



Beacon User Guide for Furness u3a Group Leaders

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This guide is for the use of Furness u3a Group Leaders who are new to the Beacon database system.

Every screenshot is shown as you will see it when you log into Beacon, using the Username and Password sent to you by the Furness u3a Beacon System Administrator.

To go to the Beacon logon screen, enter the Beacon Web address <https://u3abeacon.org.uk/> into your Browser

Please note: Members' personal details have been blanked out to comply with Data Protection Regulations.

If you have any queries, please contact Ann Wilson at chair@furnessu3a.org

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- Login Screen - Page 3
 - Adding Members – Page 11
 - Sending Emails – Page 13

Beacon User Guide for Furness u3a Group Leaders

LOGIN SCREEN

u3a Furness
Beacon

Administration

U3A

Username

Password
Passwords are case sensitive

This is a private computer - tick to store local settings

If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished

Forgotten your username or password? [Click here.](#)

Figure 1.

Beacon User Guide for Furness u3a Group Leaders

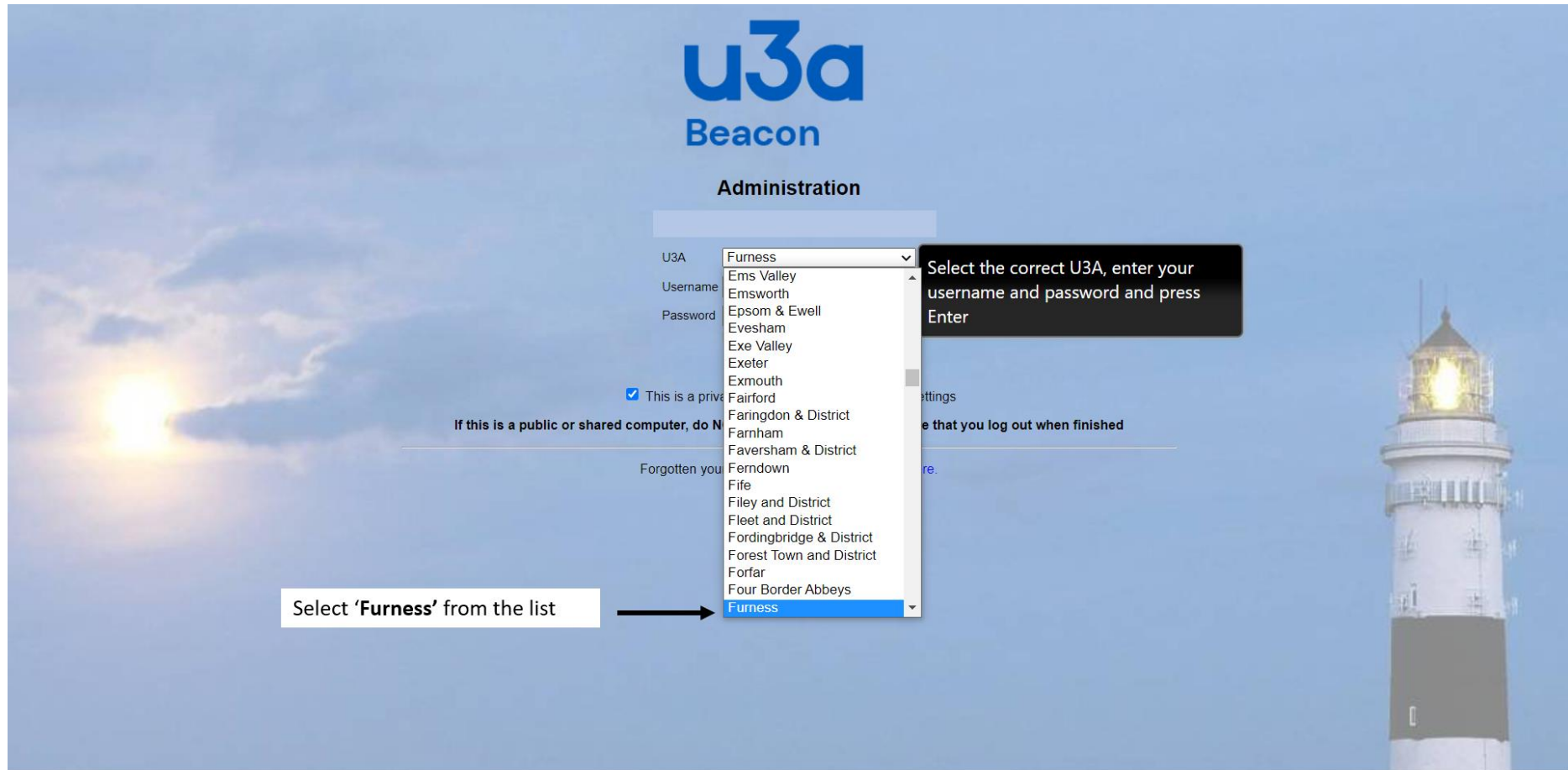


Figure 2.

Beacon User Guide for Furness u3a Group Leaders

u3a Furness
Beacon

Administration

U3A

Username

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This is a private computer - tick to store local settings

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Figure 3.

Beacon User Guide for Furness u3a Group Leaders

Select 'Groups' (blue) to see the full list of Furness u3a Groups

u3a Beacon Furness

Administration

You are logged in as [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups		E-mail delivery	
	Venues		Personal preferences	
	Faculties			
	Calendar			

[U3A Beacon Users' Forum](#) [Beacon User Guide](#) [Beacon Website](#)

Hover mouse over captions for more information

We are updating Beacon email send software on Tuesday 15 June. This is to reduce wait time once the send button is pressed. If you experience any issues please let us know at the help desk. This was deployed and tested. Currently we have moved back to the setup pre test as some issues were identified. A retetst will be carried out next week.

Find information, support and guidance on everything Beacon at the Beacon Help Centre:
<https://u3abeacon.zendesk.com>.

Figure 4.

Beacon User Guide for Furness u3a Group Leaders

- You will now see the list of Groups run by Furness u3a, but you need to scroll down to see them all

u3a Furness Beacon

Home

Groups

Faculty Show active only

i Operations at bottom of 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							
<input type="checkbox"/>	A Good Read	Y	4th Wed 10.30 am	Methodist Hall Meeting Rooms	M	11		
<input type="checkbox"/>	Art & Mixed Media	Y	1st Tues am	Coronation Hall, Ante-Room	E	4		
▲▼	B							
<input type="checkbox"/>	Bird Watching	Y	1st Wed am			24	26	
<input type="checkbox"/>	Book Reviewers	Y	1st Wed pm		C	5		
<input type="checkbox"/>	Bookworms	Y	1st Mon pm	Barrow Central Library	M	10	12	
<input type="checkbox"/>	Bridge	Y	Mon 10am-1pm		S	11		
▲▼	C							
<input type="checkbox"/>	Casual Striders	Y	Fridays		M	45	40	
<input type="checkbox"/>	Come Sing	Y	2nd Wednesday of the month		Ju	22		
<input type="checkbox"/>	Craft	Y	2nd Wed am	Drill Hall, Dalton-in-Furness	F	12	14	
<input type="checkbox"/>	Craft2	Y	1st Tuesday pm	Quaker Barn	Ju	11		
<input type="checkbox"/>	Croquet	Y	1st Wednesday of the month		S	21	16	3

Figure 5.

- You will only be able to access the Group(s) you lead. The rest will be greyed out.
- Click on your Group name (in blue)

Beacon User Guide for Furness u3a Group Leaders

A list of Group Leader names is shown in this column

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
<input type="checkbox"/>	Theatre: O.L. of Blundellsands	Y	26th March 2020			39	45	
<input type="checkbox"/>	Theatregoers	Y				98		
<input type="checkbox"/>	Uke Troupe	Y	2nd, 4th & 5th Mondays	Swarthmoor Reading Room		22	26	
<input type="checkbox"/>	Visiting Gardens	Y	3rd Tuesday at 10am			55		
<input type="checkbox"/>	Wednesday Walkers	Y	Wednesdays			58		
<input type="checkbox"/>	World History	Y	1st Tuesday am	Coronation Hall, Ante-Room		14		
<input type="checkbox"/>	Write a Memory	Y	4th Monday, pm			5		

66 groups; 99 leaders (0 selected)

Select operation to be performed in the drop-down list above, select the groups/leaders 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'.

Click on your Group to see Group record

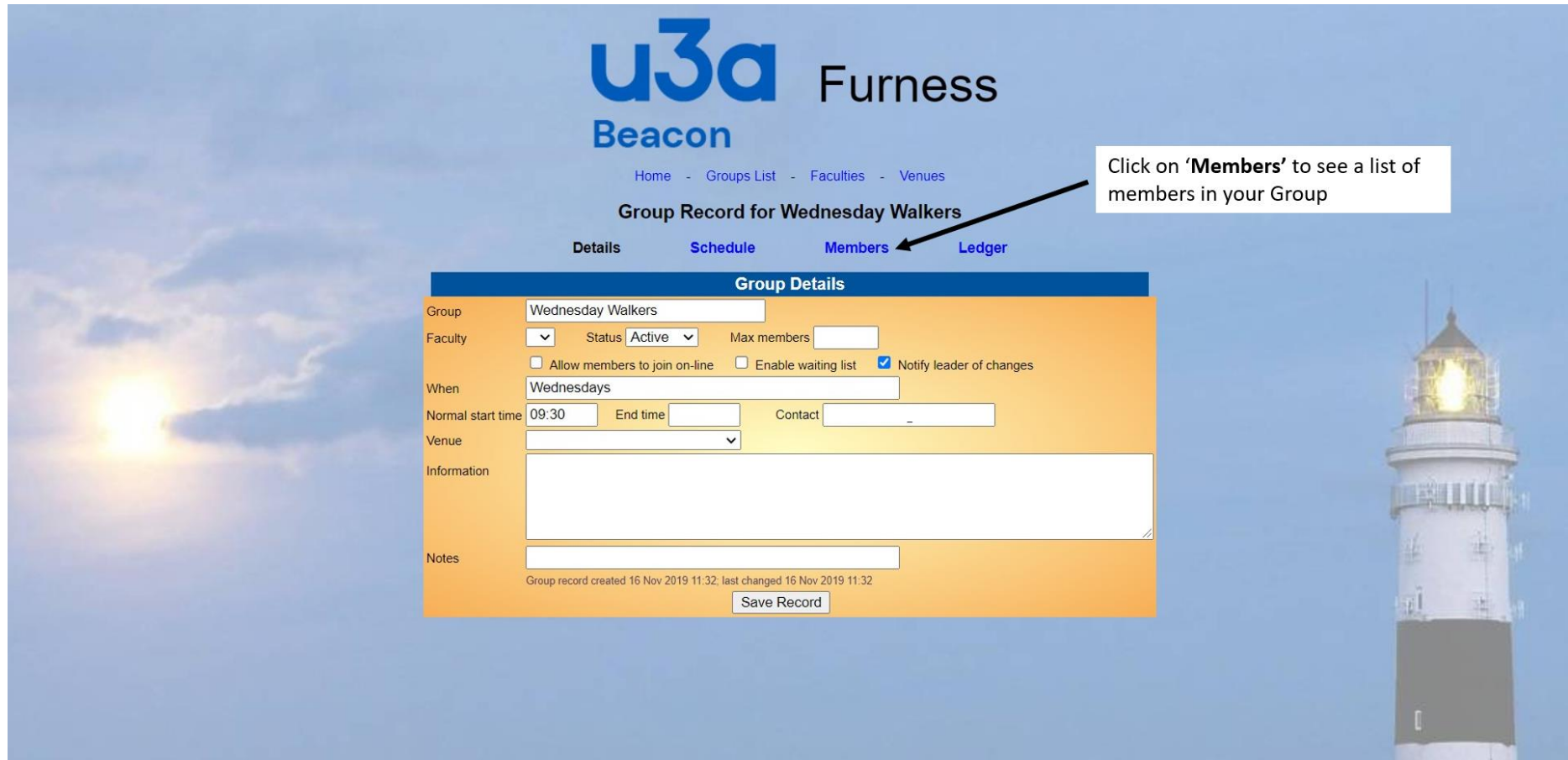
Home

Use this arrow to jump to the top of the list

Figure 6.

Beacon User Guide for Furness u3a Group Leaders

- This takes you to the first screen for your Group



The screenshot displays the Beacon user interface for Furness u3a Group Leaders. The page title is "Group Record for Wednesday Walkers". The navigation menu includes "Home", "Groups List", "Faculties", and "Venues". Below the navigation menu, there are four tabs: "Details", "Schedule", "Members", and "Ledger". The "Members" tab is highlighted, and an arrow points to it from a callout box that says "Click on 'Members' to see a list of members in your Group".

The "Group Details" form contains the following fields:

- Group: Wednesday Walkers
- Faculty: [Dropdown]
- Status: Active
- Max members: [Input]
- Allow members to join on-line:
- Enable waiting list:
- Notify leader of changes:
- When: Wednesdays
- Normal start time: 09:30
- End time: [Input]
- Contact: [Input]
- Venue: [Dropdown]
- Information: [Text area]
- Notes: [Text area]

At the bottom of the form, it says "Group record created 16 Nov 2019 11:32; last changed 16 Nov 2019 11:32" and there is a "Save Record" button.

Figure 7.

Beacon User Guide for Furness u3a Group Leaders

- The next screen you will see has the details of all the members in your Group (*Only top half of screen showing for a large group)

u3a Furness Beacon

Home - Groups List

Group Record for Wednesday Walkers

Details Schedule Members Ledger

Group Members							
Select	Member No.	Name	Address	Telephone	Mobile	Status	
<input type="checkbox"/>	286					Current	remove - make leader
<input type="checkbox"/>	975					Current	remove - make leader
<input type="checkbox"/>	1437					Current	remove - make leader
<input type="checkbox"/>	275					Current	remove - make leader
<input type="checkbox"/>	754					Current	remove - make leader
<input type="checkbox"/>	120					Current	remove - make leader
<input type="checkbox"/>	1430					Current	remove - make leader
<input type="checkbox"/>	844					Current	remove - make leader
<input type="checkbox"/>	1166					Current	remove - make leader
<input type="checkbox"/>	357					Current	remove - make leader
<input type="checkbox"/>	358					Current	remove - make leader
<input type="checkbox"/>	1263					Current	remove - make leader
<input type="checkbox"/>	1236					Current	remove - make leader
<input type="checkbox"/>	851					Current	remove - make leader
<input type="checkbox"/>	380					Current	remove - make leader
<input type="checkbox"/>	379					Current	remove - make leader
<input type="checkbox"/>	1070					Current	remove - make leader

Member details are shown in these columns

Use this arrow to jump to the bottom of the list for more actions

Figure 8.

ADDING MEMBERS - Go to the bottom of the screen to **Add Member by Name**

Member details are shown in these columns

Select	Member No.	Name	Address	Telephone	Mobile	Status	Leader	
<input type="checkbox"/>	1355					Current		remove - make leader
<input type="checkbox"/>	47					Current		remove - make leader
<input type="checkbox"/>	592					Current		remove - make leader
<input type="checkbox"/>	1482					Current		remove - make leader
<input type="checkbox"/>	997					Current		remove - make leader
<input type="checkbox"/>	1460					Current		remove - make leader
<input type="checkbox"/>	1089					Current		remove - make leader
<input type="checkbox"/>	1027					Current		remove - make leader
<input type="checkbox"/>	424					Current		remove - make leader
<input type="checkbox"/>	404					Current		remove - make leader
<input type="checkbox"/>	972					Current		remove - make leader
<input type="checkbox"/>	326					Current		remove - make leader
<input type="checkbox"/>	992					Current		remove - make leader
<input type="checkbox"/>	544					Current		remove - make leader
<input type="checkbox"/>	689					Current	Leader	remove - cancel leader

58 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Home - Groups List

To add a new member to your Group, click on the down arrow to see a list of Furness u3a members

Figure 9.

Beacon User Guide for Furness u3a Group Leaders

- You will now see a list of all the Members in the Furness u3a in alphabetical order in the pop-up panel

The screenshot displays the Beacon user interface for Furness u3a Group Leaders. It features a main table of members with columns for Member No., Name, Address, Mobile, and Status. A pop-up panel titled "A list of Furness u3a Members appears here" is overlaid on the table, showing a list of member names. Below the pop-up, there is a section for "Add member by membership number" with a text input field and an "Add" button. A callout box with an arrow points to the "Add" button, stating "Select name from list and click Add".

Member No.	Name	Address	Mobile	Status
1355	V			Current
47	C			Current
592	F			Current
1482	K			Current
997	C			Current
1460	A			Current
1089	H			Current
1027	M			Current
424	B			Current
404	M			Current
972	F			Current
326	E			Current
992	J			Current
544	M			Current
689	A			Current
				Leader

Figure 10.

- Click the name of the member you wish to add to your Group

SENDING EMAILS – Go to the list of Members in your Group (Figure 7.)

A list of Member details is shown in these columns

<input type="checkbox"/>	1355					Current		remove - make leader
<input type="checkbox"/>	47					Current		remove - make leader
<input type="checkbox"/>	592					Current		remove - make leader
<input type="checkbox"/>	1482					Current		remove - make leader
<input type="checkbox"/>	997					Current		remove - make leader
<input type="checkbox"/>	1460					Current		remove - make leader
<input type="checkbox"/>	1089					Current		remove - make leader
<input type="checkbox"/>	1027					Current		remove - make leader
<input type="checkbox"/>	424					Current		remove - make leader
<input type="checkbox"/>	404					Current		remove - make leader
<input type="checkbox"/>	972					Current		remove - make leader
<input type="checkbox"/>	326					Current		remove - make leader
<input type="checkbox"/>	992					Current		remove - make leader
<input type="checkbox"/>	544					Current		remove - make leader
<input type="checkbox"/>	689					Current	Leader	remove - cancel leader

Click 'Select' (in blue) to see the options in the black drop-down box. Choose 'Select All' to email all members of your Group

Select Member No. Name Address Telephone Mobile Status

Select All
Clear All
E-mail only
Without E-mail

58 members (0 selected)

Add member by name
- select member - Add

Add member by membership number
Separate numbers by commas
Add

Home - Groups List

OneDrive
Screenshot saved
The screenshot was added to your OneDrive.

Figure 11.

- In order to choose 'Select All', you will need to click on 'Select' (blue) at the bottom left of the screen to reveal the black drop-down list

Beacon User Guide for Furness u3a Group Leaders

- This screen shows every Member selected, but you can select specific members manually if you want to limit the number of email recipients

A list of Member details is shown in these columns

Select	Member No.	Name	Address	Telephone	Mobile	Status	
<input checked="" type="checkbox"/>	333					Current	remove - make leader
<input checked="" type="checkbox"/>	1355					Current	remove - make leader
<input checked="" type="checkbox"/>	47					Current	remove - make leader
<input checked="" type="checkbox"/>	592					Current	remove - make leader
<input checked="" type="checkbox"/>	1482					Current	remove - make leader
<input checked="" type="checkbox"/>	997					Current	remove - make leader
<input checked="" type="checkbox"/>	1460					Current	remove - make leader
<input checked="" type="checkbox"/>	1089					Current	remove - make leader
<input checked="" type="checkbox"/>	1027					Current	remove - make leader
<input checked="" type="checkbox"/>	424					Current	remove - make leader
<input checked="" type="checkbox"/>	404					Current	remove - make leader
<input checked="" type="checkbox"/>	972					Current	remove - make leader
<input checked="" type="checkbox"/>	326					Current	Leader remove - cancel leader
<input checked="" type="checkbox"/>	992					Current	remove - make leader
<input checked="" type="checkbox"/>	544					Current	remove - make leader
<input checked="" type="checkbox"/>	689					Current	Leader remove - cancel leader

58 members (58 selected)

Do with selected Send E-mail

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Home - Groups List

All the boxes on the far left will be ticked in blue, ready for the next action. Click 'Do with Selected' to go to the email screen

Figure 12.

Beacon User Guide for Furness u3a Group Leaders

- The email screen will be presented, overlaid with the message below. This message is normal. Press **OK** to go to the next screen.

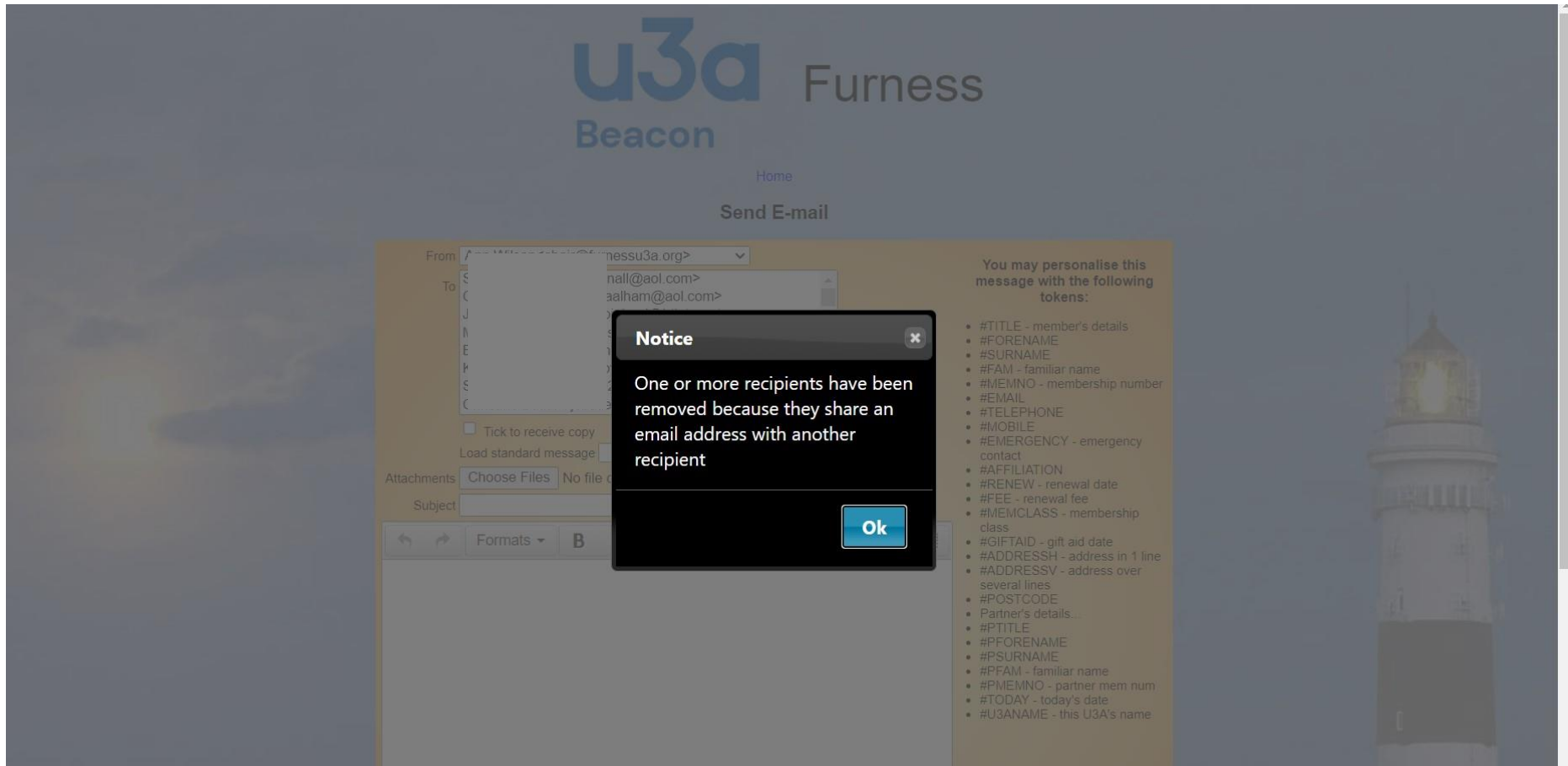


Figure 13.

Beacon User Guide for Furness u3a Group Leaders

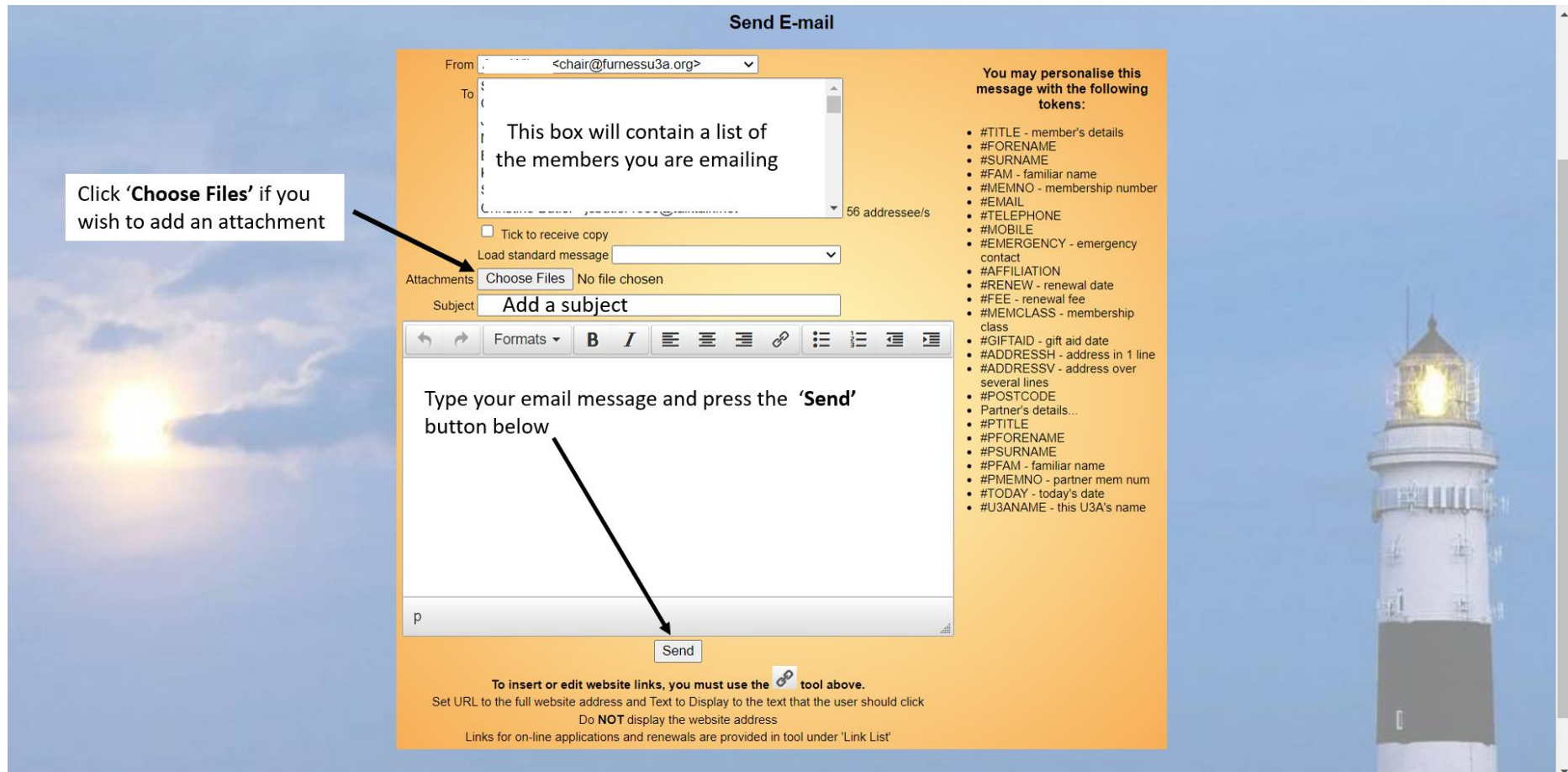


Figure 14.

- Compose your email message and click '**Send**'. You can also add an attachment from your files if you wish.

Beacon User Guide for Furness u3a Group Leaders

- Email confirmation screen

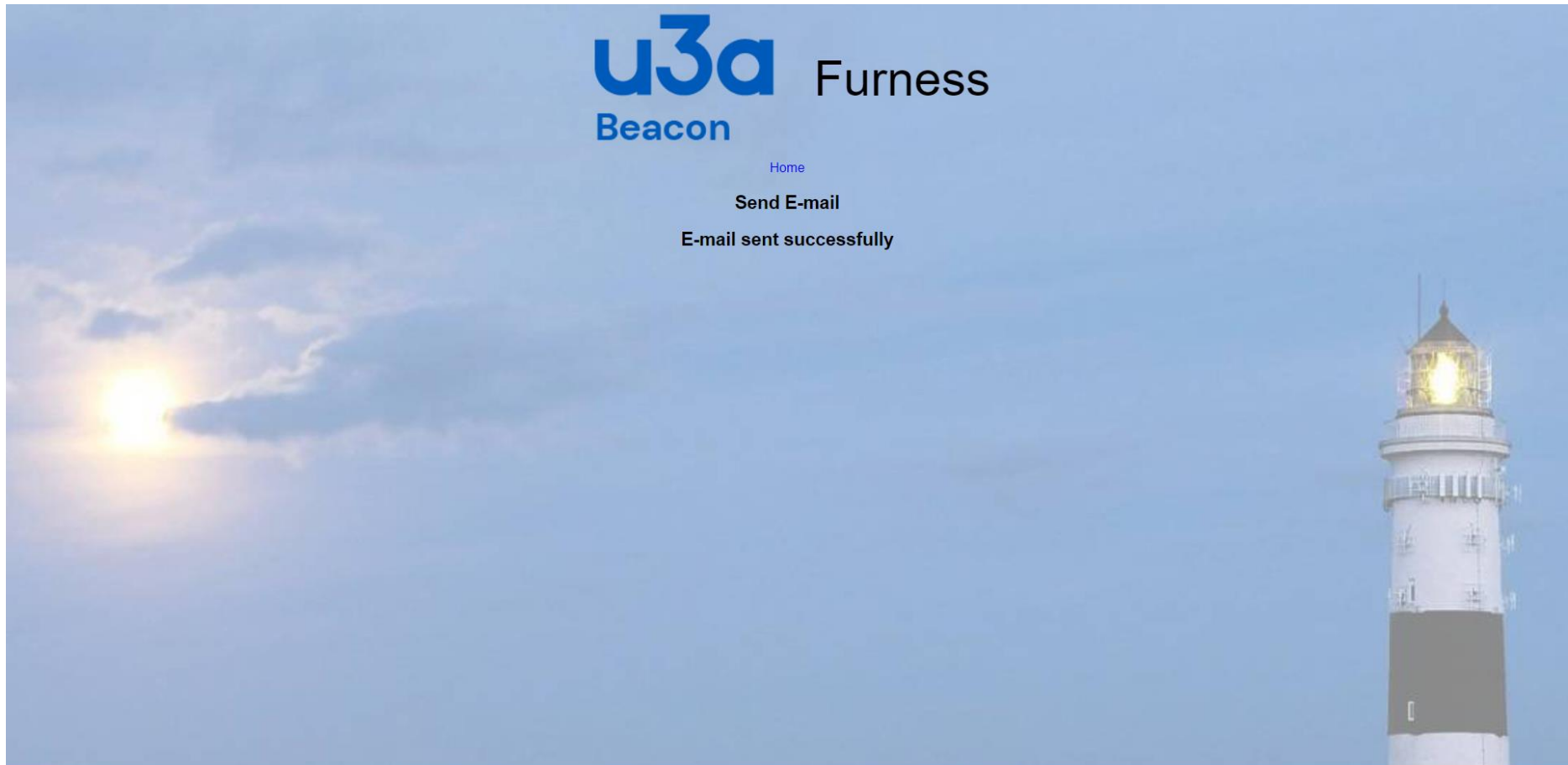


Figure 15.