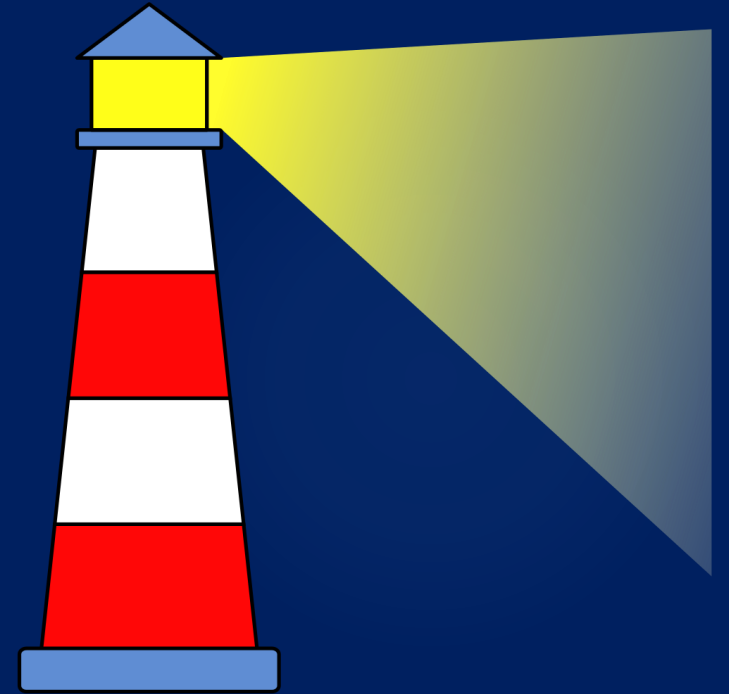


Ravenshead

U3A

Beacon

MEMBERS' PORTAL



The Beacon Members' Portal

The Beacon Members' Portal can be used by all Ravenshead U3A members to access and edit their personal information and to see a personalised version of their Groups and Calendar.

You will need a computer or tablet and internet access.

Accessing the members' portal

To access the portal go to the Ravenshead U3A website and click on the Beacon page.

The image shows a screenshot of the Ravenshead U3A website. At the top is a yellow navigation bar with the following links: HOME, SITE CONTENT, WELCOME, MONTH REPORT, AGM, GROUPS, EVENTS, CONTACT, LINKS, GALLERY, COMMITTEE, BEACON, ARCHIVE, TRIPS VISITS, NATLNOTTsU3A, SITEMAP, and U3A. The 'BEACON' link is circled in red. Below the navigation bar is a blue header area with the word 'RAVENSHEAD' in large yellow letters on the left. On the right side of the header, there are three logos: the top one is 'U3A' in yellow and blue with the text 'THE UNIVERSITY OF THE THIRD AGE' below it; the middle one is a black silhouette of a raven with the word 'Ravenshead' in blue; the bottom one is 'U3A' in black and white. At the bottom of the page, there are two blue buttons: 'BEACON' on the left and 'LINKS' on the right.

The link to the members' portal is towards the bottom of the page.

[RU3A](#)

[Members Portal](#)

[Public](#)

[Group Lists](#)

[Calendar](#)

Clicking the link brings up a new website page in a new tab at the top of your browser.



Ravenshead

[Return to Ravenshead U3A website](#)

Ravenshead U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: ravensheadu3amembership@outlook.com or contact the Membership Secretary

Fill in the required details carefully including capital letters and spaces where you would normally put them.

Make sure that you include a space in the postcode!
e.g. NG15 1AB

The screenshot shows the Ravenshead U3A Members Portal. At the top left is the U3A logo (The University of the Third Age) and the name 'Ravenshead'. Below this is a link to 'Return to Ravenshead U3A website' and the title 'Ravenshead U3A Members Portal'. The main section is titled 'Please identify yourself' and contains a form with the following fields: 'Membership number' (with a note 'All fields must be completed'), 'Forename', 'Surname', 'Postcode', and 'E-mail'. A 'Confirm Identity' button is located below the form. At the bottom, there is contact information: 'Enquiries: ravensheadu3amembership@outlook.com or contact the Membership Secretary'. A red arrow points from the left text to the Postcode field, and another red arrow points from the right text to the Confirm Identity button.

Click **confirm identity** to open the members' portal. Should you get things wrong try again (3 times).

The portal gives you three options to choose from.



Ravenshead

[Return to Ravenshead U3A website](#)

Ravenshead U3A Members Portal

Good afternoon, Terry Moore

Your membership continues until 1st January 2020

Select an option

[Ravenshead U3A groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

Enquiries: ravensheadu3amembership@outlook.com or contact the Membership Secretary

Personal Details

Select an option

Ravenshead U3A groups

Calendar of meetings and events

Update your [personal details](#)

Personal Details page.


Edit this page if any of the information is incorrect or if you want to add something.

Change Personal Details

NOTE: This is fictional information found on the DEMO Beacon website

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

About Yourself

Name	Title	Mr	Forenames	Andy	Surname	Capp	
	Known as		Suffix		Initials	A	
					<input checked="" type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Unknown
Mobile			E-mail	andyandflo5@gmail.com			
Emergency contact			Name/s and telephone				
	<input type="checkbox"/> Hide contact details from group leaders						
NL Delivery Round		DC					
IC							
Photo	Upload new photo	<input type="button" value="Choose file"/>	No file chosen				
	jpg, png, gif, bmp. Max size 2MB						
							

Where You Live

Address	No/Name	5	Street/Building	Cartoon Close		
	Additional lines					
	Town	Hartlepool	County	Derbyshire	Postcode	HA6 2UV
Telephone						

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	
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Details page 2

About Yourself

Name Title Forenames  Surname

Known as Suffix Initials Male Female Unknown

Mobile E-mail

Emergency contact Name/s and telephone


Hide contact details from group leaders

It is best to leave this box un-ticked otherwise your group leader won't be able to get in touch!

If you change your email address, the system will send you an email to both your new and old address for security purposes.

About Yourself

Name

Title Forenames  Surname

Known as Suffix Initials Male Female Unknown

Mobile E-mail

Emergency contact Name/s and telephone

Hide contact details from group leaders

Mobile phone:

- Complete to be contacted by mobile phone or text. Useful for GLs?

Known as:

- e.g. Sue rather than Susan.

Remember to save your changes by clicking at the bottom of the page!

Emergency Contact

- Can be seen by GL. Could be useful in an emergency!

When finished you can click links to either go back to the members' portal page or to return to the Ravenshead U3A website page.



The image shows a navigation menu for Ravenshead U3A. At the top left is the U3A logo, consisting of three yellow squares with the letters 'U', '3', and 'A' in blue. Below the logo is the text 'THE UNIVERSITY OF THE THIRD AGE'. To the right of the logo is the word 'Ravenshead' in a large, black, sans-serif font. Below 'Ravenshead' are three blue links: 'Return to Ravenshead U3A website', 'Members Portal', and 'Change Personal Details'. The first two links are circled in red.

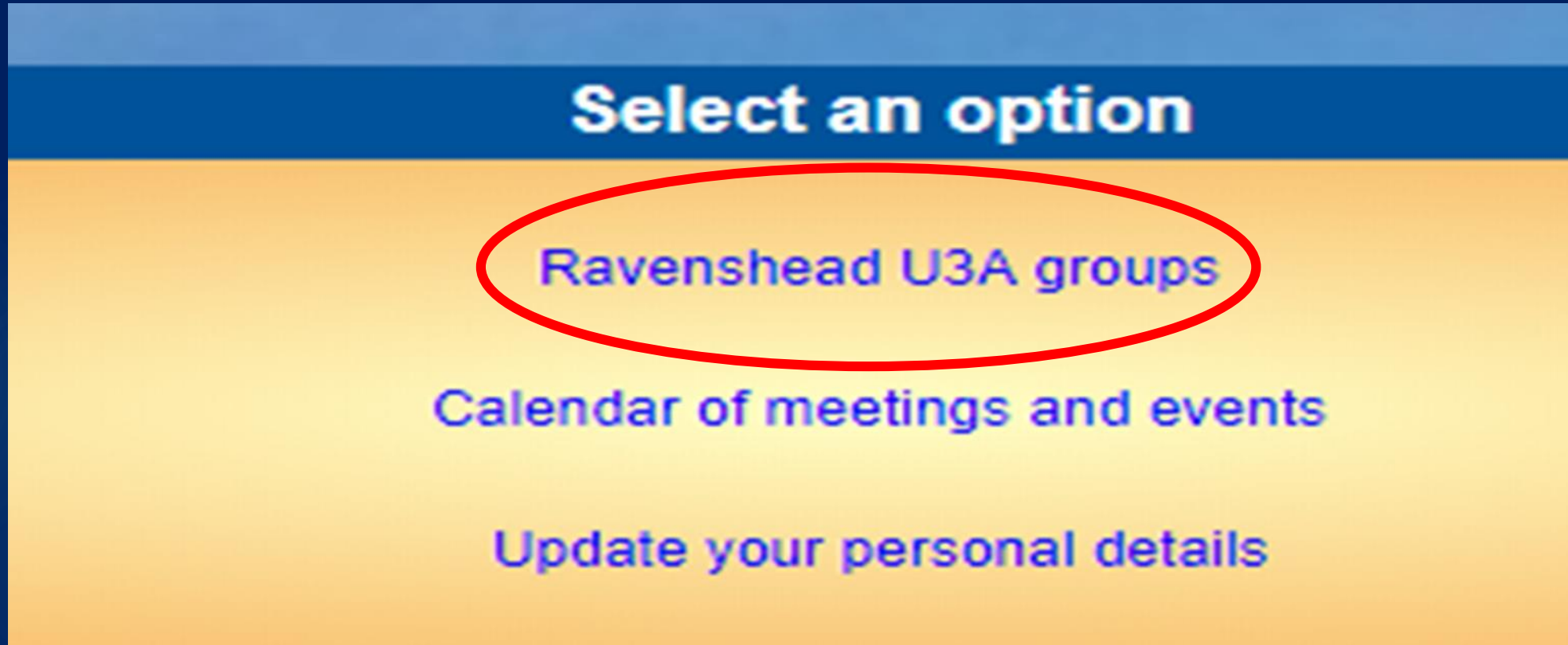
U3A
THE UNIVERSITY OF THE THIRD AGE

Ravenshead

[Return to Ravenshead U3A website](#) [Members Portal](#)

Change Personal Details

The members portal enables a different way to access simple group information.



Clicking the link opens up the Beacon Groups page.

Beacon: groups page 2

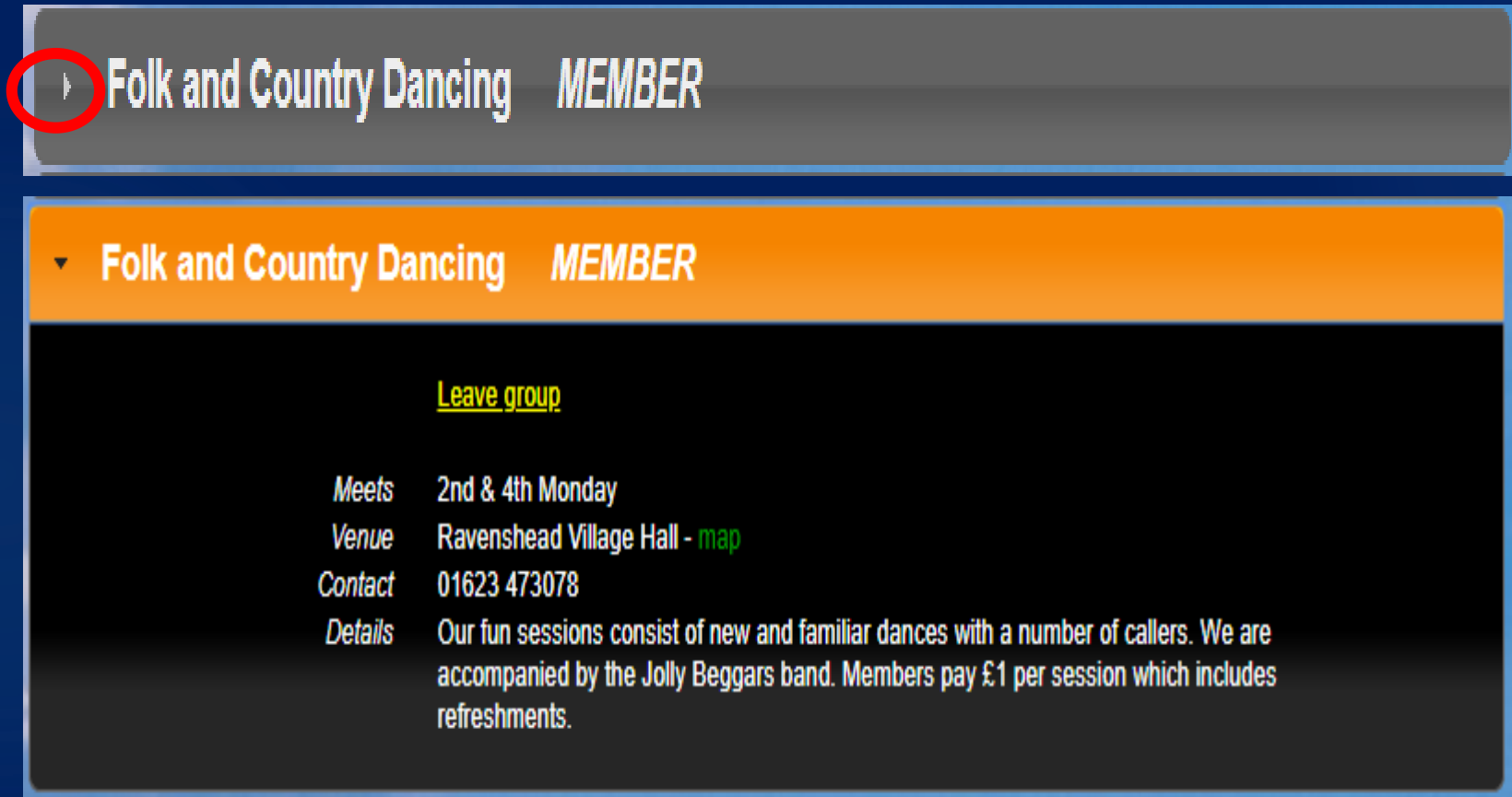
Groups are listed in alphabetical order

- ▶ Latin
- ▶ Local History *MEMBER*
- ▶ Luncheon Group *MEMBER*
- ▶ Mah Jong
- ▶ Music Appreciation 1
- ▶ Music Appreciation 2
- ▶ Painting
- ▶ Pastels 1
- ▶ Pastels 2
- ▶ Photography *MEMBER*
- ▶ Play Reading Group
- ▶ Reading Group 1

If you are a member of a particular group, it is shown alongside

Beacon groups page 3

Clicking on the arrow opens basic information about the group and when it meets, together with a contact for further information.



Folk and Country Dancing *MEMBER*

▼ **Folk and Country Dancing** *MEMBER*

[Leave group](#)

Meets 2nd & 4th Monday
Venue Ravenshead Village Hall - [map](#)
Contact 01623 473078
Details Our fun sessions consist of new and familiar dances with a number of callers. We are accompanied by the Jolly Beggars band. Members pay £1 per session which includes refreshments.

Beacon groups page 4

The 'Join Group' or 'Leave Group' or button sends a message to the Group leader

▼ Mah Jong

[Join group](#)

Meets 1st & 3rd Tuesday
Venue Brammer Room - [map](#)
Contact 01623 793533
Details new members welcome. Experience not necessary.

A further option on the 'portal' is to view a calendar of meetings and events for groups.

Select an option

Ravenshead U3A groups

Calendar of meetings and events

Update your personal details

Ravenshead U3A Beacon Calendar (1)

The Beacon Calendar opens with a list of group and general events in date order (starting with the current day).

- ▶ **Tue 12 Mar 2019 10.00 am** **General Monthly Meeting** *Franz Joseph Liszt; Music's first "rock star"; his life and visit to Newstead Abbey and Mansfield in 1840.*
- ▶ **Tue 12 Mar 2019 2.00 pm** **Local History** *The Story of Boots Company*
- ▶ **Tue 12 Mar 2019 2.00 pm** **Canasta** *Learn and play Canasta*
- ▶ **Tue 12 Mar 2019 2.00 pm** **Yoga Group 1** *Tuesday Yoga group*
- ▶ **Wed 13 Mar 2019 9.30 am** **Latin**

Ravenshead U3A Beacon Calendar (2)

Clicking the down arrow opens further information about the event.

- ▶ Tue 12 Mar 2019 10.00 am General Monthly Meeting *Franz Joseph Liszt; Music's first "rock star"; his life and visit to Newstead Abbey and Mansfield in 1840.*
- ▼ Tue 12 Mar 2019 2.00 pm Local History *The Story of Boots Company*
 - Venue The Centre - [website](#) - [map](#)
 - Enquiries 01623 793895
 - Details Chris Weir is our guest speaker who will tell us the history of Boots Company
- ▶ Tue 12 Mar 2019 2.00 pm Canasta *Learn and play Canasta*
- ▶ Tue 12 Mar 2019 2.00 pm Yoga Group 1 *Tuesday Yoga group*
- ▶ Wed 13 Mar 2019 9.30 am Latin

Ravenshead U3A Beacon Calendar (3)

The options at the top of the window can be selected to show a specific group calendar.

- Click the button by Group and select the group you are looking for by using the down arrow:

Ravenshead U3A Calendar

Show: All Group Own groups and general meetings

▼ **Tue 19 Mar 2019 2.30 pm** **Reading Group 1** *The Sympathise by Viet Thanh Nguyen*

<i>Venue</i>	Home
<i>Enquiries</i>	01623 794501
<i>Details</i>	Meet at Susanne's

▶ **Tue 16 Apr 2019 2.30 pm** **Reading Group 1** *Individual choice - Women s Biographies*

Ravenshead U3A Beacon Calendar (4)

Alternatively you can select to view just the groups you are involved in:

- Click the button by "Own groups and general meetings" to view these. Own groups and general meetings
- Having done that for myself, here is my personal list for the start of April !!

▶ **Mon 1 Apr 2019 2.00 pm** **Table Tennis** *Play Table Tennis!*

▶ **Mon 8 Apr 2019 2.00 pm** **Folk and Country Dancing**

▶ **Tue 9 Apr 2019 10.00 am** **General Monthly Meeting** *AGM - followed by speaker Martin Fish*

▶ **Tue 9 Apr 2019 2.00 pm** **Local History** *Duchess of Curiosities - Duchess of Portland*

Finally!

*Do have a look yourselves at the portal.

*Many group leaders are now Beacon trained.

*They will be editing group information on the portal themselves, so check it out!

*If not, ask them to get in touch and I can sort some training out for them!

Thanks,

Terry

P.S. A pdf copy of this presentation will be placed on the Beacon page of the RU3A website.