

THE U3A BEACON SYSTEM

Beacon is a Membership Management System devised by the U3A. It allows any U3A to manage their data and to communicate with their members easily and efficiently. It can be a huge time saver for those who manage membership and group information. With new regulations on Data Privacy, it ensures that U3As comply with all legal requirements

The Beacon mailing feature allows membership secretaries, committee members and group convenors to create customised mailing lists of their members and to send them information, complete with delivery tracking.

Membership

Beacon provides a comprehensive set of tools for handling all aspects of membership: new members, renewals, subscriptions, address changes and communications etc.

Would members please notify me by email if there are any changes to your personal details e.g. postal address, phone number, email address, emergency contact details, so that I can update our members' database

Jim McDonnell (Membership Secretary) email address: membership@belfastu3a.org

Finances

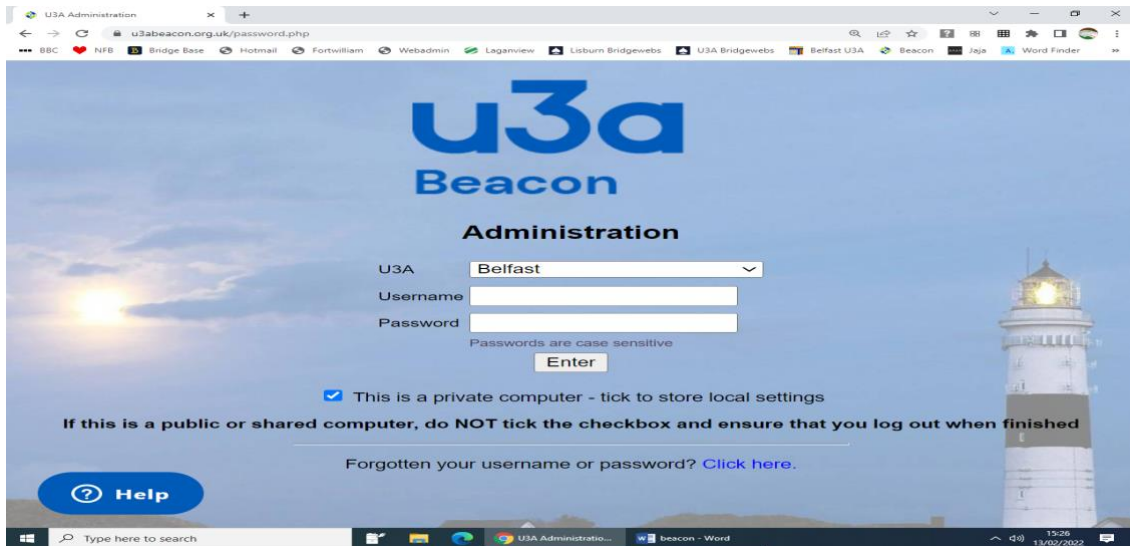
The Finance module in Beacon provides the tools a U3A Treasurer needs to maintain and report on accurate financial records. Financial management is based on a secure, simple transaction approach. Every transaction can be assigned to individuals, groups and categories, and the system provides tools for reconciliation with bank accounts and regular reporting.

Groups

Groups are the heart of a U3A and Beacon provides group leaders with membership management, calendars, group ledgers, and easy communication with group members

Convenors can add or remove members from their group. They can use Beacon to email group members. There is also a very simple book-keeping ledger provided for convenors to record financial transactions

To access your group details you need to log in at <https://u3abeacon.org.uk>



You should select Belfast U3A from the list of U3As and then enter your convenor username and password.

If you have forgotten your username or password please contact me by email and I will reset them for you

Also, if you are not familiar with the Groups module in Beacon and would like some guidance on how to gain maximum benefit from it, please contact me. I would be happy to meet with you to show you its main features and explain how they can assist you in your convenor role (this could be done conveniently via a one-to-one Zoom meeting).

Jim McDonnell (Beacon Administrator) email address: jim.belfastu3abeacon@gmail.com

There are useful links to the Beacon Administrator and Membership Secretary on the contacts page of the Belfast U3A website: <https://u3asites.org.uk/belfast/contact>