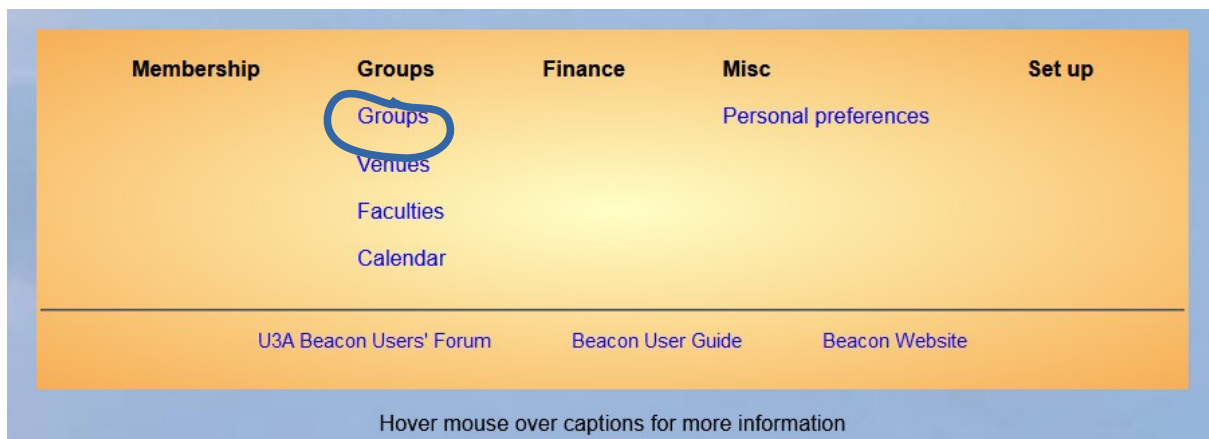


How to Access Beacon to look at / modify Group records.

Log on to Beacon – you should see the beacon “home page”



You should have the option “Groups”.

Click on that.

A table should appear that will have your groups in it (it may have all groups)

The group name you want to view/modify should be highlighted in **BLUE** – **Click on that.**

<input type="checkbox"/>	Just Go	Y	Occasional Saturdays	Various locations around Kent and Sussex	Pauline Johnson	10	12
<input type="checkbox"/>	Short Walks	Y	1st Wednesday of the month	Various locations around Kent and Sussex	Pauline Johnson	12	

Then to access the members, click on “Members” – ringed.

The screenshot shows the 'Group Record for Just Go' page. The page has four tabs: 'Details', 'Schedule', 'Members', and 'Ledger'. The 'Members' tab is circled in blue. Below the tabs is a 'Group Details' section with the following fields:

- Group: Just Go
- Faculty: [dropdown]
- Status: Active [dropdown]
- Max members: 12
- Allow members to join on-line
- Enable waiting list
- Notify leader of changes
- When: Occasional Saturdays
- Normal start time: 00:00
- End time: 00:00
- Contact: [text box]
- Venue: Various locations around Kent and Sussex [dropdown]
- Information: [text area]
- Notes: [text box]

At the bottom, there is a timestamp: 'Group record created 28 May 2018 13:35; last changed 28 May 2018 12:35' and two buttons: 'Save Record' and 'Delete'.

The group record for the group should appear. Here are the 3 for your groups:

NB Members in **RED** haven't renewed.

Group Record for Just Go
[Details](#) [Schedule](#) [Members](#) [Ledger](#)

Group Members								
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	174	Jackie France	Woodstock, Cripple Street, Maidstone, ME15 6BA	01622 743820	07817682532	Current		remove - make leader
Emergency contact: Trudie France: 07540813406								
<input type="checkbox"/>	183	Phillida Gunning	13 Blythe Road, Maidstone, ME15 7TR	01622 759598		Current		remove - make leader
<input type="checkbox"/>	209	Pauline Johnson	19 Horseshoe Close, Maidstone, ME14 5TT	01622 730321	07713288864	Current	Leader	remove - cancel leader
Emergency contact: Joanne Pearson: 07715349510								
<input type="checkbox"/>	268	Paul Rank	55 Birling Avenue, Bearsted, ME14 4LL	01622 730427		Current		remove - make leader
<input type="checkbox"/>	270	Patricia Rees	68 Sheppey Road, Loose, ME15 9SR	01622 743870	0788948869	Current		remove - make leader
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	174	Jackie France	6BA	01622 743820	07817682532	Current		remove - make leader

Group Record for Short Walks
[Details](#) [Schedule](#) [Members](#) [Ledger](#)
 Joined members Waiting list

Group Members									
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting		
<input type="checkbox"/>	120	Eric Bright	49 York Avenue, Chatham, ME5 9ER	01634 861377	07791770196	Current		remove - make leader	
Emergency contact: Alan Bright: 07802218422									
<input type="checkbox"/>	442	Anne Burns	Apt 26 Kings Lodge, 71 King Street, Maidstone, ME14 1BG	01622 664653		Resigned		remove - make leader	
<input type="checkbox"/>	441	Robert Burns	Apt 26 Kings Lodge, 71 King Street, Maidstone, ME14 1BG	01622 664653		Resigned		remove - make leader	
<input type="checkbox"/>	383	Carolyn Cox	13 Kings Walk Holland Road, Maidstone, ME14 1GQ	01622 682836	07912177127	Current		remove - make leader	
<input type="checkbox"/>	443	Michael Elleston	19 Teddington Drive, West Malling, ME19 5FF	01732 871170		Current		remove - make leader	
<input type="checkbox"/>	174	Jackie France	Woodstock, Cripple Street, Maidstone, ME15 6BA	01622 743820	07817682532	Current		remove - make leader	
Emergency contact: Trudie France: 07540813406									
<input type="checkbox"/>	201	Pauline Horne	44 Bramley Crescent, Bearsted, ME15 8JZ	01622 297161	07854591626	Current		remove - make leader	
Emergency contact: Sarah Musgrave: 07773002780									
<input type="checkbox"/>	209	Pauline Johnson	19 Horseshoe Close, Maidstone, ME14 5TT	01622 730321	07713288864	Current	Leader	remove - cancel leader	
Emergency contact: Joanne Pearson: 07715349510									
<input type="checkbox"/>	225	Claire Merrifield	44 Pickering Street, Loose, ME15 9RR	01622 744971	07729731405	Current		remove - make leader	
<input type="checkbox"/>	267	Gillian Rands	Cedar Mount, Mount Lane, Bearsted, ME14 4DD	01622 737959		Honorary		remove - make leader	
<input type="checkbox"/>	279	Ann Russell	5 Matfield Crescent, Maidstone, ME14 5NH	01622 764028	07710411735	Current		remove - make leader	
<input type="checkbox"/>	322	Mary Winder	2 Mountfield Close, Maidstone, ME16 0EZ	01622 686506	07885194772	Current		remove - make leader	
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting		
		Do with selected Send E-mail							
12 members (0 selected)									
Add member by name									
- select member - Add									

Rummikub

Click on **“remove”** to remove a member. You will be asked to confirm. NB the members who have resigned shown as (**A-N-Other**) I would have deleted soon but I will let you do that.

To add a member BY NAME click on down arrow head in the select member drop down box, using the scroll bar on the right hand side to access all of the names. Click on the name and confirm.

Home - Groups List

Group Record for Short Walks

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

Joined members Waiting list

Group Members								
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	120	Eric Bright	49 York Avenue, Chatham, ME5 9ER	01634 861377	07791770196	Current		remove - make leader
Emergency contact: Alan Bright: 07802218422								
<input type="checkbox"/>	442	Anne Burns	Apt 26 Kings Lodge, 71 Maidstone, ME14 1BG			Resigned		remove - make leader
<input type="checkbox"/>	441	Robert Burns	Apt 26 Kings Lodge, 71 Maidstone, ME14 1BG			Resigned		remove - make leader
<input type="checkbox"/>	383	Carolyn Cox	13 Kings Walk Holland ME14 1GO		07912177127	Current		remove - make leader
<input type="checkbox"/>	443	Michael Elleston	19 Teddington Drive, W 5FF			Current		remove - make leader
<input type="checkbox"/>	174	Jackie France	Woodstock, Cripple Str 6BA		07817682532	Current		remove - make leader
Emergency contact: Trudie France: 07540813406								
<input type="checkbox"/>	201	Pauline Horne	44 Bramley Crescent, E		07854591626	Current		remove - make leader
Emergency contact: Sarah Musgrave: 07773002780								
<input type="checkbox"/>	209	Pauline Johnson	19 Horseshoe Close, I		07713288864	Current	Leader	remove - cancel leader
Emergency contact: Joanne Pearson: 07715349510								
<input type="checkbox"/>	225	Claire Merrifield	44 Pickering Street, Lo		07729731405	Current		remove - make leader
<input type="checkbox"/>	267	Gillian Rands	Cedar Mount, Mount La 4DD			Honorary		remove - make leader
<input type="checkbox"/>	279	Ann Russell	5 Matfield Crescent, Me		07710411735	Current		remove - make leader
<input type="checkbox"/>	322	Mary Winder	2 Mountfield Close, Ma		07885194772	Current		remove - make leader
Select	Member No.	Name	Address		Mobile	Status	Waiting	
Do with selected Send E-mail								

- select member -

- Abbott, Jean
- Ainley, Mark
- Allen, Mary
- Andrews, Pat
- Arnold, Hazel
- Balcomb, Robert
- Barber, Valerie
- Barclay, Jean
- Beeching, John
- Beeching, Audrey
- Bower, Daphne
- Bowyer, Stephanie
- Boys, Hazel
- Bray, Keith Bernard
- Bright, June
- Bright, Eric
- Brown, Christine
- Brown, David

- select member - Add

Mel Painter

See also:

<https://u3abeacon.zendesk.com/hc/en-gb/articles/360007367878-5-4-Group-Record-Members>