

SCN IT, Webmasters & Beacon Meeting Agenda

Tuesday January 23rd 2024 10am

Attendees

Kevin Stock	SCN Manager	
Sally Ingledew	Consultant	
Tony Luetchford	Beacon Admin	Botley HE & District
Warner Baker	Webmaster	Botley HE & District
Peter Newland	Beacon & Web	Chichester
Peter Robinson	Dep IT Admin	Chichester
George Cantrill	Chair	Gosport
Andy Forbes	Webmaster	Horndean & District
John Stych	Beacon & Web	Locks Heath
Linda Hugo-Vieten	Chair & Beacon	Portsdown
Jean Morgan	Beacon Admin	Portsmouth
Andy Barrow	Beacon Admin	Portsmouth
Prue Amner	Beacon & Web	Rowlands Castle
Jim Gilhooley	Beacon & Web	Solent
Sheila Liggins	Webmaster	Stubbington
Audrey Sawdon	Beacon Admin	Warsash
George Pickburn	Treasurer	Warsash
Angela Chapman	Beacon & Web	Waterlooville

Apologies from: Ems Valley, Guernsey

- 1. Welcome** by Kevin Stock, SCN Manager
Permission was received to record the meeting for the purpose of producing this report.
- 2. Introductions** All attendees introduced themselves and said which role(s) they performed.
- 3. PayPal rejecting payments** (Chichester u3a)
PN Some new members are having their payment rejected when trying to pay to join. Unfortunately, no other u3a at the meeting has had this problem. Some suggestions were made but none seemed likely.
- 4. Deputy Admin** How do you set this up? (Portsmouth u3a)
PA said just set up a second person with the same privileges as the first.
AC said create a role that is 'admin', tick all the boxes, then allocate that role to the users(s) you want. Beacon Support will need to know if a new main admin person takes that position. PN said the main admin person is the only one that can re-enable blocked emails.
- 5. Blank pages when appointing new leaders** (Portsmouth u3a)
JM said when a new Team Leader role is created on Beacon, when they logon for the first time they have the black headings but no options in blue underneath. PA suggested to create the Group first, then allocate the user to it. PN said the TL will only see the Group option if they are set as leader on their group page. AC suggested having a test userid that can be set to have the privileges need for a new user to see if it works as desired.
- 6. Beacon Forum ticket responses** are poor (Portsmouth u3a)
JM said she gets poor responses when posting a Beacon problem in the Forum. She said she gets better responses when asking in this meeting! AC pointed out that there is a Beacon Helpline, but JM said she has already used that. GP said that raising a ticket is the official way to raise a problem but JM said that is what she is doing too.
- 7. Who can access Beacon?** Membership Sec, Group Liaison, Group Leaders, but anyone else? Chair? Secretary? Who can email all members?
TL Botley have created a group called 'Committee' and made all committee members group leaders so they can all email each other. Many other u3as have also done this. AC Waterlooville have also listed all committee members under the Officers list so all users with a Beacon id can send to the committee and it goes via their generic email address. JS The Officers list can also include non-committee members. PN Having a member in the Officers list means the user listed can choose to send an email using either their Officers email or their personal email. JS A Poll could be created with the committee members in it that can be used to email the committee.

Who can send to all members? Most, but not all, u3as said their Chair can. In addition, JS Locks Heath as Mem Sec is the one that sends email to all members. LM Portsmouth a Publicity person and a Social Sec can. AC Waterlooville Treasurer and Bulletin editor can. AS Warsash All committee members can.

8. SiteWorks Project Update

KS 590 sites that currently use SiteBuilder (SB) have registered an interest to migrate to SiteWorks (SW). The SW team have posted a list of those sites in the order that they registered. KS has looked at the list and the position of u3as in the SCN:

Guernsey 97
Locks Heath 109
Ems Valley 115
Solent 168
South Central Network 239
Emsworth 321
IOW 325
Horndean 342
South East Region 350
Warsash 400
Stubbington 411
Havant 467
Rowlands Castle 486.

JS Locks Heath received an invitation just before this meeting started, even though they are on the list as position 109?!

The SW teams' priority is to migrate all u3as off of SB before starting to create SW sites for u3a that are using independent websites that wish to go to SW.

The estimated cost of SW is £60 pa starting April 2025. The SW team will send T's & C's to be signed to each u3a as and when they are ready to migrate them. Further details on the SW website:

<https://siteworks.u3a.org.uk/>

9. Frequency of these meetings

Change to once a year instead of twice?

Everyone was happy to have this meeting just once a year in January, so the one in July will be cancelled.

10.Any Other Business

TL, Botley, had trouble logging into the Beacon Forum as it wanted an auth code. No-one else has had this problem so he will try again tomorrow.

GC asked what help is there for a new Beacon Administrator. AC said a lot of information is online, also the support team can help. AC is on the National Support Team and can be contacted at beacon@waterloovilleu3a.org.uk