	David Barrett	1		
	Computing For Beginners	Y	1st Weds and 3rd Thurs at midday	Library	Ano Driver	1		
	Croquet	Y	2nd Monday at 9:30am	Corn Exchange	Nella Fernblaster	1		
	D							
	Dressmaking	Y	4th Monday at 2:00pm	College	DeeDee Friday	1		
	E							
	Eating for Health and Wealth	Y	4th Tuesday at 2:00pm	St Saviours Hall	Liz Balls	1		
	F							
	Family History	Y	2nd and 4th Mondays at 2:00pm	The Feelgood Centre	Frank Bacon	2		

5 The group record.

On this page you can update the details of the group such as its title, time, or the group information. When you have updated, press “Save Record”.

You can also click on the blue “Members” link to see the members list. This is where you add or remove members, and where you can choose to email members or print the members list.

You can click the blue “Select” title to select all members, or select members individually by clicking the checkbox next to their member number.
On this page you can also remove members or make them ‘leader’ by clicking the blue links to the right of the page.



Home - Groups List

Group Record for Family History

Details Schedule Members Ledger

There are no Waiting Members Show emergency contacts

Group Members

Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
	1017	Francis Bacon	0123 456 1017	0707 456 1017	Current	Leader	remove - cancel leader
	1034	John Black	0123 456 1034	0707 456 1034	Current		remove - make leader

Do with selected Send E-mail

2 members (0 selected)

There are no Waiting Members

Group Me

Select	Member No.	Name	Telephone	
☑	1017	Francis Bacon	0123 456 1017	070
☑	1034	John Black	0123 456 1034	070

Do with selected Send E-mail

Send E-mail
Download Excel
Download PDF

Add member by me

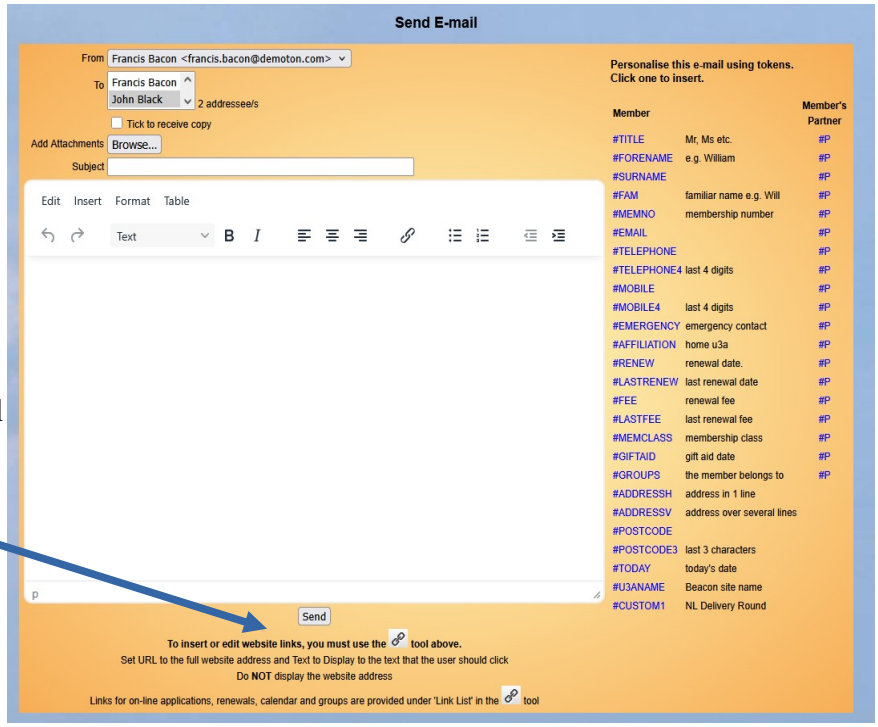
This drop down list shows you the three actions you can do, select the one you want, then click “Do With Selected”. This will do that action for the members you selected.

For example, leave “Send E-mail” as the choice, and press “Do With Selected”, then you will be shown a page to enter the email text, and a mail will be sent to the members.

6 Send an email.

Note that you can use any of the # values such when the mail is sent, each of these will be replaced with the right recipients values. For example “Dear #FORENAME” would appear as “Dear Francis” to one member, and “Dear John” to the other.

Click Send when you have completed the email text.



7 Add a member.



You can also add members by selecting their names in the “select member” list, then clicking the “Add” button

8 A menu item we do not use.



There is a final menu item “Ledger” for the group. This is not the same as the ledger you saw from the main view earlier. We in Romsey Archway do not use this function. Changes made here will not be used or seen by the treasurer.