

GROUP LEADER GUIDE FOR THE USE OF THE BEACON WEBSITE

Introduction

Why do we need a Beacon website when we already have a Winchcombe u3a website?

The Beacon website acts as a single repository for the details of all Winchcombe u3a members. Access is limited to those members who are registered on Beacon. The use of this database must also comply with the General Data Protection Rules (GDPR). Details of how this applies to Winchcombe u3a is on the website.

The Winchcombe u3a website is a showcase and marketing tool not just for the members but also for the general public who can see what a fantastic organisation Winchcombe u3a is.

The benefits of the Beacon website to Group Leaders is as follows:

1. To give a clear, concise overview of the members in their group, including contact details such as names, addresses, phone numbers, etc.
2. To enable Group Leaders to communicate with the members of their group via a single e-mail message, rather than sending an e-mail to each individual, which can be time consuming and tedious and it is easy to omit a name or include someone who has resigned from the u3a or left the Group.
3. To keep an e-mail messaging trail in order to avoid any confusion that may arise from multiple e-mails
4. To make life easier for Group Leaders!

Individual members have access to the different information on Beacon according to their status. For example, a basic member can see limited details, whereas a member with Group Leader status can see more information, etc. about the members within their Group. This is to comply with data protection rules. Also, according to status, different members can change things within the website e.g. the administration officer can set access rights for an individual member, the financial officer can control financial information.

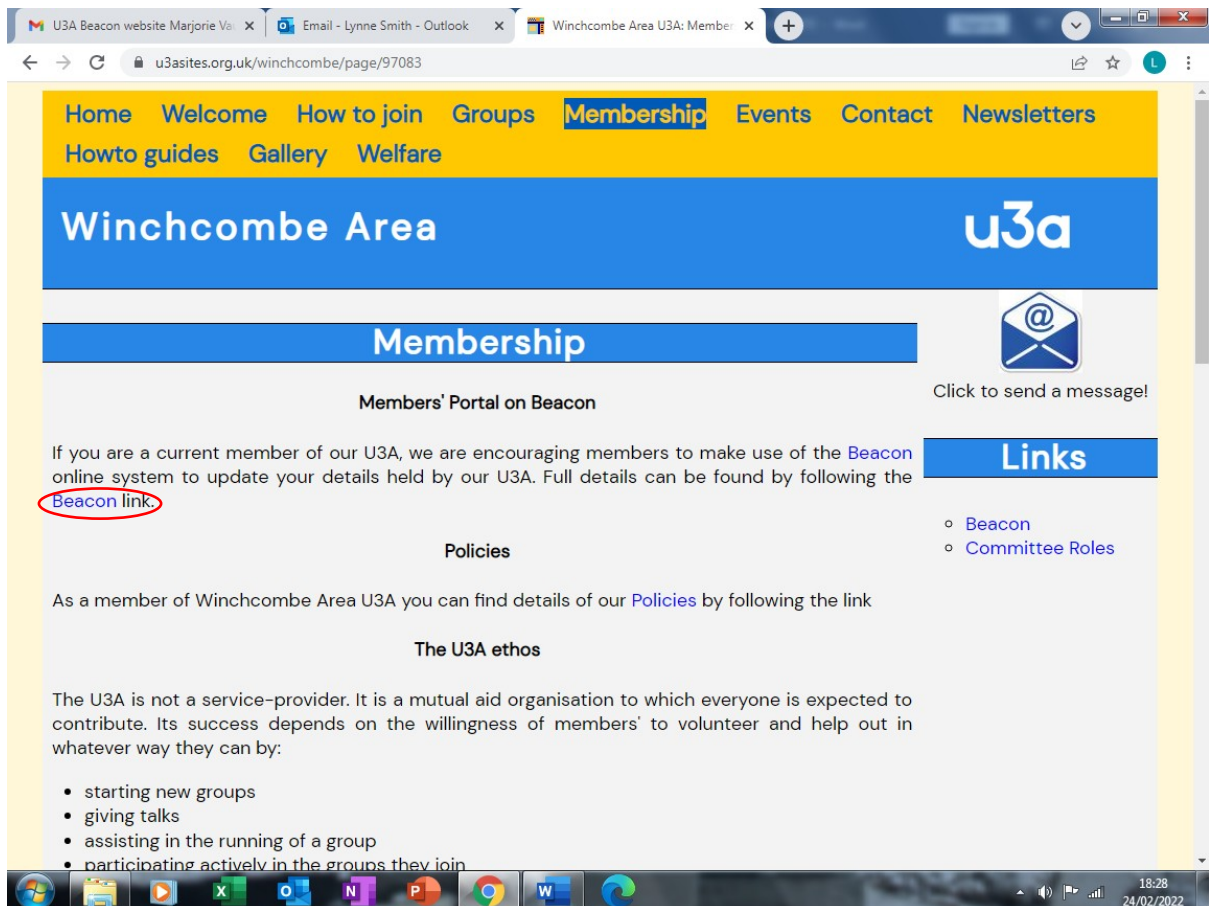
What can Group Leaders do on Beacon? (this is not an exhaustive list)

1. Keeping the Group membership up to date i.e. adding/removing members
2. Send e-mails to Group members
3. Knowing which members are fully paid up with their subscriptions – this avoids the onerous task of asking to see membership cards every time the Group meets.

How to use the Beacon Website

Access to the Beacon website can be obtained in one of two ways:

- a. Via clicking on the link on the Winchcombe u3a website (highlighted in red):

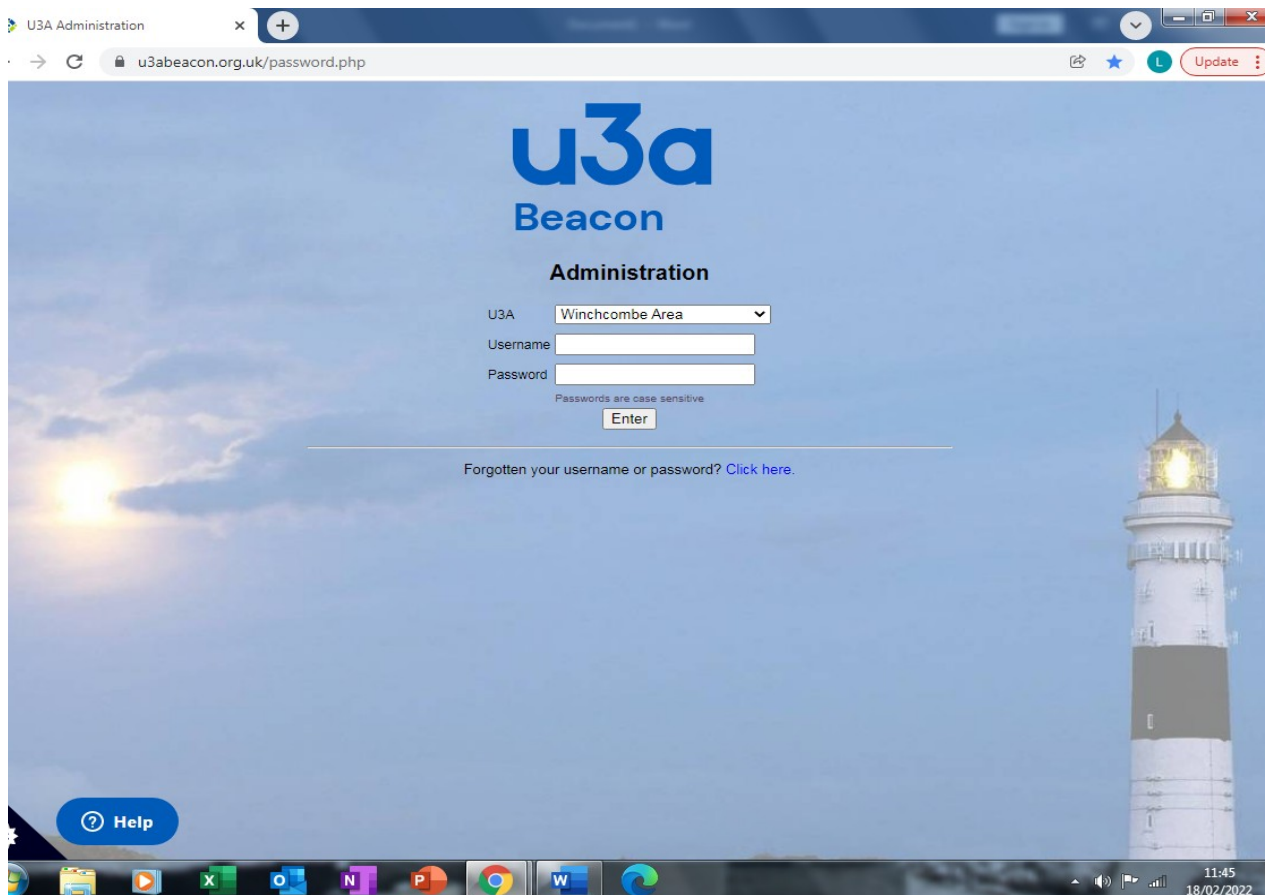


or

- b. The URL address for the website is as follows:

<https://www.u3abeacon.org.uk/password.php>

This is the home page:



1.To Log in when you become a Group Leader of the u3a:

Enter your username

Enter your password

(these will be given to you by the Administrator when you become a member of the u3a)

The next screen you see will be for Group Leaders:

2. To see the list of Groups:

Click on the Groups title (highlighted in red example shown below):

The screenshot shows the 'u3a Beacon Winchcombe Area Administration' dashboard. The user is logged in as Lynne Smith. The dashboard features a navigation menu with five main categories: Membership, Groups, Finance, Misc, and Set up. The 'Groups' category is highlighted with a red circle. Below the navigation menu, there are links to the U3A Beacon Users' Forum, Beacon User Guide, and Beacon Website. At the bottom, there is a Beacon Team Message dated 13th Feb 2022, a Cookies Banner notice, and a link to view the change log.

Membership	Groups	Finance	Misc	Set up
Members	Groups	Ledger (by account)	Audit log	System users
Add new member	Venues	Ledger (by category)	U3A officers	Roles and privileges
Membership renewals	Faculties	Ledger (by group)	Public links	System settings
Recent members	Calendar	Add transaction	Data export & backup	System messages
Non-renewals		Credit batches	E-mail delivery	Finance accounts
Membership cards		Reconcile account	Personal preferences	Finance categories
Addresses export		Financial statement		Membership classes
Statistics		Groups statement		Member statuses
		Gift Aid declaration		Poll

U3A Beacon Users' Forum Beacon User Guide Beacon Website

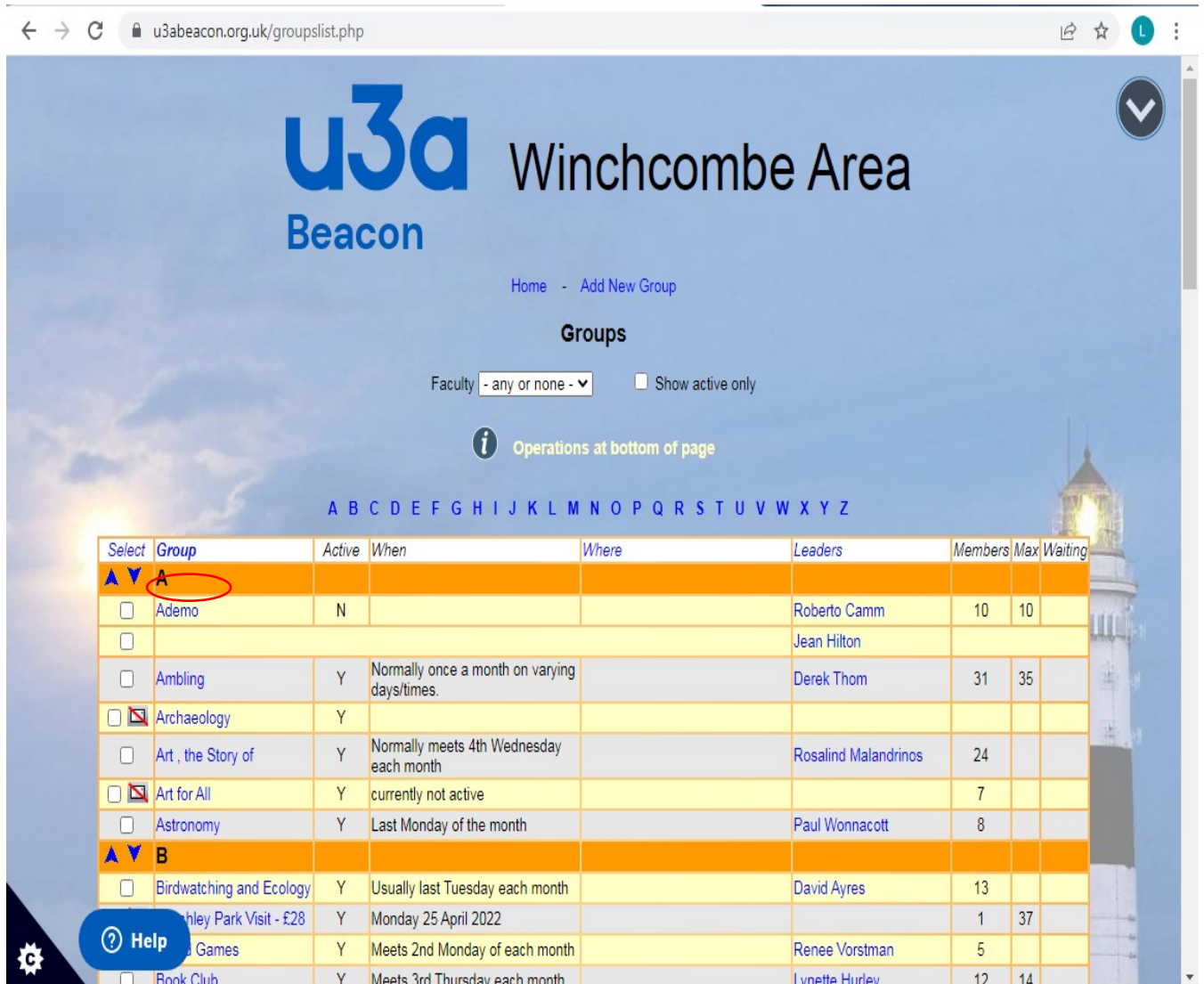
Hover mouse over captions for more information

Beacon Team Message: 13th Feb 2022

Cookies Banner now deployed.

Please follow the link to view the change log where there are further details of the changes.

This will show you a list of all the Groups in the u3a:



u3a Beacon Winchcombe Area

Home - Add New Group

Groups

Faculty - any or none - ☐ Show active only

Operations at bottom of page

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
▲ ▼	A							
<input type="checkbox"/>	Ademo	N			Roberto Camm	10	10	
<input type="checkbox"/>					Jean Hilton			
<input type="checkbox"/>	Ambling	Y	Normally once a month on varying days/times.		Derek Thom	31	35	
<input type="checkbox"/>	Archaeology	Y						
<input type="checkbox"/>	Art , the Story of	Y	Normally meets 4th Wednesday each month		Rosalind Malandrinos	24		
<input type="checkbox"/>	Art for All	Y	currently not active			7		
<input type="checkbox"/>	Astronomy	Y	Last Monday of the month		Paul Wonnacott	8		
▲ ▼	B							
<input type="checkbox"/>	Birdwatching and Ecology	Y	Usually last Tuesday each month		David Ayres	13		
<input type="checkbox"/>	Chelvey Park Visit - £28	Y	Monday 25 April 2022			1	37	
<input type="checkbox"/>	Chess Games	Y	Meets 2nd Monday of each month		Renee Vorstman	5		
<input type="checkbox"/>	Book Club	Y	Meets 3rd Thursday each month		Lynette Hurley	12	14	

3. To see the **Group details**, click on the name (example shown above highlighted in red). This is the Group home page:

u3a Beacon

Winchcombe Area

[Home](#) - [Groups List](#) - [Faculties](#) - [Venues](#) - [Add New Group](#)

Group Record for Ademo

[Details](#) - [Schedule](#) - **[Members](#)** - [Ledger](#)

Group Details

Group:

Faculty: Status: Max members:

☐ Allow members to join on-line ☒ Enable waiting list ☒ Notify leader of changes

When:

Normal start time: End time: Contact:

Venue:

Information:

Notes:

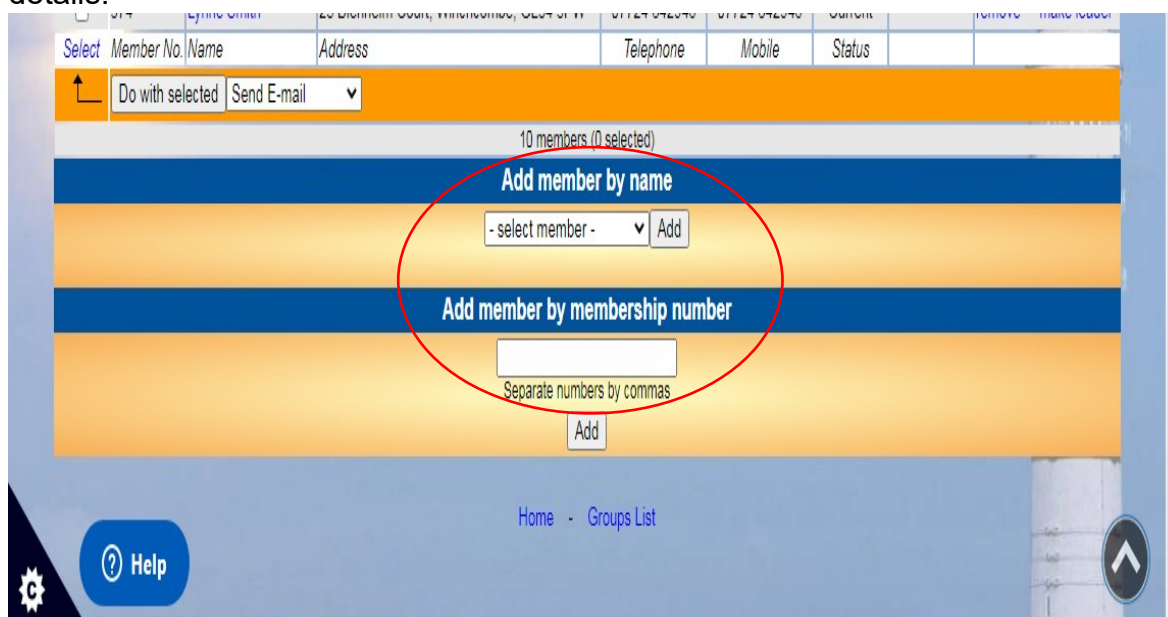
Group record created 30 Oct 2018 08:42; last changed 30 Oct 2018 08:42

Help

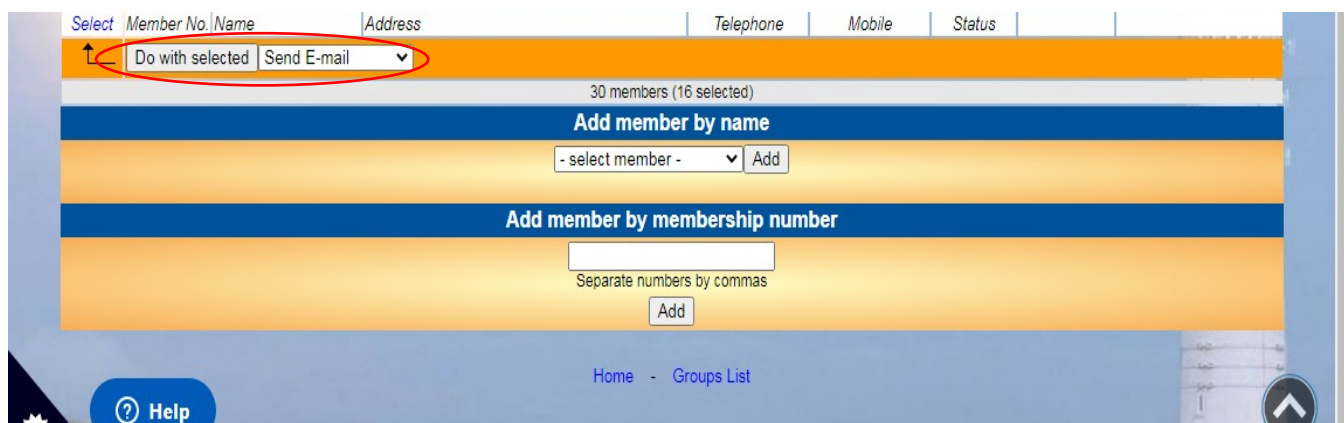
4. To see the **Group members**, click on the Members title (shown above highlighted in red):



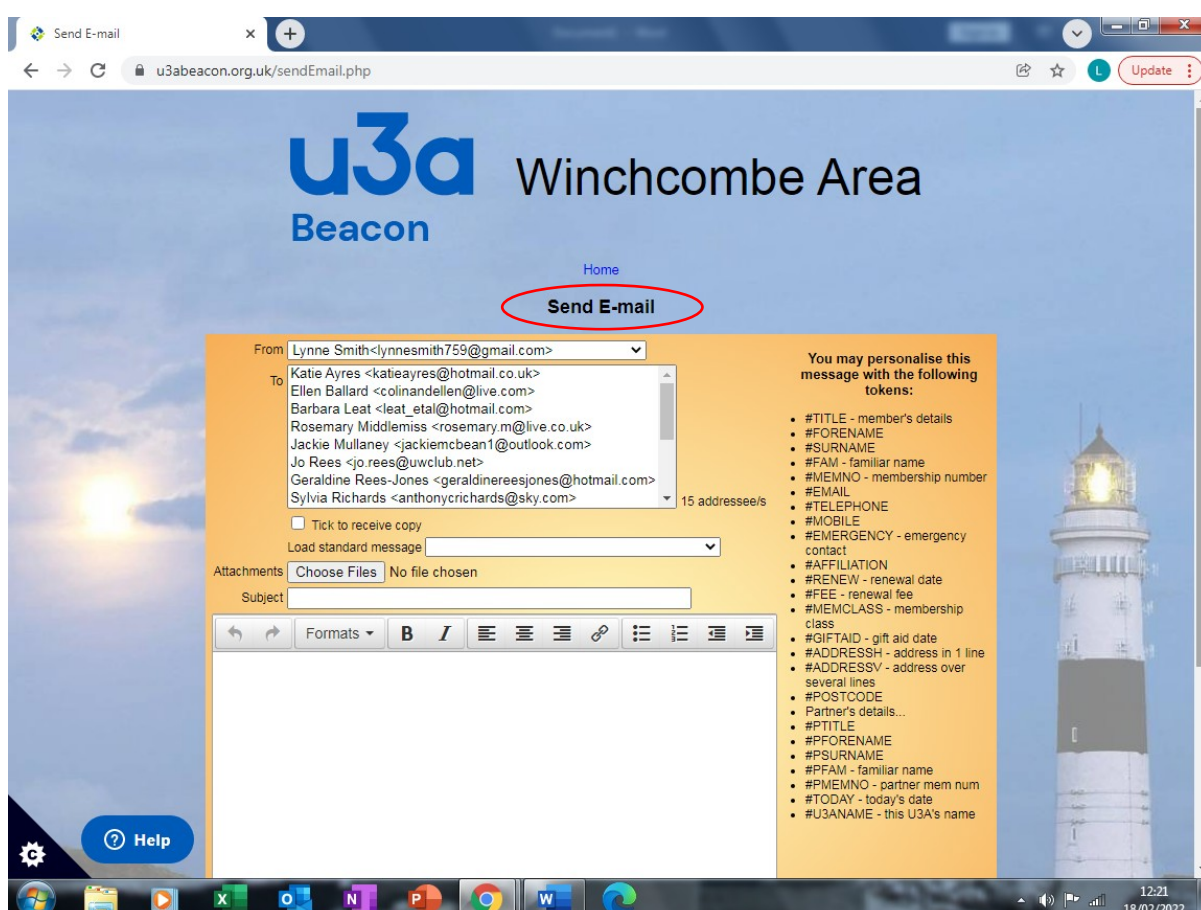
5. **Add members/amend list** As a Group leader, you will be able to **add members/amend list** accordingly by selecting from the drop-down list or typing in their membership number which will automatically bring up their details:



6. To send an e-mail to members, select all or only those you wish to contact, using the Select button on the top left hand side then use the send an e-mail option from the drop-down list (highlighted in red below):



Click on the Do with selected box. You can then send an e-mail message to your chosen contacts:



Enter details in the Subject box, then enter your message in the large white box. If you wish to receive a copy then tick the receive copy box. To send the e-mail, click on the Send E-mail (as highlighted in red above)