

About BEACON

Beacon is the U3A's national administration system for membership, Groups and Courses, so it is used by the Thanet u3a's Membership Secretary and the Courses and Groups Organiser.

Each Course or Group has an entry in our version of Beacon. As a Group or Courses Leader, you may wish to use Beacon yourself, to keep in touch with your members; or as Groups and Courses Organiser I will manage your Group or Course.

To use Beacon as a Group/Course Leader,

- chose a login name for yourself. It does not have to be your u3a membership name.
- Email it and your real name and U3A Membership No. to itsupport@u3athanet.org.uk (John Hall) who will send you a one-use password

To access Beacon :

- go to your browser (e.g.Chrome) and type ' u3abeacon.org.uk'
- 'Administration' appears. Enter:
 - for **u3a**:.... 'Thanet'
 - for **Username**... whatever you chose
 - for **Password**:... use the one sent to you, then change to another, you choose

This leads you to the Main Menu;

- Press 'Groups' to list all Thanet u3a Groups and Courses. Those with 2 dots (..) are Courses.
- Under Group name , click or double-click reveals 'Group Details.' 'Faculty' states whether the Leader is yourself or is the Groups and Courses Coordinator.
- You can administer your Group or Course on Beacon yourself, if you wish. You can then decide the times and days of meeting, the maximum number of the Group , whether you want to create a waiting list if full and any description of the Course or Group. Do not change 'Active', or your group will vanish!
- 'Members' lists all your members . To communicate with them , 'Select' any or all of them. To send an email press 'Email' then 'Do with selected'. This will bring up a further screen to create an email. If you want to go back a screen, use the back arrow (←) on your browser.
- You may use the 'Add a Member' facility. Only members may join Groups or Courses (except someone trying one session before joining U3A).

You must not use members' personal details for any purpose except u3a (*by law*)

To leave Beacon, return to 'Home' and preferably 'Log out'

Queries – feel free to contact me: courses@u3athanet.org.uk (groups Or courses)

Dick Symonds