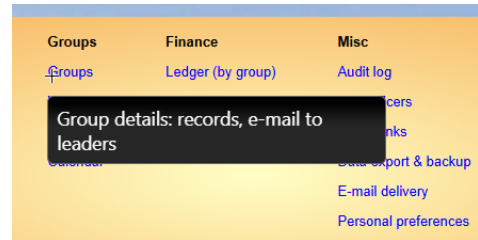


Adding A New Group to Beacon

Log into Beacon with your username and Password.

From the main screen select Groups from the menu options.



This will open the Groups page, listing all the current active groups.

The screenshot shows the 'Groups' page in Beacon. The page title is 'u3a Taw Beacon'. Below the title, there are navigation links for 'Home' and 'Add New Group'. The page is titled 'Groups' and has a 'Faculty' dropdown set to '- any or none -' and a 'Show active only' checkbox checked. Below this, there is an information icon and the text 'Operations at bottom of page'. A navigation bar shows letters A through Z. Below the navigation bar is a table listing active groups.

| Select | Group | Active | When | Where | Leaders | Members | Max | Waiting |
|--------------------------|--------------------------|--------|-------------|--------------|-----------------|---------|-----|---------|
| ▲▼ | A | | | | | | | |
| <input type="checkbox"/> | Allotment 21 | Y | | Allotment 21 | Patrick Byrne | 4 | | |
| <input type="checkbox"/> | Amblers | Y | 2nd Tuesday | Various | Lyn Bonewell | 21 | 25 | |
| <input type="checkbox"/> | | | | | Patricia Lilley | | | |
| <input type="checkbox"/> | Annual U3A Summer Outing | Y | NULL | Various | Jean Newcombe | 82 | 0 | |
| <input type="checkbox"/> | | | | | Wendy Walmsley | | | |

From the top menu, select the option Add New Group. This opens the New Group Record Screen. Enter all the information required about the new group.

The screenshot shows the 'New Group Record' screen. The page title is 'New Group Record'. Below the title, there are navigation links for 'Home', 'Groups List', 'Faculties', 'Venues', and 'Add New Group'. The form is titled 'Group Details' and contains the following fields:

- Group: [Text input field]
- Faculty: [Dropdown menu]
- Status: [Dropdown menu, set to 'Active']
- Max members: [Text input field]
- new group: [Text input field]
- Allow members to join on-line:
- Enable waiting list:
- Notify leader of changes:
- Allow members to leave on-line:
- When: [Text input field]
- Normal start time: [Text input field]
- End time: [Text input field]
- Contact: [Text input field]
- Venue: [Dropdown menu]
- Information: [Large text area]
- Notes: [Text input field]
- New record: [Text input field]
- Save Record: [Button]

Group Name.

Status(Active/Inactive)

Maximum number of members if known.

Tick Notify of changes.

Tick Enable waiting list to auto place members in waiting to join, if members go above the maximum set.

When: Day and the frequency of the group event.

Normal start time/End Time: Start time and end time of the group activity.

Contact: Group Leader contact Email or phone number if required. Please note this will be seen publicly.

Venue: Choose the venue from the drop-down list. If the venue to be suggested is not in the drop-down list, this will need to be created using the Venues option from the top menu. Leave this field blank and go back to enter the venue once it has been created.

Information: Enter any relevant information about the group e.g. see newsletter for details. or leave blank.

Notes: Add any notes that may help.

If some fields are left blank, they can be filled in at a later stage or just left blank.

Once the details have been entered, apply the option Save Record. Once saved, check that the new group is now in the group list by selecting the option 'Groups' from the home menu.

Search for the new group from the alphabetical list and click the group name to open up the group. See sample below:

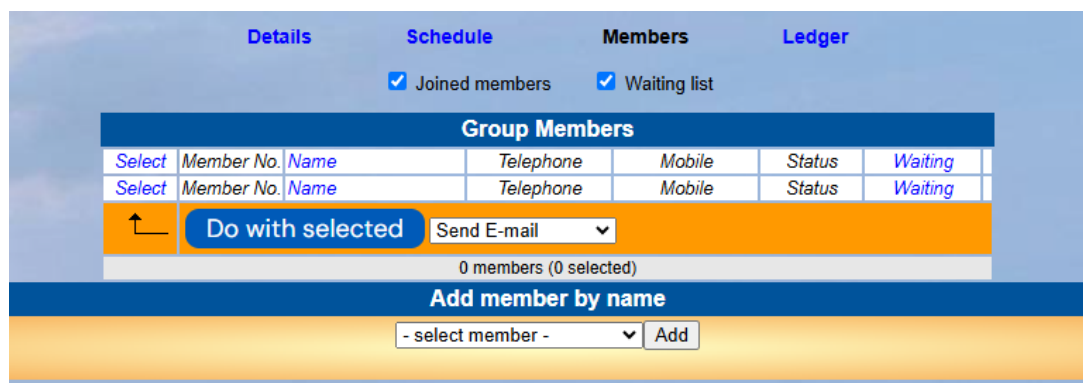
Select the option Members.

The screenshot displays a web form titled "Group Record for Cribbage". At the top, there are four tabs: "Details", "Schedule", "Members", and "Ledger". The "Details" tab is selected. Below the tabs is a sub-header "Group Details". The form contains the following fields and options:

- Group: Text input field containing "Cribbage".
- Faculty: A dropdown menu.
- Status: A dropdown menu set to "Active".
- Max members: Text input field containing "0".
- Allow members to join on-line:
- Enable waiting list:
- Notify leader of changes:
- Allow members to leave on-line:
- When: Text input field containing "2nd & 4th Friday of each month".
- Normal start time: Text input field containing "15:00".
- End time: Text input field containing "17:00".
- Contact: Text input field containing "NULL".
- Venue: A dropdown menu set to "New Inn Fremington".
- Information: A large empty text area.
- Notes: A text input field.

At the bottom of the form, there is a "Save Record" button and a small footer text: "Group record created 13 Aug 2023 19:10; last changed 19 Apr 2025 10:53".

This will display a blank screen with no members.



Start by adding the Group Leader to the list by using the option 'Add member by name' and using the drop-down menu to select the member from the list and then selecting the 'Add' button.

Once you see the name in the members list, you can select the option 'Make Leader'. This will assign that member as the group Leader.

The group should now be available in the group list with the Group Leader being shown.

This now completes the addition of a new group and group Leader. You can use the option send email to the Group leader to inform them that the group is live on the system. They can now take over the group and start adding members and editing the information in the group page.

If the group leader is a new member, and have no username or password for using Beacon, contact the Beacon administrator for TAW U3A. Inform them that a new username and passcode needs to be generated.

To Remove a Group (if you have the correct access rights)

1. Select Groups from the main menu on the home page.
2. Select the required group from the list by clicking the group name.
3. This opens the Group details page
4. Select members from the top menu to open up the members list.
5. Look for the Leader, then click the option 'cancel leader'. This should now leave a list of the group members.
6. Return to the Group details as in steps 1 to 3.
7. Select the Delete option at the bottom of the screen



If the delete option is unavailable, then contact the Beacon administrator for TAW U3A, and inform them that the group needs to be deleted and reasons why.