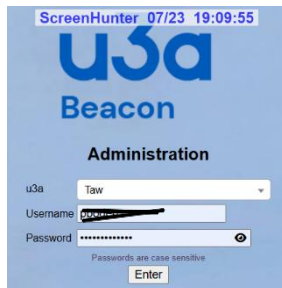


How to download Group Members details from Beacon

Log into Beacon using your username and Password and selecting Taw as the u3a.



ScreenHunter 07/23 19:09:55

u3a Beacon

Administration

u3a: Taw

Username: [Redacted]

Password: [Redacted]

Enter

Press Enter to take you to the home page.

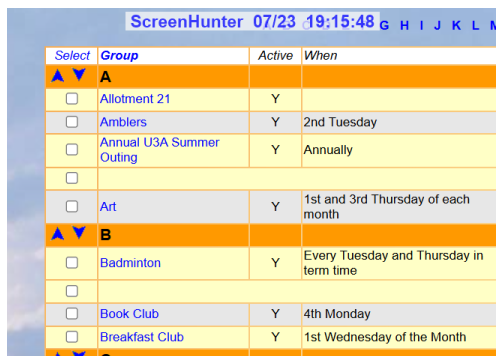
From the home page select the option Groups.



ScreenHunter 07/23 19:13:20

Membership	Groups	Finance
Members	Groups	Ledger (by group)
Membership renewals	Venues	Groups statement

This will open a list of all the active groups in the Taw u3a.

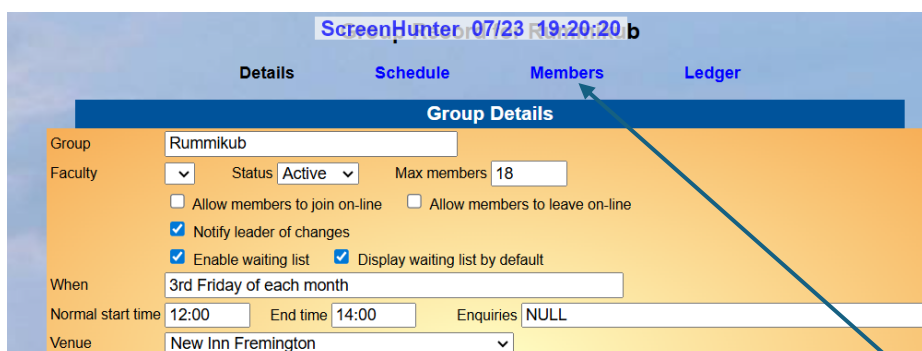


ScreenHunter 07/23 19:15:48 G H I J K L M

Select	Group	Active	When
▲▼	A		
<input type="checkbox"/>	Allotment 21	Y	
<input type="checkbox"/>	Amblers	Y	2nd Tuesday
<input type="checkbox"/>	Annual U3A Summer Outing	Y	Annually
<input type="checkbox"/>			
<input type="checkbox"/>	Art	Y	1st and 3rd Thursday of each month
▲▼	B		
<input type="checkbox"/>	Badminton	Y	Every Tuesday and Thursday in term time
<input type="checkbox"/>			
<input type="checkbox"/>	Book Club	Y	4th Monday
<input type="checkbox"/>	Breakfast Club	Y	1st Wednesday of the Month
▲▼	C		

Search your group from the list and select the group by clicking the Group Name in column A.

This will take you to the group Details page of your selected Group.



ScreenHunter 07/23 19:20:20 b

Details **Schedule** **Members** **Ledger**

Group Details

Group: Rummikub

Faculty: [Dropdown] Status: Active Max members: 18

Allow members to join on-line Allow members to leave on-line

Notify leader of changes

Enable waiting list Display waiting list by default

When: 3rd Friday of each month

Normal start time: 12:00 End time: 14:00 Enquiries: NULL

Venue: New Inn Fremington

This page provides the main details of the group

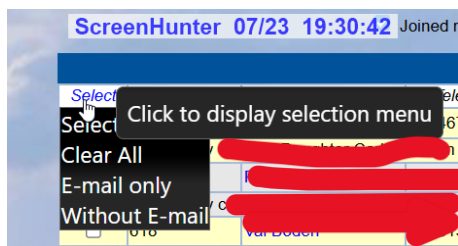
From the menu options above, select and click the option Members.

This will now open a page listing all the members in your group and all the inputted details. Example of the Rummikub group shown below: -

Select	Member No.	Name	Telephone	Mobile	Status	Waiting
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Current	remove - make leader
Emergency contact:						
<input type="checkbox"/>	[Redacted]	Paul Boden	[Redacted]	[Redacted]	Current	Leader remove - cancel leader
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Current	remove - make leader
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Current	remove - make leader
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Current	remove - make leader

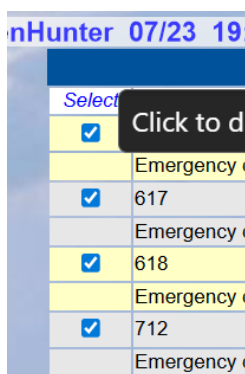
To download a list of members to use as a register and to keep with you in case of emergency, you will need to do the following.

Move your cursor to the top of the Select column and click Select.

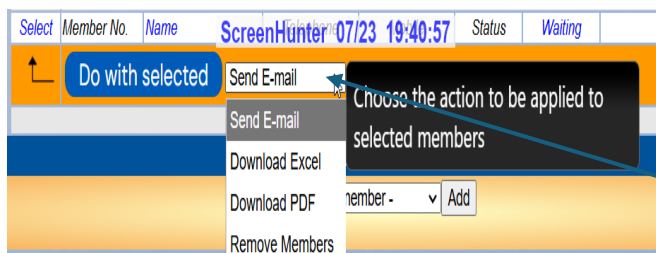


When you hover over Select, it opens up a note telling you to click to display the options. In this case take the option 'Select all'. This should tick all the members tick boxes.

Please note the Select all option is the top option and is not always visible.



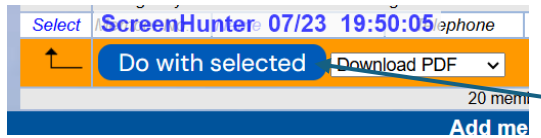
Note all the members tick boxes should now be ticked. If it fails to work, you can select and deselect each of the text boxes individually, by clicking the tick box against each member.



Once the names have been selected, scroll down to the bottom of the screen and open the 'Do with Selected' Drop down Menu

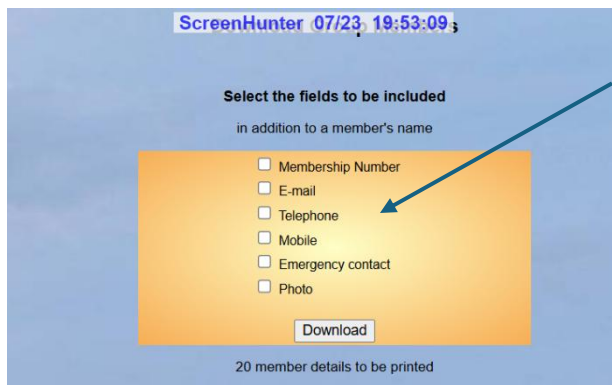
From the drop-down menu options, select the option Download Excel or PDF. Excel will download a spreadsheet version for those with excel or use the pdf option if you want a printable list of all members. This is the option I am selecting as it provides a printable document of all the members.

Select the option 'Download PDF' (or Excel if using this option)



Once the Download PDF is shown and you have all the names selected, select the option 'Do with Selected'.

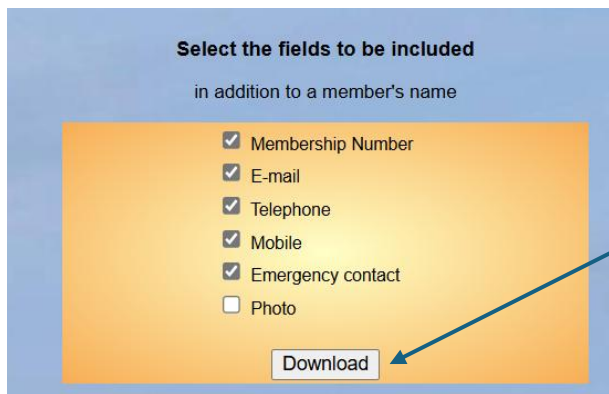
This now opens the member options which you want downloaded.



Tick the boxes of all the member options required.

See below for the options chosen in my group.

In my example, I have chosen All the contact details required apart from Photo. It is advisable to do this to include members without email.

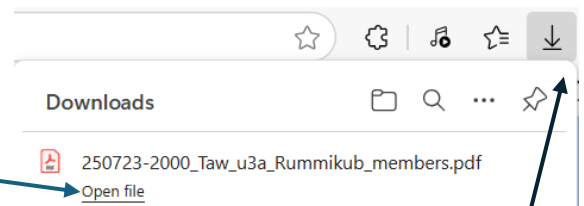


Once your options have been ticked. Select the option 'Download'.

A file is now download to your device.

The filename is displayed. Click open file to open the pdf document.

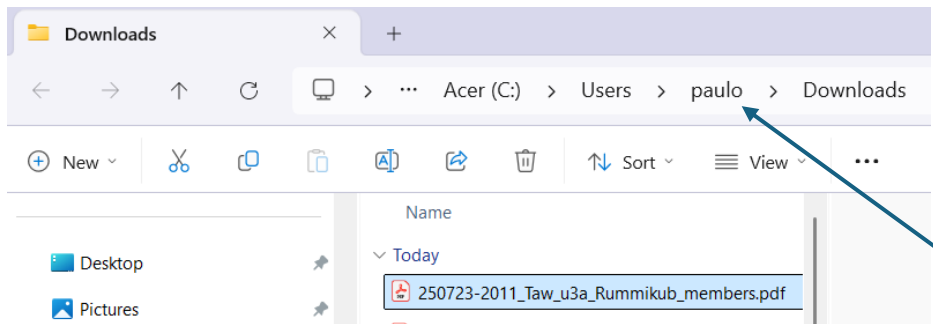
If you miss it use the download arrow to display it again.



You need to note the file name to help retrieve the document downloaded to your device.

The file normally defaults to the Download Folder on your device.

Go to your Download |Folder and search for the file you noted.



The Download folder in my case is in the directory shown (with me as the user).

Once you find the file. Double click the file name to open. I cannot display the file as it provides detail of the Rummikub group members.