

## Craven U3A - Use of the Beacon Membership database

### Group Leaders

1. Log on to Beacon
  - i. Web address: <https://www.u3abeacon.org.uk/password.php>
  - ii. Select U3A = Craven
  - iii. Type in username given to you (usually first 4 letters of surname and first 4 of first name)
  - iv. password – contact the Beacon manager for your password: [datamanager@cravenu3a.org.uk](mailto:datamanager@cravenu3a.org.uk)
  - v. Click the box – This is a private computer
  - vi. Press Enter

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**Administration**

U3A

Username

Password

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.](#)

Enter

You will then be logged in and see a screen like this:

Your main interest is managing your Group (Class).

Click on Groups to do this:

See next page.

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**Craven Administration**

You are logged in as Group Leader Craven U3a [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	Groups		Personal preferences	
	Venues			
	Faculties			
	Calendar			

U3A Beacon Users' Forum   Beacon User's Guide   Beacon Change Log

Hover mouse over captions for more information

(9 May) The most significant current issue is called "fin\_transactions lock timeout". It last affected the system on 27 April, and is hard to diagnose. We are still on the case.

When you click on "Groups" a list of groups will be displayed.

Scroll down to your group and click on it.

Select	Group	Active	When	Where	Leaders	Members	Max	Waiting
<input type="checkbox"/>	Aerobic Workout	Y	Wednesday	St Andrews Church Skipton	John Dixon	36	35	1
<input type="checkbox"/>	Art and Architecture	Y	Wednesday	Embsay Village Hall	Ian Adams	23	22	
<input type="checkbox"/>	Astronomy	Y	Friday	Swadford Centre	Keith Berrington	31	70	
<input type="checkbox"/>	Ballet DVDs	Y	Friday	Champions Church	Constance Wood	32	40	
<input type="checkbox"/>	Birdwatching	Y	Monday	Bolton Abbey Village Hall	Sheila Hodgson	91	91	
<input type="checkbox"/>	Bridge (Improvers)	Y	Thursday	Draughton Village Hall	Douglas Goode	19	18	
<input type="checkbox"/>	Bridge (Play)	Y	Thursday	Draughton Village Hall	Douglas Goode	41	45	
<input type="checkbox"/>	Calligraphy	Y	Thursday	St Johns Ambulance Hall	Pamela Greenwood	15	20	
<input type="checkbox"/>	Crown Green Bowls	Y	Friday	Whinfield Bowling Club	Keith Waddington	25	24	
<input type="checkbox"/>	Discussion Group	Y	Tuesday	Discussion Group	Margaret Foster	11	10	
<input type="checkbox"/>	Dummy Group	Y	monday				20	
<input type="checkbox"/>	Election USA	Y	Thursday	Swadford Centre Library	Syd Matthews	20	20	
<input type="checkbox"/>	European History	Y	Thursday	Swadford Centre	Derek Clabburn	68	67	
<input type="checkbox"/>	Everyday Economics	Y	Thursday	Swadford Centre Library	Syd Matthews	22	21	
<input type="checkbox"/>	Fascinating Fungus Foraying	Y	Wednesday	Trinity Methodist Church	Archie McAdam	26	40	
<input type="checkbox"/>	Film International 1	Y	Friday	Champions Church	Wendy Berrington	96	95	
<input type="checkbox"/>	Film International 2	Y	Friday	Champions Church	Wendy Berrington	92	90	1

It will then display your class details. Please check these, especially punctuation.

U3A Craven

Home - Groups List - Faculties - Venues - Add New Group

**Group Record for Woodturning 1**

Details Schedule Members Ledger

**Group Details**

Group: Woodturning 1

Faculty: Arts & Crafts Status: Active Max members: 5

Allow members to join on-line  Enable waiting list  Notify leader of changes

When: Monday

Normal start time: 13:00 End time: 15:00 Contact: Doug Hirst 01756 79093;

Venue: Woodturning

Information: A mixed ability class. Beginners will be taught basic techniques. Returners will undertake more ambitious projects. NB This course involves moving machinery and sharp tools so there are health and safety issues which will be taught. There will be some exposure to dust so it may not be advisable for those with breathing difficulties. Physical strength is not required so it is suitable for

Notes:

Group record created 7 Feb 2017 20:25; last changed 9 Feb 2017 16:18

Save Record Delete

There are 4 headings at the top: Details, Schedule, Members, Ledger.

**Schedule:** To add dates of classes click on Schedule:

The screenshot shows the 'Group Record for Woodturning 1' page on the U3A Craven website. The 'Add Events' form is highlighted in orange. The form includes the following fields and options:

- First date and time: 11/05/2017 13:00
- then every: 2 Weeks
- Until:  Number of events 1  Not beyond 31/8/2017
- End time: 15:00  Exclude from public calendar
- Venue: Woodturning
- Enquiries: Doug Hirst 01756 790932
- Topic: (empty)
- Details: (empty text area)

Below the form, there is a note: "To add a single event, set Number of Events to 1" and an "Add Events" button. Navigation links at the bottom include "Home - Groups List - Calendar".

This page allows you to enter a single date or a series of dates.

You can add details for the whole series or for individual classes e.g. which film is being shown.

This screenshot is similar to the first one, but the 'Add Events' form is filled out with specific details. A red arrow points to the 'Topic' field. The form includes the following fields and options:

- First date and time: 02/10/2017 13:00
- then every: 1 Weeks
- Until:  Number of events 1  Not beyond 26/03/2018
- End time: 15:00  Exclude from public calendar
- Venue: Woodturning
- Enquiries: Doug Hirst 01756 790932
- Topic: Mixed ability Class
- Details: Members to work at their own project plan

Below the form, there is a note: "To add a single event, set Number of Events to 1" and an "Add Events" button. Navigation links at the bottom include "Home - Groups List - Calendar".



To enter your schedule, enter the first date, interval, "Not beyond", and last date.

The screenshot shows the 'Add Events' form for the 'Group Record for Woodturning 1'. The form includes the following fields and options:

- First date and time:** 02/10/2017 13:00
- then every:** 1 Weeks
- Until:**  Number of events: 1  Not beyond: 26/03/2018
- End time:** 15:00  Exclude from public calendar
- Venue:** Woodturning
- Topic:** (empty)
- Details:** (empty)

A calendar pop-up is visible, showing the date 26/03/2018 selected. The 'Add Events' button is at the bottom of the form.

Include the holiday dates at this point. They can be deleted later. Then click "Add Events". It will display a list of classes. You can then delete the holiday dates.

The screenshot shows the 'Group Schedule' page, displaying a list of events. The table below is a representation of the data shown in the screenshot:

Date & Time	Until	Venue	Topic	Enquiries
Mon 2 Oct 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 9 Oct 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 16 Oct 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 23 Oct 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 30 Oct 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 6 Nov 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 13 Nov 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 20 Nov 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 27 Nov 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 4 Dec 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 11 Dec 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 18 Dec 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 25 Dec 2017 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 1 Jan 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 8 Jan 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 15 Jan 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 22 Jan 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 29 Jan 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 5 Feb 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 12 Feb 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 19 Feb 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 26 Feb 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 5 Mar 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 12 Mar 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 19 Mar 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete
Mon 26 Mar 2018 13:00	15:00	Woodturning - map	Mixed ability Class	Doug Hirst 01756 790932 edit delete

Below the table is the 'Add Events' form with the following settings:

- First date and time:** 11/05/2017 13:00
- then every:** 2 Weeks
- Until:**  Number of events: 1  Not beyond: 31/8/2017
- End time:** 15:00  Exclude from public calendar
- Venue:** Woodturning
- Enquiries:** Doug Hirst 01756 790932
- Topic:** (empty)

## Members

Click on the Members Tab to see a list of class members:

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Home - Groups List

Group Record for Woodturning 1

Details Schedule **Members** Ledger

Select	Name	Address	Telephone	Mobile	Status	
<input type="checkbox"/>	Roger French				Current	remove - make leader
<input type="checkbox"/>	Doug Hirst				Current	Leader remove - cancel leader
<input type="checkbox"/>	Les Klysz				Current	remove - make leader
<input type="checkbox"/>	Pam Murray				Current	remove - make leader
<input type="checkbox"/>	Jonathan Smith				Current	remove - make leader
<input type="checkbox"/>	Martin Winterton				Current	remove - make leader

Select Name Address Telephone Mobile Status

Do with selected Send E-mail

6 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Home - Groups List

From this page you can choose to email your members or download a list onto a spreadsheet.

Select the ones you wish to email.

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Home - Groups List

Group Record for Woodturning 1

Details Schedule **Members** Ledger

Select	Name	Address	Telephone	Mobile	Status	
<input type="checkbox"/>	Roger French				Current	remove - make leader
<input type="checkbox"/>	Doug Hirst				Current	Leader remove - cancel leader
<input type="checkbox"/>	Les Klysz				Current	remove - make leader
<input type="checkbox"/>	Pam Murray				Current	remove - make leader
<input type="checkbox"/>	Jonathan Smith				Current	remove - make leader
<input type="checkbox"/>	Martin Winterton				Current	remove - make leader

Select Name Address Telephone Mobile Status

Do with selected Send E-mail

Download Excel

Download PDF

Remove Members

6 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Then select your action. Then click "Do with the Selected"

## Ledger

If you want to use the system to record class finances, Click on Ledger

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

### Group Record for Woodturning 1

[Details](#)   [Schedule](#)   [Members](#)   [Ledger](#)

#### Group Ledger

From  to

Date	Payee	Detail	In	Out	Balance
		Brought forward			£ 0.00
Date	Payee	Detail	In	Out	Balance

#### Add transaction

Date	Payee	Detail	In	Out
<input type="text" value="11/05/2017"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

This will allow you to add finance records.