

Download Group Members Emergency Numbers

1. Log into Beacon using your Password and user name.
2. Select the option Group.



This will open a list of all groups.

3. Select your Group Title from the list to open the Group Details

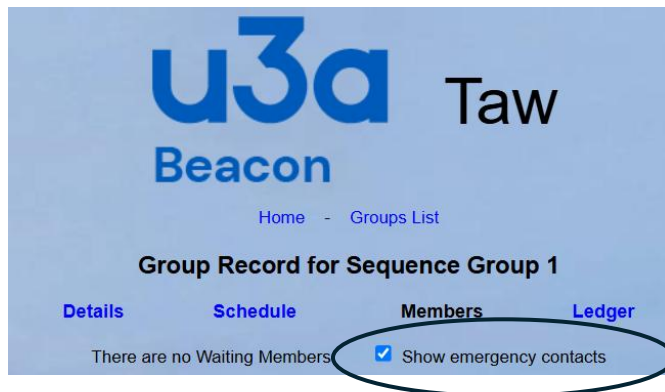


4. The detail screen shows the information about your group.

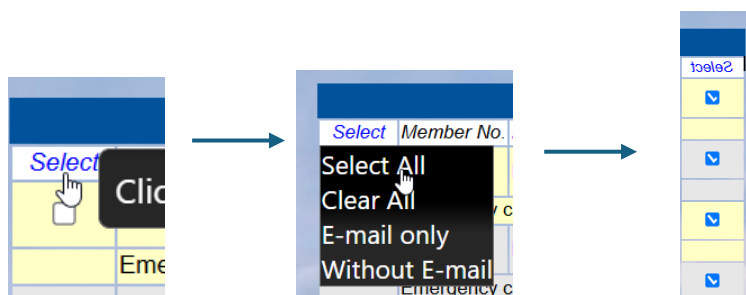
A screenshot of the 'Group Record for Sequence Group 1' page. The page has a blue header with the title 'Group Record for Sequence Group 1'. Below the header are four tabs: 'Details', 'Schedule', 'Members', and 'Ledger'. The 'Members' tab is selected and circled in red. The main content area is orange and contains various fields for group information. The 'Group' field is 'Sequence Group 1'. The 'Faculty' field is a dropdown menu. The 'Status' field is 'Active'. The 'Max members' field is '18'. There are checkboxes for 'Allow members to join on-line', 'Allow members to leave on-line', 'Notify leader of changes', 'Enable waiting list', 'Display waiting list by default', and 'Show addresses'. The 'When' field is '1st Friday of the month 12.00 pm'. The 'Normal start time' field is '12:00' and the 'End time' field is '14:00'. The 'Enquiries' field is 'paulboden.taw.u3a@gmail.com'. The 'Venue' field is 'New Inn Fremington'. The 'Information' field contains the text 'Sequence Groupe 1 will commence from Fri 3rd April at 12.00'. The 'Notes' field contains the text 'No fees are required,'. At the bottom of the page are two buttons: 'Save Record' and 'Delete'. A small text at the bottom says 'Group record created 26 Feb 2026 19:39; last changed 7 May 2026 19:40'.

5. Select the option 'Members,' to open your current membership list for your Group.

6. Tick the box at the top of the menu which allows the option to show emergency contacts.

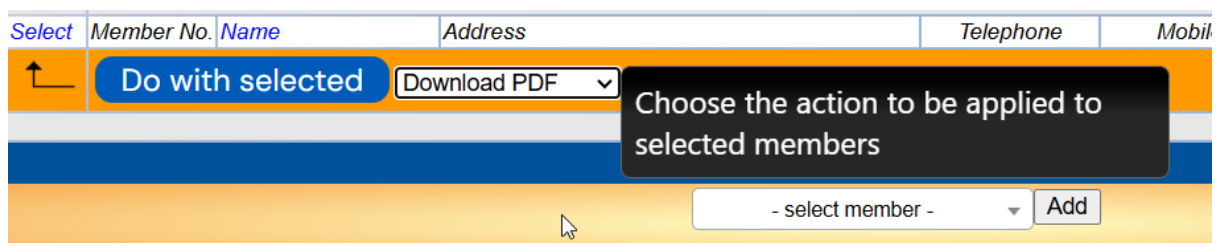


7. Once ticked, the emergency contact numbers will be displayed. Please note, if any emergency contact numbers are missing. This is because the member requested not to display it when enrolling.
8. To obtain a printed list of your members. Tick the names of all your members or do select all from the top left menu.



Select all will tick all the members names.

9. At the bottom of the screen. Select the option download pdf from the drop down menu box next to Do with selected.



10. Click the option Do with selected to open the download option selection.

11. From the menu tick the boxes required in the download.

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Download Group Members

Select the fields to be included
in addition to a member's name

- ☐ Membership Number
- ☐ E-mail
- ☒ Telephone
- ☒ Mobile
- ☐ Address
- ☒ Emergency contact
- ☐ Photo

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12. Once you have ticked the required boxes, click the button, 'Download'

13. After a short delay, the pdf will download. The downloaded file can be saved to your file location and printed for your use.

14. Once your file has been downloaded and saved. Stay on the main download screen and click the home button to take you back to the main screen.

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