

## Beacon: A guide for for Members

### What is Beacon?

Beacon is a database in which the u3a keeps details of its members. For each group, Beacon also holds details of when and where the group meets, who the leaders are and their contact details.

This tutorial will show you how to visit Beacon whenever you like to update your details or to check that your details are correct.

Group leaders can see some information, but not all, about members of the group. Addresses and phone numbers are visible to group leaders, but email addresses are not. While email addresses are hidden, Beacon can be used by group leaders to send emails to members of the group. This note covers then use of Beacon by ordinary users. It does not cover the additional facilities available to group leaders.

### Connect to Beacon

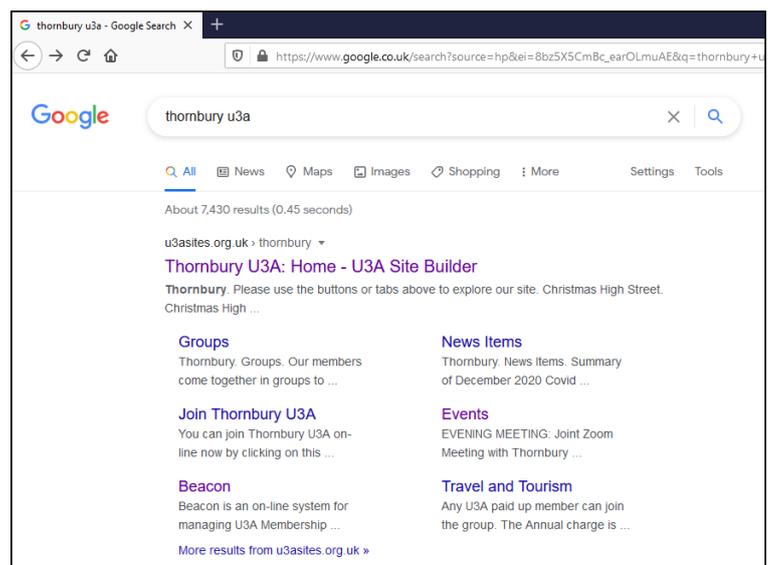
Beacon has a web interface. So, first go to the Thornbury U3A website. The URL for the Thornbury U3A website is:

<https://u3asites.org.uk/thornbury/home>

Alternatively, use a search engine such as Google and search for "Thornbury u3a".

Whichever way you choose to go, you will arrive at the Thornbury u3a home page. This page is the starting point for anything you want to know about Thornbury u3a. As well as providing access to Beacon, details are provided for all the Groups within Thornbury u3a.

Having arrived at the home page, you should select "Beacon" from the menu at the top of the screen.



Google Search for "Thornbury u3a"

(On another occasion you may like to explore the other menu options to see what else you can find out about Thornbury u3a)

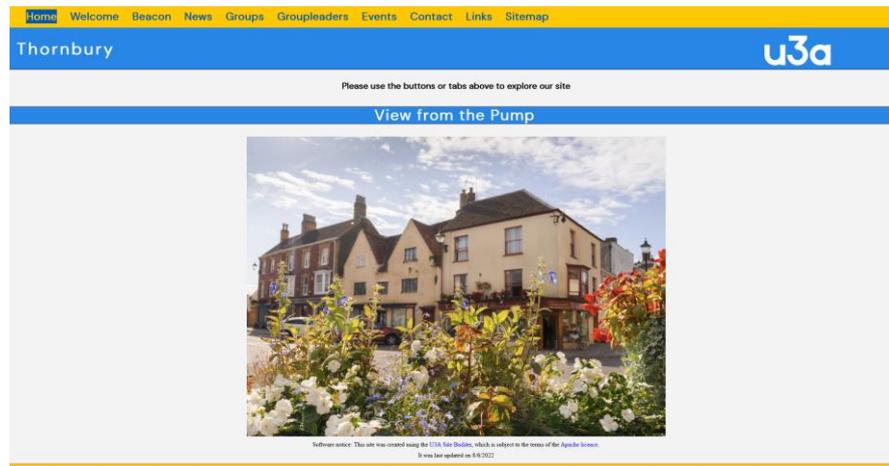
On the Beacon page these is a menu to the right. Here you choose "Beacon Members Portal".

This will open the login screen. Enter your membership number, Forename, Surname, Postcode and email. Then click on "Confirm Identity".

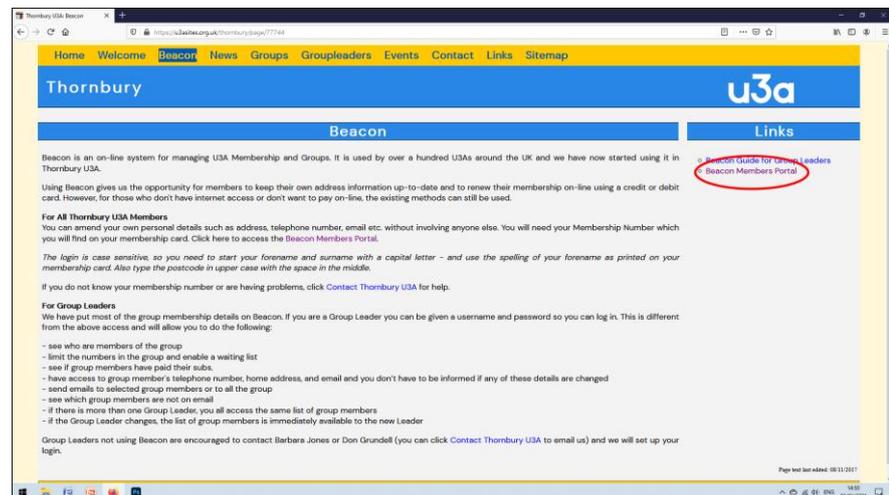
The login is case sensitive. Start your forename and surname with a capital letter. If your name is not accepted (perhaps because it was misspelled when you first joined u3a), get in touch with the u3a Beacon Administrator (beacon@thornburyu3a.org.uk). The postcode should be in upper case with the space in the middle.

Finally you get through to the Members Portal.

You can always get back to this page. If you want to check your personal details and then look at the Thornbury U3A Groups, you can do so without logging in again.



Thornbury u3a Home Page



Beacon Page

Please identify yourself		
Membership number	<input type="text" value="007"/>	All fields must be completed
Forename	<input type="text" value="James"/>	
Surname	<input type="text" value="Bond"/>	
Postcode	<input type="text" value="BS35 2AE"/>	
E-mail	<input type="text" value="bond@ukspies.gov"/>	
<input type="button" value="Confirm Identity"/>		
Enquiries: <a href="mailto:communications@thornburyu3a.org.uk">communications@thornburyu3a.org.uk</a> or contact the Membership Secretary		

Beacon Login Screen

Two choices are available:

- Thornbury u3a Groups;
- Update your personal details.



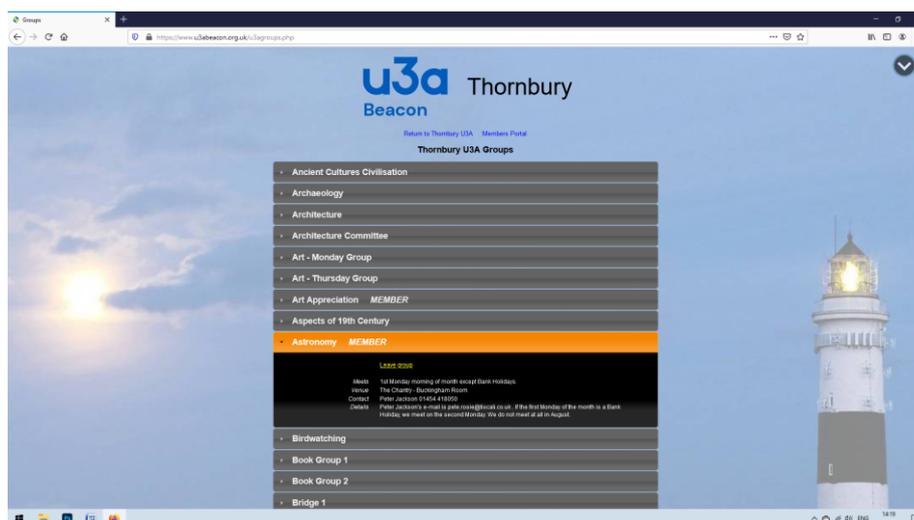
*Members Portal*

## Thornbury u3a Groups

This option provides a list of all the groups within Thornbury u3a. It can take several seconds for the list to appear... so, be patient!

If you are a member or leader of the group, the word "MEMBER" or "LEADER" will appear alongside the name of the group.

If you click on a group name, the entry will open up to show basic details of the group including when and where it



*List of Groups*

meets and giving contact details for the group leader. There may also be a statement about the aims of the group or the format of meetings.

If you are a member, but not a leader, you have the option of leaving the group.

## Update Your Personal Details

This choice will display a screen showing the information which Beacon holds about you.

Check the details. If any need changing, edit them.

The details on this page are used when u3a contacts you such as when the leader of a group wants to send an email.

If you have a membership card, this is where the photograph on the card comes from.

When you are happy, click the "Update Personal Details" button at the bottom of the page

**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  
Photo Upload new photo  No file selected.  
jpg, png, gif, bmp. Max size 2MB

**Where You Live**

Address No/Name  Street/Building   
Additional lines   
Town  County  Postcode   
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  Answer

*Personal Details*

## Leaving Beacon

When you are ready to leave Beacon, at the top of both the Personal Details and Groups pages there are options to go back to the Members Portal or to return to the main Thornbury u3a website.

If, for example, you have updated your personal details and you now wish to look at the list of groups, you would choose to go back to the Members Portal. If you have completely finished you would return to the Web Site.