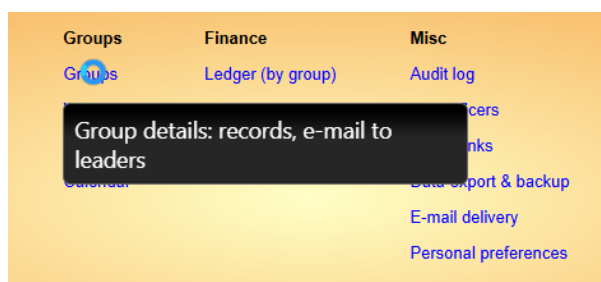


Downloading Group Members List

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							
☐	Canasta	Y	3rd monday of the Month	Beechfield Centre	Yvonne Geary	17	0	
☐					Linda Lee			
☐	Chatterbox	Y	3rd Monday	Barnstaple Museum Cafe	Sheila Jennings	7		
☐	Coffee, Mugs & Teapots	Y	3rd Wednesday of the month	Artis Too Cafe	Jackie Ward	13	0	
☐	Creative Craft	Y	2nd Tuesday of the Month	Fremington Methodist Rooms	Valerie Fama	1	0	
☐	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.

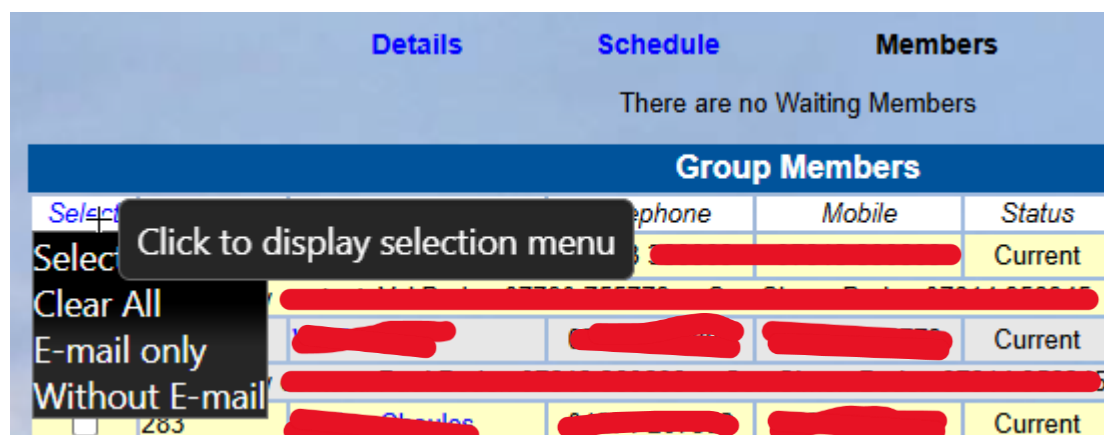
Select the option 'Members' to view the group members list.

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
☐	775	Rose Oliver			Current		remove - make leader
☐	671	Richard Taylor			Current	Leader	remove - cancel leader
☐	672	Sue Taylor			Current		remove - make leader
☐	685	Barry Vincent			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.

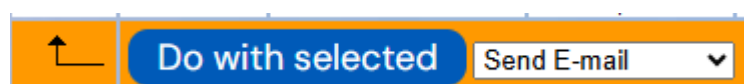
Click the text 'Select' from the top of the first column. This will drop a menu for different options.



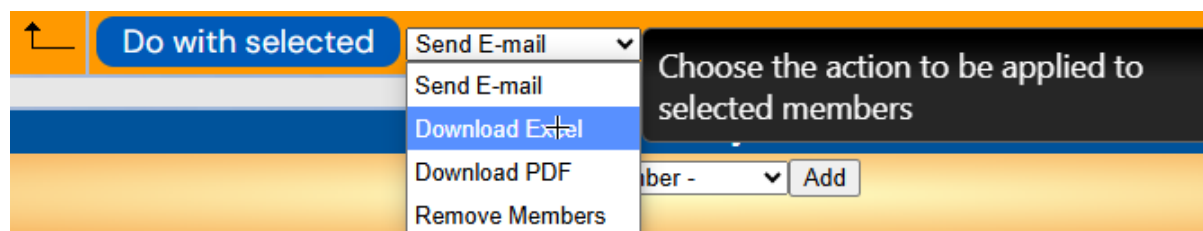
Click the option 'Select All'. This will automatically tick all the select boxes, for every member. You can untick boxes not required by clicking the tick box.

Select	Member No
☒	617
	Emergency
☒	618
	Emergency

Now select the drop-down arrow on the box which shows 'Send E-mail' at the bottom of the screen.



This opens a selection box to display the options available.



For Downloading a list of all your members details, you can select Download Excel for a spreadsheet version or Download PDF for a document list

In my example, I am choosing to download a pdf list of all my members details.

Select	Member No.	Name	Telephone
 Do with selected Download PDF ▾			

To perform the download, select the button 'Do with selected'. This will open up a selection box of requirements you want to download.

Download Group Members

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

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

Download

17 member details to be printed

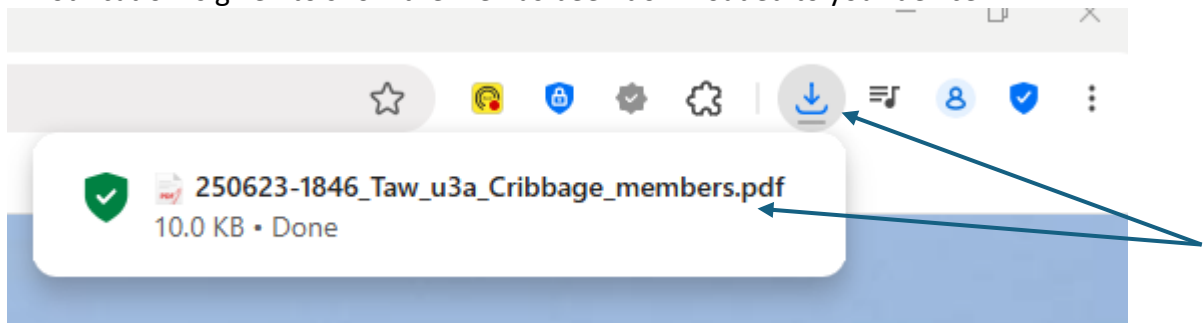
In my example, I am selecting to download:

- E-mail information
- Telephone contact number
- Mobile number
- Emergency contact person

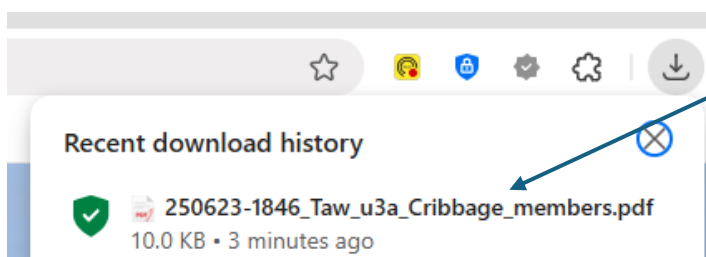
You can choose whatever you think is important to have.

Once the selection has been made, you select the option 'Download' to download the document to your device.

A notification is given to show the file has been downloaded to your device.

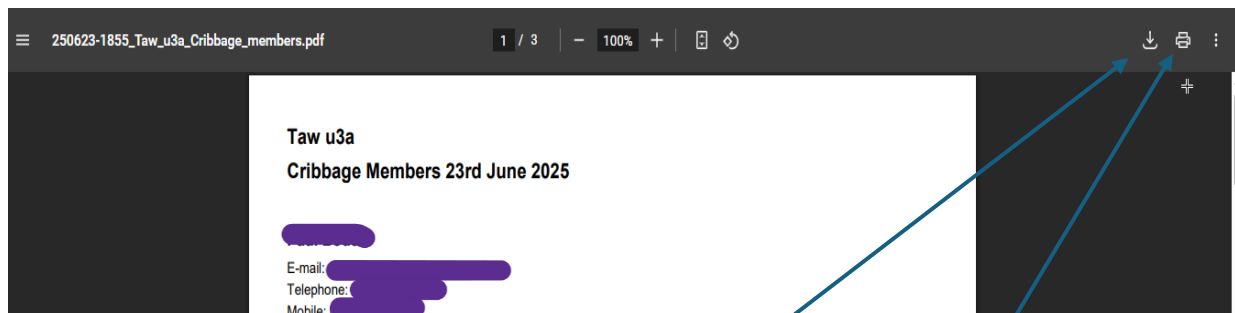


The notice displays for a short period, so you need to select the file name to open the document before it disappears. If it does disappear, use the download icon from the top menu and it will open a list of the document/s downloaded.



In my example, I will click the file name to open the pdf document.

When the document opens you will see a document which displays all your members details. The document can be viewed, printed or saved to your device using the menu options on the screen.



Download document to save to your device.
A document name and storage location need to be defined.

Print icon used to print the document.