

Chapter 1 – INTRODUCTION TO BEACON

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If you have downloaded this document, we suggest you check the Southwell U3A website from time to time to confirm that this is the latest version (the date of the last update is shown in the footer of each page).

A. Introduction

This is the first of a series of chapters of Beacon user guides that are designed specifically for use by members of Southwell U3A. A full list of the guides is shown at B.

The guides will be enhanced over time as we learn more about the Beacon system and how we choose to use it. Any suggestions as to how the guides can be improved should be sent to our Webmaster, Paul Wilkinson.

B. User Guide Chapter Index

- 1 Introduction to Beacon
- 2 Login as a Member - To follow in due course
- 3 Login as a System User
- 4 Emails and Letters
- 5 Login as a Committee Member
- 6 Login as a Group Leader
- 7 Login as a Groups Coordinator
- 8 Login as Membership Secretary
- 9 Login as Treasurer

Copies of the documents are stored in the [Southwell U3A Beacon](#) page in the Southwell U3A website.

C. Access to Beacon

There are two levels of access to Beacon:

a) Public Access

Anyone can view the public versions of the Interest Groups List and Calendar. These just show basic information about Groups and Meetings.

b) System Users Access

Group Leaders and some Committee Members with special roles have a System Login which enables them to edit data held within the system, as described in Chapter 3 and following chapters.

D. Revision Log

Rev.	Date	Section	Changes