

Group Leaders guide to using 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 your password (may need to choose [personal preferences](#)) the first time you use it and make a note of it.

To update your group list

From the home page Click on [Groups](#)

Click on your group from the list.

Choose [Members](#) from the horizontal list across the top

Add members using select member from the drop-down list and click Add

To delete members click on Remove at the side of their name.

To email your group.

Select who you want to email. (or click [select](#) on top or bottom left and choose [E-mail only](#))

Select [send email](#) from drop down box next to 'do with selected'

Then press 'do with selected'

To print a register

Select [all](#)

Select [download excel](#) from drop down box next to 'do with selected'

Press 'do with selected'

Enable editing on your downloaded Excel file

In page Layout choose Landscape orientation

Add the dates of your sessions across the top

In Page Layout tick Gridlines [view](#) and Gridlines [print](#)

File Print

To contact a committee member

From the Home page, click on [U3A officers](#) (under Misc). Select who you want to message and select [send email](#) from drop down box next to 'do with selected'

Then press 'do with selected'

Notes: All emails are sent blind and recipients are not aware who else has received the message.

The box marked description is not used.

When sending multi-recipient emails please could you use the 'Worcester Standard Footer' Choose it from the drop down menu of standard messages before composing your email. It helps to stop our emails being identified as spam by some email providers.