



## Basic Guide to Beacon for Group Coordinators (June 2024)

There are two computer systems that are essential to the running of our Shoreham & Southwick u3a. They are best accessed from a laptop (tablet or phone also possible):

- Website – google Shoreham u3a or click [shorehamandsouthwicku3a.org.uk](http://shorehamandsouthwicku3a.org.uk)  
This is the “shop window” of our u3a and describes groups, events, the committee, key documents and more. It is open to all and is used by coordinators, members and non-members.
- Admin system “Beacon” – google u3a admin or <https://u3abeacon.org.uk/password.php>  
This is the “back office” where coordinators maintain the members in each group, and can email their members without revealing their email addresses to each other. It is currently used only by coordinators and the committee.

This document explains how group coordinators use Beacon.

### Basics:

- how to log on
- groups list
- group details screen
- list/add/remove members
- sending email

For more information see Beacon FAQs

### How to log on

- Go to the u3a Beacon admin system as described above
- On the main menu select Shoreham and Southwick from the u3a dropdown list (click v and type S)
- Enter your username and password (if not got or forgotten click where it says or contact Groups Support)
- You will see the Home Screen titled Administration
- In the yellow bar there are six entries which are purple. Hovering the cursor over these will reveal more about where they lead.
- Click on the purple Groups to see the groups list.

### Groups list

This lists all Shoreham and Southwick groups, with when, where, leaders and numbers of members.

If you are listed as a leader of a group, you can click on the group name to see...

## **Group Details screen**

This screen should correctly show: Group name, Max Members, When (e.g. Tues 3rd in month), Start/End time, Venue. If any are missing or wrong or need updating please contact [Groups Support](#) – do not change yourself. You can update other entries yourself, eg Information may contain actual dates.

Immediately above the main panel are four words: Details / Schedule / Members / Ledger. Click on Members.

**List members** - this lists all current members with their address, phone, etc. From here you can do several things:

**To remove a member** – click remove on the right hand side, and Remove again to confirm (or Cancel to leave them)

To add a member – at the bottom of the list under “Add member by name” select their name from the drop down list (click v and type the first letter of their surname to whizz down, then scroll until you find their name), click their name and click Add.

**To send an email** to everyone on email in the group –

- Click on the word Select in the top left corner of the main panel
- click on Email only to get a blue tick by everyone in the group who is on email
- Scroll to the bottom of the screen
- Click “Do with Selected” (NOT “Send E-mail”) to get the Send email screen
- Enter subject in the Subject box and text in the main big box
- Click Send

That will send an email to all members of your group who have email (note that they cannot see the email address of other group members).

## **For more information see Beacon FAQs**

Caveat: the information provided is correct as at 8 June 2024. The Beacon system is frequently updated and some of the functions may have changed. Look at the user guide by clicking the Help button on the system.

CJ 8 June 2024