

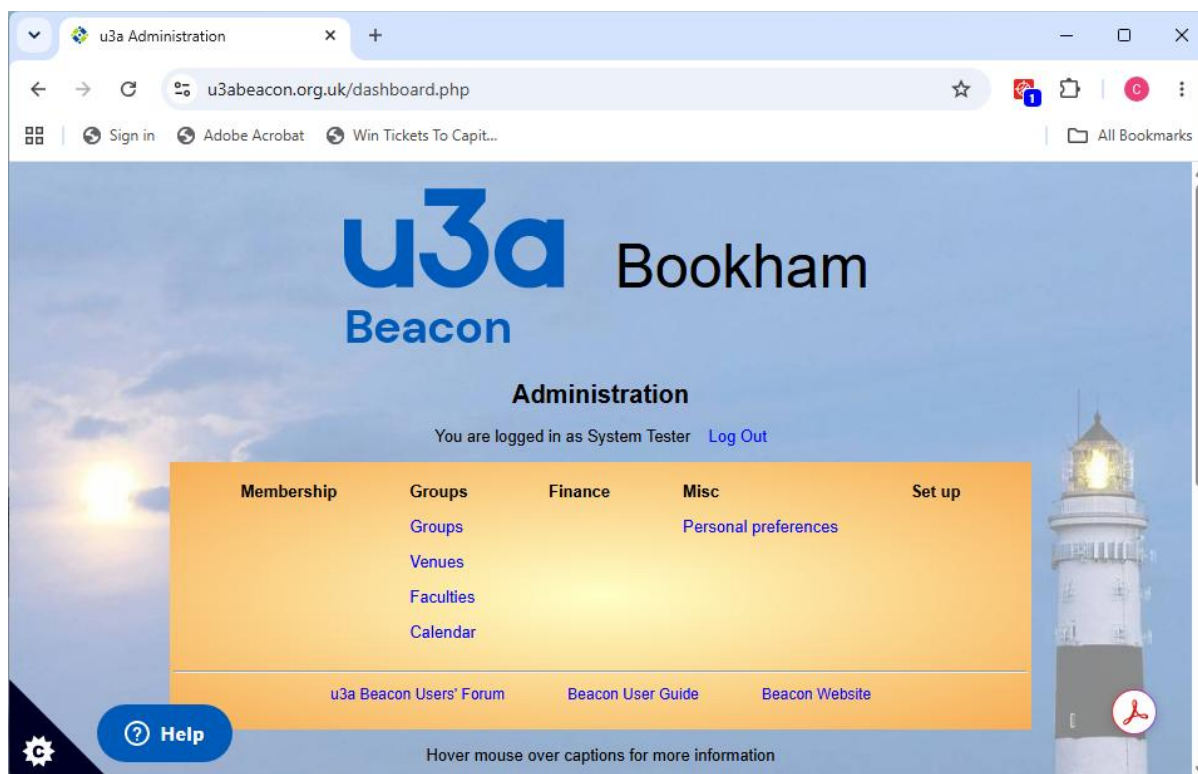
Instructions for Group Leaders (Administrators)

The Beacon log-in page is located at <https://u3abeacon.org.uk>

You will need to select Bookham from the pull downlist and then enter your Username and Password which will have been sent to you by the Administrator and press the Enter button. You will be prompted to change your password and set a Security Question and Answer.

Probably best to allow cookies if asked, otherwise you might keep on being asked.

Once you have logged in you will see the Bookham page with relevant permissions.



The c in the black box is for cookie control suggest you only change if you are constantly prompted about cookies.

The blue Help box enables you to ask questions whilst working on the site.

Click on **Groups** and it will take you to a list of groups, and the one you are GA of will be highlighted in blue

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z								
Select	Group	Active	When	Where	Administrators	Members	Max	Waiting
☐	3E London	Y	1st Wednesday	Local Rail Station - Start point	Kathy Gothard	18	16	2
☒	A							
☐	Architectural History	Y	3rd Thursday	Members Home	Kim Kitson	11	12	
☐	Art Appreciation 3	Y	3rd Tuesday	Members Home	Jan Davies	11	11	
☒	B							
☐	Beer Appreciation	Y	2nd Monday	Members Home	Michael Farrell	10	9	1
☐	Book Reading 1	Y	1st Thursday	Members Home	Paula Reglar	9	9	
☐	Book Reading 2	Y	2nd Thursday	Members Home	Anne Eagle	11	10	1
☐	Book Reading 3	Y	3rd Tuesday	Members Home	Viv Bignell	8	8	
☐	E	Y	2nd Tuesday	Members Home	Jane Matthews	5	8	
☐	Bridge 3	Y	Weekly Mondays	Members Home	Rosemary Coleman	14	13	

Click on the relevant group and it will take you the **Details** page for your group.

u3a Bookham Beacon

Home - Groups List - Faculties - Venues - Add New Group

Group Record for Bridge 3

Details Schedule Members Ledger

Group Details

Group: Bridge 3

Faculty: Games and Indoor Pursuits Status: Active Max members: 12

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

☒ Notify administrator of changes

☒ Enable waiting list ☒ Display waiting list by default

☐ Show addresses

When: Weekly Mondays

Normal start time: 10:00 End time: 12:00 Enquiries: Bri03@bookhamu3a.org.uk

Venue: Members Home

Information: We meet in members' houses weekly on Mondays. If full please look at the other similar groups as they may have vacancies

Notes:

Group record created 6 May 2026 17:55; last changed 8 Aug 2026 16:02

Save Record Delete

Help

Most of this should not be changed, but you may want to check Information and times and update if suggested text on moving to new site is not relevant.

The **Schedule** can be used by GAs as they would prefer. Some like to add there meetings and these would appear on the Calendar which is available after signing in to the Members Portal. An example of the Calendar is below.

Calendar

Show: ☒ all ☐ for member ☐ venue Bookham Scouting Centre ☐ group 1

From 18/08/2026 To 16/11/2026

☐ Show Detail

Date & Time	Until	Group	Venue	Topic	Enquiries
Fri 28 Aug 2026 14:00	16:00	Sharing Music	Members Home	Music sharing	mus14@bookhamu3a.org.uk
Tue 1 Sep 2026 14:30			Old Barn Hall - map	Tax, Care and Toy Boys	speakers@bookhamu3a.org.uk
Thu 3 Sep 2026 12:00				My Fair Lady	the01@bookhamu3a.org.uk
Thu 10 Sep 2026 10:00	13:00	Science - Technology 1	Members Home	As per programme issued by GA	Sci01@bookhamu3a.org.uk
Thu 17 Sep 2026 14:00	16:30	Architectural History	Members Home	The architecture of sport stadiums	Art06@bookhamu3a.org.uk
Fri 25 Sep 2026 14:00	16:00	Sharing Music	Members Home	Music sharing	mus14@bookhamu3a.org.uk
Tue 6 Oct 2026 14:30			Old Barn Hall - map	Every Picture Tells a story	speakers@bookhamu3a.org.uk
Tue 13 Oct 2026 14:00	16:00	Stitch Squad	Members Home		Stitch@bookhamu3a.org.uk
Thu 15 Oct 2026 14:00	16:30	Architectural History	Members Home		Art06@bookhamu3a.org.uk
Fri 23 Oct 2026 14:00	16:00	Sharing Music	Members Home	Music sharing	mus14@bookhamu3a.org.uk
Tue 3 Nov 2026 14:30			Old Barn Hall - map	Swans	speakers@bookhamu3a.org.uk
Thu 12 Nov 2026 10:00	13:00	Science - Technology 1	Members Home	As per programme issued by GA	Sci01@bookhamu3a.org.uk
Date & Time	Until	Group	Venue	Topic	Enquiries

Download PDF

The **Ledger** can be used if required by the GA, and is self explanatory.

Click on the **Members** tab to get the following page.

Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
☐	1002	Patricia Abrahams	15 Some Street, Stoke D'Abernon, Demoton Village, DM13 6GG		0707 456 1005	Current		remove - make leader
☐	1001	Isaac Asimov	72 Tonnin Ave, Demoton, DM5 4TS	0123 456 1004	0707 456 1004	Current		remove - make leader
☐	1005	David Barrett Browning	27 Kirkgate, North Demoton, DM9 2ZZ	0123 456 1029	0707 456 1030	Current	Leader	remove - cancel leader
☐	1066	Michael Batters	8 Crescent Lane, Demoton, DD1 1XZ		0734 59665	Current		remove - make leader
☐	1009	Dorothy Cotton	423 Front Street, Demoton Village, DM14 2LM		0707 456 1068	Current		remove - make leader
☐	1050	Diane Miles	56 North Street, Worlds End Village, Nr Demoton, DM6 8TU	0123 456 1174	0707 456 1174	Current	02-Jun-26	remove - join group
☐	1046	Margaret Wales	29 Fircroft, North Demoton, DM1 1JL	0123 456 1248	0707 456 1248	Current		remove - make leader

The Members tab shows a list of group members (from demo site) and from here you can send emails, add and remove members:

- Members are added using the boxes at the bottom
- Members are removed by clicking on remove in the last column
- Administrators can be changed by using the last column – **but please advise Group Coordinator before changing as they will have to be changed in Siteworks**
- Members highlighted in **red** have not renewed their membership
- Members highlighted in **red and struck through** are deceased or resigned
- Members with a date in the Waiting column shows the date they joined the waiting list

From here you can send emails and produce lists.

If you click on the blue **Select** button – this will give you the option to Select All and other options – normally you would use this option so that an action can be done for the whole group

If you click on **Do with selected** and **Download Excel** (similar with **Download pdf**) you get the following options, and you can select what you need. This is useful for Emergency contacts. You can also tick the Show emergency contacts box to check someone's emergency contacts.

If you click on **Do with selected** showing **Send E-mail** you will go to the following page

Send E-mail

From: System Tester <carol-bkh@outlook.com>

To: System Tester 1 addressee/s

☒ Tick to receive copy

Add Attachments: Choose files

Subject:

Edit Insert Format Table

Text B I [Alignment icons] [Link icon] [List icons] [Table icon]

Dear #FAM

Please confirm you will be attending the outing booked for 1st December 2026

Group Administrator

Send

Help

To insert or edit website links, you must use the [Link icon] tool above.
Set URL to the full website address and Text to Display to the text that the user should click
Do NOT display the website address

on-line applications, renewals, calendar and groups are provided under 'Link List' in the [Link icon] tool

Personalise this e-mail using tokens. Click one to insert.

Member	Member's Partner
#TITLE	Mr, Ms etc. #P
#FORENAME	e.g. William #P
#SURNAME	#P
#FAM	familiar name e.g. Will #P
#MEMNO	membership number #P
#EMAIL	#P
#TELEPHONE	#P
#TELEPHONE4	last 4 digits #P
#MOBILE	#P
#MOBILE4	last 4 digits #P
#EMERGENCY	emergency contact #P
#AFFILIATION	home u3a #P
#RENEW	renewal date. #P
#LASTRENEW	last renewal date #P
#FEE	renewal fee #P
#LASTFEE	last renewal fee #P
#MEMCLASS	membership class #P
#GIFTAID	gift aid date #P
#GROUPS	the member belongs to #P
#ADDRESSH	address in 1 line
#ADDRESSV	address over several lines
#POSTCODE	
#POSTCODE3	last 3 characters
#TODAY	today's date
#U3ANAME	Beacon site name
#CUSTOM1	joined

If you have selected all members this will show in the To field, for this example only one address has been selected. In this example #FAM would appear as the known name or forename when the email was received. You will be prompted to add a subject for the email.

You will also be able to look at the **Venues** and **Faculties**, but for any changes to these or any other issues with groups please contact the Group Coordinator groups@bookhamu3a.org.uk

The Group Coordinator is also currently responsible for any changes on Siteworks <https://bookham.u3asite.uk/>

Any queries on websites please contact webmaster@bookhamu3a.org.uk