

BEACON: How to add a new member to your group and to send E-mails to them

The website address is: www.u3abeacon.org.uk

- There are 3 boxes to fill in.
- Click on the down arrow in the first box and find Ashbourne & District.
- In the 2nd and 3rd boxes fill in your username and password and press enter.

You will see an orange box with some blue writing.

Choosing 'Groups' will allow you to:

- Add or remove members from your group.
- Send emails to your group or to individuals.
- Print out a list of your members.
- Check whether people are current members of our U3A. The names of those who have not renewed will appear in red writing.

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How to add members to your group.

Click on [Groups](#)

- A list of our groups will appear - scroll down to find yours.
- Your [Group's Name](#) will appear in blue writing. Click on this blue writing and it will bring up the **Group Record** for your group.

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- Above the blue band on the orange box there are 4 headings:

Details, [Members](#), [Schedule](#), [Ledger](#).

- Click on [Members](#).
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The easiest way to add members is **by name**.

- Go to the white writing on the blue band, underneath the list, where it says: **Add member by name**
- Click underneath on 'select member'
- A 'drop-down' list of all the members of the *Ashbourne & District U3A* will appear and you can click on the person you want to add to your group.
- Then click '**add**'.
- Repeat the process until you have added everyone.
- **To remove a member** go to the final column and click on [remove](#).

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Sending an E-mail

- Go to the '[Members](#)' list as detailed above.
- Look in the first column. If a member does not have an email there is a red diagonal line through an icon that looks a bit like an envelope.

- Click on the word **Select** -at the bottom of the first column. A drop-down menu will appear - white writing on a black background.
 - The choices are: **Select All**, **Clear All**, **E-mail only** and **Without E-mail**
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- Select **Email only**
 - If you want to write to just some of your members instead of selecting 'Select All' just tick the individual boxes next to their names.
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- Go to the two boxes on the orange band

Do with selected	Send E-mail
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- Click to the left where it says 'Do with selected'.
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- An email form will appear which you can send this off in the usual way. **'Send'** is at the bottom of the page.
 - If you ticked 'Select All' you will receive a copy yourself.
 - You can personalise the E-mails by using one of the tokens on the right-hand side e.g. #FAM or #FIRST NAME.
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- All messages are sent to recipients individually. Therefore, no recipient can see who else the message is sent to.

REMEMBER TO LOG OUT WHEN YOU HAVE FINISHED USING THE SITE