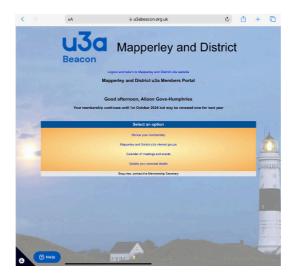
First time using Beacon for Group Convenors

MaD U3A has 3 Internet sites:

- 1. The website: <u>https://madu3a.org</u> (Use this link or simply type <u>madu3a.org</u> into your web browser)
- 2. Beacon for members: <u>https://u3abeacon.org.uk/u3aportal.php?u3a=197&sc=QESC</u>. 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.

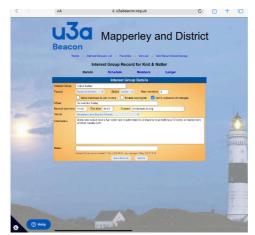
Click on Interest Groups. At the top you will find Add New Interest group. Click on that if the interest group hasn't been added for you already. You can see the information you as Convenor will need to put in. In the list below, events and trips are listed first followed by Groups. You can search for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

<	AA 🗎 u3abeacon.o		u3abeacon.org.uk	.org.uk			- 0	
			Faculty - any or no	Add New Interest Group therest Groups O O Show active o rections at bottom of page	nly	ict		0
Select	Interest Group	Active	When	Where	Convenors	Mombors	Max	Wating
0	2024 Dolly Tribute (4DT)	γ	Saturday 5 October	Mapperley Plains Social Club Concert Room	Paula Boseley	4	0	
0					Marian Donaldson			
	2024 The Wiz (4TW)	Y	Wed 1st May 2024	Fletchers Theatre and Restaurant	Paula Boseley	10	0	
					Marian Donaldson			
0	2024 - Kew (4KEW)	Y	Friday 13 December	SKILL TOUR Pick up usually Arnold Leisure Centre	Paula Boseley	9	0	
0					Marian Donaldson			
	2024 BalladofMariaMarten 4BMM	Y	Thur 7/3/24	Fletchers Theatre and Restaurant	Paula Boseley	14	0	
					Marian Donaldson			
0	2024 Bath & Longleat (48L)	Y	Sunday 7th July 2024	SKILL TOUR Pick up usually Arnold Leisure Centre	Paula Boseley	6	0	
					Marian Donaldson			
	2024 Blackout (4BO)	Y	Thur 9/5/24	Fletchers Theatre and Restaurant	Paula Boseley	4	0	
					Marian Donaldson			
0	2024 Blackpool (4BP)	Y	Friday September 27th	DAISH'S TOUR pick up usually Mount Street	Paula Boseley	5	0	
					Marian Donaldson			
	2024 Brookfields Af Tea (4BF)	Y	August Date TBA	Brookfields Garden Centre	Paula Boseley	5	30	
0					Marian Donaldson			
0	2024 Burns Night (BN)	Y	25th January 2024	Member home - Maggie Grimshaw	Paula Boseley	13		
Ö.	() Help				Marian Donaldson			
the little	924 Buston (4BU)	-	THE MARK STREET THE STREET	MUNI RUN TRIP	Paula Boseley	16	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 sent it to. At the bottom go to Do with selected. Tick to Receive a Copy

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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

Now click on Schedule. <u>This is important to keep updated as it links to the Calendar.</u> Put in the date and time of your first meeting if its not already been done for you. Then whether you are going to meet weekly, bi monthly or monthly. You can then add details of any individual meeting which will appear on the Calendar on the U3A website



Now go back to Home and under Interest Groups, click on the Venues.

A list of all the venues the different groups use will be shown:

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Go back to Home and click on Calendar. This is the only part of Beacon that links with the website. It will be naturally populated when you fill in your New Interest Group dates. It is a good idea to check your dates once a month.

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By clicking on the name of a member in the drop down menu at the top, you can also see all the dates of events for that member