

## Beacon: A guide 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 wish to update your details or to check that your details are correct.

**This tutorial covers the use of Beacon by all members of Thornbury u3a. It does not cover the additional facilities available to group leaders. When group leaders need to use these extra facilities, they use a different login page and a different username and password.**

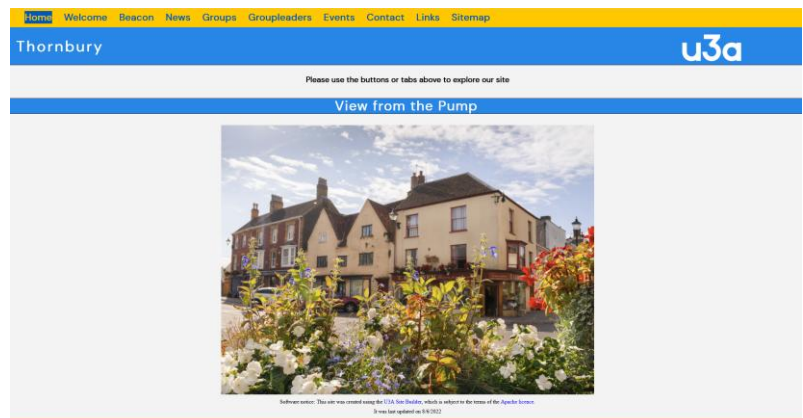
### Connect to Beacon

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.



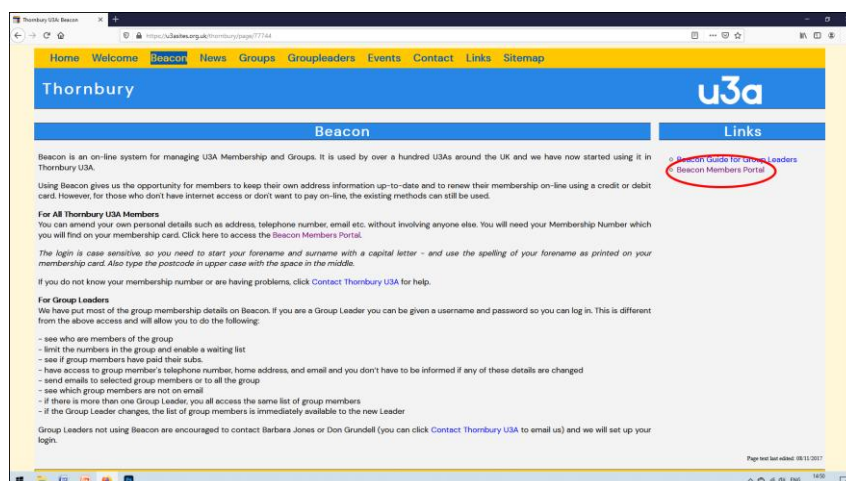
*"Thornbury u3a" home page*

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

(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 there is a menu to the right. Here you choose "Beacon Members Portal".

This will open the login screen. Here you should enter your email address and password.



*Beacon Page*

*Login Page*

## Forgotten Password

If you forget your password or need to reset it, enter your email address as normal but then click on the "Forgotten Password" link.

Beacon will then send you an email containing a link to click to confirm that you wish to change your password. You will then be asked to

type your new password twice. Your new password must be between 10 and 72 characters long, and must contain an upper case letter, a lower case letter and a number. There are several special characters which you can also use:

! @ # \$ % ^ & \*

*Forgotten Password*

## Create a Password

When you login for the first time, you will not have a password. This is how to create a password the first time.

It is a good idea to plan your password in advance so that it is ready when you need it. As described earlier under "Forgotten Password", your password must be between 10 and 72 characters long, and must contain an upper case letter, a lower case letter and a number. There are several special characters which you can also use:

! @ # \$ % ^ & \*

To set up a password, click on "Sign in with membership details".

A new screen will open where you can login using your membership number, Forename, Surname, Postcode and email. Fill in the form and 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 Membership Secretary (membership@thornburyu3a.org.uk). The

**Please identify yourself**

E-mail

Password

[Confirm Identity](#)

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.

[Sign in with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

Enquiries: [membership@thornburyu3a.org.uk](mailto:membership@thornburyu3a.org.uk) or contact the Membership Secretary

*Sign in with membership details*

**Please identify yourself**

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

[Confirm Identity](#)

Enquiries: [communications@thornburyu3a.org.uk](mailto:communications@thornburyu3a.org.uk) or contact the Membership Secretary

[Confirm Identity](#)

Enquiries: [communications@thornburyu3a.org.uk](mailto:communications@thornburyu3a.org.uk) or contact the Membership Secretary

*Login using membership details*

**You must choose a password to continue.**

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & \*

Set password for email address [chez.stephen@gmail.com](mailto:chez.stephen@gmail.com)

Password

Confirm Password

[Update Account](#)

You will be sent an email from [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

*Create a Password*

postcode should be in upper case with a single space in the middle.

Having logged in using your membership details, you will be asked to create a password to use next time.

Enter your password and then type it again to confirm it. Finally click on “Update Account”.

Beacon will now send you an email to confirm your email and password. Open the email and click on the link in the email.

You have now created your password. You only need to create a password once. Next time you go to Beacon, just use your email and password and that is it!

## Members Portal

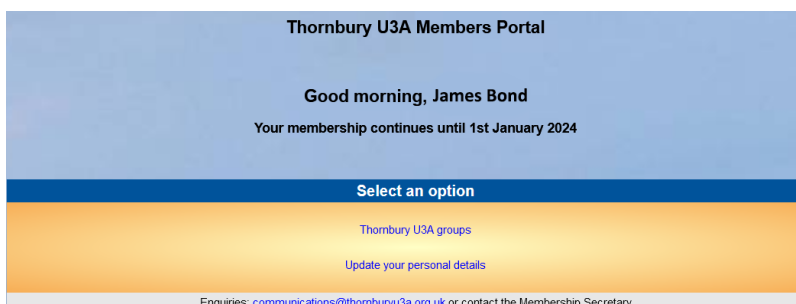
This is where you choose what you want to do.

Normally, two choices are available:

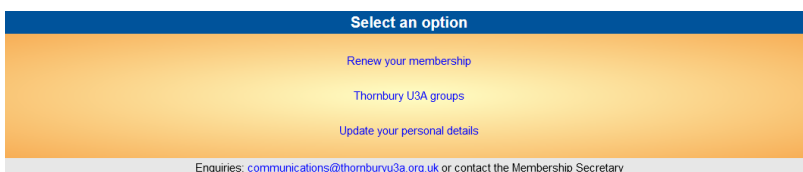
- Thornbury u3a Groups;
- Update your personal details.

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.

If your membership renewal is outstanding, there will be a third option “Renew Your membership”.



*Members Portal*



*Members Portal with an option to Renew your membership*

## Renewing your Membership

If you select “Renew Your Membership” you will get a screen showing the amount owing.

If you have joint membership, the screen is similar but will include the name of the second member. If you only want to pay for one membership you must contact the Membership Secretary.

The form will ask whether you wish the u3a to claim Gift Aid. You must choose one of the two alternatives by ticking one of the boxes. There is no default option.

Finally click the “Make Payment” Button at the bottom of the window. This will take you to a series of windows which will allow you to make a payment through PayPal or by using a Credit or Debit card.

**Gift Aid**

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Thornbury U3A reclaims on your subscription and donations in a tax year.

☐ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Thornbury U3A, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

☐ I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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**Payment**

Your membership class is Individual

**Renewal fee is £6.00**

**Amount to pay: £6.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account

[Make Payment](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Thornbury U3A to confirm renewal  
Problems? [membership@thornburyu3a.org.uk](mailto:membership@thornburyu3a.org.uk) or contact the Membership Secretary

### Gift Aid Declaration and Payment

Your membership class is Joint

**Renewal fee for yourself and Pussy Galore is £12.00**

If you only wish to renew for yourself, you must contact the membership secretary

**Amount to pay: £12.00**

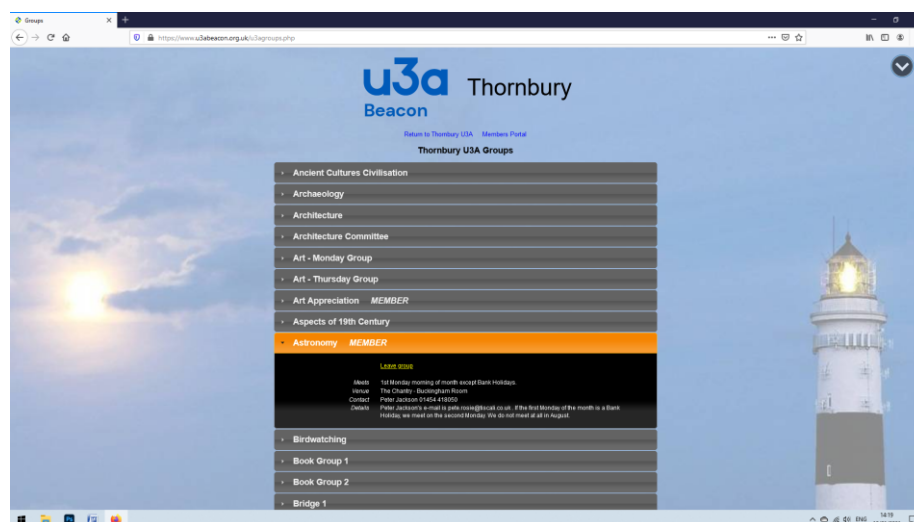
### Payment for Joint Members

**The fee shown here is an example. It does not represent the actual Thornbury u3a membership fee which can change from year to year.**

## 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, please be patient!

If you are a member or leader of the group, the word



### List of Groups

“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 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.

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

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

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

**About Yourself**

Name: Title  Cdr Forenames  James Surname  Bond  
 Known as  James Suffix  RNVR Initials  J ☒ Male ☐ Female ☐ Unknown  
 Mobile  E-mail  bond@ukspies.gov  
 Emergency contact  Miss Moneypenny 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  Undercover Mansions  
 Additional lines  High Street  
 Town  Thornbury County  Bristol Postcode  BS35 2AE  
 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  Arch Enemy Answer  Ernst Stavros Blofeld

*Personal Details*

## Leaving Beacon

When you are ready to leave Beacon, look at the top of the screen. Here 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.