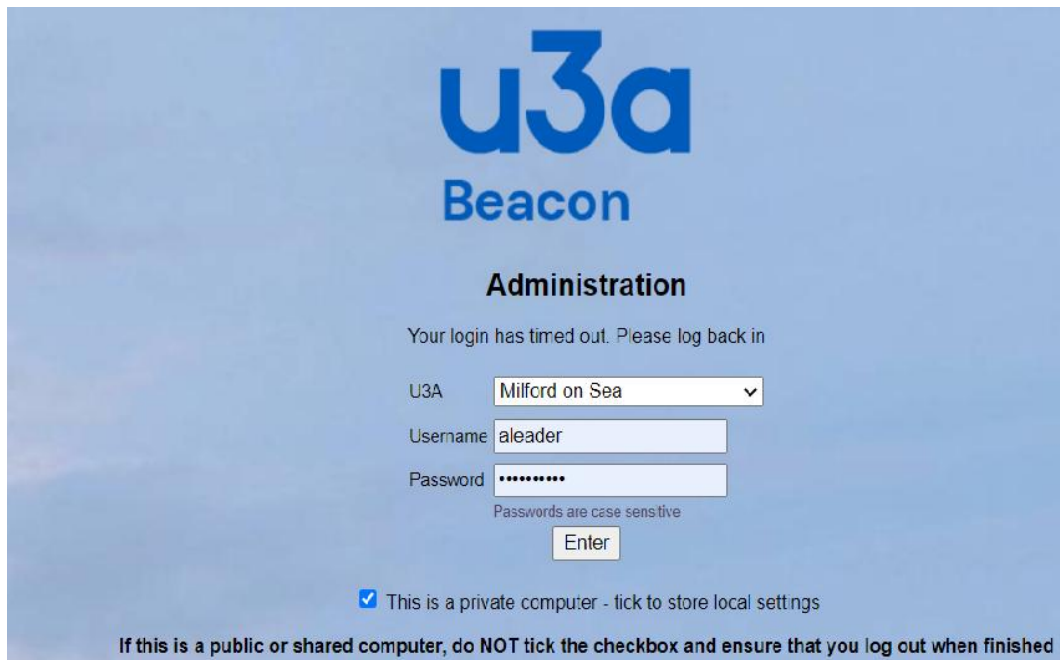


Adding / Removing Group Members to Beacon

This document explains how group contact persons can manage the member list for their groups.

Copy or type this URL into your web browser e.g., Google Chrome to load the Beacon system: <https://u3abeacon.org.uk/>

Login screen – you will be provided with a login name and password



The screenshot shows the 'Administration' login page for u3a Beacon. At the top, the 'u3a Beacon' logo is displayed. Below it, the word 'Administration' is centered. A message states 'Your login has timed out. Please log back in'. The login form includes a dropdown menu for 'U3A' with 'Milford on Sea' selected, a 'Username' field with 'aleader', and a 'Password' field with masked characters. A note below the password field says 'Passwords are case sensitive'. An 'Enter' button is positioned below the password field. At the bottom, there is a checked checkbox for 'This is a private computer - tick to store local settings' and a warning: 'If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished'.

Figure 1

Click on 'Groups'



The screenshot shows the 'Administration' dashboard. At the top, it says 'You are logged in as Angela Bunting' with a 'Log Out' link. Below this is a navigation bar with five main categories: 'Membership', 'Groups', 'Finance', 'Misc', and 'Set up'. Under 'Groups', there are sub-links for 'Groups' (highlighted with a red box) and 'Venues'. Under 'Misc', there is a link for 'Personal preferences'. At the bottom of the dashboard, there are three links: 'U3A Beacon Users' Forum', 'Beacon User Guide', and 'Beacon Website'.

Figure 2

Adding / Removing Group Members to Beacon

Select your group from the alphabetical list by clicking name e.g., 'Art Appreciation 1').

Please only do this for Group(s) where you are the coordinator.

Select	Group	Active	When	Where	Coordinators	Members	Max	Waiting
▲ ▼	A							
<input type="checkbox"/>	Around the World in 12 Dinners	Y	Last Wednesday of each month	Venue to be confirmed	Ian Fulton	55	100	
<input type="checkbox"/>	Art Appreciation 1	Y	4th Monday am	Milford Library	June Cooper	9	10	
<input type="checkbox"/>	Art Appreciation 3	Y	4th Monday am	Beach House	Chris Chaundy	9	10	

Figure 3

On your Group Record – Select 'Members' tab

Group Record for Art Appreciation 1

Details Schedule **Members** Ledger

Group Details

Group: Art Appreciation 1

Faculty: Arts / craft Status: Active Max members: 10

Allow members to join on-line Allow members to leave on-line

Notify coordinator of changes

Enable waiting list Display waiting list by default

When: 4th Monday am

Normal start time: 10:00 End time: 12:00 Enquiries: NULL

Venue: Milford Library

Figure 4

Adding members

Select an individual member's name from the **Add member by name** drop-down list below the table and press the **Add** button

When a name is selected the member's Membership Number is displayed under the field – this can be useful if there are 2 or more members with the same name and you need to make sure to select the right one.

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Figure 5

Adding / Removing Group Members to Beacon



Figure 6

Tip: When selecting a member name, if the drop-down list is long, you can jump quickly to the first entry starting with any particular letter(s) by focusing the list (just click on it) and then pressing the letter(s) on the keyboard.

Press B



Press BR



Press BRO



Figure 7

Removing members

Click 'Remove' in right hand column of Group member list and confirm removal

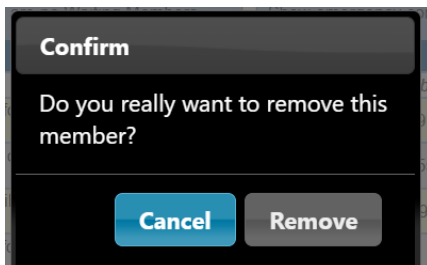


Figure 8

[Click here for more information from the user guide.](#)

Adding / Removing Group Members to Beacon

Managing a waiting list

- Ensure you have 'Enable waiting list' ticked
- Set Max members – if you exceed the max then adding a new member will automatically add the new member to the waiting list.

Group Record for Art Appreciation 1

Details Schedule Members Ledger

Group Details

Group: Art Appreciation 1

Faculty: Arts / craft Status: Active Max members: 10

Allow members to join on-line Allow members to leave on-line

Notify coordinator of changes

Enable waiting list Display waiting list by default

When: 4th Monday am

Normal start time: 10:00 End time: 12:00 Enquiries: NULL

Venue: Milford Library

Figure 8

- Take care if you tick 'Display waiting list' if you do not wish to include members on the waiting list in group emails

Group Record for Local Explorers

Details Schedule Members Ledger

Joined members Show 2 Waiting members Show emergency contacts

Group Members

Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting
--------	------------	------	---------	-----------	--------	--------	---------

[Click here for more information on managing waiting lists](#)

To Finish / Sign Out

Click 'Home' at top of screen

Click Logout