

## Beacon for Group Leaders

### Please note

Beacon is under continuous development. Screens shown in this document may appear slightly differently in use at any time.

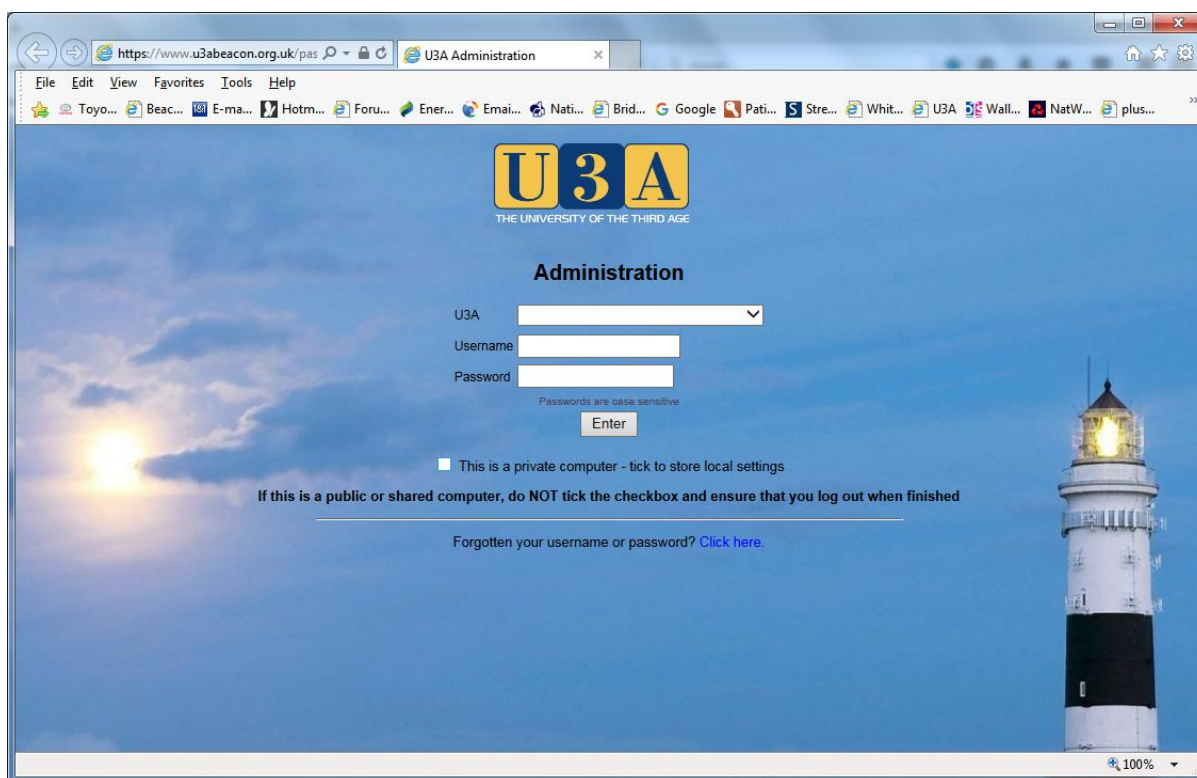
Also, the password you are given when we first set you up with access is a one-time password for use the first time you log in. After that you use the password you created on that first login (see 'Subsequent logins below).

### First Login

The URL to reach Beacon from any browser is <https://www.u3abeacon.org.uk/>

Your Username and Password will be sent to you by email.

You will see this screen:



Choose 'Basingstoke – Old Basing' from the drop down list of U3A names.

On a private computer tick the 'This is a private computer' checkbox – your settings will be remembered for future log-ins.

Remembering that usernames and passwords are both case sensitive, enter your username and initial password (hX\_35^Bx) in the relevant fields and click <Enter>

You will be taken to this screen (except, of course, with your own name in it) to set your own password:

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The screenshot shows a web browser window with the URL <https://www.u3abeacon.org.uk/pw>. The page title is "Basingstoke - Old Basing" and the logo for "U3A THE UNIVERSITY OF THE THIRD AGE" is visible. The main heading is "Password Change" with a sub-message: "The password you were assigned was temporary. You must change it now." The form is titled "Change password for Dayl Wallace" and includes instructions: "Passwords should comprise between 8 and 15 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: \_ - \$ ^ % ! # < > ." There are two input fields for "New password" and "Confirm". Below this is a section for a personal question and answer, with the question "Your first school" and an empty answer field. A "Submit" button is at the bottom of the form. The background features a lighthouse and a sunset.

Enter your new password (twice – AND REMEMBER IT), answer the personal question and click <Submit>

You will be taken to this screen:

The screenshot shows a web browser window with the URL <https://www.u3abeacon.org.uk/ind>. The page title is "Basingstoke - Old Basing" and the logo for "U3A THE UNIVERSITY OF THE THIRD AGE" is visible. The main heading is "Administration" with a sub-message: "You are logged in as Dayl Wallace [Log Out](#)". The page contains a table of navigation links:

Membership	Groups	Finance	Misc	Set up
	<a href="#">Groups</a>		<a href="#">E-mail delivery</a>	
	<a href="#">Venues</a>		<a href="#">Personal preferences</a>	
<a href="#">U3A Beacon Users' Forum</a>		<a href="#">Beacon User's Guide</a>		<a href="#">Beacon Change Log</a>

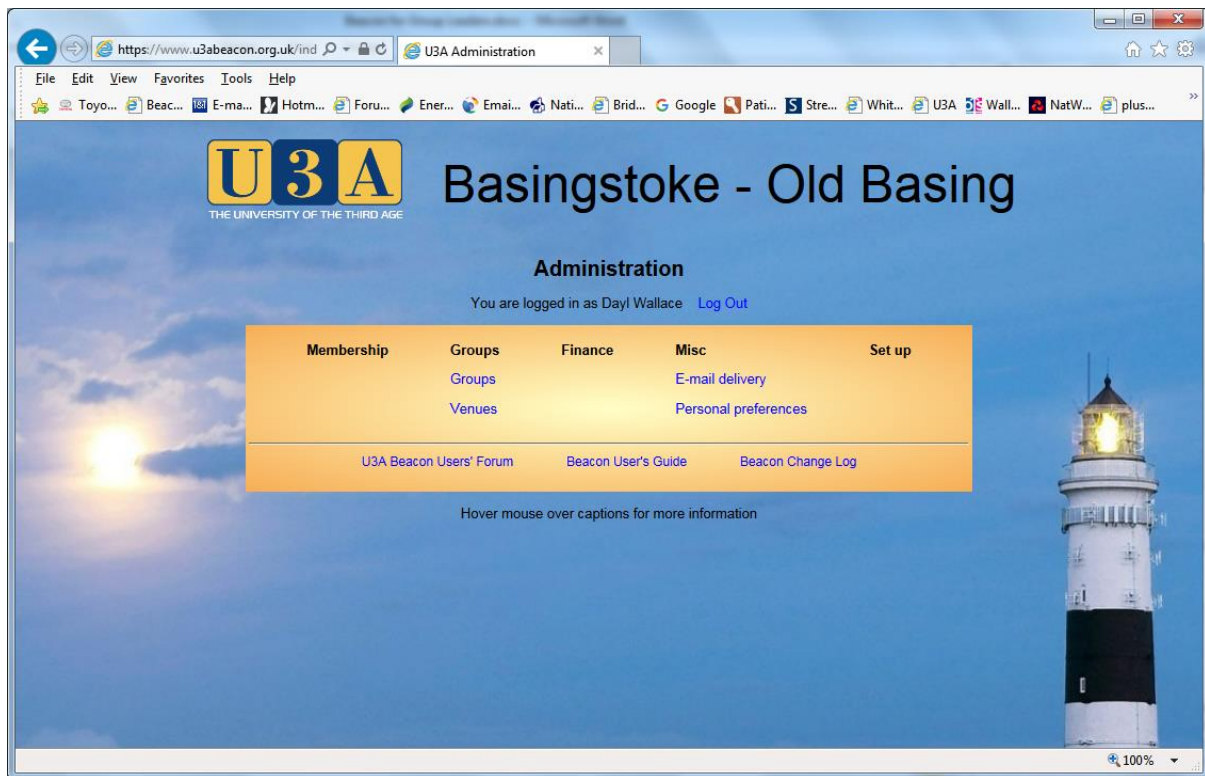
Below the table is the instruction: "Hover mouse over captions for more information". The background features a lighthouse and a sunset.

See below for more detail about this screen

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### Subsequent Logins

After entering the details required (use your personal password) on the login screen (see above for what it looks like), you will be taken to this screen:



I will deal with each entry in turn

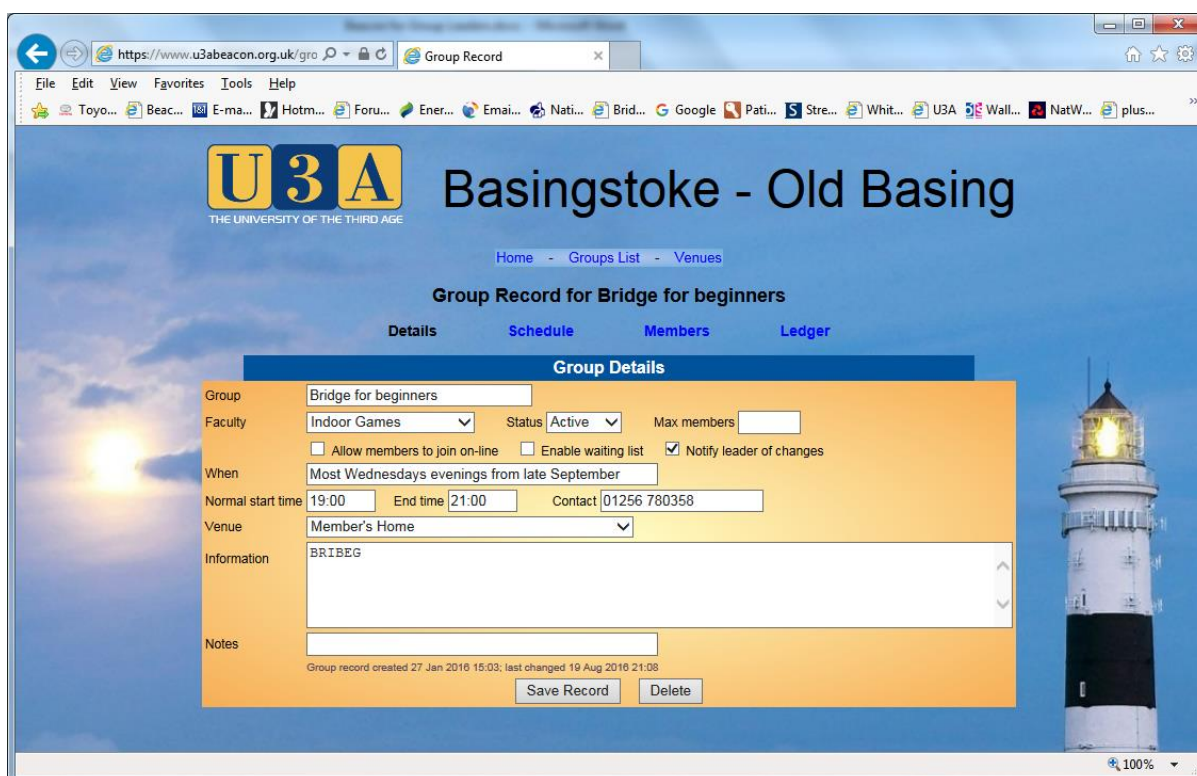
Click <Groups> to see a list of groups like this:

Group Name	Frequency	Location	Contact	Members
Ballroom dancing	Y Fridays	Old Basing RBL & Social Club Ltd	Mary De Kretser	21
BCOT luncheon	Y Usually Thursday	BCOT	Gabrielle Norfolk	39
Biography	Y 1st Wednesday in Oct-Dec, February, April and June	Member's Home	Diana Werry Thomas	12
Bridge - duplicate session	Y Every Thursday afternoon	Christ Church, St Joseph's-Hannah More Room	Jean Babb	78
Bridge for beginners	Y Most Wednesdays evenings from late September	Member's Home	Harvey Wallace	16
Bridge for improvers	Y Most Mondays afternoons from late September	Basingstoke Bridge & Chess Club	Jean Babb	56
Calligraphy	Y 3rd Tuesday in month		Nancy Bell	9
Circle Dance	Y 4th Friday in the month	Ridgeway Centre	Ruth Curbishley	21
Computing -Simple Home	Y 2nd & 4th Friday in the month	Christ Church, St Joseph's-Hannah More Room	Margaret Hayes	20
Cooking for men	Y 2nd Friday in the month	Member's Home	John Ashworth	13
Croquet	Y Mon, Tue, Thu (Tue, Thu also 14:00 to 16:00)		Alex Ball	52
Cycling	Y Variable but usually 3rd Wednesday of the month		Alistair Craig	22
Cycling For Women	Y		Barbara Cummins	5
Environmental Studies	Y 1st Wednesday in the month	Christ Church, St Joseph's-Hannah More Room	Susan Juon	21

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All groups for which you are a Leader will be in Blue (see Bridge for beginners in the example).

Clicking on the name of (one of) your group(s) will bring up a screen like this:



The screenshot shows a web browser window displaying the 'Group Record' page for 'Bridge for beginners' on the U3A Basingstoke - Old Basing website. The page features a navigation menu with 'Home', 'Groups List', and 'Venues'. Below this, there are tabs for 'Details', 'Schedule', 'Members', and 'Ledger'. The 'Details' tab is active, showing a form with the following fields:

- Group: Bridge for beginners
- Faculty: Indoor Games
- Status: Active
- Max members: [empty field]
- Allow members to join on-line:
- Enable waiting list:
- Notify leader of changes:
- When: Most Wednesdays evenings from late September
- Normal start time: 19:00
- End time: 21:00
- Contact: 01256 780358
- Venue: Member's Home
- Information: BRIBEG
- Notes: [empty field]

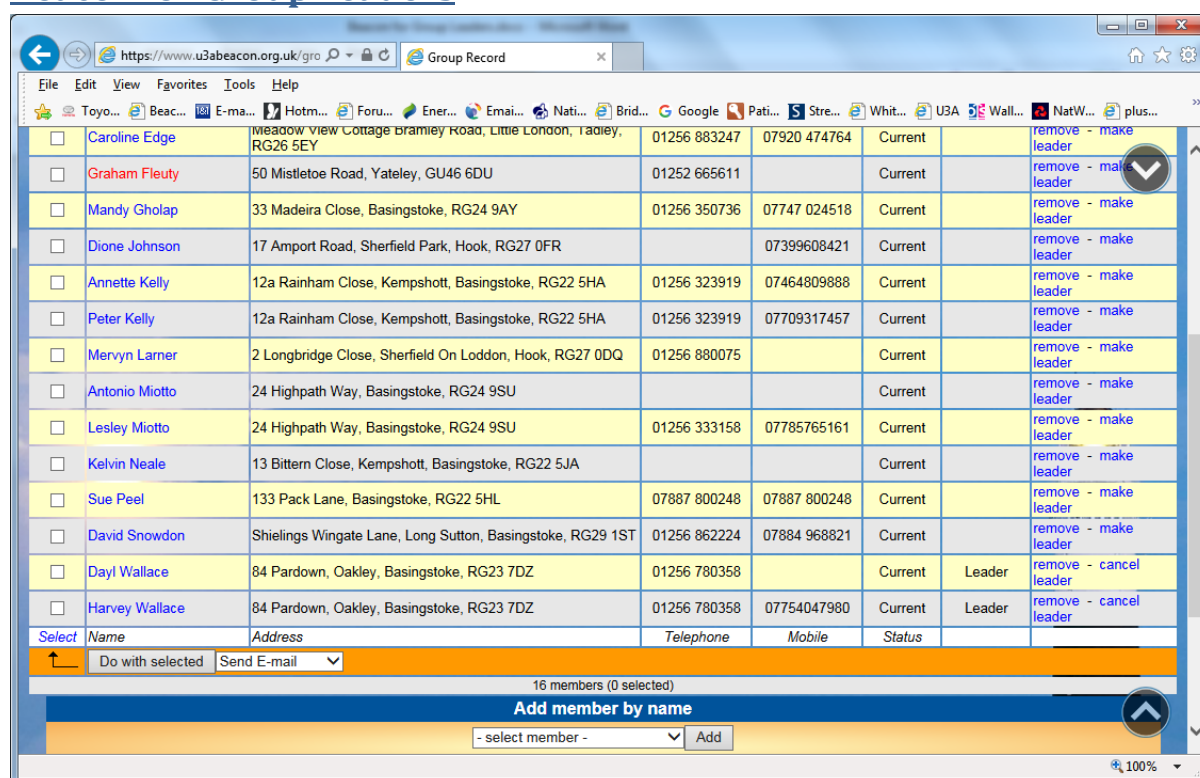
At the bottom of the form, there are 'Save Record' and 'Delete' buttons. A small note at the bottom of the form reads: 'Group record created 27 Jan 2016 15:03; last changed 19 Aug 2016 21:08'. The background of the page features a lighthouse and a sunset.

You may edit the fields on this screen and click <Save Record>

You may click <Schedule> to edit your meeting schedule if you wish. The link <Ledger> may not appear and if it does will be inoperable.

Clicking <Members> brings you a list of your registered members like this:

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The screenshot shows a web browser window displaying the Beacon for Group Leaders interface. The page title is "Group Record". The browser's address bar shows the URL "https://www.u3abeacon.org.uk/gro". The page contains a table of members with columns for Name, Address, Telephone, Mobile, Status, and Actions. The actions column includes "remove - make leader" and "remove - cancel leader". The table lists 16 members, with 0 selected. Below the table, there is a "Do with selected" dropdown menu and a "Send E-mail" button. At the bottom, there is an "Add member by name" section with a search box and an "Add" button.

Select	Name	Address	Telephone	Mobile	Status	Actions
<input type="checkbox"/>	Caroline Edge	Meadow View Cottage Bramley Road, Little London, Yateley, RG26 5EY	01256 883247	07920 474764	Current	remove - make leader
<input type="checkbox"/>	Graham Fleuty	50 Mistletoe Road, Yateley, GU46 6DU	01252 665611		Current	remove - make leader
<input type="checkbox"/>	Mandy Gholap	33 Madeira Close, Basingstoke, RG24 9AY	01256 350736	07747 024518	Current	remove - make leader
<input type="checkbox"/>	Dione Johnson	17 Amport Road, Sherfield Park, Hook, RG27 0FR		07399608421	Current	remove - make leader
<input type="checkbox"/>	Annette Kelly	12a Rainham Close, Kempshott, Basingstoke, RG22 5HA	01256 323919	07464809888	Current	remove - make leader
<input type="checkbox"/>	Peter Kelly	12a Rainham Close, Kempshott, Basingstoke, RG22 5HA	01256 323919	07709317457	Current	remove - make leader
<input type="checkbox"/>	Mervyn Lerner	2 Longbridge Close, Sherfield On Loddon, Hook, RG27 0DQ	01256 880075		Current	remove - make leader
<input type="checkbox"/>	Antonio Miotto	24 Highpath Way, Basingstoke, RG24 9SU			Current	remove - make leader
<input type="checkbox"/>	Lesley Miotto	24 Highpath Way, Basingstoke, RG24 9SU	01256 333158	07785765161	Current	remove - make leader
<input type="checkbox"/>	Kelvin Neale	13 Bittern Close, Kempshott, Basingstoke, RG22 5JA			Current	remove - make leader
<input type="checkbox"/>	Sue Peel	133 Pack Lane, Basingstoke, RG22 5HL	07887 800248	07887 800248	Current	remove - make leader
<input type="checkbox"/>	David Snowdon	Shielings Wingate Lane, Long Sutton, Basingstoke, RG29 1ST	01256 862224	07884 968821	Current	remove - make leader
<input type="checkbox"/>	Dayl Wallace	84 Pardown, Oakley, Basingstoke, RG23 7DZ	01256 780358		Current	Leader remove - cancel leader
<input type="checkbox"/>	Harvey Wallace	84 Pardown, Oakley, Basingstoke, RG23 7DZ	01256 780358	07754047980	Current	Leader remove - cancel leader

Note that this is for demonstration purposes only, Graham Fleuty and Dayl Wallace are not members of this group and will be removed once this document is produced.

Note that any member showing in red on this screen has not yet paid a fee for the current membership year and should be reminded to do so.

### Membership facilities

Note that Graham Fleuty is in red because he has not yet paid his membership fee for this year (at the time of taking the screen shot – apologies to Graham)

Note that it is possible to have two (or more) Leaders.

From this screen you may: remove a member, make a member a leader, cancel a member's leadership status and add members (by name or number – use the features to the bottom of the screen).

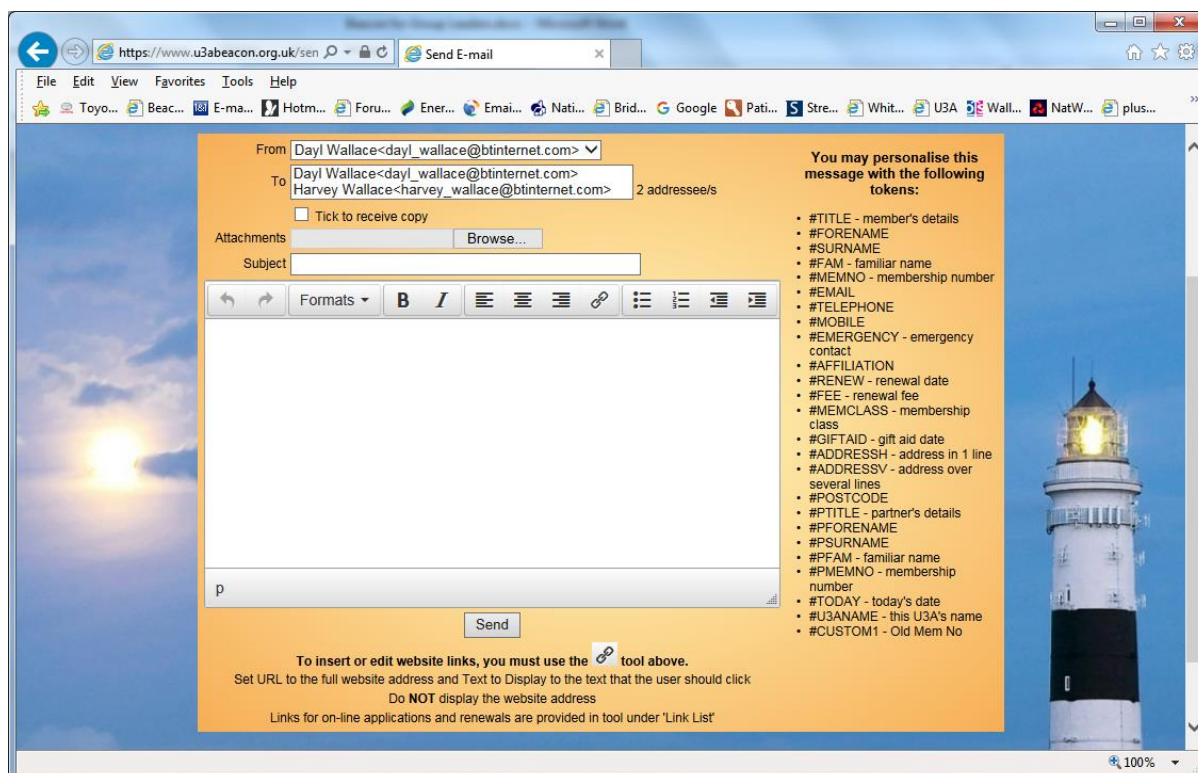
Click a member's name to see the full membership record for that member (**any attempt you make to edit that record will not be saved – you can not amend that record permanently**). If you Ctrl/Click instead your browser should open a new tab, leaving this list behind – standard browser functionality.

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### Email facilities

You may email members (individually or a selection or all) of the group. This email will comply with data protection rules in that each email is sent individually – the recipient can't see the addresses of the other recipients.

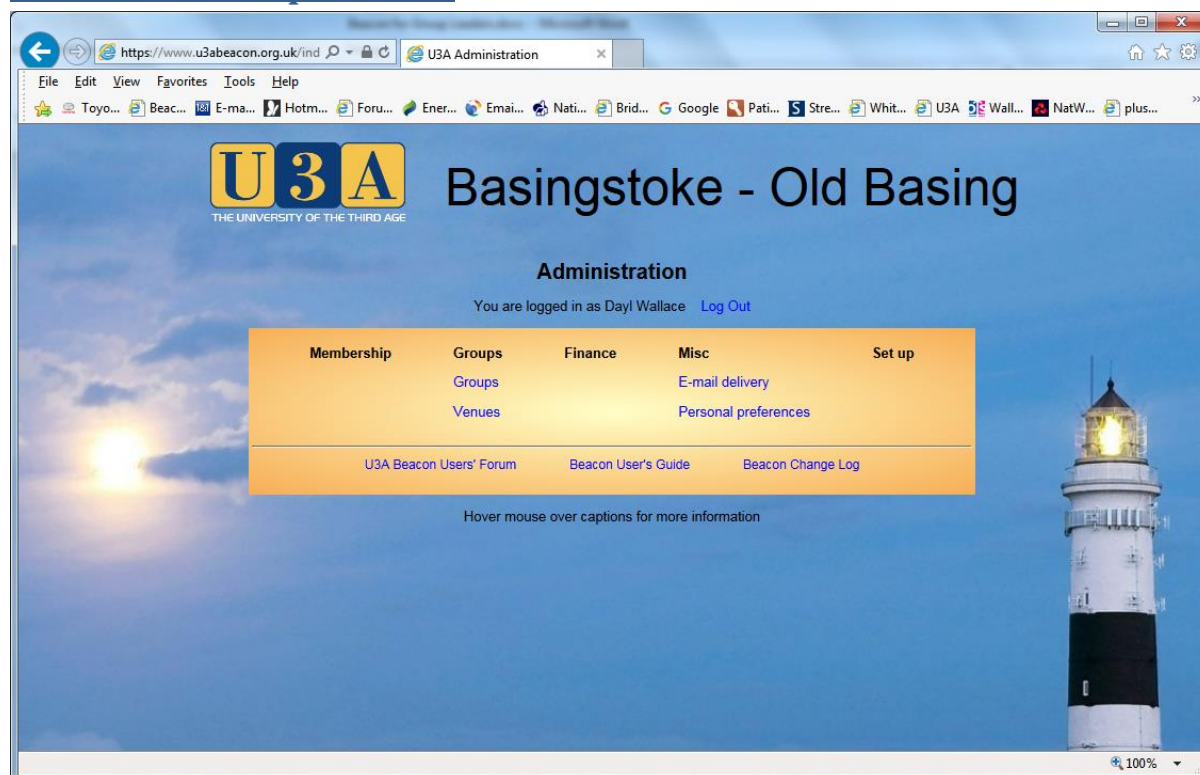
Select individual lines or click <Select> then <Select All> and you can then pick from the drop down list whether to download a list or to email the select members. Click <Do with selected> to action this. You will arrive at this screen:



The tokens to the right of the screen can be used in the body of the email to represent the relevant piece of data for the particular member to whom the email is addressed. You may click <Browse> to find and attach a file (or several files) to the email. Compose your email, enter a subject and click <Send>

Back at the main menu:

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### Miscellaneous features

Clicking <Venues> for a list of venues used by the U3A, from which you can click a venue to see more details.

Clicking <E-mail delivery> only makes sense if you have recently sent an email. Note that some of the data on the delivery of emails can be inaccurate. However, any email failures highlighted should be reported to the Database Administrator (after a phone check with the member regarding spelling – misspelt emails should be reported to the membership secretary for correction).

Clicking <Personal preferences> takes you to a screen which allows some choice in how you view things.

### Notes

There is at present no facility for maintaining an attendance register. We have asked for this.

The facility to download group membership data does not currently include the membership number. We have asked for this.

Any failures should be reported to the Database Administrator

If the system won't let you do something that you think you ought to be able to, ask the Database Administrator to change your privileges (don't get impatient – this may need committee approval)