

## To print a register

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

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

Click on your group from the list.

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

Group Record for [redacted]

Details Schedule **Members** Ledger

Select	Member No./Name	Address	Telephone	Mobile	Status	Current Leader
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Current	Leader remove - cancel leader

Do with selected | Send E-mail

1 members (0 selected)

**Add member by name**

- select member - | Add

**Add member by membership number**

Separate numbers by commas

Add

Home - Groups List

Select [all](#)

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

Press 'do with selected'

Select fields to be included in download, select 'download'

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