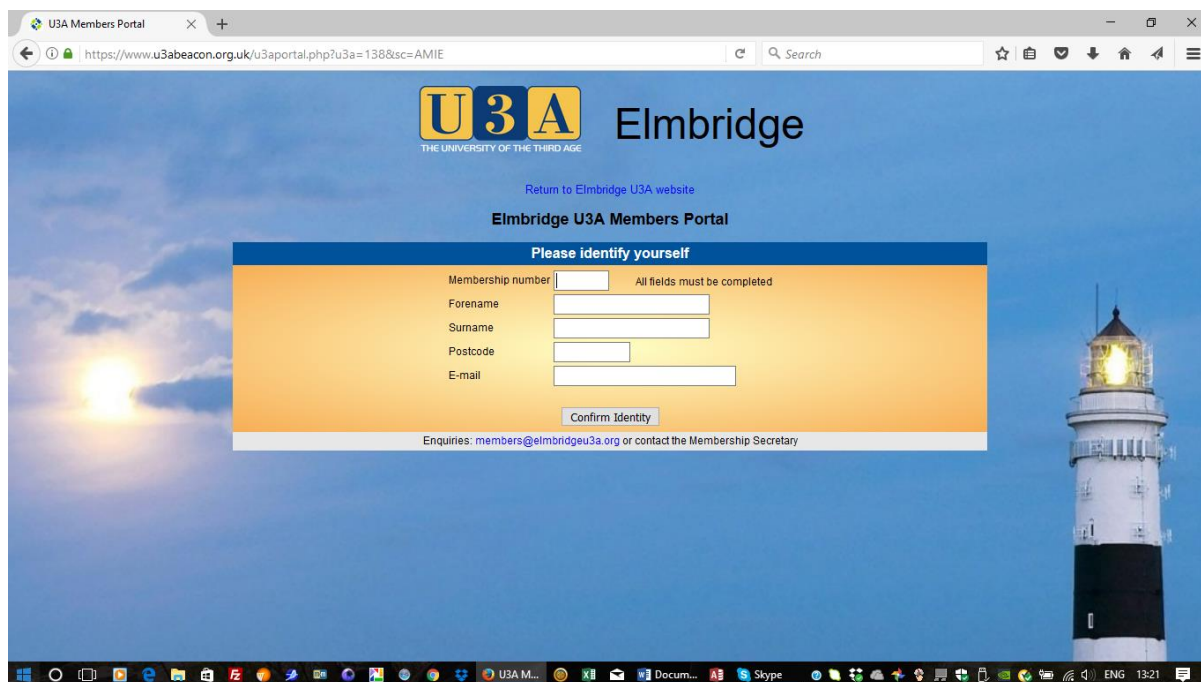


MEMBER USER GUIDE

When you click on the Beacon Elmbridge Members Portal on the Beacon page of the Elmbridge U3A website you will see the following:



Enter the requested details. You need your Elmbridge U3A membership number and your name, postcode and email **as held by us**. The system checks the data entered by you against what we have in the Beacon database and it does so very precisely. It is important therefore that the data entered by you **exactly matches** the data shown on the most recent Renewals/Acknowledgement of Membership Form that was sent to you, including capitalisation (or not) of names.

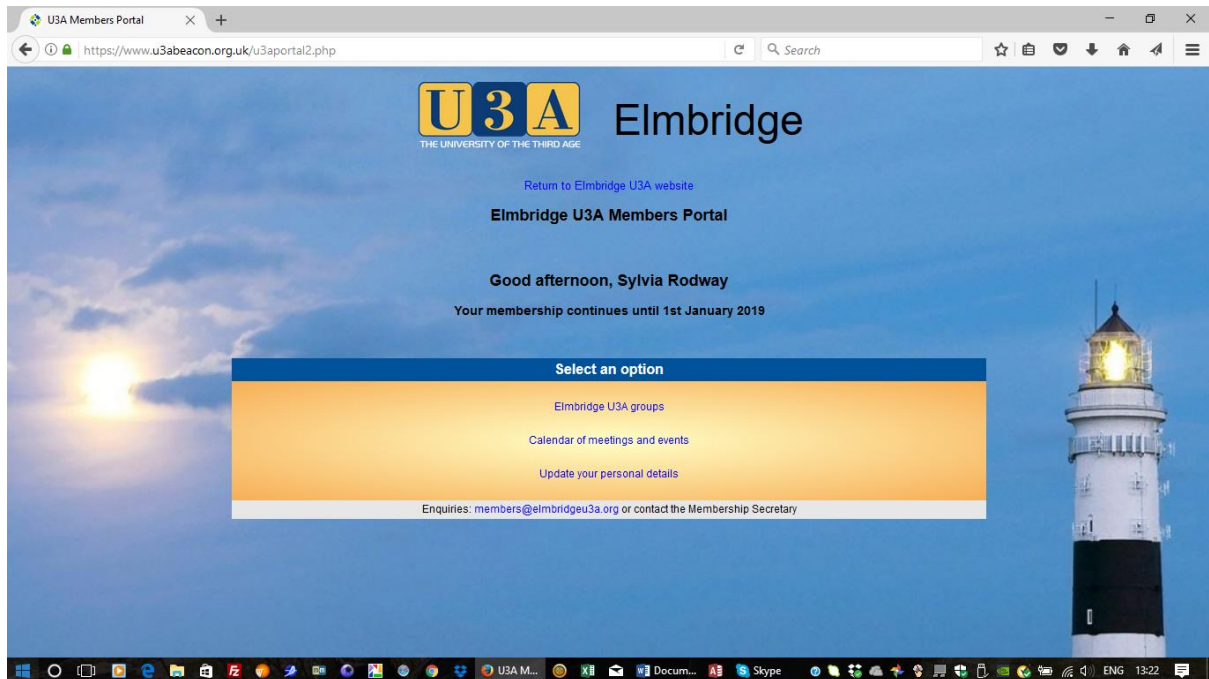
If you can see that our record is wrong or out of date then, once logged-in, you can correct it by directly editing the field (e.g. email address). Alternatively you can contact the Membership Secretary (email members@elmbridgeu3a.org or Tel: 020 8979 2737) to have any necessary amendments to our database made before you try to log in.

Now, click on Confirm Identity. If any part of the data that you have entered does not exactly match the data on your most recent Renewal or Acknowledgement of Membership letter, Beacon will simply “blank” all of the fields and you will have to try again. If this happens do not be tempted to accept the helpful partial field filling action of the interface. Type everything again otherwise you risk simply propagating the original error. For example, if you had typed “Joe “ i.e. with a trailing space, you won’t see the space and risk including it again.

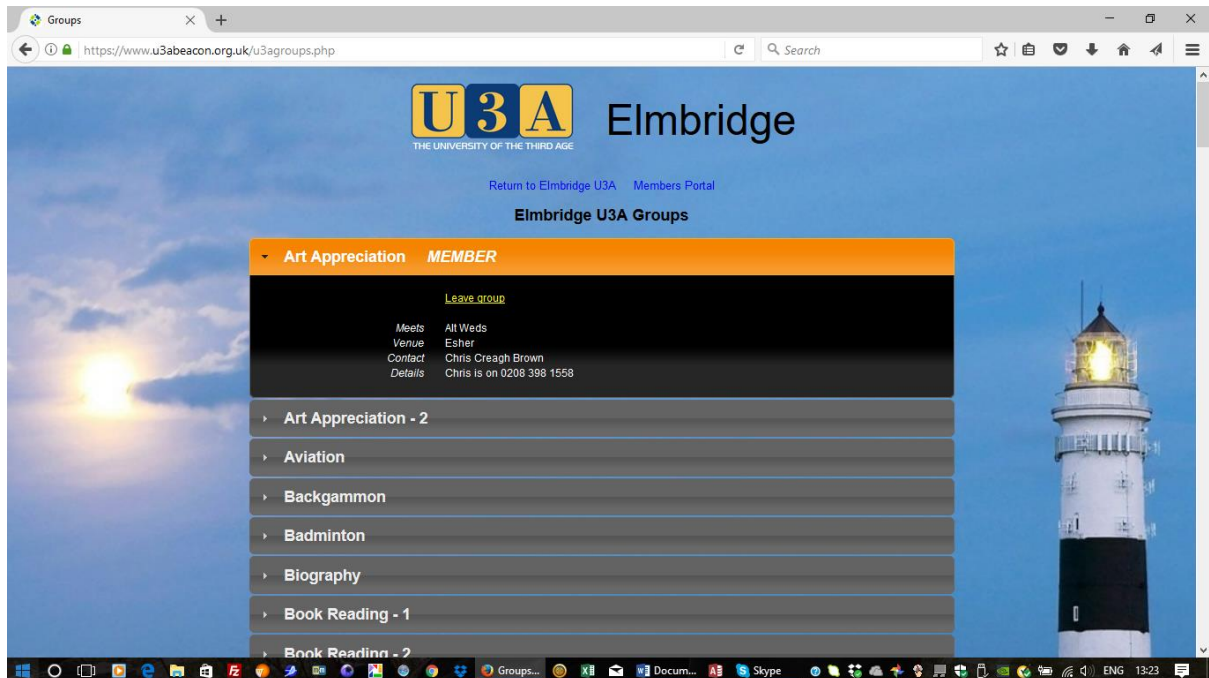
MEMBER USER GUIDE

You will now see:

..



The first option, Elmbridge U3A groups, will yield a screen like the one below. It will list all of our groups and give a short description of each. The ones of which you are a member will be flagged with the word Member.



Clicking on Calendar of meetings and events will bring up the calendar (which may or may not be empty).

The Calendar is a chronological list of meetings and events. All group events are incorporated automatically into the Calendar. In addition, there may be general or open meetings.

MEMBER USER GUIDE

The Calendar shows events between the displayed dates, which defaults to the next 3 months. You may change the dates as you wish.

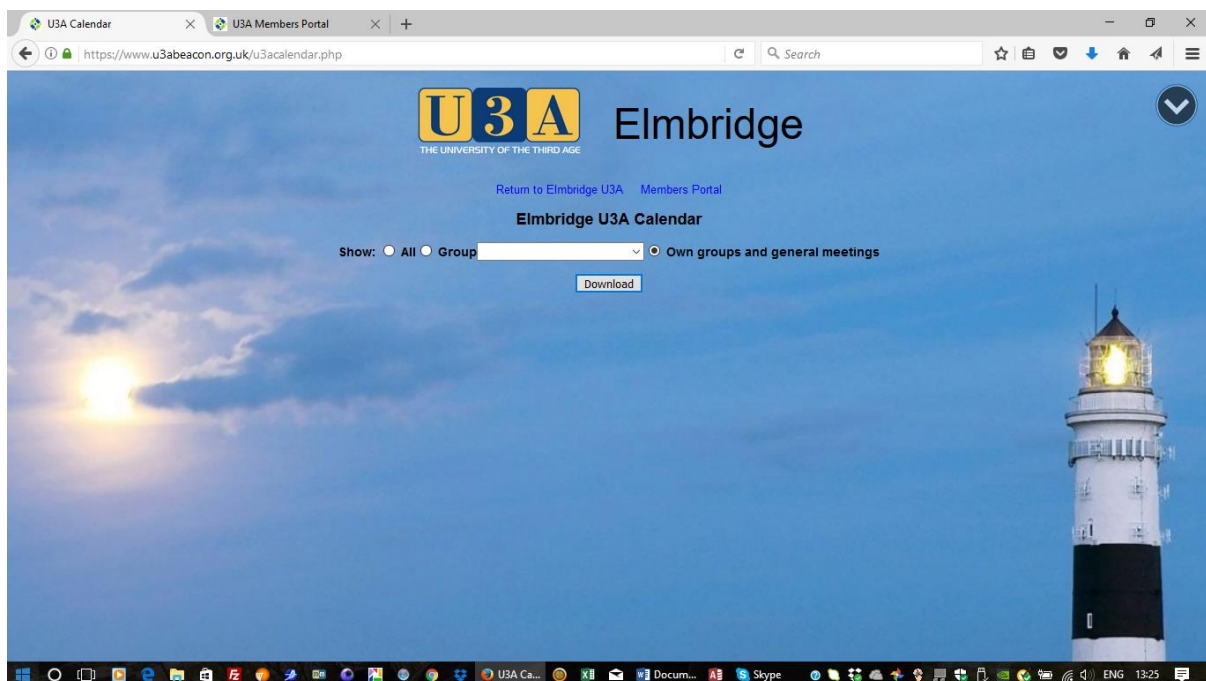
At the top of the Calendar you can choose to Show all events between the displayed dates but for only those events for groups of which you are a member (select their name from the drop-down list) or only those events that take place at a selected venue.

By ticking Show detail, you will also see additional detail for events where this is available.

Where a venue's postcode is known, a map link will display a map of the location.

To download the Calendar click Download PDF at the bottom of it to download the displayed events.

To view open meetings click Open Meetings at the top of the page. A list of open meetings is displayed.



Clicking on Update your personal details brings up a screen showing our record of your personal details . You may edit these if necessary. You cannot delete the record, even accidentally. Always remember to press Update Personal Details when you have finished, otherwise your changes will be lost.

MEMBER USER GUIDE

Change Personal Details

U3A Members Portal

Return to Elmbridge U3A website Members Portal

Change Personal Details

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

About Yourself

Name Title: Mrs Forenames: Surname: S

Known as: Suffix: Initials: S Male Female Unknown

Mobile: 079 E-mail: s

Emergency contact: A Name/s and telephone:

Left: ExReason:

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

Where You Live

Address No/Name: W Street/Building: E

Additional lines:

Town: Weybridge County: Surrey Postcode: KT13 0PW

Telephone: 019

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: Your first school Answer:

Update Personal Details