

HOW TO USE THE BEACON SYSTEM AS A GROUP LEADER

Open Beacon by going to u3abeacon.org.uk

Use the drop-down menu to locate Ludlow

Enter your allocated username (case sensitive)

Enter your password (case sensitive) this can be changed at the first login

You are now in administration

Click on **Groups** which gives the full list of active groups. You only have access to your group information.

Quick access is gained by highlighting the initial letter of your group name in the alphabet at the top otherwise scroll down.

Click on the title of your group to access the records.

Group details gives the information about the type of group, meeting place and time etc. This can be edited by the group leader if necessary.

Click on members (in blue), a full list of members will be shown.

To remove a member just click on remove in the last column.

To add a member either by name or membership number scroll down to the bottom of the page.

To add by name just scroll through all the members names which are listed in alphabetical order on the drop-down menu and click on the name you want to add.

If adding by membership number just type the number in and if there is more than one, then separate the numbers by a comma.

To send an email either to everyone in the group or a selection, check the tick box at the left of their name. Write the message as normal and press the send button at the bottom.

To send an attachment you already have stored in your computer eg a schedule: -

At the top of the screen there is a box labelled attachments. Insert the cursor in the box and search in your computer for the attachment you want to send, press open and the attachment will appear with its name below the box.

If you have money to keep track of, this can be done using the ledger function. A record is then kept of any money received and paid out on behalf of the group eg hire of hall for meeting.