



Beacon System Help Notes – for Group Coordinators

June 2025
Rev. 09



Subjects Covered:

1. Why Use Beacon?
2. How to Sign In
3. Select Your Group
4. Schedule
5. Joint a Group / Group Membership
6. Emailing your Group Members
7. Standard Messages
8. Ongoing Support



1. Why Use Beacon?

- We need some form of Membership Database system.
- Beacon system developed specifically for u3as. Over 600 u3as are using it. You can use it to varying degrees.
- More information on benefits:
- <https://beacon.u3a.org.uk/wp-content/uploads/2024/09/Beacon-so-you-want-to-know-more.pdf>



1. Why Use Beacon?

- The main benefactors for the use of this data System is for our Membership Secretary and Groups Coordinator. However:
- **Can be used by Group Coordinators**
- Can be used for / by Treasurers
- Can be used by Members. But:
 - How useful it is to Members is (partly) dependent on how much data Coordinators put into the system
 - Members can access Beacon to: update their personal details; join groups; see the schedule of events for their groups.



1. Why Use Beacon?

Benefits for Groups Coordinator:

- Manage your group membership (check they are a iu3a member)
- Manage waiting list
- Bulk communication to your group (on a GDPR compliant basis)
- Assists the Membership Secretary and the Groups Support Coordinator



1. How to sign in to Beacon

There are various ways to log in.

You can get it through our iu3a website.

If you look at any of our main web pages, at the tabs along the top, you can see one called 'Members'.

Click on that one:






1. How to sign in to Beacon – Home page

This page will open:

[home](#) [groups](#) [what's on](#) [join us](#) [contacts](#) [members](#)



FOR MEMBERS

Members' Handbook
You can find a digital version of the latest Members Handbook [here](#)

Gift Membership
Remember that you can 'gift' membership to a friend. See the details on our [Join Us](#) webpage.

iu3A (Beacon) Members' Login
You can use the Members' Portal to:



1. How to sign in to Beacon – Home page

Scroll down that page to:

Security of the System

For your peace of mind, there are four levels of access to Beacon, each with controlled security access requirements. Each level is described in more detail here:

1. Public Links

Limited information about our Interest Groups and a basic Meetings calendar, viewable by anyone (not just iU3A members).

2. iU3A Members' Login

You can see a tutorial for Members using Beacon by clicking [here](#). This provides further guidance on how you can update any of your personal details. If you are a current member of iU3A, you can click [here](#) to log in to the Members' Portal.

3. Group Coordinators' Login

Each Coordinator will be able to access their relevant group's details to publish for example information such as venue, timings and subjects. Coordinators can also use the system to send emails to their current group members as blind copy (protecting personal email addresses) and to check or add members to their group. Only paid-up iU3A members will appear on Beacon. The Beacon login for Group Coordinators is found [here](#).

4. System Administrators' Login

Editing access for the Administrators to all data fields.

Group Coordinators / Leaders

The Beacon login for Group Coordinators is found [here](#).

There is support for the Group Coordinators in their use of Beacon. A tutorial has been prepared and



2. How to sign in Home Page

2. Or you can find it on the internet directly. Its address is:
<https://www.u3abeacon.org.uk/password.php>

Type this into your browser (or copy & paste) and it will open the following internet page

You can then save it (as a 'Favourite' or a 'Bookmark'):



2. Sign in as a Coordinator

1. Select Islington from drop down menu. Will probably remember this for you next time
2. Username: type in user name issued to you
3. Password: type in the one issued to you.
4. Hit the enter button

The image shows the login interface for the iu3a Beacon system. At the top, the 'u3a Beacon' logo is displayed in blue. Below it, the word 'Administration' is centered in bold black text. The login form includes a 'u3a' label next to a dropdown menu currently showing 'Islington'. Below this are input fields for 'Username' and 'Password'. The password field has a toggle icon on the right. A note states 'Passwords are case sensitive'. An 'Enter' button is positioned below the password field. At the bottom, a link for 'Forgotten your username or password? Click here.' is provided in blue text.

u3a Beacon

Administration

u3a

Username

Password

Passwords are case sensitive

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



2. Sign In – Then Select Your Option

This is the HOME page. There are three main modules. You are only interested in the Groups module

u3a Beacon **Islington**

Administration

You are logged in as Derek Harwood [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups	Ledger (by account)	E-mail delivery	Finance accounts
	Venues	Ledger (by category)	Personal preferences	Finance categories
	Faculties	Ledger (by group)		
	Calendar	Add transaction		
		Transfer money		
		Credit batches		
		Reconcile account		
		Financial statement		

[u3a Beacon Users' Forum](#) [Beacon User Guide](#) [Beacon Website](#)

Hover mouse over captions for more information



2. Sign In – Then Select Your Option

You should return to this page to Log Out. But if you forget, it will time out.

u3a Beacon **Islington**

Administration

You are logged in as Derek Harwood [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups	Ledger (by account)	E-mail delivery	Finance accounts
	Venues	Ledger (by category)	Personal preferences	Finance categories
	Faculties	Ledger (by group)		
	Calendar	Add transaction		
		Transfer money		
		Credit batches		
		Reconcile account		
		Financial statement		

[u3a Beacon Users' Forum](#) [Beacon User Guide](#) [Beacon Website](#)

Hover mouse over captions for more information



2. Sign In – Then Select Your Option

If you get stuck, use the HELP services:

u3a Beacon Islington

Administration

You are logged in as Derek Harwood [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups	Ledger (by account)	E-mail delivery	Finance accounts
	Venues	Ledger (by category)	Personal preferences	Finance categories
	Faculties	Ledger (by group)		
	Calendar	Add transaction		
		Transfer money		
		Credit batches		
		Reconcile account		
		Financial statement		

[u3a Beacon Users' Forum](#) [Beacon User Guide](#) [Beacon Website](#)

Hover mouse over captions for more information



2. Sign In – Then Select Your Option

Click on the 'Groups link to access the Groups listing page:

u3a Beacon Islington

Administration

You are logged in as Derek Harwood [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups	Ledger (by account)	E-mail delivery	Finance accounts
	Venues	Ledger (by category)	Personal preferences	Finance categories
	Faculties	Ledger (by group)		
	Calendar	Add transaction		
		Transfer money		
		Credit batches		
		Reconcile account		
		Financial statement		

[u3a Beacon Users' Forum](#) [Beacon User Guide](#) [Beacon Website](#)

Hover mouse over captions for more information



2. Groups Listing page

NOTE: the Max group size, current group numbers and hence number on waiting list is shown here:



Use the index at the top or scroll down to your group name. Your group will be highlighted in blue. Click on its title to open.

You'll only have access to your own group(s)

Home

- Add New Group

Groups

Faculty

- any or none -

☒ Show

i

Operations at bottom of page

A

B

C

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W

X

Y

Z

Select	Group	Active	When	Where	Coordinators	Members	Max	Waiting
▲ ▼	A							
<input type="checkbox"/>	Ageing in 21st Century (A21C)	Y	3.00 pm on Wednesdays every fortnight		Georgia Lepper	14	14	
<input type="checkbox"/>					Vivek Nanda			
<input type="checkbox"/>	Ageing Now	Y	1st + 3rd Wednesday of Month	Not fixed	Ruth Green	10	12	
<input type="checkbox"/>					Cheryl Wells			
<input type="checkbox"/>	AI: The Coming Wave	Y	1st Friday of the month		Georgia Lepper	12	12	
<input type="checkbox"/>	Art in London	Y	At least once per month	Not fixed	Anne Ferguson	127	150	
<input type="checkbox"/>					Cheryl Wells			
<input type="checkbox"/>	Art: i-Pad Painting & Drawing	Y	Monday 10:30, every two weeks		Patricia Biddiscombe Fyans	9	9	1
<input type="checkbox"/>					Gill Hopkins			
<input type="checkbox"/>	Art: Life Drawing	Y	Every Monday		Chris Coe	27	22	6
<input type="checkbox"/>					Alison Shipton			
<input type="checkbox"/>	Art: Sketching in the City	Y	Monthly 2nd Wednesday 14.30	Not fixed	Judith Pedersen	1	10	
▲ ▼	B							
<input type="checkbox"/>	Birdwatching	Y	Two visits per month	Not fixed	Janet Drake	92	500	
<input type="checkbox"/>					Derek Harwood			
<input type="checkbox"/>	Book Group - German	Y	Monday at 10:00, approx every 6 weeks	Gay	Vivienne Gay	10	12	
<input type="checkbox"/>	Book Group - Science Fiction	Y	Friday at 14:00, every 5 to 6 weeks		Jenni Chan	9	0	1
<input type="checkbox"/>	Book Group - Short							

NOTE: the Max group size, current group numbers and hence number on waiting list is shown here:



3. Select Your Group - & Choose an Option

It will open on this page, at the 'Details' tab.

There are 4 tabs.

We will look at:

- Details
- Schedule
- Members
- no iu3a Group uses 'Ledger'.

Group Record for Birdwatching

Details Schedule Members Ledger

Group Details

Group: Birdwatching

Faculty: Outdoor Activities Status: Active Max members: 500

☒ Allow members to join on-line ☒ Enable waiting list ☒ Notify coordinator of changes

☐ Allow members to leave on-line

When: Two visits per month

Normal start time: 09:30 End time: 16:30 Enquiries: birdsiu3a@gmail.com

Venue: Not fixed

Information: While we have over fifty signed up members, most of our visits we have about 6. So not too many to disturb the birds! We range from complete beginners to a few with some experience of birdwatching. New members are welcome, whatever their level of expertise. Group members share ideas they have for outings, and we do our best to follow up all of them. We try to have one local half day visit and one further afield longer day, per month.

The emphasis is very much on getting out and enjoying nature and birds in

Notes: No max set yet - monitor

Group record created 7 May 2017 19:27; last changed 27 Jan 2024 16:30

Save Record Delete



3. Select Your Group - & Choose an Option, Details

Group Record for Birdwatching

Details **Schedule** **Members** **Ledger**

Group Details

Birdwatching

Outdoor Activities Status: Active Max members: 500

☒ Allow members to join on-line ☒ Enable waiting list ☒ Notify coordinator of changes

☐ Allow members to leave on-line

Two visits per month

Start time: 09:30 End time: 16:30 Enquiries: birdsiu3a@gmail.com

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The emphasis is very much on getting out and enjoy

No max set yet - monitor

Group record created 7 May 2017 19:27; last changed 27 Jan 2024 16:30

Save Record Delete

You can change the info on this Details page.

Please keep the data fields up to date.

The 'Max Number' in this page then populates the main Groups listing page.

The 'Allow members to join on-line' and 'Enable waiting list' are also useful features.

Don't change:

- 'Group' (name), as this matches your Web Page & other listings



4. Select Your Group - & Choose an Option, Schedule

Beacon has an overall 'Calendar' feature. If you populate details about your Group's schedule, then this will populate this summary Calendar.

If you click on Venue, there is a drop down listing. These are the only ones available. If you want to get a regular venue that is not listed, ask the Beacon Administrator (Isabel) to add for you.

You may find this page as not very useful, and hence you can ignore..

u3a Beacon Isling

Home - Groups List - Calendar

Group Record for Birdwatching

Details Schedule Members Ledger

Group Schedule

☐ Show Detail

Until	Venue	Topic	Enquiries
Until	Venue	Topic	Enquiries

Add Events

First date and time 17/06/2025 09:30 then every 2 Weeks

Until ☒ Number of events 1 ☐ Not beyond 30/9/2025

End time 16:30 ☐ Exclude from public calendar

Venue Not fixed

Enquiries birdsiu3a@gmail.com

Topic

Details

To add a single event, set Number of Events to 1

Add Events

Home - Groups List - Calendar

Other fields are all free format – you can populate as you wish.



4. Select Your Group – Schedule, continued

The default date will show on 'First date and time'. You can change this by clicking: a dialogue box opens and you can pick the date of your first event. Next set recurring frequency. You can choose to set up just one (the next) event. Or if you set frequency this will set up your whole series. Once done remember to click 'Add Events' to save info.

u3a
Beacon

Islington

[Home](#) - [Groups List](#) - [Calendar](#)

Group Record for Birdwatching

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

Group Schedule

☐ Show Detail

	Until	Venue	Topic	Enquiries
	Until	Venue	Topic	Enquiries

Add Events

First date and time

17/06/2025 09:30

then every

2

Weeks

Until

☒ Number of events

1

☐ Not beyond

30/9/2025

End time

16:30

☐ Exclude from public calendar

Venue

Not fixed

Enquiries

birdsui3a@gmail.com

Topic

Details

To add a single event, set Number of Events to 1

Add Events

[Home](#) - [Groups List](#) - [Calendar](#)



4. Schedule, continued, Supplementary

Recurring Frequency (allowing for 5 week months):

- If your group meets, say, once a month, then it's straight forward select 1 then Months
- If your group meets, say, twice a month, then you have to set up the first one (eg the 1st week of every month) pick the date for the 1st meeting then select 1 then Months
- Once you set these up (clicked on Add Event), you need to then add your second meeting pick the date for your first second meeting (eg the 3rd week of every month) then select 1 then Months. Again save, ie click on Add Event.
- In summary you will now have a listing showing meetings in eg the 1st & 3rd week of every month (regardless if there are 4 or 5 weeks in that



5. Group's Membership

Home - Groups List

Group Record for Birdwatching

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

There are no Waiting Members

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	16434	Mary Adshead			Current		remove - make coordinator
Emergency contact: Will Adshead							

One key purpose of Beacon is to ensure only signed up iu3a Members join Groups.

- When you select the 'Members' page it will list all the current group members (If you have utilised this function – see next slides)
- Any showing in RED have not renewed and should be removed from your group (& advised they can no longer attend your group)
- This check will be particularly relevant around October/November each year when subscriptions are renewed



5. Group Membership – Adding a New Member

- There are two methods for a iu3a member to join your group:
 - The manual way (ie the non-Beacon way): You become aware of a members asking to join your group (non Beacon) means, eg somebody sending you an email through your iu3a web page. You can then manually add this person to Beacon (see Slide 28)
 - Members can access Beacon directly, and if you've ticked this option on your Beacon group home page (see slide 17), their name will appear in the list and you get a notification from Beacon.



5. Add a New Member, Manually

Manual method:
You can add new members manually here.
Only paid up members will show on the drop down list

Personal details
blanked out

<input type="checkbox"/>	16/21	Jer	32	Current		remove - make coordinator
		Emergency contact				
<input type="checkbox"/>	16407	An	42	Current		remove - make coordinator
		Emergency contact				
<input type="checkbox"/>	16065	He	30	Current		remove - make coordinator
		Emergency contact: 07808929545 - my partner John				
Select	Member No.	Name	Telephone	Mobile	Status	Waiting

[Go with selected](#) [Send E-mail](#) [v](#)

92 members (0 selected)

Add member by name

- select member - [v](#) [Add](#)

Add member by membership number

Separate numbers by commas
[Add](#)



5. Add a New Member

Automatic method:

On your 'Details' page, if you have ticked this option, then members can request to join your Group

You'll get a Beacon notification. The person will be shown in your list. Then you can accept them into the Group, or not.

Group Record for Birdwatching

Details Schedule Members Ledger

Group Details

Group: Birdwatching

Faculty: Outdoor Activities Status: Active Max members: 500

- ☒ Allow members to join on-line ☒ Allow members to leave on-line
- ☒ Notify coordinator of changes
- ☒ Enable waiting list ☒ Display waiting list by default



5. Adding a New Member, Automatically

To allow online joining of your group you need to:

- sign in to Beacon as Coordinator, go to your page, it opens in 'Group Details'
- at the top tick:
 1. Allow Members To Join On line',
 2. 'Enable Waiting'
 3. 'Notify Coordinator'
- Once you get the email notification that someone has signed up on line you can, if you want to send them a standard welcome email from within Beacon, or some other way.



5. Group Membership - Leavers

- If someone advises you they are dropping out of your group, you should remove their name from the Beacon list.
- This will also ensure that your correct current membership size is reflected correctly on the full Groups Listing page
- Through this mechanism by all Coordinators it will then be known that only current iu3a members are members of groups, which Groups are full, and at any time who is attending which groups (important re deaths).



5. Group's Membership – Waiting Lists

- Again, if you've ticked this option on your Details sheet then it is possible for a member to request joining your group through Beacon even if your group is currently full.
- You have to have set a maximum number allowed in your Group for this option to work.
- The potential new member will be shown – but shown as “waiting”. You can accept, or not.



A5. Group's Membership - Waiting

Shows as 'waiting'

<input type="checkbox"/>	Sandy Mifsud				Current		remove - make coordinator
<input type="checkbox"/>	Frank Moat				Current		remove - make coordinator
<input type="checkbox"/>	Priscilla Newman				Current		remove - make coordinator
<input type="checkbox"/>	Eryl O'Day				Current		remove - make coordinator
<input type="checkbox"/>	Tom O'Riordan				Current		remove - make coordinator
<input type="checkbox"/>	Gwen Ovshinsky				Current		remove - make coordinator
<input type="checkbox"/>	Jeanie Phillips				Current		remove - make coordinator
<input type="checkbox"/>	Rina Picciotto				Current		remove - make coordinator
<input type="checkbox"/>	Sarah Roth				Current		remove - make coordinator
<input type="checkbox"/>	Sarah Schofield				Current		remove - make coordinator
<input type="checkbox"/>	Brenda Sutton				Current		remove - make coordinator
<input type="checkbox"/>	Alison Taggart				Current		remove - make coordinator
<input type="checkbox"/>	Lindsay Topping				Current		remove - make coordinator
<input type="checkbox"/>	Priscilla Trench				Current		remove - make coordinator
<input type="checkbox"/>	Catherine Trillo				Current		remove - make coordinator
<input type="checkbox"/>	Jeanette Teang				Current		remove - make coordinator
<input type="checkbox"/>	Molly Turner				Current		remove - make coordinator
<input type="checkbox"/>	Margaret Versteeg				Current		remove - make coordinator
<input type="checkbox"/>	Fran Walker				Current		remove - make coordinator
<input type="checkbox"/>	Kate Wark				Current		remove - make coordinator
<input type="checkbox"/>	Inge Weber-Newth	London, N1 2NN	020 7354 4619	01972 456266	Current		remove - make coordinator
	Waiting since 5th Mar 2017						
<input type="checkbox"/>	Rosemary Woigand				Current		remove - make coordinator
<input type="checkbox"/>	Robert Welsford				Current		remove - make coordinator
<input type="checkbox"/>	Susan Welsford				Current		remove - make coordinator
<input type="checkbox"/>	Anne Weyman				Current		remove - make coordinator
<input type="checkbox"/>	Sylvia Whitehouse				Current		remove - make coordinator
<input type="checkbox"/>	Michael Wright				Current		remove - make coordinator
Select	Name	Address	Telephone	Mobile	Status		
Do with selected Send E-mail							
57 members (0 selected)							
Add member by name							
- select member - Add							
Add member by membership number							
Separate numbers by commas							
Add							



6. Emailing Your Group Members

- If you need to contact a member by phone, eg because of a last minute change or cancellation, you will have access to this information in Beacon
- You can email all current group members (plus those on your waiting list) from Beacon (see next slide)
- All emails sent from Beacon are sent “blind” (same as the “bcc” option from your gmail group account). This ensures no release of personal data, hence compliance with GDPR and our Privacy Policy
- When you select your Group it will list all the current group members with current email address and other details
- The Beacon email provider is more secure from hacking than using your own personal email account



6. Emailing your Group Members

Tick all the boxes you want.

Or use the 'Select All' under the drop down menu at the bottom.

Personal details blanked out

Select All
Clear All
E-mail only
Without E-mail

th selected

[Send E-mail](#)

56 meml

Add mer

18/06/2025

30

iu3a – Beacon System



6. Emailing your Group Members

Leave as 'Send E-mail' if that's what you want to do (but note the other options here on the drop down menu, like 'Export email addresses')

Personal details blanked out

Select

Member No.

Name

Telephone

Select All

Clear All

E-mail only

Without E-mail

th selected

Send E-mail



56 meml

Add men

- select member



6. Emailing your Group Members

Next you have to click on 'Do with selected'.

Personal details blanked out

<input type="checkbox"/>	Emergency	13207	Current		remove - ma
<input checked="" type="checkbox"/>		16721	Current		remove - ma
<input checked="" type="checkbox"/>	Emergency	16065	Current		remove - ma
<input type="checkbox"/>	Emergency				
Select	Member No.	Name	Telephone	Mobile	Status
		Waiting			

Do with selected Send E-mail

56 members (2 selected)



6. Emailing your Group Members

Send E-mail

From

Derek Harwood <derek.harwood@live.co.uk>
Derek Harwood <website.manager@islingtonu3a.org>
Derek Harwood <birds.iu3a@gmail.com>
Derek Harwood <iu3alongerwalks@gmail.com>
Derek Harwood <leisurewalks.iu3a@gmail.com>
Derek Harwood <wineapp1.iu3a@gmail.com>
Derek Harwood <events@islingtonu3a.org>
Derek Harwood <computerhelp.iu3a@gmail.com>

To

Jenny Wilkes <jennywilkes1@gmail.com>
Helen Wright <helennwright@gmail.com> 2 addressee/s

☐ Tick to receive copy

Load standard message

Add Attachments

Subject

Personalise this e-mail using tokens.
Click one to insert.

Note: you can make the System send from your own personal email address or from iu3a group email address. Use the drop down at 'From' and select the one you want the email to come from.

Then compose your email (as any email system) and click 'SEND' at the bottom

Member's

#TELEPHONE4	last 4 digits	#P
#MOBILE		#P
#MOBILE4	last 4 digits	#P
#EMERGENCY	emergency contact	#P
#FEE	renewal fee	#P
#LASTFEE	last renewal fee	#P
#MEMCLASS	membership class	#P
#GIFTAID	gift aid date	#P
#GROUPS	the member belongs to	#P
#ADDRESSH	address in 1 line	



6. Emailing your Group Members

Send E-mail

More benefits:

There are several features ('tokens') where you can personalise or automate your email creation. The tokens available are listed on the right hand side.

The most popular one is #FORENAME. This token means the email received by each member carries his/her name making it feel a more personal direct approach.

Personalise this e-mail using tokens.
Click one to insert.

Member		Member's Partner
#TITLE	Mr, Ms etc.	#P
#FORENAME	e.g. William	#P
#SURNAME		#P
#FAM	familiar name e.g. Will	#P
#MEMNO	membership number	#P
#EMAIL		#P
#TELEPHONE		#P
#TELEPHONE4	last 4 digits	#P
#MOBILE		#P
	contact	#P
	e.	#P
	l date	#P
#LAST FEE	last renewal fee	#P
#MEMCLASS	membership class	#P
#GIFTAID	gift aid date	#P
#GROUPS	the member belongs to	#P
#ADDRESSH	address in 1 line	

Another option is to get a copy of your sent emails (Beacon does not keep an accessible copy of your sent emails). If you tick here then you will receive a copy.

☐ Tick to receive copy

Load standard message

Add Attachments

Subject

Edit Insert Format Table

Text B I




7. Standard Emails

- If you want to keep a regular email that you send to your group members from Beacon you can create & save this within Beacon
- Just follow the process for emails as explained in the previous few slides then you can see on that screen there is box called 'Load standard message'
- If you select this you will see a drop down with a variety of messages already saved (by other iU3A Coordinators or Committee Members)
- You can use one of these and tweak it for your need or create an email from scratch

Send

Save as standard message

To insert or edit website links, you must use the  tool above.

Set URL to the full website address and Text to Display to the text that the user should click

Do **NOT** display the website address



7. Standard Emails

- Once you've created your email –with your preferred title (which should always include your Group's name) -you will see at the bottom of the screen an option called 'Save as standard message', click on that
- Your standard message is now saved to the list of templates so you can find and use it in the future.
- Note: these standard messages are common for all of Beacon, all Groups. They are not saved just to your Group's area. So don't mess up someone else's standard message!
- Please delete any old ones you've previously created but don't need now.



8. Ongoing Support

- You are never alone! Isabel Dickson is iu3a's Beacon Administrator and for any query can be reached on: info.iU3A@gmail.com
- This tutorial is on-line on the 'Members' web page, for future reference & to allow you, at your own pace to explore the use of Beacon.
- Or you can come to the monthly IT Help session for help or guidance on Beacon.
- House calls can be provided for one to one training at your convenience.

Please contact Isabel or Lisa if you would like further training.



B. Members Access

- iU3A Members have access to Beacon from a link on the iU3A Web pages
- Once in Beacon Members can then see what Groups are running, their details (eg schedule and location), and join groups
- Members can update their own personal information, eg if they change email address
- Coordinators should post information into the Schedule (eg the next book to be read for a Book Group) in order to share information with their group members
- Separate Tutorial available for 'Beacon for Members'.