

GROUP LEADER

Website; <https://u3abeacon.org.uk/password.php#>

Tips these may be useful later:

- ▼ ▲ Lots of screens have arrows at the top right and bottom right. By clicking one of these the screen will scroll to the bottom or the top.

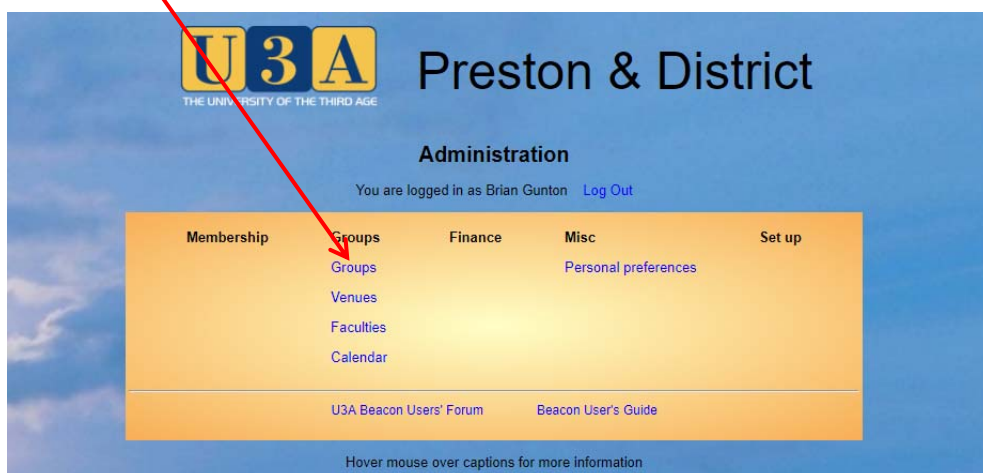
LOGIN - Enter your login details and press ENTER



The screenshot shows the U3A Administration login page. At the top is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. Below the logo is the title 'Administration'. There is a dropdown menu for 'U3A' set to 'Preston & District'. Below that are input fields for 'Username' and 'Password'. A note says 'Passwords are case sensitive'. There is an 'Enter' button. Below the input fields is a checkbox labeled 'This is a private computer - tick to store local settings'. A warning message states: 'If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished'. At the bottom, there is a link: 'Forgotten your username or password? [Click here.](#)'

This screen shows the areas of Beacon that you have permissions to access.

Select **Groups**



The screenshot shows the U3A Administration dashboard for 'Preston & District'. At the top is the U3A logo and the title 'Preston & District'. Below the logo is the title 'Administration'. There is a message: 'You are logged in as Brian Gunton [Log Out](#)'. Below this is a navigation menu with the following items: 'Membership', 'Groups', 'Finance', 'Misc', and 'Set up'. Under 'Groups' are links for 'Groups', 'Venues', 'Faculties', and 'Calendar'. Under 'Misc' is a link for 'Personal preferences'. At the bottom of the menu are links for 'U3A Beacon Users' Forum' and 'Beacon User's Guide'. A note at the bottom says 'Hover mouse over captions for more information'. A red arrow points from the text 'Select Groups' to the 'Groups' link in the navigation menu.

On the next screen you will see the Group Record for your group. This will be similar to the one below. You will see the line with the words "Details" (in black text) "Schedule" (in blue), "Members" (in blue) and "Ledger" (in blue). Words in blue are links which you can click to open up another screen. You are already on the "Details" screen so that is in black text. In this Detail screen you can amend your group's details. on completion, Click Save Record.

Details Screen

From here click on “Members” and you will open up the “Members” screen.

Select	Name	Address	Telephone	Mobile	Status	
<input type="checkbox"/>	Bill Allen	3 High Street, Demoton, DM21 4AB			Current	remove - make leader
<input type="checkbox"/>	Alfie Animal	19 Edward Crescent, Demoton, DM2 1AD	01 001 674 314	07070 674314	Current	remove - make leader
<input type="checkbox"/>	Sue Apple	22 Ship Lane, Talltrees, Demoton, DM66 2VV		07070 345671	Current	remove - make leader
<input type="checkbox"/>	Sue Oakley	276 High Street, Spireton, S41 6NG			Current	Leader remove - cancel leader

Emergency contact: Ronald Oakley

Select	Name	Address	Telephone	Mobile	Status	
<input type="checkbox"/>						

4 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

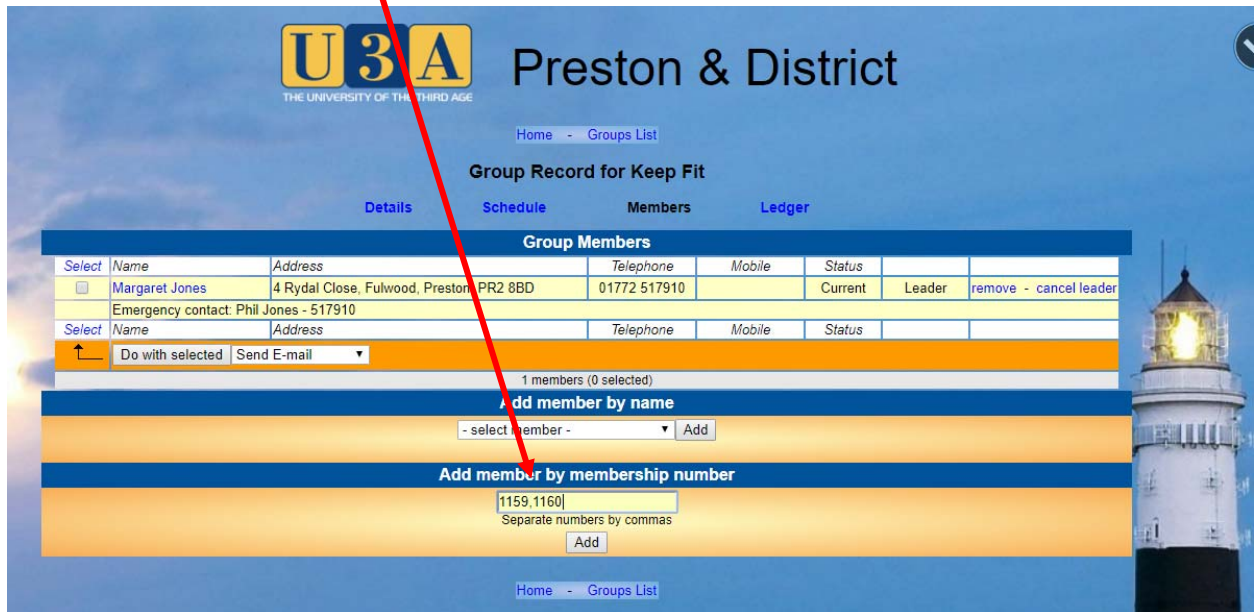
Add

You can now “Add Members” by name from the box marked “select member” by clicking the down arrow and revealing members names. Click the member name, once it is copied into the box, click “Add” button. This new name will be added to the Group Members in the list above. If you make a mistake you can remove a name by clicking the “remove” link to the right of the name.

Adding Members by Membership number.

Providing you know the members number you could find this method quicker than adding members individually

Input the membership numbers as shown in the example below. You can add as many numbers as you like, but must put a comma between the individual membership number.



The screenshot shows the 'Group Record for Keep Fit' page. The 'Add member by membership number' section has an input field with the text '1159,1160' and a note 'Separate numbers by commas'. Below the input field is an 'Add' button. A red arrow points from the text above to the input field.

Once you have entered all the numbers press add.

The example below show the screen that will appear. Providing these are the names you were expecting, click "add selected members".



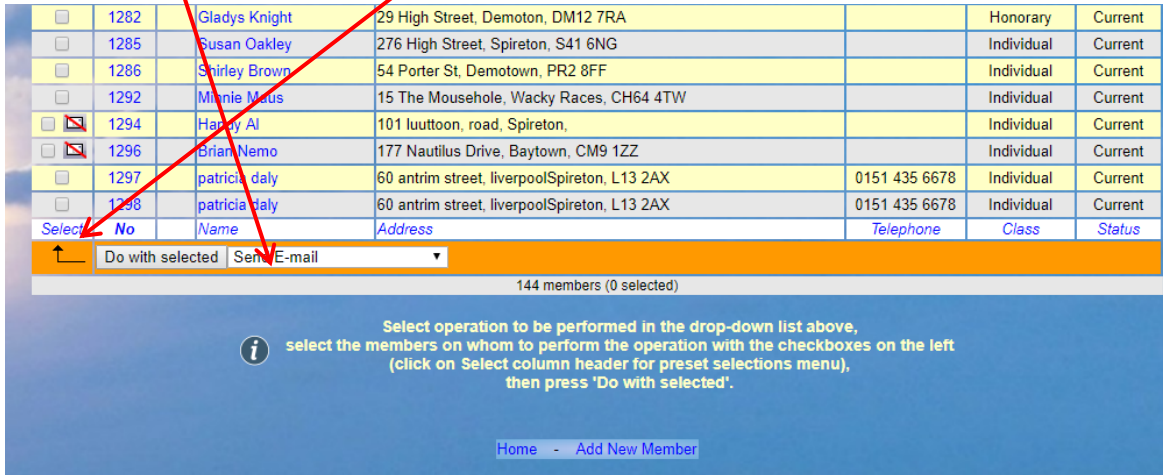
The screenshot shows the 'Add Group Members for Keep Fit' page. The table below shows two members selected:

Select	No	Name
<input checked="" type="checkbox"/>	1159	Patricia Green
<input checked="" type="checkbox"/>	1160	Norman Green

Below the table is an 'Add selected members' button and a status bar indicating '2 members (2 selected)'.

Emailing members of your group

The screen below is a list similar to what you may see when selecting Members. If you want to send an email to one or more members on the list, you will need to click the box of the member you want to email. If you are sending to ALL click SELECT. A drop down box appears. Click Select ALL. With Send E-mail selected click "Do with selected".



The screenshot shows a table of members with columns for ID, Name, Address, Telephone, Class, and Status. A red arrow points from the text above to the 'Do with selected' button in the interface. Below the table is a dropdown menu with 'Send E-mail' selected. A status bar indicates '144 members (0 selected)'. An information icon and instructions are present below the status bar.

		Name	Address	Telephone	Class	Status
<input type="checkbox"/>	1282	Gladys Knight	29 High Street, Demoton, DM12 7RA		Honorary	Current
<input type="checkbox"/>	1285	Susan Oakley	276 High Street, Spireton, S41 6NG		Individual	Current
<input type="checkbox"/>	1286	Shirley Brown	54 Porter St, Demotown, PR2 8FF		Individual	Current
<input type="checkbox"/>	1292	Minnie Maus	15 The Mousehole, Wacky Races, CH64 4TW		Individual	Current
<input type="checkbox"/>	1294	Happy Al	101 Luuttoon, road, Spireton,		Individual	Current
<input type="checkbox"/>	1296	Brian Nemo	177 Nautilus Drive, Baytown, CM9 1ZZ		Individual	Current
<input type="checkbox"/>	1297	patricia daly	60 antrim street, liverpoolSpireton, L13 2AX	0151 435 6678	Individual	Current
<input type="checkbox"/>	1298	patricia daly	60 antrim street, liverpoolSpireton, L13 2AX	0151 435 6678	Individual	Current

Select: **No** | Name | Address | Telephone | Class | Status

Do with selected | Send E-mail

144 members (0 selected)

Select operation to be performed in the drop-down list above, select the members on whom to perform the operation with the checkboxes on the left (click on Select column header for preset selections menu), then press 'Do with selected'.

[Home](#) - [Add New Member](#)

Document last updated 10th January 2019