BEACON

Mike Morison Membership Secretary Designate.

BEACON

What is it?
Logging in & Change Password/Q&A
Group administration
Group emails
Any Questions/Points?

BEACON — What is it?

Nationwide Database with extra applications
Membership administration
Financial administration
Group administration
Emails.

BEACON – Logging in

https://www.u3abeacon.org.uk/password.php

(Google search for U3A Beacon and click on 'U3A Administration')

Local U3A (Kennet), Username, Password,



Administration

Your login has timed out. Please log back in

Username mikemorison

Rassword

Passwords are case separates

Enter

This is a private computer - tick to store local settings

If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished

Forgotten your username or password? Click here.



BEACON – Logging in

Initial Username & Password from Administrator Change Password on first use.

BEACON – Change Password

First log in leads to automatic password change Subsequent change via Personal preferences,



Administration

You are logged in as Log Out

Membership	Groups	Finance	Misc	Set up
	Groups	Groups statement	U3A officers	
	Venues	(Personal preferences	
	Calendar			
	W04.0 W 45			
	U3A Beacon Users' Forum	Beacon User's Guid	e Beacon Webs	site

Hover mouse over captions for more information

The updated Beacon User Guide (v14, 2019-02-11) can be downloaded via the link above. Changes from the previous version are highlighted yellow.

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Home

Personal Preferences

Dro	p-down name lists & Timeout
Sort by	Surname Forenames
Show	O Surname first O Forenames first
Session timeout	20 minutes
Minimise tin	neout if this is a shared computer (max 20 mins)
	C N N N N N N N N N N N N N N N N N N N
500	Save Name Lists & Timeout
Change	e password for
including at least Do not use	rds should comprise minimum 8 characters one upper case, lower case and numeric character. common words. You may optionally consider following special characters: \$ ^ % ! # < >.
Old password	
New password	
Confirm	
	Change Password
Change p	personal Q&A for
Question	
Answer	
	Update Q&A

Home



BEACON – Group Admin

Group Leader Permissions
Own Group – Details,



Administration

You are logged in as

Log Out

Membership	Groups	Finance	Misc	Set up
	Groups	Groups statement	U3A officers	
	Venues		Personal preferences	
	Calendar			
	U3A Beacon Users' Forum	Beacon User's Guide	Beacon Website	

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(i) Operations at bottom of page



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
A	A							
0	American History	Υ	Starting 17 September on third week of each month	West Overton	AnnMarie Newbigin	15		
0	Art & Art History	Υ	Friday, 2nd of month 10.30 - 12.30	Quaker Meeting House	Pam Baker	30	30	
					Ken Baker			
	Art Group, The	Υ	Thursday, 1st & 3rd of month 14.00 - 16.00	The Scout Hall	Margaret Mason	22		
A	В							
0	Backgammon	Y	Wednesday, 1st & 3rd of month - 19.00 - 21.00	Marlborough	Tom Horwitz	12		
	Ballet Appreciation	Υ	Second Monday of the month - September 2019	Canning Place Marlborough	Lis Mercer Banks	11		
0	Birdwatching	Y	Thursday, 3rd of month (time varies)	Varies	Brian Davies	34		
	Book Circle	Υ	Wednesday 4th of month 10.00 - 12.00	Pewsey	Yvonne Bradbury	13		
					Sarah Foxall			
	Book Club with a Difference	Y	Tuesday 1st of month 14.00 - 16.00	West Overton	AnnMarie Newbigin	10		
	Book Group	Υ	Thursday, 4th of month 14.30 - 16.30	Marlborough	Alison Hammond	11		
	Bridge	Y	Wednesday, 1st & 3rd of month	Marlborough	Stephen Weighell	11		
	Build your own Website	Y	Short course, all to be decided	Marlborough	Hamzah Hamzah	1		
VA	С							
	Card Making	Υ	Monday bi-monthly, 2nd of month 10.00 - 14.00	Burbage	Val Clowes	4		
	Classic Cars	Υ	Flexible, various	Varies	Ashley de Safrin	20		
	Controversial Discussion	Y	Monday, 2nd of month 10.30 - 12.30	Ogbourne St George	Miles Howarth	11		
	Controversial Discussion 2	Υ	Thursday, Last of month 14.00 - 16.00	Axford	Nick Swan	12	12	
	Controversial Discussion	Y	Thursday 2nd of month 10.30 - 12.30	Collingbourne Ducis	Dan Mace	12	12	



Home - Groups List - Venues

Group Record for Classic Cars

Members

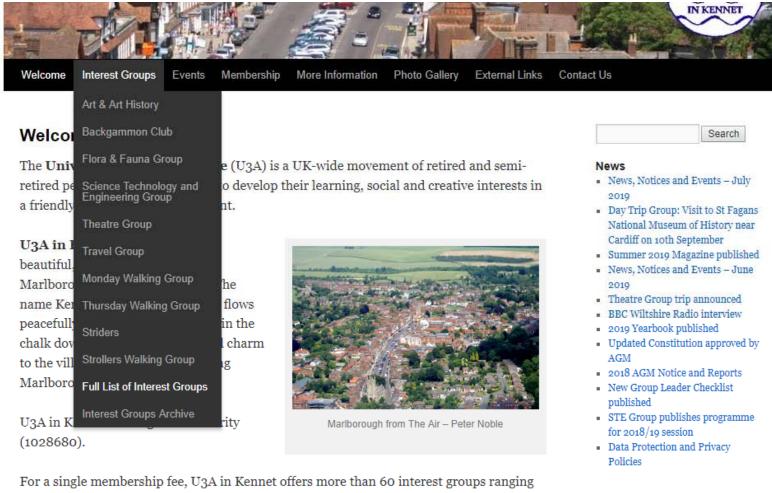
Ledger

Schedule

Details

	Group Details
Group	Classic Cars
Faculty	▼ Status Active ▼ Max members
	☐ Allow members to join on-line ☐ Enable waiting list ☑ Notify leader of changes
When	Flexible, various
Normal start time	End time Contact class.cars@u3ainkennet.o
Venue	Varies ▼
Information	We are a group of classic car enthusiasts and owners who like to use their cars (of whatever make) to enjoy: -Country drives and pub lunches -Visits to car factories and restoration companies
	-Classic car events
Notes	
	Group record created 31 May 2016 20:03; last changed 1 Nov 2016 19:08

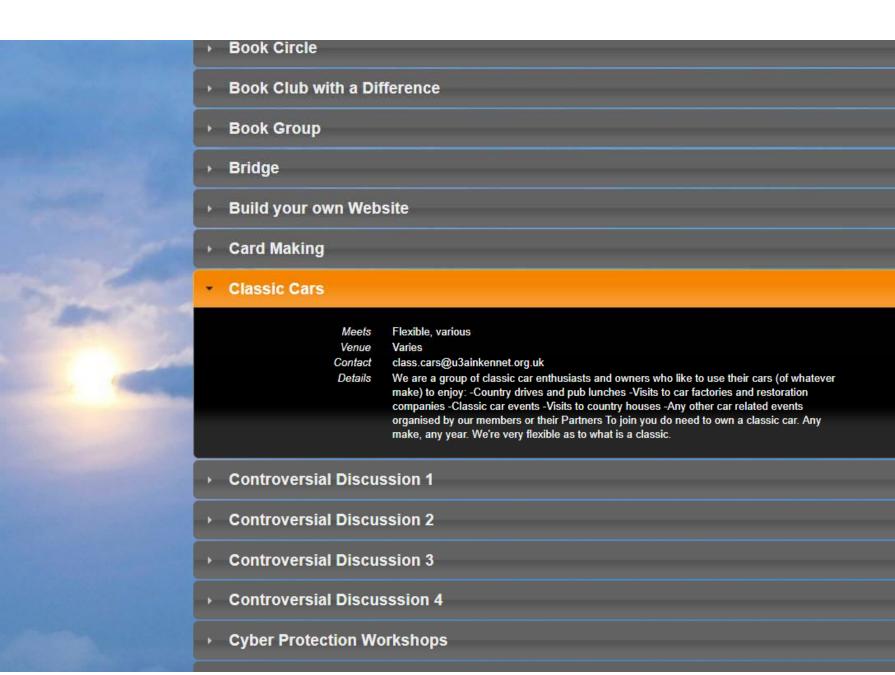




from Art and Art History to Wine Appreciation.

To find out more or get to know us better, come to our regular Coffee Exchange in Marlborough. This takes place between 10:30am and 12 noon on the last Thursday of each month at the Wesley Hall in Oxford Street SN8 1AP (which is the narrow road on the left on the lower side of the Town Hall).









BEACON – Group Admin

Group Leader Permissions

Own Group – Details

Own Group – Members

NB – Schedule & Ledger, Use?



Home - Groups List - Venues

Group Record for Classic Cars

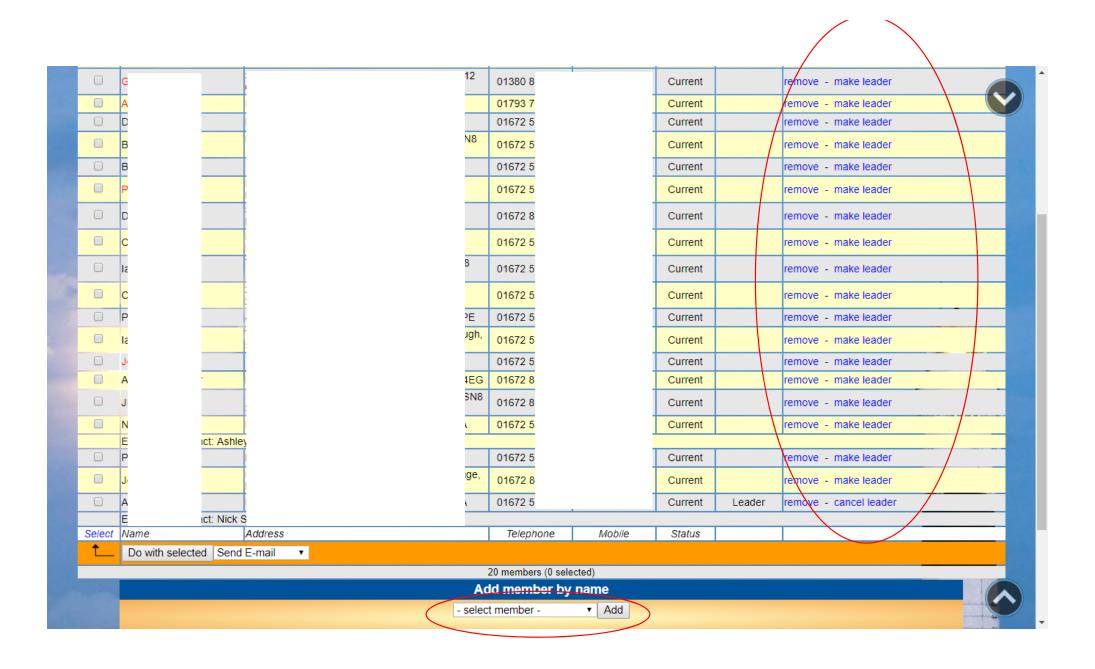
Details Schedule Members Ledger

Group Details

Classic Cars

	Croup Botting	
Group	Classic Cars	
Faculty	▼ Status Active ▼ Max members	
	Allow members to join on-line Enable waiting list Motify leader of changes	
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Normal start time	End time Contact class.cars@u3ainkennet.o	
Venue	Varies ▼	
Information	We are a group of classic car enthusiasts and owners who like to use their cars (of whatever make) to enjoy: -Country drives and pub lunches -Visits to car factories and restoration companies -Classic car events	
Notes		9
	Group record created 31 May 2016 20:03; last changed 1 Nov 2016 19:08	
	Save Record Delete	





BEACON — Emails

Group members – Select all/individuals 'Do with selected',

			Group wemp	ers			THE REAL PROPERTY.
Select Name	Address		Telephone	Mobile	Status		
CI	0	G17	0148	11	Current		remove - make leader
€ Ge	6	3N12	0138	51	Current		remove - make leader
⊘ Ar	E		0179		Current		remove - make leader
₽ Da	lı .		0167	51	Current		remove - make leader
⊘ Br	E 1	, SN8	0167		Current		remove - make leader
● Ba	1		0167	16	Current		remove - make leader
₽ P€	E N		0167		Current		remove - make leader
● Da	S N		0167		Current		remove - make leader
☑ CI	F	2,	0167	33	Current		remove - make leader
✓ lai	1	3N8	0167	21	Current		remove - make leader
	2 2	N8	0167		Current		remove - make leader
₽ P€	4	2PE	0167	91	Current		remove - make leader
☑ la	T S	rough,	0167	17	Current		remove - make leader
✓ Jo	1	RP	0167		Current		remove - make leader
✓ Ar	E	18 4EG	0167	27	Current		remove - make leader
✓ Jir	1 3	h, SN8	0167)1	Current		remove - make leader
☑ Ni	F	НА	0167	39	Current		remove - make leader
Er	: Ashley						
₽ P€	N -	١Z	0167	i3	Current		remove - make leader
✓ Jo	K	rbage,	0167	11	Current		remove - make leader
✓ As	F	HA	0167)9	Current	Leader	remove - cancel leader
Emergency cor			Talanhana	Makila	Otation		
Select Name	Address		Telephone	Mobile	Status		
Do with selec	ted Send E-mail 🔻						

BEACON — Emails

Group members – Select all/individuals

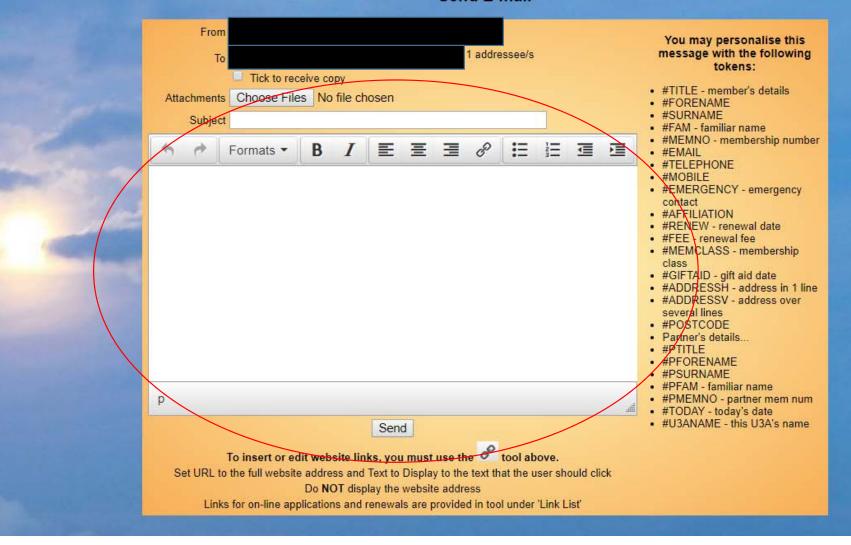
'Do with selected'

Create own/Save standard via Word Document,



Home

Send E-mail





BEACON — Emails

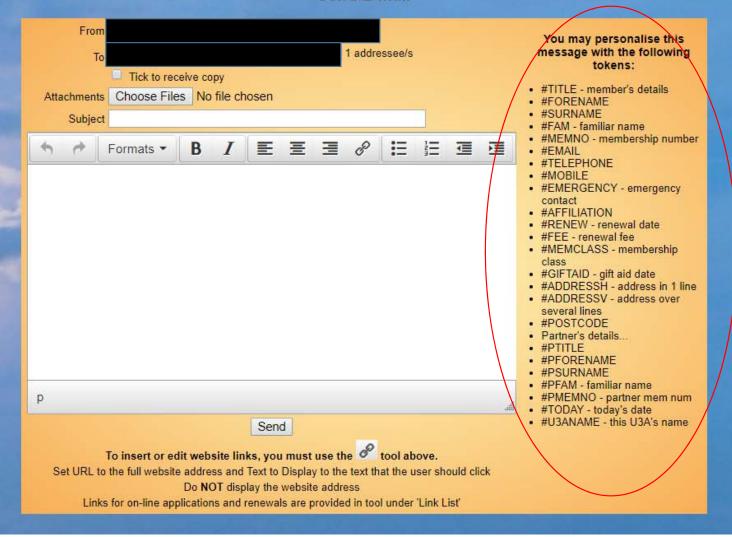
Group members – Select all/individuals

'Do with selected'

Create own/Save standard via Word Document Note '#list'.



Send E-mail



BEACON - Summary

NB If all else fails – RTFI!

Or contact Oracle Administrator on

membershipsec@u3ainkennet.org.uk



Administration

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Membership	Groups	Finance	Misc	Set up
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