Printing Details of Members in your Group(s)

This document is only relevant to our u3a Group Contact Persons that maintain their member list where they are a Group Contact Person in the Beacon Administration system.

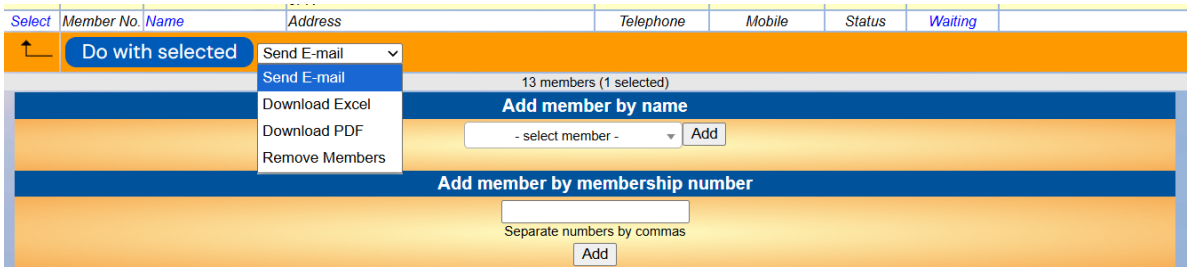
If you are a Group Contact Person you can now download the contact details of members in **your** group. This can be useful if, for example, you wish to cancel a meeting / outdoor activity.

Note:

1) The data downloaded will never include the home address of a member.

2) You can only see member details for the groups where you are a nominated Contact Person in Beacon.

From the bottom of your group member list in Beacon, from where you send emails to your group members, you can now select 'Download Excel' or 'Download PDF'



You can choose the contact data and layout that you wish to download:



Example of .PDF download

Forename: Andrea
Surname: Smith
Membership No. 461
E-mail: smith@gmail.com
Telephone: 01590 123456
Mobile: 0777 777777
Emergency contact: Son, mobile:0888 888888

Example of Excel download:

Forename	Surname	Membership No	E-mail	Telephone	Mobile	Emergency contact
Andrea	Smith	461	smith@gmail.com	01590 123456	0777 777777	Son, mobile: 0888 888888

Please remember that the data you download must be held securely according to our Data Protection Policy.