

# 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

U3A

Username

Password

Passwords are case sensitive

☒ 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**

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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,



# Kennet

## Administration

You are logged in as [redacted] [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	<a href="#">Groups</a>	<a href="#">Groups statement</a>	<a href="#">U3A officers</a>	
	<a href="#">Venues</a>		<a href="#">Personal preferences</a>	
	<a href="#">Calendar</a>			
<a href="#">U3A Beacon Users' Forum</a>		<a href="#">Beacon User's Guide</a>	<a href="#">Beacon Website</a>	

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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# Kennet

[Home](#)

## Personal Preferences

### Drop-down name lists & Timeout

Sort by ☐ Surname ☐ Forenames  
Show ☐ Surname first ☐ Forenames first

Session timeout  minutes

Minimise timeout if this is a shared computer (max 20 mins)

### Change password for [redacted]

Passwords should comprise minimum 8 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: \_ - \$ ^ % ! # < > .

Old password

New password

Confirm

### Change personal Q&A for [redacted]

Question

Answer

[Home](#)

# BEACON – Group Admin

Group Leader Permissions

Own Group – Details,



# Kennet

## Administration

You are logged in as [REDACTED] [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	<a href="#">Groups</a>	<a href="#">Groups statement</a>	<a href="#">U3A officers</a>	
	<a href="#">Venues</a>		<a href="#">Personal preferences</a>	
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<a href="#">U3A Beacon Users' Forum</a>		<a href="#">Beacon User's Guide</a>	<a href="#">Beacon Website</a>	


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



[Home](#) - [Groups List](#) - [Venues](#)

## Group Record for Classic Cars

[Details](#)

[Schedule](#)

[Members](#)

[Ledger](#)

### Group Details

Group	<input type="text" value="Classic Cars"/>		
Faculty	<input type="text" value="▼"/>	Status <input type="text" value="Active"/>	Max members <input type="text"/>
	<input type="checkbox"/> Allow members to join on-line <input type="checkbox"/> Enable waiting list <input checked="" type="checkbox"/> Notify leader of changes		
When	<input type="text" value="Flexible, various"/>		
Normal start time	<input type="text"/>	End time <input type="text"/>	Contact <input type="text" value="class.cars@u3ainkennet.o"/>
Venue	<input type="text" value="Varies"/>		
Information	<div>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</div>		
Notes	<div><div></div><div></div></div>		
Group record created 31 May 2016 20:03; last changed 1 Nov 2016 19:08			
<div>Save RecordDelete</div>			



Welcome Interest Groups Events Membership More Information Photo Gallery External Links Contact Us

## Welcome

The U3A is a UK-wide movement of retired and semi-retired people who develop their learning, social and creative interests in a friendly and supportive environment.

## U3A in Marlborough

Marlborough is a beautiful town with a long history. The name Kenet flows peacefully through the chalk downs and into the village. Marlborough is a charming town with a long history.

U3A in Marlborough (1028680).

- Art & Art History
- Backgammon Club
- Flora & Fauna Group
- Science Technology and Engineering Group
- Theatre Group
- Travel Group
- Monday Walking Group
- Thursday Walking Group
- Striders
- Strollers Walking Group
- Full List of Interest Groups**
- Interest Groups Archive



Marlborough from The Air – Peter Noble

For a single membership fee, U3A in Kennet offers more than 60 interest groups ranging 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).*

## News

- [News, Notices and Events – July 2019](#)
- [Day Trip Group: Visit to St Fagans National Museum of History near Cardiff on 10th September](#)
- [Summer 2019 Magazine published](#)
- [News, Notices and Events – June 2019](#)
- [Theatre Group trip announced](#)
- [BBC Wiltshire Radio interview](#)
- [2019 Yearbook published](#)
- [Updated Constitution approved by AGM](#)
- [2018 AGM Notice and Reports published](#)
- [New Group Leader Checklist published](#)
- [STE Group publishes programme for 2018/19 session](#)
- [Data Protection and Privacy Policies](#)

› Book Circle

› Book Club with a Difference

› Book Group

› Bridge

› Build your own Website

› Card Making

▼ Classic Cars

*Meets* Flexible, various  
*Venue* Varies  
*Contact* [class.cars@u3ainkennet.org.uk](mailto:class.cars@u3ainkennet.org.uk)  
*Details* 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 -Visits to country houses -Any other car related events organised by our members or their Partners To join you do need to own a classic car. Any make, any year. We're very flexible as to what is a classic.

› Controversial Discussion 1

› Controversial Discussion 2

› Controversial Discussion 3

› Controversial Discussion 4

› Cyber Protection Workshops



# BEACON – Group Admin

Group Leader Permissions

Own Group – Details

Own Group – Members

NB – Schedule & Ledger, Use?



# Kennet

[Home](#) - [Groups List](#) - [Venues](#)

## Group Record for Classic Cars

[Details](#)

[Schedule](#)

[Members](#)

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### Group Details

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Group record created 31 May 2016 20:03; last changed 1 Nov 2016 19:08			
<div>Save RecordDelete</div>			

<input type="checkbox"/>	G		12	01380 8	Current		remove - make leader
<input type="checkbox"/>	A			01793 7	Current		remove - make leader
<input type="checkbox"/>	D			01672 5	Current		remove - make leader
<input type="checkbox"/>	B		N8	01672 5	Current		remove - make leader
<input type="checkbox"/>	B			01672 5	Current		remove - make leader
<input type="checkbox"/>	P			01672 5	Current		remove - make leader
<input type="checkbox"/>	D			01672 8	Current		remove - make leader
<input type="checkbox"/>	C			01672 5	Current		remove - make leader
<input type="checkbox"/>	la		8	01672 5	Current		remove - make leader
<input type="checkbox"/>	C			01672 5	Current		remove - make leader
<input type="checkbox"/>	P		PE	01672 5	Current		remove - make leader
<input type="checkbox"/>	la		ugh,	01672 5	Current		remove - make leader
<input type="checkbox"/>	J			01672 5	Current		remove - make leader
<input type="checkbox"/>	A		4EG	01672 8	Current		remove - make leader
<input type="checkbox"/>	J		SN8	01672 8	Current		remove - make leader
<input type="checkbox"/>	N			01672 5	Current		remove - make leader
<input type="checkbox"/>	E	ict: Ashley					
<input type="checkbox"/>	P			01672 5	Current		remove - make leader
<input type="checkbox"/>	J		ge,	01672 8	Current		remove - make leader
<input type="checkbox"/>	A			01672 5	Current	Leader	remove - cancel leader
<input type="checkbox"/>	E	ict: Nick S					
Select	Name	Address	Telephone	Mobile	Status		
	Do with selected		Send E-mail ▼				
20 members (0 selected)							
Add member by name							
- select member - ▼				Add			

# BEACON – Emails

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

## Group Members

Select	Name	Address	Telephone	Mobile	Status		
<input checked="" type="checkbox"/>	Cl		G17	0148	41	Current	remove - make leader
<input checked="" type="checkbox"/>	Ge		SN12	0138	51	Current	remove - make leader
<input checked="" type="checkbox"/>	Ar			0179		Current	remove - make leader
<input checked="" type="checkbox"/>	Da			0167	51	Current	remove - make leader
<input checked="" type="checkbox"/>	Br		SN8	0167		Current	remove - make leader
<input checked="" type="checkbox"/>	Be			0167	16	Current	remove - make leader
<input checked="" type="checkbox"/>	Pe			0167		Current	remove - make leader
<input checked="" type="checkbox"/>	Da			0167		Current	remove - make leader
<input checked="" type="checkbox"/>	Cl			0167	33	Current	remove - make leader
<input checked="" type="checkbox"/>	la		SN8	0167	21	Current	remove - make leader
<input checked="" type="checkbox"/>	Cl		N8	0167		Current	remove - make leader
<input checked="" type="checkbox"/>	Pe		2PE	0167	91	Current	remove - make leader
<input checked="" type="checkbox"/>	la		rough,	0167	17	Current	remove - make leader
<input checked="" type="checkbox"/>	Jo		RP	0167		Current	remove - make leader
<input checked="" type="checkbox"/>	Ar		18 4EG	0167	27	Current	remove - make leader
<input checked="" type="checkbox"/>	Jir		h, SN8	0167	91	Current	remove - make leader
<input checked="" type="checkbox"/>	Ni		HA	0167	99	Current	remove - make leader
	Er	Ashley					
<input checked="" type="checkbox"/>	Pe		AZ	0167	53	Current	remove - make leader
<input checked="" type="checkbox"/>	Jo		rbage,	0167	11	Current	remove - make leader
<input checked="" type="checkbox"/>	As		HA	0167	99	Current	Leader remove - cancel leader

Emergency contact: Nick S

Select	Name	Address	Telephone	Mobile	Status		
<input checked="" type="checkbox"/>	Do with selected Send E-mail						

20 members (20 selected)

# BEACON – Emails

Group members – Select all/individuals

‘Do with selected’

Create own/Save standard via Word Document,

[Home](#)

## Send E-mail

From [REDACTED]

To [REDACTED] 1 addressee/s

☐ Tick to receive copy


Attachments  No file chosen

Subject

p

**You may personalise this message with the following tokens:**

- #TITLE - member's details
- #FORENAME
- #SURNAME
- #FAM - familiar name
- #MEMNO - membership number
- #EMAIL
- #TELEPHONE
- #MOBILE
- #EMERGENCY - emergency contact
- #AFFILIATION
- #RENEW - renewal date
- #FEE - renewal fee
- #MEMCLASS - membership class
- #GIFTAID - gift aid date
- #ADDRESSH - address in 1 line
- #ADDRESSV - address over several lines
- #POSTCODE
- Partner's details...
- #PTITLE
- #PFORENAME
- #PSURNAME
- #PFAM - familiar name
- #PMEMNO - partner mem num
- #TODAY - today's date
- #U3ANAME - this U3A's name

**To insert or edit website links, you must use the  tool above.**

Set URL to the full website address and Text to Display to the text that the user should click

Do **NOT** display the website address

Links for on-line applications and renewals are provided in tool under 'Link List'



# BEACON – Emails

Group members – Select all/individuals

‘Do with selected’

Create own/Save standard via Word Document

Note ‘#list’.

[Home](#)

## Send E-mail

From: [REDACTED]

To: [REDACTED] 1 addressee/s


☐ Tick to receive copy

Attachments:  No file chosen

Subject:

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- #AFFILIATION
- #RENEW - renewal date
- #FEE - renewal fee
- #MEMCLASS - membership class
- #GIFTAID - gift aid date
- #ADDRESSH - address in 1 line
- #ADDRESSV - address over several lines
- #POSTCODE
- Partner's details...
- #PTITLE
- #PFORENAME
- #PSURNAME
- #PFAM - familiar name
- #PMEMNO - partner mem num
- #TODAY - today's date
- #U3ANAME - this U3A's name

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# BEACON - Summary

NB If all else fails – RTFI!

Or contact Oracle Administrator on

[membershipsec@u3ainkennet.org.uk](mailto:membershipsec@u3ainkennet.org.uk)



# Kennet

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