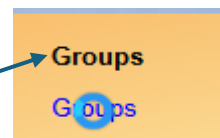


Sending Email/s using Beacon to One or More Members

Emails can be sent to one or members of your group using Beacon. It ensures security with sending emails

1. Open up Beacon and log in to the home page
2. Select the Option 'Groups' This opens a list of all the active Groups in alphabetical order.



Select	Group	Active	When	Where
▲ ▼	A			
<input type="checkbox"/>	Allotment 21	Y		Allotment 21
<input type="checkbox"/>	Amblers	Y	2nd Tuesday	Various
<input type="checkbox"/>	Annual U3A Summer Outing	Y	Annually	Various
<input type="checkbox"/>				

3. Select the Group by clicking the Group Name.

In this example the Cribbage Group is being selected.

<input type="checkbox"/>	Canasta
<input type="checkbox"/>	
<input type="checkbox"/>	Chatterbox
<input type="checkbox"/>	Coffee, Mugs & Teapots
<input type="checkbox"/>	Creative Craft
<input type="checkbox"/>	Creative Writing
<input type="checkbox"/>	Cribbage +
<input type="checkbox"/>	Current Affairs 1

4. Selecting the group by name now opens the Group details page.

This page displays details about the group, as per example shown. Edits can be made here if required, followed by using the option 'Save Record'

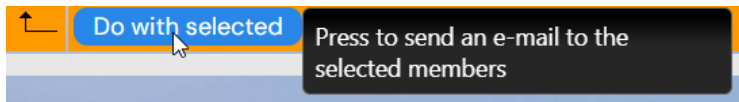
- Using the menus at the top of the sheet, select the option '**Members**'
This will now open a list of all the current members assigned to your group.

Any names shown in Red means they have not fully paid their annual subscription and requires attention.

Group Members								
Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	remove - make leader
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	remove - make leader
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	remove - make leader

The selection boxes on the left-hand Select column is used to select which members an email needs to be sent to. This is done by ticking one or more boxes.

- You now tick the selection box on the members you want to send an email to or all of them. The **Do with selected box** has another drop down menu asking what you want to do. The default is to **Send E email**.
- After you have ticked the appropriate boxes. You select the **Do with selected** button to activate the email generation menu.



- The send email page now opens up and you can start creating your email by adding the subject matter and email content.
- Add any attachments necessary.
- Tick the box to send yourself a copy.
- Once ready, click the Send button, at the bottom of the screen to send the email to those selected.



An acknowledgement will be received to confirm email sent.