Tips these may be useful later:

Lots of screens have arrows at the top right and bottom right. By clicking one of these the screen will scroll to the bottom or the top.

LOGIN - Enter your login details and press ENTER

This screen shows the areas of Beacon that you have permissions to access.

Select Groups

On the next screen you will see the Group Record for your group. This will be similar to the one below. You will see the line with the words “Details” (in black text) “Schedule” (in blue), “Members” (in blue) and “Ledger” (in blue). Words in blue are links which you can click to open up another screen. You are already on the “Details” screen so that is in black text. In this Detail screen you can amend your group’s details. On completion, Click Save Record.
From here click on “Members” and you will open up the “Members” screen.

You can now “Add Members” by name from the box marked “select member” by clicking the down arrow and revealing members names. Click the member name, once it is copied into the box, click “Add” button. This new name will be added to the Group Members in the list above. If you make a mistake you can remove a name by clicking the “remove” link to the right of the name.
Adding Members by Membership number.

Providing you know the members number you could find this method quicker than adding members individually.

Input the membership numbers as shown in the example below. You can add as many numbers as you like, but must put a comma between the individual membership number.

Once you have entered all the numbers press add.

The example below show the screen that will appear. Providing these are the names you were expecting, click "add selected members".
Emailing members of your group

The screen below is a list similar to what you may see when selecting Members. If you want to send an email to one or more members on the list, you will need to click the box of the member you want to email. If you are sending to ALL click SELECT. A drop down box appears. Click Select ALL. With Send E-mail selected click “Do with selected”.

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