

Managing Your Group Online

There are two different websites used for managing your group.

- **Beacon** (<https://u3abeacon.org.uk/>) and
- **u3a Site Builder** (<https://u3asites.org.uk/code/login.php>)

In addition to this guide you will be supplied with two others:

- for Beacon - beaongroupleadersguide.pdf
- for u3a sitebuilder – groupleaderswebsiteguidance.pdf.

If you have any problems please get in touch with Lyn (re Beacon) or Helen (re u3a sitebuilder).

- Lyn. email treasurer.wvu3a@gmail.com
 - Helen. email itmgmt.wvu3a@gmail.com
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Beacon is for managing group records and sending secure emails to group members and other u3a members.

Lyn Bossons administers this site, he sets up your username & initial password and emails them to you.

- To access Beacon go to <https://u3abeacon.org.uk/>
- Choose **Washington Village** as the u3a in the dropdown box.
- Then enter your username and password to login.

The Beacon homescreen is as shown below.

u3a
Beacon

Washington Village

Administration

U3A Choose Washington Village from the drop down list

Username Type **your** username in here

Password Type **your** password in here

Passwords are case sensitive

Then press the "enter" button

Forgotten your username or password? [Click here.](#)

N.B. Once you are in the site you can change your password to something more memorable for you.

u3a Site Builder is for managing the information on your group page on our website.

Helen Edwards administers this site, she sets up your login name & password and emails them to you.

- To access u3a sitebuilder go to <https://u3asites.org.uk/code/login.php>
- Login with the Login name and password you have been given.

The u3a sitebuilder homescreen is as shown below.

U3A SITE BUILDER: LOG-IN AND EDIT

As part of the upcoming changes in legislation under the General Data Protection Regulation (GDPR), we have issued a new Site Builder [Privacy and Data Protection Policy](#) and new [Terms and Conditions](#). By continuing to use our products and services, you're confirming that you've read and agreed to the updates.

To make changes and additions to your U3A site, please enter your login name and password in the boxes below:

Login name:	<input style="width: 100%;" type="text"/>	← Type your login name here
Password:	<input style="width: 100%;" type="password"/> <input type="checkbox"/> View password	← Type your password here
Press:	<input type="button" value="Edit my U3A Site"/>	← Press the "Edit my U3A Site" button

Contact for Site Builder Support: sitebuilderu3a@googlemail.com

Once you enter the site you will see the following screen which you use to maintain your group's page. Help is provided from the menu ("brief help") and from the document provided by us.

<p>MENU</p> <ul style="list-style-type: none">Brief helpView my pageEdit text <p>PAGES</p> <ul style="list-style-type: none">Add sub-pageRemove sub-page <p>EVENTS</p> <ul style="list-style-type: none">Add eventChange eventRemove events <p>CONTACTS</p> <ul style="list-style-type: none">Add emailChange emailRemove email <p>LINKS</p> <ul style="list-style-type: none">Add linkChange linkRemove link <p>UPLOADS</p> <ul style="list-style-type: none">Upload pictureChange pictureRemove pictureUpload fileRemove file <p>LOG OUT</p>	<p style="text-align: center;">PAGE EDITOR HELP</p> <p>Please use the menu options on the left to add to and change the contents of the page for which you are responsible.</p> <p>Click View my page at any time to see the current state of your page. (To load it into a separate window or tab, <i>right-click</i> with your mouse on the link and choose from the resulting menu.) From there you can follow links to your own "sub-pages" if you have them, and anywhere else on the site.</p> <p>When you click Edit text you will see a text area in which to type your words. The text will "wrap" around from line to line, and a scroll bar will appear when necessary. Press the Enter key only when you really want to start a new line, otherwise just let the text wrap automatically. Press the Enter key twice to get an empty line between paragraphs. (If you have any sub-pages, you will first need to select which page to edit.)</p> <p>The Site Builder is not a word processor, but it does support a few simple formatting options: centred headings, bold and italic text, and tabulated lists. Follow this link for details.</p> <p>You may add other items to any of your pages, including <i>links</i> to sites of interest, <i>event</i> details, email <i>contact addresses</i>, and <i>pictures</i>. If your page is a group page, you may create <i>sub-pages</i> linked from it, to extend the information about your group's activities.</p> <p>In each case you will need to enter data on a web form, and press a button to save it. You will see a confirmation of what you have entered, and be given the chance to correct it.</p> <p>Please contact the person responsible for administering your site if you need further advice about editing your page.</p>
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To **view** the Washington Village u3a website **as a user** go to: <https://u3asites.org.uk/washington-village>