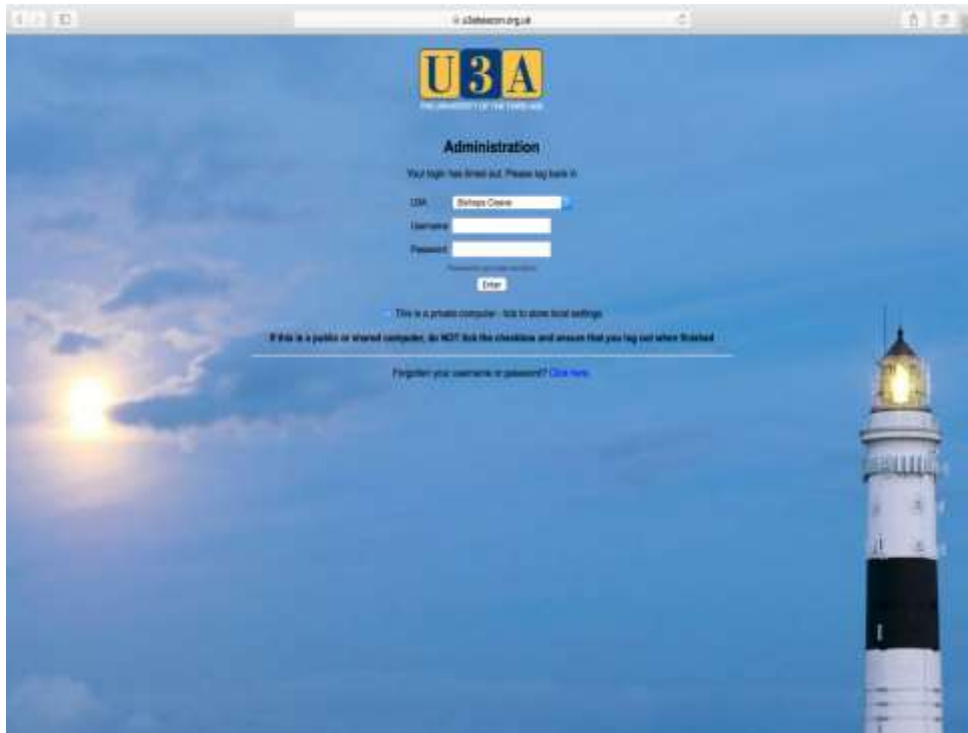


BEACON ACCESS INSTRUCTIONS FOR GROUP LEADERS

Access the Beacon website by using the address <https://u3abeacon.org.uk/>

The following page will come up



U3A Find Bishops Cleeve U3A by clicking on the arrow in the box and Select Bishops Cleeve U3A.

USERNAME is your initial of your first name followed by your surname. All In lower case with no gaps. Eg if your name was John Black your Username would be jblack.

PASSWORD To start you have to use the temporary password allocated to you.

The next page to come up asks you to change the password to one of your own. Don't forget to make a note of your chosen password.

You will then have a page something like the one below, however you will only have the column headed “**Groups**” the others are for the Membership Secretary and the Treasurer.



Click on **Groups** (Written in blue) You will then get a page as below.



Scroll down to find your group and click on it. I have done this for the Art Painting and Drawing group. You only have access to your own group.



This page gives details of your group. Above the yellow box you will see the headings

Details **Schedule** **Members** **Ledgers**

Click on **“Members”**. A list of your group members will appear complete with their contact details. Please check the list is accurate. Only the names need to be checked.

To add a new member Click on the **“Select member”** box at the bottom of the list. Click on the appropriate name, click **“Add”** and they will automatically be added to your group with all their contact details.

To remove a member Find the member on your list and click on **“Remove”** in the right hand column.

Email all your group Click on the " **Select**" column header.
Choose "**Select all**".
Click on "**Send email**" at the end of the list of members.
Click on "**Do with selected**". An email form will appear. Write your email and press send.

LEDGER. Provides you with a means of recording any money collected. This is completely separate from the finance used by the Treasurer. It is for your personal use if you want to.

SCHEDULE. We would ask you to use the website to show future meetings or events please.

Clicking "**Home**" will return you to the **Administration** page.

If you do encounter any problems along the way or you wish to provide feedback, please **contact:**

Philip Watson
Beacon Administrator
TEL 01242 **673267**
Email beacon@cleeve-u3a.org.uk

GOOD LUCK AND ENJOY!