

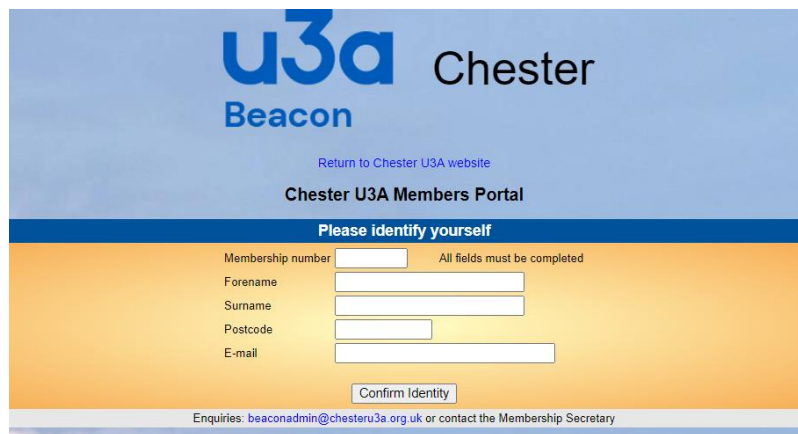
1. Introduction

- 1.1 With the introduction of the Beacon Management system, the opportunity is now available for Group Co-ordinators to have access to parts of the system that will help them manage their group information and contact their members. This guide illustrates the functionality and provides help on how to use it.

2. Member's Portal

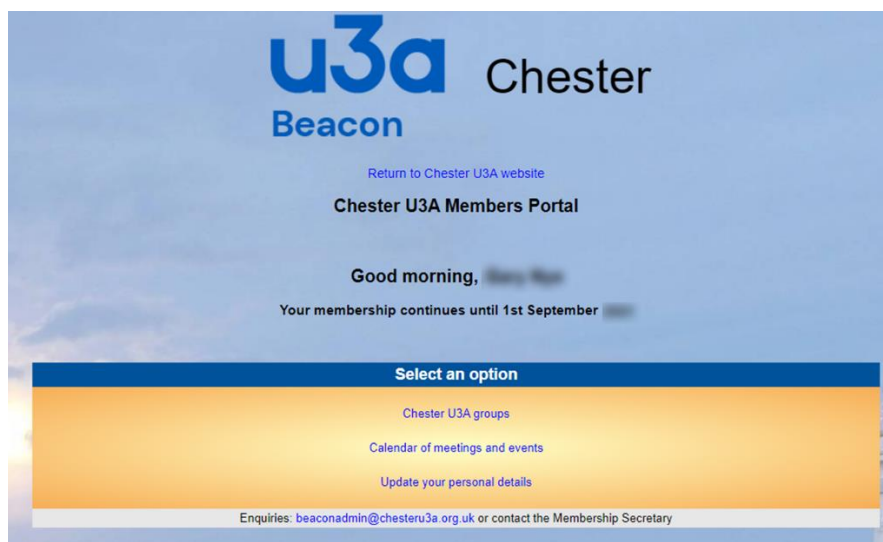
- 2.1 The membership portal allows members to see and update their personal information and to see details of all the available groups. It is also possible to apply to join groups on-line, but this is at the discretion of the group co-ordinator.

The Members Portal can be accessed at [Chester U3A Member's Portal](#).



The screenshot shows the login page for the Chester U3A Members Portal. At the top, the 'u3a Chester Beacon' logo is displayed. Below it is a link to 'Return to Chester U3A website'. The page title is 'Chester U3A Members Portal'. A blue bar contains the text 'Please identify yourself'. Below this, there are input fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note states 'All fields must be completed'. A 'Confirm Identity' button is at the bottom of the form. At the very bottom, a footer line reads: 'Enquiries: beaonadmin@chesteru3a.org.uk or contact the Membership Secretary'.

- 2.2 When a member logs into the portal, they will see the following screen.



The screenshot shows the home page of the Chester U3A Members Portal after a successful login. The 'u3a Chester Beacon' logo is at the top. Below it is a link to 'Return to Chester U3A website'. The page title is 'Chester U3A Members Portal'. A personalized greeting says 'Good morning, [Name]'. Below that, it says 'Your membership continues until 1st September [Year]'. A blue bar contains the text 'Select an option'. Below this, there are three links: 'Chester U3A groups', 'Calendar of meetings and events', and 'Update your personal details'. At the bottom, a footer line reads: 'Enquiries: beaonadmin@chesteru3a.org.uk or contact the Membership Secretary'.

Group Co-ordinators' Beacon Guide

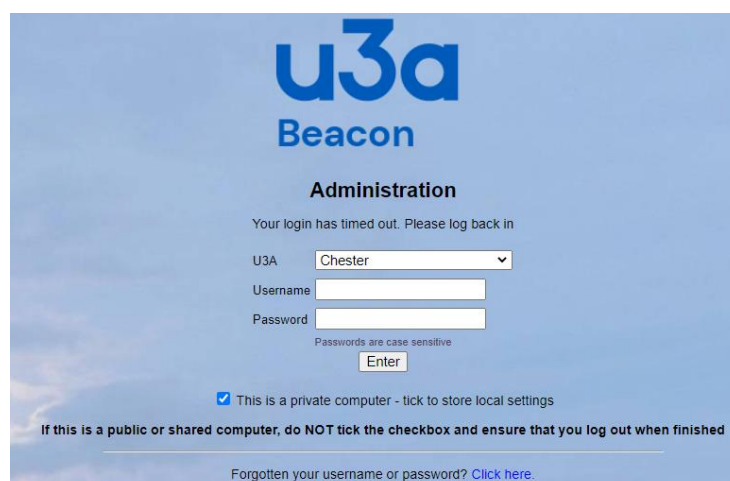
- 2.3 When they select the Chester U3A Groups option, they will see a list of the groups



- 2.4 By clicking on a group, they can see details of the group. They can also apply to join the group on-line, if this has been enabled by the Group Co-ordinator.

3. Beacon User Access

- 3.1 Access to the Beacon database is only available to Users who have been authorised by the Committee. This includes Group Co-ordinators who have access to maintain their group information.
- 3.2 **Important. You may only use a personal computer to access the Beacon system. It is not permitted to use a public computer, such as in a library. This is a breach of the service conditions.**
- 3.3 Group Co-ordinators should apply to the [Beacon Administrator](#) for a User account to be created for them. Your User account will be linked to your Member record.
- 3.4 You will then receive a Username and password, which will enable you to log on to the system at [Chester U3A Admin system](#).



Group Co-ordinators' Beacon Guide

- 3.5 Select **Chester** from the dropdown list and enter your Username and Password. You will be prompted to change your password at the first log on, and at any time if you forget your password and it has to be reset.
- 3.6 When you have logged on you will see the following screen:-



4. Groups

- 4.1 Selecting **Groups** will display a list of the Chester U3A groups.

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
▲ ▼	A							
<input type="checkbox"/>	Ambling	Y	2nd and 4th Friday		View Details	25		
<input type="checkbox"/>	Art Appreciation 1	Y	3rd Tuesday in the afternoon.	Boughton Hall	View Details	9		
<input type="checkbox"/>	Art Appreciation 2	Y	3rd Wednesday in the morning		View Details	10		
▲ ▼	B							
<input type="checkbox"/>	Bird Watching 1	Y	1st Monday and 3rd Friday		View Details	19		
<input type="checkbox"/>	Bird Watching 3	Y	Once a month last Wednesday		View Details	10		
<input type="checkbox"/>	Bridge	Y	Wednesday at 12.30	Guilden Sutton Village Hall	View Details	41	42	
<input type="checkbox"/>	Bridge for Beginners	Y	Wednesday mornings	Vicars Cross Golf Club	View Details	7		
<input type="checkbox"/>	Bridge for Improvers	Y	Monday 1.30-4pm		View Details	21	43	
▲ ▼	C							
<input type="checkbox"/>	Computer Users	Y	2nd Tuesday 2.00 pm	Burley Hall, Waverton	View Details	20		
<input type="checkbox"/>	Crafts	Y	2nd and 4th Tuesday mornings	New Scene Youth Centre	View Details	19		
<input type="checkbox"/>	Crown Green Bowling	Y	Wednesdays am	Upton Pavilion	View Details	15		
<input type="checkbox"/>	Cryptic Crossword Puzzlers	Y	4th Friday		View Details	10		
<input type="checkbox"/>	Current Affairs 1	Y	2nd Monday, 10:00 to 12:00		View Details	8		
<input type="checkbox"/>	Current Affairs 2	Y	1st Thursday		View Details	12		
<input type="checkbox"/>	Cycling Easy Riders	Y	10am, 1st Wed 3rd Mon short, 2nd Tue 4th Thu long	Lime Wood Fields	View Details	23		

Groups for which you are a leader will be shown in blue with a link.

<input type="checkbox"/>	German Conversation	Y	Every Wednesday	Guilden Sutton Village Hall
<input type="checkbox"/>	German Improvers	Y	1st & 3rd Wednesday	Upton Village Hall
<input type="checkbox"/>	Golf - Social	Y	Thursday am fortnightly	Sandfield Golf Course

Click on the link to see the details for your Group.

Group Co-ordinators' Beacon Guide

4.2 Details

Group Record for Golf - Social

Details **Schedule** **Members** **Ledger**

Group Details

Group:

Faculty: Status: Max members:

☒ Allow members to join on-line ☐ Enable waiting list ☒ Notify leader of changes

When:

Normal start time: End time: Contact:

Venue:

Information:

Notes:

Group record created 28 Jan 2018 13:14; last changed 28 Jan 2018 13:14

You may make any changes to the Information about the group. Ensure you click on <Save Record> to save the changes.

You have the opportunity here to click the <Allow members to join on-line> option. (This is turned off by default).

You may also enter a maximum number of members for the group and to enable a waiting list if this is appropriate. When the maximum number is reached, members will be unable to join on-line and can join a waiting list, if this option is enabled.

4.3 Schedule

Group Schedule

☐ Show Detail

Date & Time	Until	Venue	Topic	Enquiries
Thu 2 Aug 2018 10:00	12:00	Sandfield Golf Course - map	Golf round	01244 665923
Thu 16 Aug 2018 10:00	12:00	Sandfield Golf Course - map	Golf round	01244 665923
Thu 30 Aug 2018 10:00	12:00	Sandfield Golf Course - map	Golf round	01244 665923
Thu 13 Sep 2018 10:00	12:00	Sandfield Golf Course - map	Golf round	01244 665923
Thu 27 Sep 2018 10:00	12:00	Sandfield Golf Course - map	Golf round	01244 665923

Add Events

First date and time: then every Weeks

Until: ☐ Exclude from public calendar

Venue: Enquiries:

Topic:

Details:

To add a single event, set Number of Events to 1

A list of the scheduled events for your group is shown. You may edit or add more events, which will be shown on the Calendar. You may choose to exclude them from the public calendar, in which case they will only be shown on the Member's Portal.

Group Co-ordinators' Beacon Guide

4.4 Members

Click on the **Members** tag to see a list of your group members.

The screenshot shows the 'Group Record for Golf - Social' interface. At the top, there are tabs for 'Details', 'Schedule', 'Members', and 'Ledger'. The 'Members' tab is active, displaying a table of group members. The table has columns for 'Select', 'Member No.', 'Name', 'Address', 'Telephone', 'Mobile', and 'Status'. Below the table, there are buttons for 'Do with selected' and 'Send E-mail'. A section for adding members by membership number is also visible, with a text input field and an 'Add' button.

You have the option to carry out a number of tasks on this screen:-

- By selecting all the members, you may <Do with selected> at the bottom of the screen. Typically, this will mean sending an email to the group (or selected members),
- You may remove members who have left from the group,
- You may change the Group Co-ordinator (Leader) to another member,
- You may add members to the group. This may only be done by Membership Number, so you will need to have seen the membership card.

Important

To ensure compliance with Data Protection regulations, you must not share any of the members' data that you can see in the Beacon system with any other person, in particular other members of the group, without their express permission.

4.5 Email to group members

Clicking on the <Do with selected> <Send E-mail> option will allow you to send an email to the selected group members.

The screenshot shows the 'Send E-mail' interface. It includes fields for 'From', 'To', 'Subject', and 'Attachments'. There is a 'Send' button and a 'Save as standard message' option. On the right side, there is a list of tokens for personalizing the message, including #TITLE, #FORENAME, #SURNAME, #FAM, #MEMNO, #EMAIL, #TELEPHONE, #MOBILE, #EMERGENCY, #AFFILIATION, #RENEW, #FEE, #MEMCLASS, #GIFTAID, #ADDRESSH, #ADDRESSV, #POSTCODE, #PARTNER, #PTITLE, #PFORENAME, #PSURNAME, #PFAM, #PMEMNO, #TODAY, and #U3A. At the bottom, there is a note about inserting website links.

Group Co-ordinators' Beacon Guide

- i) The email will use the Beacon mail sender, which appears to the receiver as coming from <Your Name via Chester U3A noreply@u3abeacon.org.uk>. If they Reply to the email using their standard email service, the reply will be delivered to your email address.
- ii) There are some standard messages in Beacon and you can save a message that you use regularly. You may find it easier to prepare the text of the email in another editor and copy and paste the text into the box.
- iii) The tokens on the right of the email box allow you to personalise the email. To use a token, you must manually type the token name into the email text, there is no click and select option.
- iv) It is recommended you select the <Tick to receive copy> box otherwise you will lose the text of the email once you have sent it. It is not possible to see the content of sent emails.

4.6 Ledger

Group Ledger

From 1/9/2017 to 31/8/2018

Date	Payee	Detail	In	Out	Balance
		Brought forward			£ 0.00

Add transaction

Date	Payee	Detail	In	Out
25/07/2018				

Save

You may choose to record financial transactions here. This feature is not currently being used.

5. Venues

- 5.1 Clicking on <Venues> at the log on screen will show you a list of the venues held on the system.

Group Venues			
Name	Contact	Telephone	Accessible
All Saints Church Hall	Christina Beverage	01244 345649	
Bawn Lodge Hotel			
Bishops Blue Coat High School			
Boughton Hall			
Burley Hall			
Caddy Valley Church Centre		01244 318450	
Guiden Sutton Village Hall			
Halfords Car Park			
Hoole Community Centre		01244 342741	
Lime Wood Fields			
Mollington and Backford Village Hall			
New Scene Youth Centre			
Northgate Arena	Jenny Baker	01244 567270	
Quaker Meeting House	Steve Harrold	01244 316554	
Sandfield Golf Course		01244 301752	
St Columba's Church Hall	Sue Carr	01244 624019	
St Michael's Church Centre	Mary Webster	01244 343981	
The New Church			
The Old Harkers Arms	Paul Jeffreys	01244 344525	
The Russian Cafe		07939 953502	
University of Chester			
Upton Pavilion		01244 374054	
Upton Village Hall	Jane caretaker	01244 381230	
Vicars Cross Golf Club	Martin Betts	01244 335174	
Wesley Methodist Church		01244 323037	
Westminster Park cafe		01244 680231	

You may change the venue for your group meetings, but only by selecting from one of the venues held. If you wish to add a Venue to the list, please contact the Groups Co-ordinator at groups@chesteru3a.org.uk.

6. Faculties

- 6.1 Groups are divided into Faculties according to how they are displayed on the Chester U3A website. No other use is made of the feature.

Group Faculties

Faculty

- Art and Craft
- Health and Leisure
- History
- Language
- Literacy
- Mind Games
- Music
- Science and Nature

Group Co-ordinators' Beacon Guide

7. Calendar

- 7.1 Events for Chester U3A, including those created by Group Co-ordinators, are displayed on a calendar, which is visible to members and can be made publicly available, although this is not currently being used.

Calendar

Show: ☒ all ☐ venue All Saints Church Hall

From 25/07/2018 To 23/10/2018

☐ Show Detail

Date & Time	Until	Group	Venue	Topic	Enquiries
Thu 2 Aug 2018 10:00	12:00	Golf - Social	Sandfield Golf Course - map	Golf round	01244 665923
Tue 7 Aug 2018 10:30	12:00		St Columba's Church Hall - map	Monthly meeting	
Thu 9 Aug 2018 10:30	12:00		St Columba's Church Hall - map	Monthly meeting	
Fri 10 Aug 2018 10:00	12:00	Science	Mollington and Backford Village Hall - map	Hurricanes and the Jet Stream	01829 752382
Thu 16 Aug 2018 10:00	12:00	Golf - Social	Sandfield Golf Course - map	Golf round	01244 665923
Fri 17 Aug 2018 09:00	17:00			Canal Trip from Preston Brook	
Thu 30 Aug 2018 08:45	17:00			Trentham Gardens	
Thu 30 Aug 2018 10:00	12:00	Golf - Social	Sandfield Golf Course - map	Golf round	01244 665923
Thu 13 Sep 2018 10:00	12:00	Golf - Social	Sandfield Golf Course - map	Golf round	01244 665923
Fri 14 Sep 2018 10:00	12:00	Science	Mollington and Backford Village Hall - map	Short Contributions	01829 752382
Thu 27 Sep 2018 10:00	12:00	Golf - Social	Sandfield Golf Course - map	Golf round	01244 665923
Wed 3 Oct 2018 14:30				By the Waters of Liverpool	
Fri 12 Oct 2018 10:00	12:00	Science	Mollington and Backford Village Hall - map	Gravity Waves, Laminar Flow Aircraft Wings	01829 752382
Date & Time	Until	Group	Venue	Topic	Enquiries

[Download PDF](#)

8. Personal Preferences

- 8.1 This provides you with the facility to show how you want data to be displayed and to change your password and personal question and answer.

Drop-down name lists & Timeout

Sort by ☐ Surname ☐ Forenames

Show ☐ Surname first ☐ Forenames first

Session timeout minutes

Minimise timeout if this is a shared computer (max 20 mins)

Change password for [redacted]

Passwords should comprise minimum 8 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: _ - \$ ^ % ! # < > .

Old password

New password

Confirm

Change personal Q&A for [redacted]

Question

Answer

9. More information

- 9.1 If you require any further information on the use of the Beacon system, please contact the Beacon Administrator at beaconadmin@chesteru3a.org.uk.