

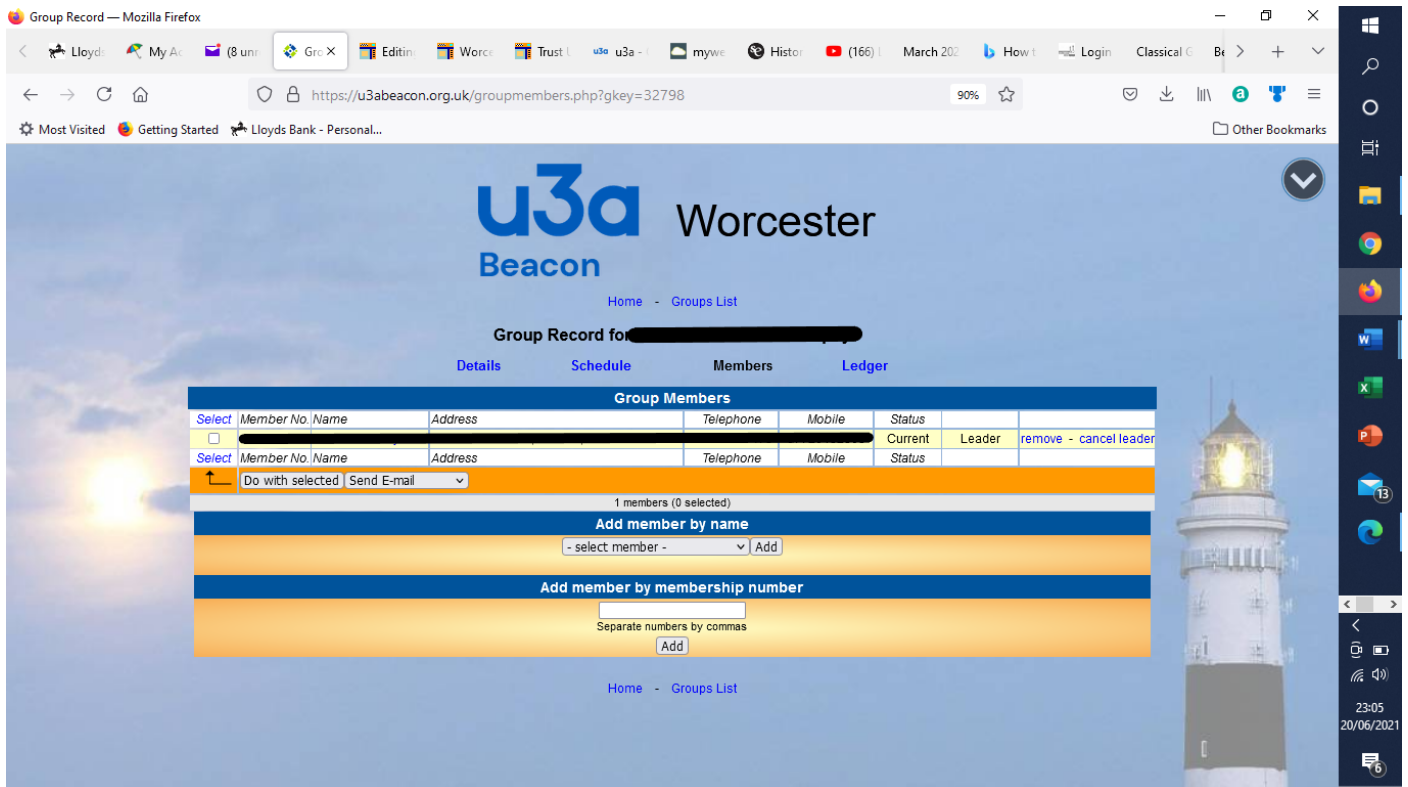
To update your Group Record

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



The screenshot shows the 'u3a Worcester Beacon' website interface. The page title is 'Group Record for [redacted]'. The navigation menu includes 'Details', 'Schedule', 'Members', and 'Ledger'. The 'Members' tab is active, displaying a table of group members. The table has columns for 'Select', 'Member No./Name', 'Address', 'Telephone', 'Mobile', 'Status', and 'Current Leader'. Below the table, there are sections for 'Add member by name' and 'Add member by membership number'. The 'Add member by name' section includes a dropdown menu for selecting a member and an 'Add' button. The 'Add member by membership number' section includes a text input field, a note to 'Separate numbers by commas', and an 'Add' button. The page also shows a 'Do with selected' dropdown menu and a 'Send E-mail' button.

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 make a member a leader select [make leader](#), to remove the leader role select [cancel leader](#). (Groups can have multiple leaders if required.)

Inform the Beacon Web Advisor of changes in recorded leaders