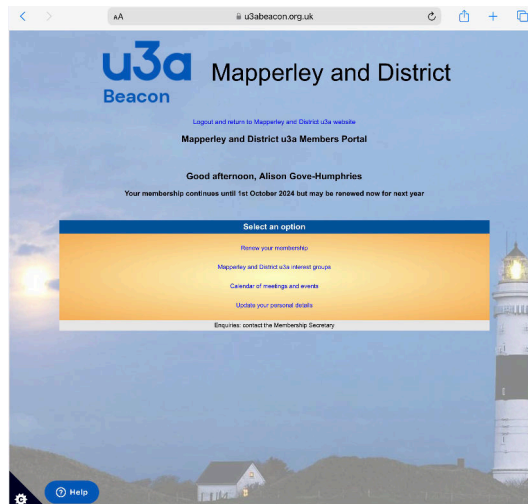


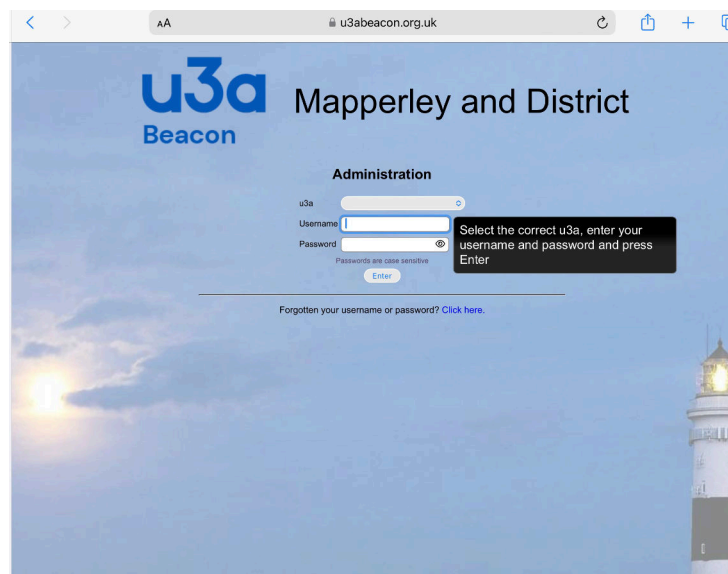
## First time using Beacon for Group Convenors

MaD U3A has 3 Internet sites:

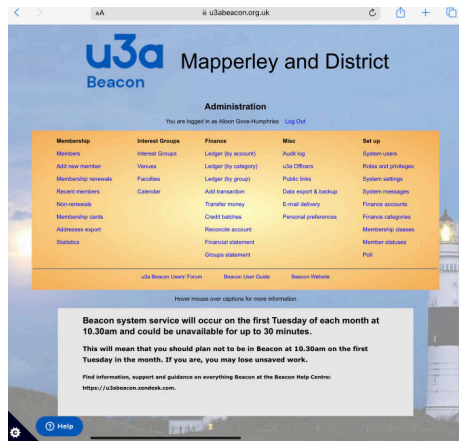
1. The website: <https://madu3a.org> (Use this link or simply type [madu3a.org](https://madu3a.org) into your web browser)
2. Beacon for members: <https://u3abeacon.org.uk/u3aportal.php?u3a=197&sc=QESC>. You can access this through the above website. Go to U3a links and then Beacon. Here you can register so that you can look at the following for your own personal use
3. Beacon admin: <https://u3abeacon.org.uk/password.php>



This will take you to the log in area. Here you need to select the Mapperley and District U3A and put in the username and password. You will be given a password and then you need to change it immediately.



Hopefully, you will then be taken to the Beacon Admin Homepage that looks like this.



The main area you will be concerned with is the second one - Interest Groups. Here you will find the list of groups including your own and a list of all the venues we use. You will also see the Calendar. **The Calendar is really important as this provides the only link between Beacon and our website.**

It is important that Convenors update the Calendar regularly for several reasons:

- The website provides a great window for non-members;
- The events and trips team and the theatre groups use the Calendar regularly to check for dates and times for their activities.

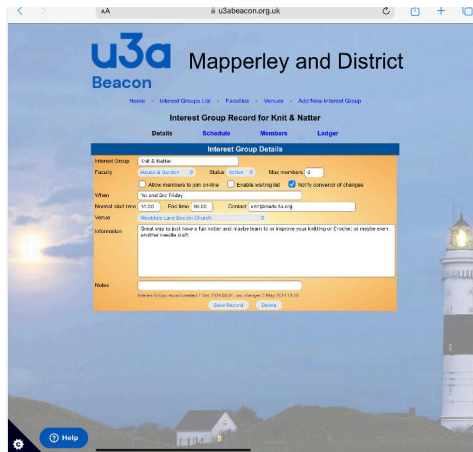
Click on Interest Groups. At the top you will find Add New Interest group. Click on that if the interest group hasn't been added for you already. You can see the information you as Convenor will need to put in. In the list below, events and trips are listed first followed by Groups. You can search for your group alphabetically.

Select	Interest Group	Active	When	Where	Convenors	Members	Max	Waiting
<input type="checkbox"/>	2024 Daily Tribute (4DT)	Y	Saturday 5 October	Mapperley Plains Social Club Concert Room	Paula Bosaley	4	0	0
<input type="checkbox"/>	2024 The Wic (4TW)	Y	Wed 1st May 2024	Fatchers Theatre and Restaurant	Paula Bosaley	10	0	0
<input type="checkbox"/>	2024 - Kew (4KEW)	Y	Friday 13 December	SKILL TOUR Pick up usually Arnold Leisure Centre	Paula Bosaley	9	0	0
<input type="checkbox"/>	2024 Blackout (4BKO)	Y	Thur 7/9/24	Fatchers Theatre and Restaurant	Paula Bosaley	14	0	0
<input type="checkbox"/>	2024 Bath & Longleat (4BL)	Y	Sunday 7th July 2024	SKILL TOUR Pick up usually Arnold Leisure Centre	Paula Bosaley	6	0	0
<input type="checkbox"/>	2024 Blackpool (4BP)	Y	Friday September 27th	DANSFIS TOUR pick up usually Mount Street	Paula Bosaley	5	0	0
<input type="checkbox"/>	2024 Brookfields AF Tea (4BF)	Y	August Date TBA	Brookfields Garden Centre	Paula Bosaley	5	0	30
<input type="checkbox"/>	2024 Pinner Night (4PN)	Y	25th January 2024	Member home - Maggie Gornalove	Paula Bosaley	13	0	0
<input type="checkbox"/>	2024 Pinner (4PL)	Y		Member home - Maggie Gornalove	Paula Bosaley	16	0	16

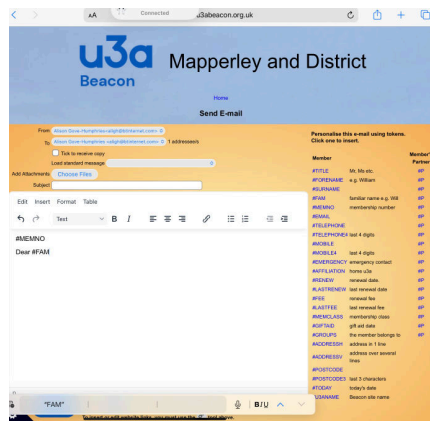
Find the Knit and Natter group and click on it. Here you will find information about it that has been filled in by the Group Convenor. At the top you can also click on Schedule to see all the meeting dates listed (It is a good idea to check the Schedule once a month), a list of Members of the group and the Ledger which links to the Treasurer.

Now click on the Members heading and you will see all the Members in the group come up.

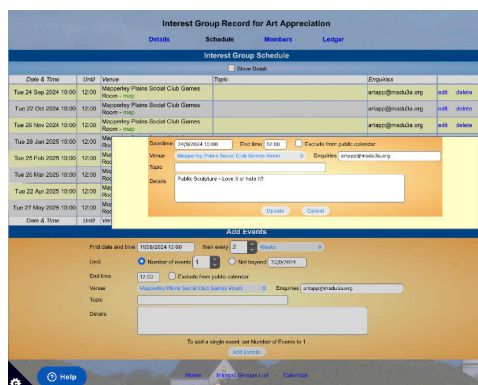
You go to the bottom of the page to add a new member.



To send an email to people in your group, select the people you want to send it to. At the bottom go to Do with selected. Tick to Receive a Copy



**Always put Membership No #Memno from list of tokens and Dear #Fam**



Now fill in your New Interest group form. **Don't forget when you have finished to Save Record**

