

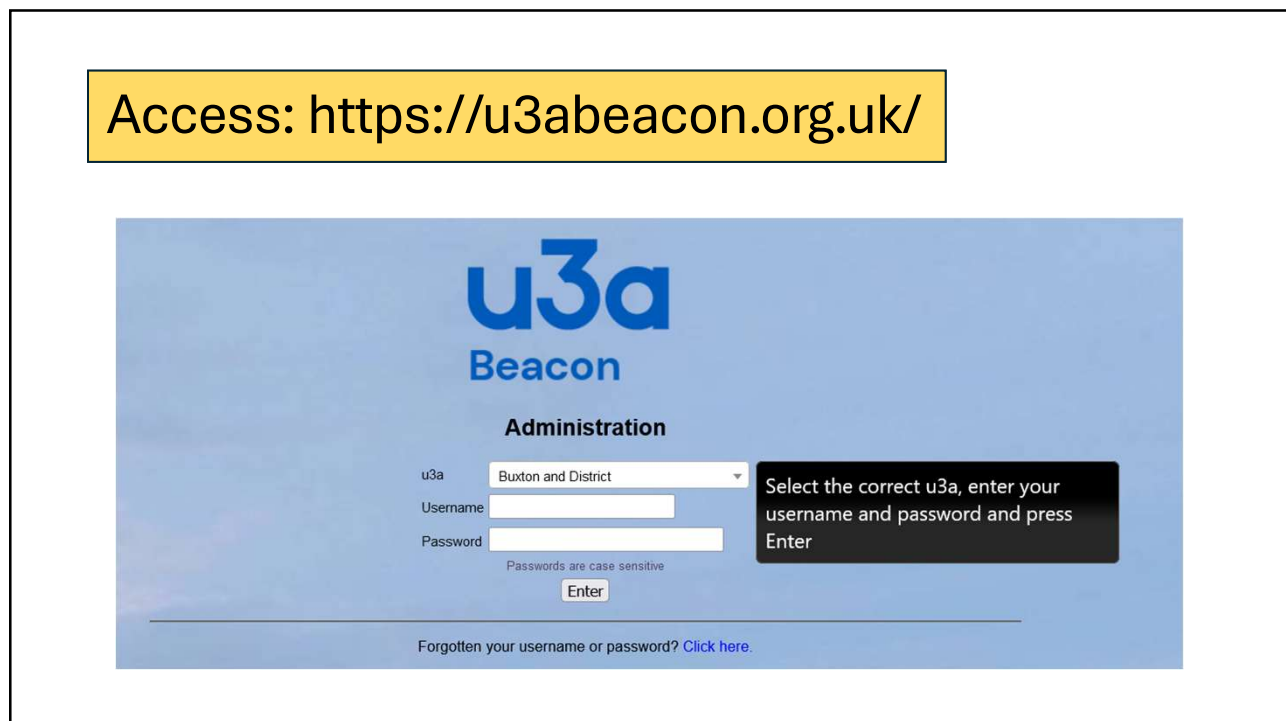
**u3a**

# Beacon

# Refresher

- Online membership management system
- Group leader access
  - group information
  - existing members
  - new members
  - creating registers
  - emailing members
- 1<sup>st</sup> October new registers

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Access: <https://u3abeacon.org.uk/>

**u3a**  
**Beacon**

**Administration**

u3a

Username

Password

Passwords are case sensitive

Select the correct u3a, enter your username and password and press Enter

Forgotten your username or password? [Click here.](#)

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● Group leader access

**u3a Beacon** Buxton and District

**Administration**

You are logged in as Simon Rogerson [Log Out](#)

Membership **Groups** Finance Misc Set up

Groups E-mail delivery Personal preferences

u3a Beacon Users' Forum Beacon User Guide Beacon Website

Hover mouse over captions for more information

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**Groups**

Home

Faculty - any or none - Show active only

Operations at bottom of page

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
<input type="checkbox"/>	10 Pin Bowling	Y	1st and 3rd Thursday, Jan to June and Sept to Nov	Macclesfield Bowling Alley	Jane Offord	26		
<b>A</b>								
<input type="checkbox"/>	Adventures in Good Music	Y	Fortnightly on Monday mornings	Malvern House	Philip Barton	28	0	
<input type="checkbox"/>	Art - Beginners	Y	Weekly on Tuesday mornings	Buxton Fire Station	Jean Evanson	23	0	
<input type="checkbox"/>	Art - Brushstrokes	Y	Weekly on Wednesday mornings	Buxton Fire Station	Lyn Morris	10		
<b>B</b>								
<input type="checkbox"/>	Bah Humbug	Y	2nd Wednesday of the month	The Cheshire Cheese Inn	Rebecca Leeson	16	0	
<input type="checkbox"/>	Board Games	Y	Weekly on Thursday mornings	Pavilion Gardens Tea Rooms	Barry Finn-Hurst	30	0	
<input type="checkbox"/>					Lesley Kelly			
<input type="checkbox"/>					Sheila Stockley			
<input type="checkbox"/>	Books 1	Y	3rd Tuesday morning of every month	Member's Home	Margaret Atack	9		
<input type="checkbox"/>	Books 2	Y	3rd Tuesday morning of every month	Member's Home	Sue Vernon	8		
<input type="checkbox"/>	Books 3	Y	1st Tuesday afternoon of every month	Member's Home	Viv Doyle	7	0	
<input type="checkbox"/>	Books 4	Y	3rd Friday morning of every month	Member's Home	Judy Billingie	8		
<input type="checkbox"/>	Books 5	Y	2nd Wednesday morning of every month	Member's Home	Fiona McIntosh	8		
<input type="checkbox"/>	Bridge	Y	Weekly on Wednesday afternoons	St Anne's Community Centre Main Hall	Mary Bramwell	58	0	
<b>C</b>								
<input type="checkbox"/>	Charabanc Outings	Y	ad hoc event				0	
<input type="checkbox"/>	Christmas Party	Y	ad hoc event				0	
<input type="checkbox"/>	Country Dance	Y	2nd, 3rd and 4th Thursday of every month	Buxton Methodist Church Main Hall	Helen White	47		
<input type="checkbox"/>	Creative Writing	Y	1st Monday afternoon of every month	Buxton Library	Simon Rogerson	15	0	
<input type="checkbox"/>			1st and 3rd Thursday afternoon of	Buxton Methodist Church Upper				

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The screenshot shows the u3a Beacon website interface. At the top left is the logo 'u3a Beacon'. The main header reads 'Buxton and District'. Below this, there are navigation links for 'Home' and 'Groups List'. The page title is 'Group Record for Creative Writing'. There are four tabs: 'Details', 'Schedule', 'Members' (which is highlighted with a red box), and 'Ledger'. Below the tabs is a 'Group Details' form. The form includes fields for 'Group' (Creative Writing), 'Faculty' (dropdown), 'Status' (Active), 'Max members' (0), and several checkboxes: 'Allow members to join on-line', 'Enable waiting list', 'Allow members to leave on-line', and 'Notify leader of changes' (checked). There are also fields for 'When' (1st Monday afternoon of every month), 'Normal start time' (14:00), 'End time' (16:00), 'Contact' (NULL), and 'Venue' (Buxton Library). At the bottom of the form are 'Save Record' and 'Delete' buttons. A small note at the bottom of the form states: 'Group record created 6 Aug 2024 09:54; last changed 25 Sep 2024 08:26'.

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The screenshot shows the 'Members' tab of the 'Group Record for Creative Writing' page. A yellow box on the left contains the word 'Members'. The page header shows 'Group Record for Creative Writing' with tabs for 'Details', 'Schedule', 'Members' (selected), and 'Ledger'. Below the tabs, it says 'There are no Waiting Members'. The main content is a table titled 'Group Members' with columns: 'Select', 'Member No.', 'Name', 'Telephone', 'Mobile', 'Status', 'Waiting', and actions. The table contains 15 rows of members, all with 'hidden' contact information. The 15th row is highlighted in red and has the status 'Leader' and the action 'remove - cancel leader'. A grey box with the text 'Blanked to be GDPR compliant' is overlaid on the first 14 rows. Below the table is a 'Do with selected' button and a 'Send E-mail' dropdown. At the bottom, there are two sections for adding members: 'Add member by name' with a dropdown and 'Add' button, and 'Add member by membership number' with a text input and 'Add' button. A note says 'Separate numbers by commas'.

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**Beacon**

Group Details

Blanked to be GDPR compliant

Members Ledger

Status	Waiting	
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current		remove - make leader
Current	Leader	remove - cancel leader
Current		remove - make leader
Status	Waiting	

Do with selected Send

- select member - Add

Add member by membership number

Separate numbers by commas Add

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**Registers**

3-page register caters for up to 55 members in a group

Download from <https://buxton.u3asite.uk/group-registers/>

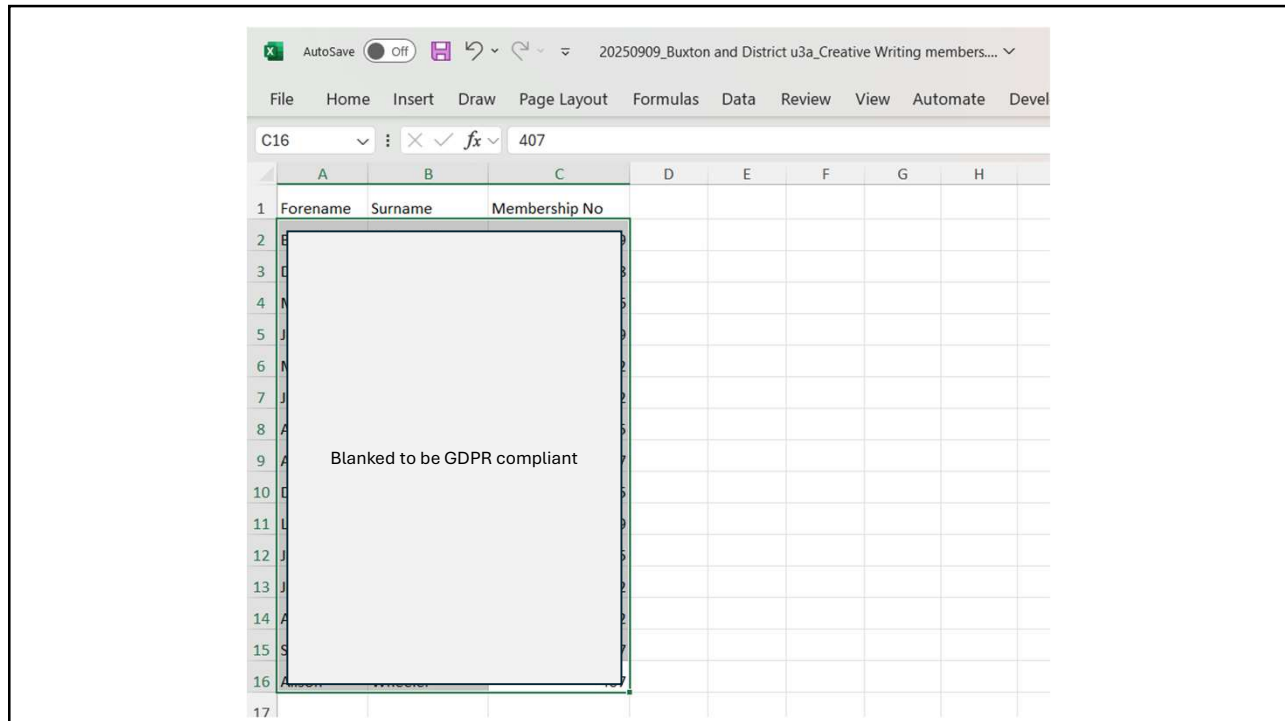
BUXTON & DISTRICT u3a GROUP REGISTER (v2c 2025)

Completed Registers to be sent to Group Leader Liaison - details on the B&D u3a Website  
For non-B&D members please mark as V for a visitor such as an invited expert and G for a guest on a taster session (only 2 taster sessions are allowed across the whole of the B&D groups before B&D membership required)

GROUP:		DAY & TIME:		VENUE:	LEADER:
FORENAME	SURNAME	MEMB. NO.	CONTACT TEL. NO.	Dates of group meetings	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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**COPYING MEMBER DATA ON TO GROUP REGISTER**

- select all group members
- copy data (CTRL C)
- select first forename on register
- paste values only

	FORENAME	SURNAME	MEMB. NO.
1	Brenda		419
2	Danielle		348
3	Maurice		56
4	John	Evans	129
5	Maggie	Hale	172

- register populates with data for all group members

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