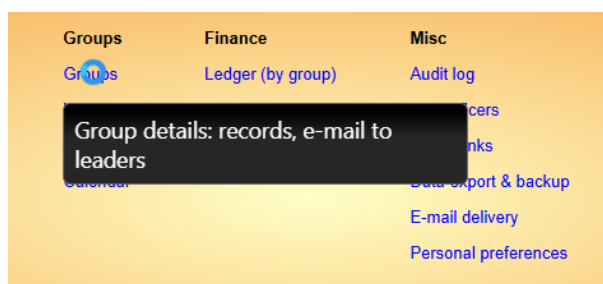


Group Management on Beacon for Group Leaders

Once a group is created on Beacon and the Leader is nominated. The Leader will have access rights to their group to add and remove members, send emails and to add information about the group.



Log into Beacon with your username and password. (This can be obtained from the Beacon Administrator). You will then enter the Home page'

Click the option 'Groups'.

This opens a list of Groups in Alphabetical order. The right-hand columns give a summary for the group. E.g. Group Leaders, Number of members, Maximum members allowed and members that are waiting to join if oversubscribed.

Group	Active	When	Where	Leaders	Members	Max	Waiting
A							
C							
<input type="checkbox"/> Canasta	Y	3rd monday of the Month	Beechfield Centre	Yvonne Geary Linda Lee	17	0	
<input type="checkbox"/> Chatterbox	Y	3rd Monday	Barnstaple Museum Cafe	Sheila Jennings	7		
<input type="checkbox"/> Coffee, Mugs & Teapots	Y	3rd Wednesday of the month	Artis Too Cafe	Jackie Ward	13	0	
<input type="checkbox"/> Creative Craft	Y	2nd Tuesday of the Month	Fremington Methodist Rooms	Valerie Fama	1	0	
<input type="checkbox"/> Creative Writing	Y	10.30am 2nd Thursday each month	Members House ,Check with Leader	Susan Boyd	7		

Click the group name that belongs to you to open up the group record page.

The details section is where you enter the

- status. E.g. Active or Inactive.
- Maximum Members if any.
- When it occurs.
- Times from & to
- Venue Name
- Tick Notify me of any changes
- Any relevant information plus notes if needed

Use the option 'Save Record' by selecting the button.

Once saved you can proceed with adding/removing members by clicking the option 'Members'. Note that this page can be edited at any time, but ensure you save your edits

Sample Group Members option shown below.

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	775	Rose Oliver	[REDACTED]	[REDACTED]	Current		remove - make leader
<input type="checkbox"/>	671	Richard Taylor	[REDACTED]	[REDACTED]	Current	Leader	remove - cancel leader
<input type="checkbox"/>	672	Sue Taylor	[REDACTED]	[REDACTED]	Current		remove - make leader
<input type="checkbox"/>	685	Barry Vincent	[REDACTED]	[REDACTED]	Current		remove - make leader

Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
Do with selected		Send E-mail					
17 members (0 selected)							
Add member by name							
- select member -							Add

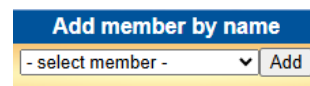
The sample above is for the Cribbage Group. The group Leader is shown as Richard Taylor, plus details about the members within the group.

Any line highlighted in Red, means that the member has not paid up or renewed their membership. This needs to be investigated or discussed with the membership secretary. Unpaid members should be removed, unless they are pending.

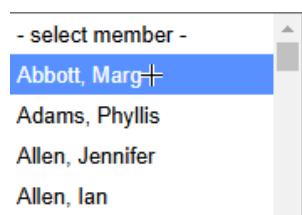
The group Leader can be changed by using the option 'cancel leader' or 'make leader' in the last column.

Members can be removed by using the option 'remove'.

To add members. Select the drop-down list by clicking 'Select Member' from the 'Add member by name' box.



This will give a list of all current members in the TAW U3A.

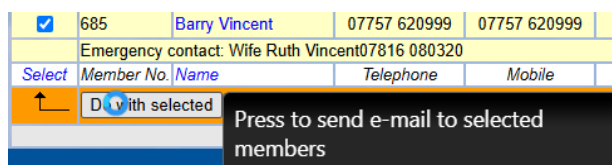


When the required member is highlighted, you click the **Add** button and it will be entered into the list of members.

Any members shown in Red, means they are not fully subscribed members and needs to be addressed.

To send email to individual or all members in the group. Tick the box next to the members name in the first column to whom you want to send an email to. The Send Email option in the box is already highlighted as the default.

Select the option 'Do with selected'. This will then open up the Email page where you write your text and send when ready. Note it will display the recipients and your email addresses.



Check all is ok by clicking the 'members' option on the Group page.