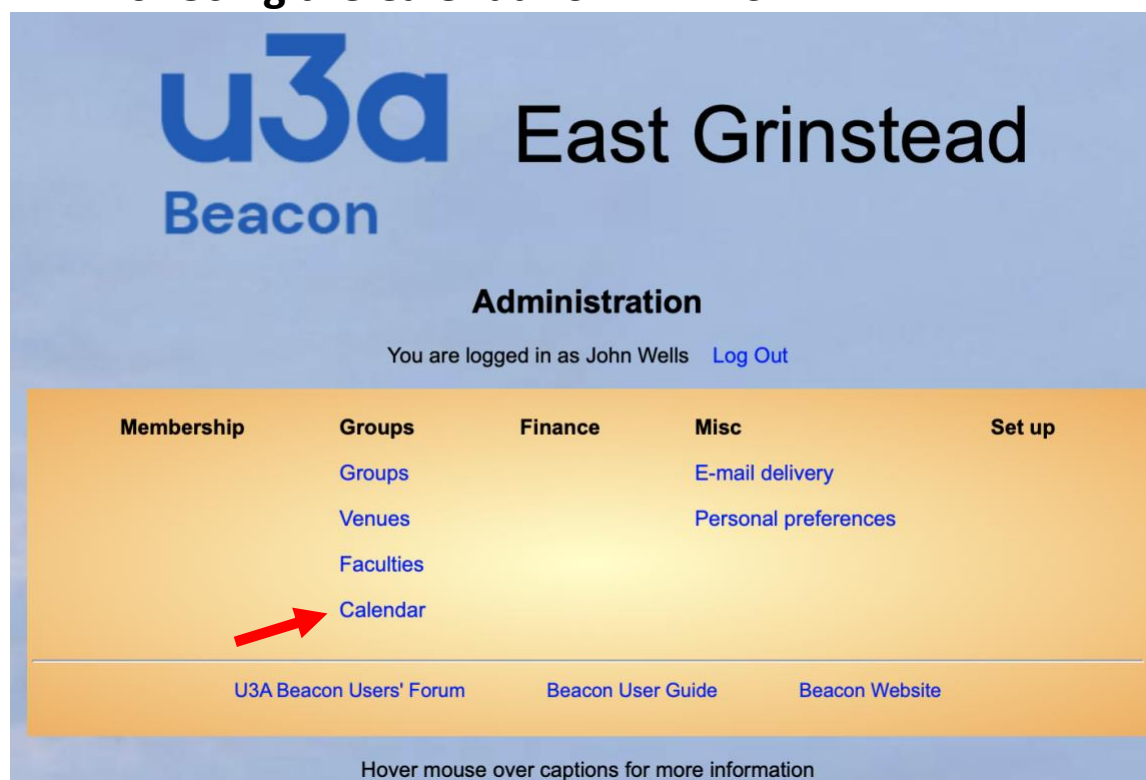


Getting started with Beacon – A HOW TO guide for group leaders in bite-sized steps

PART 6: Using the Calendar of EVENTS



Once logged in this is your MAIN MENU

As a GL you can use everything that is shown (in blue!) under the columns labelled GROUPS and MISC. You also have access to the three items shown below the line.

In PART 5 we focused on the GROUP LEDGER

We will now look at use of the Calendar. By now you should be getting to grips with all previously documented functionality. (If not, go back to any of PARTS 1-5 and revise)

The Calendar option has been highlighted above by the red arrow

If you click on [Calendar](#) you will see the screen overleaf on PAGE 2.

At the top of the screen there are several selection options:

- The default screen if you have selected [Calendar](#) will show a venue based list for all venues. You can choose to show a single venue from the dropdown list. This list is only useful if you are interested in looking at particular venues rather than the groups that meet at venues.
- The view defaults to one month forward from today. You can alter the TO date to view events on a longer horizon.
- You can also look at the DETAIL per calendar event. To see the detail click the “Show Detail check box.
- If instead you click on [Groups](#) and select your own group before selecting [Calendar](#) you will see the calendar events for your own group. Much more useful! Look at PAGE 3.

The VENUE based view of the Calendar

Calendar					
Show: <input checked="" type="radio"/> all <input type="radio"/> venue <input type="text" value="Ashurstwood Village Centre"/>					
From <input type="text" value="12/02/2022"/> To <input type="text" value="13/05/2022"/>					
<input type="checkbox"/> Show Detail					
Date & Time	Until	Group	Venue	Topic	Enquiries
Tue 15 Feb 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	Third Tuesday of the month Meeting	01342 325449
Fri 18 Feb 2022 14:00	16:30	Science and Technology	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk
Mon 21 Feb 2022 14:05	15:30	Jazz Appreciation	Felbridge Village Hall Main hall - map	Jazz Appreciation	jazz@eastgrinsteadu3a.co.uk
Tue 22 Feb 2022 14:00	16:00	British Cinema Social history	The Glebe Centre - map	British Cinema Social History	socialh@eastgrinsteadu3a.co.uk
Tue 1 Mar 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	First Tuesday of the month meeting	01342 325449
Wed 9 Mar 2022 00:00	00:00	Lunch Club	Lunch	Monthly lunch date	lunch@eastgrinsteadu3a.co.uk
Wed 9 Mar 2022 14:00	16:00	ZOOM Open meetings	ZOOM-1	Test only	events@eastgrinsteadu3a.co.uk
Tue 15 Mar 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	Third Tuesday of the month Meeting	01342 325449
Fri 18 Mar 2022 14:00	16:30	Science and Technology	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk
Mon 21 Mar 2022 14:05	15:30	Jazz Appreciation	Felbridge Village Hall Main hall - map	Jazz Appreciation	jazz@eastgrinsteadu3a.co.uk
Tue 22 Mar 2022 14:00	16:00	British Cinema Social history	The Glebe Centre - map	British Cinema Social History	socialh@eastgrinsteadu3a.co.uk
Tue 5 Apr 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	First Tuesday of the month meeting	01342 325449
Wed 13 Apr 2022 00:00	00:00	Lunch Club	Lunch	Monthly lunch date	lunch@eastgrinsteadu3a.co.uk
Wed 13 Apr 2022 14:00	16:00	ZOOM Open meetings	ZOOM-1	Test only	events@eastgrinsteadu3a.co.uk
Fri 15 Apr 2022 14:00	16:30	Science and Technology	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk
Tue 19 Apr 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	Third Tuesday of the month Meeting	01342 325449
Mon 25 Apr 2022 14:05	15:30	Jazz Appreciation	Felbridge Village Hall Main hall - map	Jazz Appreciation	jazz@eastgrinsteadu3a.co.uk
Tue 3 May 2022 13:45	15:45	Exploring Sussex	St Swithun's church hall - map	First Tuesday of the month meeting	01342 325449
Fri 6 May 2022 14:00	17:00	Water Activities	Hedgecourt Lake	kayaking, canoeing, SUP, possibly dinghy sailing	marilyn@eastgrinsteadu3a.co.uk
Wed 11 May 2022 00:00	00:00	Lunch Club	Lunch	Monthly lunch date	lunch@eastgrinsteadu3a.co.uk
Wed 11 May 2022 14:00	16:00	ZOOM Open meetings	ZOOM-1	Test only	events@eastgrinsteadu3a.co.uk
Fri 13 May 2022 14:00	17:00	Water Activities	Hedgecourt Lake	kayaking, canoeing, SUP, possibly dinghy sailing	marilyn@eastgrinsteadu3a.co.uk
Date & Time	Until	Group	Venue	Topic	Enquiries

The GROUP based view of the Calendar

Group Record for Science and Technology

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

Group Schedule

☐ Show Detail

Date & Time	Until	Venue	Topic	Enquiries	
Fri 18 Feb 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Fri 18 Mar 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Fri 15 Apr 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Fri 20 May 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Fri 17 Jun 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Fri 15 Jul 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit delete
Date & Time	Until	Venue	Topic	Enquiries	

Add Events

First date and time then every

Until ☒ Number of events ☐ Not beyond

End time ☐ Exclude from public calendar

Venue Enquiries

Topic

Details

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

The GROUP view on PAGE 3 shows how to add events or to edit them.

The Science and Technology group has created a series of events – meeting once monthly on the third FRIDAY of the month for the next six months. Beacon will create the entries automatically. You are now able to add the information about each individual meeting in the “Details” section, as shown below.

Remember that you can only create, edit or delete calendar entries for your own group, or groups

Group Record for Science and Technology						
Details		Schedule	Members	Ledger		
Group Schedule						
<input checked="" type="checkbox"/> Show Detail						
Date & Time	Until	Venue	Topic	Enquiries		
Fri 18 Feb 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
		The invention that drives the World Economy. A presentation by Stuart Hatch				
Fri 18 Mar 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
		Keep Taking the Tablets. John Startup will be presenting a talk about managing pharmaceutical manufacture and control				
Fri 15 Apr 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
		Meeting content yet to be decided.				
Fri 20 May 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
Fri 17 Jun 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
Fri 15 Jul 2022 14:00	16:30	St Johns Church Felbridge church hall - map	Monthly meeting of group	scitech@eastgrinsteadu3a.co.uk	edit	delete
Date & Time	Until	Venue	Topic	Enquiries		

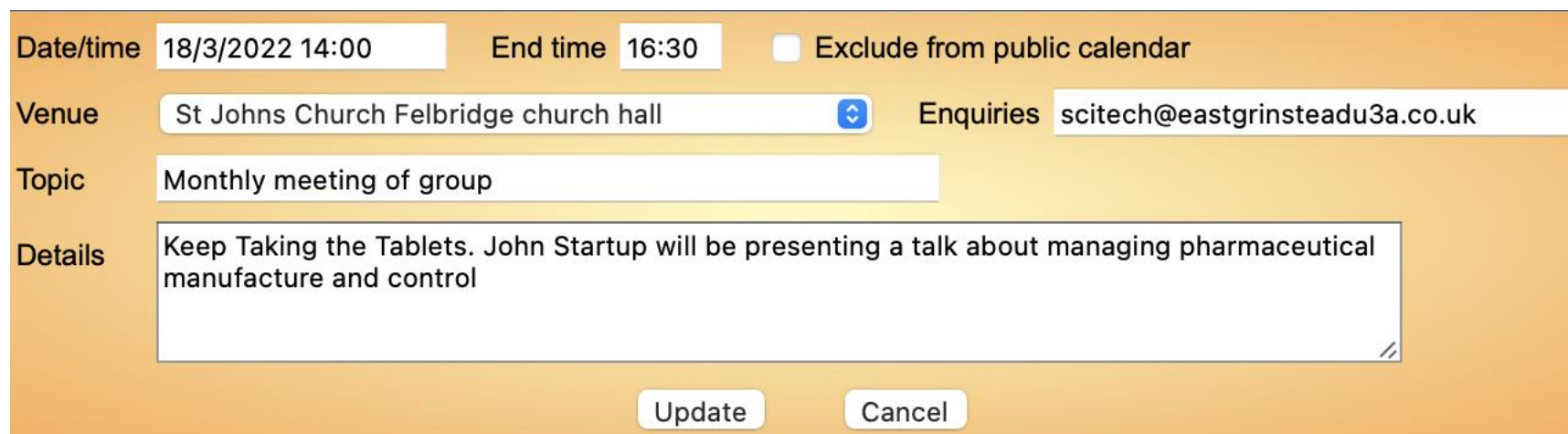
If you click on [edit](#) at the RHS of an entry you can create a great deal more information. Bear in mind that the calendar of events is available to all members and also to the general public via the Beacon Portal.

If for any reason you need to restrict the view of a particular event to members of the public you need to click on the “Exclude from public calendar” check box. This exclusion operates on a single event basis. You can also change all other aspects of this particular event – for example a different venue.

The edit panel for a particular event for the Science and Technology group is shown overleaf on PAGE 5.

Remember to save any changes that you make.

The edit view for an event in the calendar



The screenshot shows the 'Edit event' interface in Beacon. It has an orange header and a light orange background. The form includes several fields: 'Date/time' with a date and time picker set to '18/3/2022 14:00', 'End time' with a time picker set to '16:30', and an unchecked checkbox for 'Exclude from public calendar'. Below these are 'Venue' (a text field with 'St Johns Church Felbridge church hall' and a location icon) and 'Enquiries' (a text field with 'scitech@eastgrinsteadu3a.co.uk'). The 'Topic' field contains 'Monthly meeting of group'. The 'Details' field is a large text area containing the text 'Keep Taking the Tablets. John Startup will be presenting a talk about managing pharmaceutical manufacture and control'. At the bottom are 'Update' and 'Cancel' buttons.

Date/time	18/3/2022 14:00	End time	16:30	<input type="checkbox"/> Exclude from public calendar
Venue	St Johns Church Felbridge church hall		Enquiries scitech@eastgrinsteadu3a.co.uk	
Topic	Monthly meeting of group			
Details	Keep Taking the Tablets. John Startup will be presenting a talk about managing pharmaceutical manufacture and control			

Conflict and duplication between Beacon and our website

The downside is that Beacon and our website are two quite separate pieces of software. And our website also has EVENTS. In fact EVENTS entered on the website are a lot more flexible to edit. You can use a certain amount of formatting and you can also attach hyperlinks. Both of these useful aspects are missing in Beacon.

So you can choose either or both. if you use both, please copy and paste information either FROM your event on the website TO the Details panel in Beacon, or vice versa, so that they both give the same message.

You have now completed PART 6

Now use your browser BACK button to return to the page of links