

Accessing Beacon

Obtain a user name and temporary password from the **Beacon Advisor** (contact from U3A contacts webpage or email website_admin@worcesteru3a.org)

Log in to Beacon <https://www.u3abeacon.org.uk>

Change password(choose **personal preferences**) the first time you use it and make a note of it.



The screenshot shows the 'Administration' page of the u3a Worcester Beacon website. The page has a blue header with the 'u3a Worcester Beacon' logo. Below the logo, it says 'Administration' and 'You are logged in as **Admin** Log Out'. The main content area is a yellow box containing a table of navigation links. At the bottom of the yellow box, there are three links: 'U3A Beacon Users' Forum', 'Beacon User Guide', and 'Beacon Website'. Below the yellow box, it says 'Hover mouse over captions for more information'. The background of the page is a light blue sky with a sun and a lighthouse on the right. The Windows taskbar is visible on the right side of the screen.

Membership	Groups	Finance	Misc	Set up
Members	Groups		U3A officers	
	Venues		E-mail delivery	
	Faculties		Personal preferences	
	Calendar			

U3A Beacon Users' Forum Beacon User Guide Beacon Website

Hover mouse over captions for more information