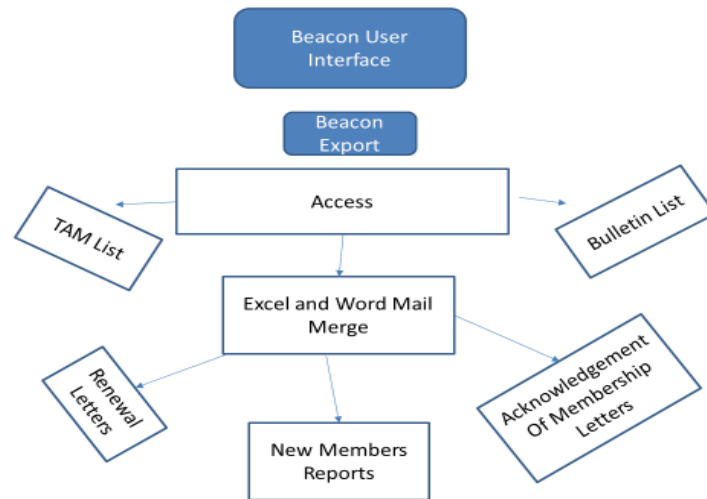


ELMBRIDGE U3A - BEACON



The new Elbridge U3A administrative system was built using the Beacon system. Beacon has been produced for and is currently in use by over 100 U3A's and that number is growing.

Our new system consists, essentially, of three parts.

- The Beacon front end – a user interface through which we will conduct the day to day business of entering, maintaining and reporting on member, financial, group and other data.
- An Access database used to produce various reports and other documents needed from time to time, for example Renewal letters and distribution lists for the Bulletin and TAM (Third Age Matters).
- Some Excel tools to supplement the Access database, some Word mail merge documents and, via the front end, PayPal.

We pay a per capita fee for the use and maintenance of the Beacon front end which we have customised to reflect our needs. The rest we have produced ourselves.

An overview of Beacon is given in You Tube videos and a fuller description is given in a User Guide. We have produced a Powerpoint process description. We are also producing documents targeted at each different type of Elbridge user as needed.

We use Beacon's data export mechanism to export the contents of its database to Excel to make it available for post processing in various ways by our Access and other tools.

Who Uses It And For What?

The Membership Secretary uses it: to record and maintain membership data, to generate Renewal letters, Reminder letters and emails and Acknowledgements of Membership; to track new joiners and renewals; to generate distribution lists for the Bulletin and for the TAM magazine, to email members and to generate letters to members

The Treasurer uses it to record and maintain all of our financial data.

The Groups Coordinator uses it to record and maintain records of our groups and their members. Some **Group Leaders** have begun to use it to maintain their own group's registers.

The New Members Secretary uses it to support her activities.

Members have begun to use it to keep their personal data up to date, to access information about groups and to renew their membership.

The Bulletin Editor uses the distribution lists which it produces.