



Cardiff U3A : Beacon Administration System

HOW TO: USE THE MEMBERS' PORTAL

This document is a brief guide for Members and covers how to access the Members' Portal and how to use the features available there.

Please note that you will need the following information to login to the Portal:

- Membership Number (from your Membership Card)
- Forename
- Surname
- Postcode
- Email Address

Once you have set up a security question, you need to remember the answer that you gave.

Accessing the Members' Portal

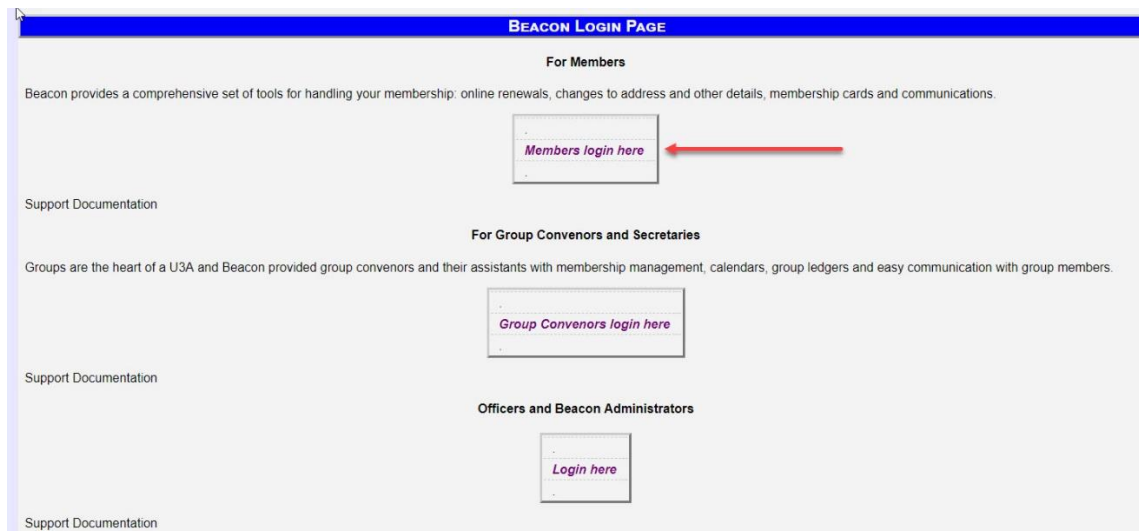
With your usual browser (Microsoft Internet Explorer or Edge, Google Chrome, Safari, Firefox etc), browse to the address for the Cardiff U3A website

<http://www.u3asites.org.uk/cardiff/home>

and select the **Beacon** option:



Now click on the button '**Members Login Here**'



Login to the Portal

You will see the following screen



The screenshot shows the Cardiff U3A Members Portal login page. At the top, there is the U3A logo (U, 3, A in yellow boxes) and the text 'THE UNIVERSITY OF THE THIRD AGE' below it. To the right of the logo is the word 'Cardiff' in a large, black, sans-serif font. Below the logo and 'Cardiff' text is a blue link that says 'Return to Cardiff U3A website'. Underneath this link is the title 'Cardiff U3A Members Portal' in a bold, black font. The main content area is a light orange box with a dark blue header that says 'Please identify yourself'. Inside this box, there are five input fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. To the right of the 'Membership number' field, the text 'All fields must be completed' is displayed. Below the input fields is a button labeled 'Confirm Identity'. At the bottom of the orange box, there is a line of text: 'Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary'.

U3A
THE UNIVERSITY OF THE THIRD AGE

Cardiff

[Return to Cardiff U3A website](#)

Cardiff U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary

You should complete the form and click on the button marked **Confirm Identity**. Here is an example:



The screenshot shows the Cardiff U3A Members Portal. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE' below it. To the right of the logo is the word 'Cardiff'. Below the logo is a blue link that says 'Return to Cardiff U3A website'. The main heading is 'Cardiff U3A Members Portal'. Below this is a form titled 'Please identify yourself' with a blue header. The form has a light orange background and contains the following fields: 'Membership number' with the value '140', 'Forename' with 'Owen', 'Surname' with 'Parry', 'Postcode' with 'CF99 6LD', and 'E-mail' with 'owen.parry1402@gmail.com'. To the right of the membership number field is the text 'All fields must be completed'. Below the form is a 'Confirm Identity' button. At the bottom of the form is a footer that says 'Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary'.

You will then be taken to the Portal Home Page:

Good morning, Owen Parry

Your membership continues until 1st September 2018

Select an option

[Cardiff U3A groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary

There are three (3) activities you can undertake:

- View information about the Groups in the Cardiff U3A
- See the Calendar of Group Meetings and Open Events such as Monthly Meetings
- View and if necessary update your personal details

Each activity is described below.

View Cardiff U3A Groups

Click on the link for Groups on the Portal Home Page and you will see the Groups List:

The screenshot shows the 'Cardiff U3A Groups' page. On the left, there is a sidebar with a list of groups. The 'All Things Welsh' group is expanded, showing its details. On the right, the 'Groups List' is visible. Two red arrows point to specific elements: one points to the 'All Things Welsh' group details, and another points to the 'History Group' which is marked as a 'MEMBER'.

Cardiff U3A Groups

All Things Welsh

Meets 2nd Friday of Month
Venue City URC - [map](#)
Contact Pat on 02921328497
Details This group explores aspects of Welsh Culture (past and present) and notions of Welsh Identity. They aim to be 'self-learning' so that all members can get involved if they want to. Generally a member of the group will volunteer to research a topic and give a short talk, this is followed by discussion. It adds up to a great learning experience for all involved and members can just come along, listen and enjoy the experience if they wish, through the medium of English.

- › Art Appreciation 1
- › Art Appreciation 2
- › Book Group
- › Bridge Group
- › Bus Pass Thursday
- › Canasta
- › Circle Dance
- › Coffee Morning
- › Computer Group
- › Craft
- › Current Affairs Discussion
- › Folk Singing
- › French Conversation
- › Great Lives
- › History Group **MEMBER**

Groups List

Click on a Group to see expanded details

If you are a member of the group it is indicated like this

View Calendar of Meetings and Events

Click on the link for Calendar of meetings Link on the Portal Home Page and you will see the Calendar page:

Cardiff U3A Calendar

Show: All Group Own groups and general meetings

Mon 3 Sep 2018 10.00 am	Bridge Group	Venue: City URC - website - map Enquires: Marjolein on 02920316737 Details
Wed 5 Sep 2018 10.00 am	Canasta	
Wed 5 Sep 2018 1.00 pm	Music Appreciation	
Thu 6 Sep 2018 10.30 am	Literature Through the Ages	
Thu 6 Sep 2018 2.00 pm	Computer Group	
Mon 10 Sep 2018 10.00 am	Bridge Group	
Mon 10 Sep 2018 1.00 pm	Singing for Pleasure	
Mon 10 Sep 2018 2.00 pm	Great Lives	
Tue 11 Sep 2018 10.30 am	Book Group	<i>Twelve years a Slave. Solomon Northup.</i>
Tue 11 Sep 2018 2.00 pm	Open meeting	<i>Meet the Groups</i>
Wed 12 Sep 2018 2.00 pm	History Group	
Thu 13 Sep 2018 10.30 am	Thursday Discussion Group	

Date, Time and Group Name

Venue and Contact Details. Some will have website and location map links

You can select only the meetings for a particular Group like this:

The screenshot shows the 'Cardiff U3A Calendar' interface. At the top, there is a 'Show:' section with radio buttons for 'All' and 'Group'. A red arrow points to the 'Group' radio button, with the text 'Select Specific Group Using Drop-Down List' next to it. Below this, a drop-down menu is open, listing various groups such as 'All Things Welsh', 'Art Appreciation 1', 'Art Appreciation 2', 'Book Group', 'Bridge Group', 'Bus Pass Thursday', 'Canasta', 'Circle Dance', 'Coffee Morning', 'Computer Group', 'Craft', 'Current Affairs Discussion', 'Folk Singing', 'French Conversation', 'Great Lives', 'History Group', 'Literature Through the Ages', 'Local History', and 'Music Appreciation'. The 'Bridge Group' is currently selected. The calendar itself shows a list of meetings for September 2018, with the first meeting on Monday, 3rd September at 10.00 am. The interface also includes a search bar and a 'Venue City' dropdown menu.

Cardiff U3A Calendar

Show: All Group

Own groups and general meetings

▼ Mon 3 Sep 2018 10.00 am

Venue City
Enquiries Mar
Details

▶ Wed 5 Sep 2018 10.00 am

▶ Wed 5 Sep 2018 1.00 pm

▶ Thu 6 Sep 2018 10.30 am

▶ Thu 6 Sep 2018 2.00 pm

▶ Mon 10 Sep 2018 10.00 am **Bridge Group**

▶ Mon 10 Sep 2018 1.00 pm **Singing for Pleasure**

▶ Mon 10 Sep 2018 2.00 pm **Great Lives**

▶ Tue 11 Sep 2018 10.30 am **Book Group** *Twelve years a Slave. Solomon Northup.*

Ages

And you can limit the list to meetings of Groups of which you are a member plus open meetings:

The screenshot shows the Cardiff U3A Calendar interface. At the top, the title "Cardiff U3A Calendar" is displayed. Below it, a "Show:" filter is set to "Group" with a dropdown menu. A red arrow points to the "Own groups and general meetings" radio button, which is selected. A text box to the right of the arrow says "Select Here to see only your own Group meetings plus open events". Below the filter, a list of meetings is shown. The first meeting is highlighted in orange and is an "Open meeting" titled "Meet the Groups" on "Tue 11 Sep 2018 2.00 pm". Below this, a list of other meetings is shown, including "History Group" meetings and "Open meeting" events. A "Download" button is located at the bottom of the list.

Cardiff U3A Calendar

Show: All Group Own groups and general meetings

Select Here to see only your own Group meetings plus open events


- ▼ **Tue 11 Sep 2018 2.00 pm** Open meeting *Meet the Groups*
 - Venue Guildford Hall within Masonic Hall - [map](#)
 - Enquiries
 - Details
- ▶ Wed 12 Sep 2018 2.00 pm History Group
- ▶ Wed 26 Sep 2018 2.00 pm History Group
- ▶ Tue 9 Oct 2018 2.00 pm Open meeting
- ▶ Wed 10 Oct 2018 2.00 pm History Group
- ▶ Wed 24 Oct 2018 2.00 pm History Group
- ▶ Tue 13 Nov 2018 2.00 pm Open meeting
- ▶ Wed 14 Nov 2018 2.00 pm History Group
- ▶ Wed 28 Nov 2018 2.00 pm History Group
- ▶ Tue 11 Dec 2018 2.00 pm Open meeting
- ▶ Wed 12 Dec 2018 2.00 pm History Group ?URC Available

[Download](#)

Update Personal Details

Select the third option on the Portal page to see your personal information:

Change Personal Details

 To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name	Title <input type="text" value="Dr"/>	Forenames <input type="text" value="Owen"/>	Surname <input type="text" value="Parry"/>
	Known as <input type="text"/>	Suffix <input type="text"/>	Initials <input type="text" value="O"/> <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown
Mobile	<input type="text"/>		
E-mail	<input type="text" value="owenparry1982@gmail.com"/>		
Emergency contact	<input type="text"/>		
Name/s and telephone	<input type="text"/>		
welsh	<input type="text" value="Beginner"/>	reason <input type="text"/>	
Photo	Upload photo (optional) <input type="button" value="Choose file"/> No file chosen <small>jpg, png, gif, bmp. Max size 2MB</small>		

Where You Live

Address	No/Name <input type="text" value="34"/>	Street/Building <input type="text"/>	
	Additional lines <input type="text"/>		
Town	<input type="text" value="Cardiff"/>	County <input type="text"/>	Postcode <input type="text"/>
Telephone	<input type="text"/>		

Security Question

You may answer the default question, or change it to something else and answer that
The answer must be something you can reproduce exactly but which is unlikely to be known to anyone else

Question	<input type="text" value="Your first school"/>	Answer <input type="text"/>
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This page shows an annotated version of the above screen:

Change Personal Details

i To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name Title Forenames Surname

Known as Suffix Initials Male Female Unknown

Mobile E-mail

Emergency contact Name/s and telephone

welsh reason

Photo Upload photo (optional) No file chosen jpg, png, gif, bmp. Max size 2MB

Where You Live

Address No/Name Street/Building

Additional lines

Town County Postcode

Telephone

Security Question

You may answer the default question, or change it to something else and answer that
The answer must be something you can reproduce exactly but which is unlikely to be known to anyone else

Question Answer

Any shortening or nickname you use

Any letters after your name you would like us to use

Gender (optional)

Mobile and email address (optional)

Emergency contact (not used by Cardiff U3A)

If members leave, the reason is recorded here for statistical purposes

Security question and Answer. Please read the rubric

(Optional) Proficiency if any in Welsh

Click to save changes