

Beacon for u3a members – A HOW TO guide for using BEACON

PART 7: Accessing and using the BEACON PORTAL

Any East Grinstead u3a member can use the Portal. To access the portal you need first to know where it can be accessed from, and secondly you need to identify yourself. The link used to access it is as follows:

<https://u3abeacon.org.uk/u3aportal.php?u3a=475&sc=KTZN>

Once there you will see this screen:

You must first click on REGISTER FOR A MEMBERSHIP ACCOUNT. DO NOT YET ATTEMPT TO SIGN IN WITH AN EMAIL ID AND PASSWORD

Two important changes

1. To improve security, you must now set a password. This change has been introduced to ensure that no one else can see your personal data. You only need to set the password once.
2. If two members share the SAME email ID, BOTH members will need to set separate passwords.

East Grinstead u3a Members Portal

Please identify yourself

E-mail

Password

Confirm Identity

Forgotten Password

If you have not created a password for your membership account, use the Register link below to set one up.

Register for a membership account

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: memsec@eastgrinsteadu3a.co.uk or contact the Membership Secretary

The FIRST time you enter validation you will see this screen as usual.

Return to East Grinstead u3a website | [Sign in with email](#)

East Grinstead u3a Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Confirm Identity

Enquiries: memsec@eastgrinsteadu3a.co.uk or contact the Membership Secretary

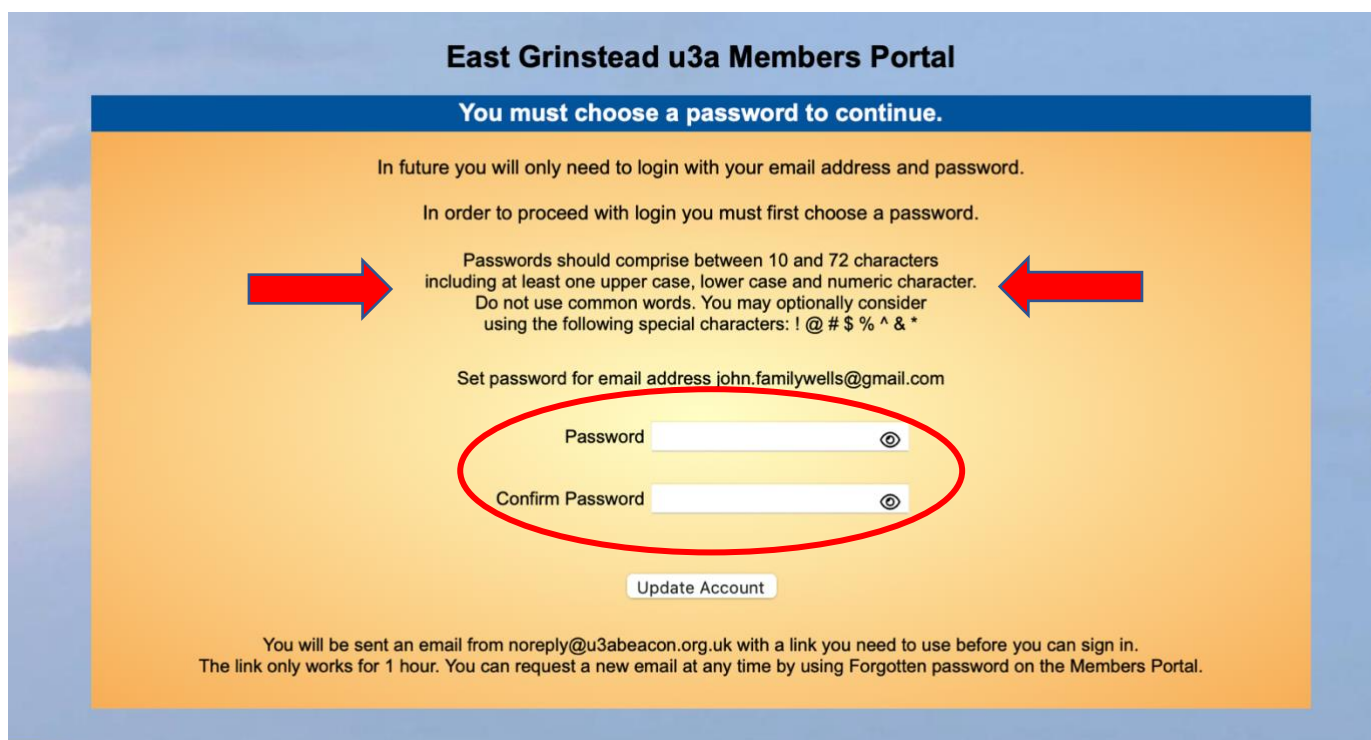
Validating yourself. You must enter the five items correctly, and confirm your identity:

Hint: If you have received this information by email, it will have listed each of the above, in case you cannot remember them. They must be entered EXACTLY as listed.

If you fail to do, so when you click on “Confirm identity” you will simply be returned to this screen. Note that it won’t work for the 4% of members without email - but they probably don’t have Internet access

either so not a big problem. Take care to ensure that you do not enter any incorrect, wrong case, or trailing blanks. The POSTCODE always has ONE SPACE between the two halves of the code.

Once you have confirmed your identity you must now set and confirm a password.



East Grinstead u3a Members Portal

You must choose a password to continue.

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Set password for email address john.familywells@gmail.com

Password

Confirm Password

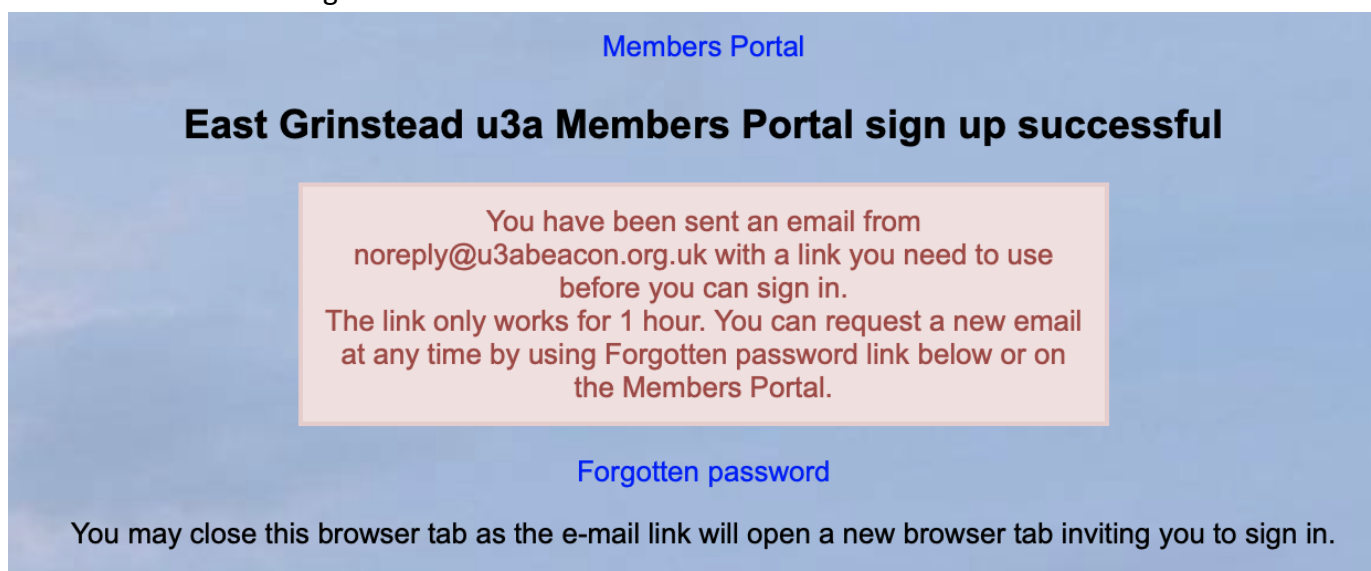
[Update Account](#)

You will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

Note the password rules, as arrowed:

After confirming your password, update your account.

You will see the following screen:



Members Portal

East Grinstead u3a Members Portal sign up successful

You have been sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

You must confirm receipt. Open the email within an hour to confirm. If you leave it too long, follow the above instructions.

The email will be as demonstrated overleaf – with your name rather than John Wells.

To complete registration you must click on the confirmation link, as arrowed.

NB: If TWO members share the same Email ID, the second member will need to repeat the above process, setting and conforming their own password.

 noreply@u3abeacon.org.uk
East Grinstead u3a Beacon password confirmation
To: John Wells,
Reply-To: noreply@u3abeacon.org.uk

Inbox -

Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen.

John, you have just registered for the Members Portal of East Grinstead u3a.

Your email address needs confirmation.

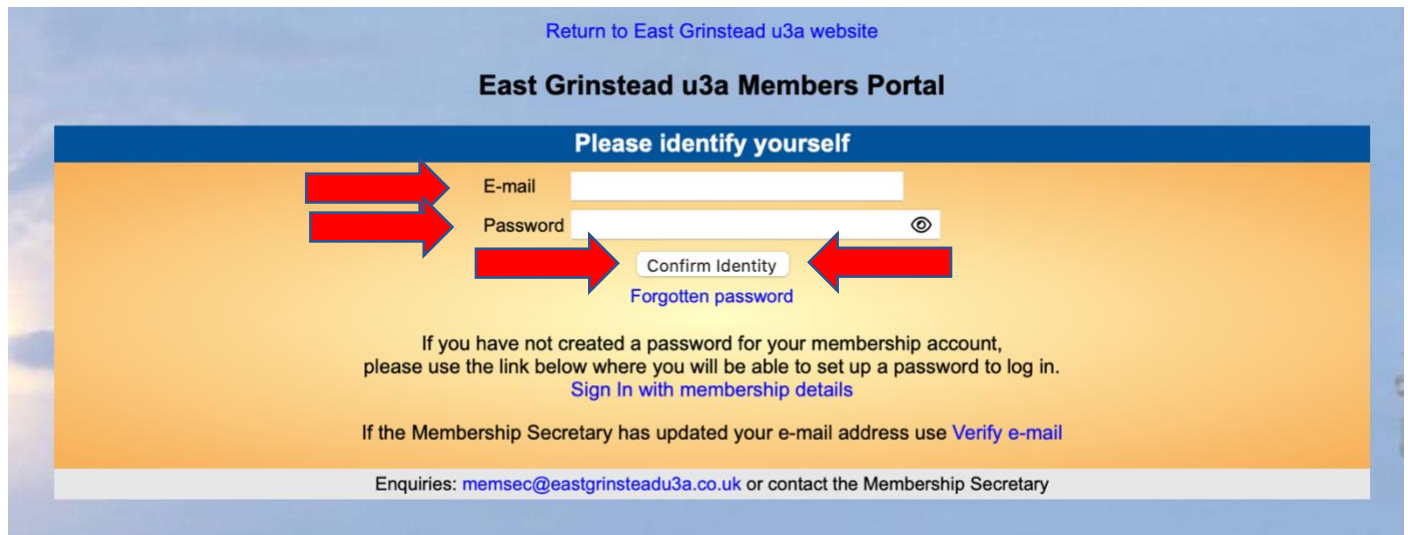
Please confirm using this link: https://prod.u3abeacon.stagely.uk/u3aportal_verify_email.php?token=41ee5ed729&u3a=475&sc=KTZN&mkey=342369

If you still experience difficulty, please contact your system administrator.



You have now completed secure registration and created a Membership Account.

The NEXT TIME you choose to log into the Portal you will be asked to enter your Email ID and your password:




Return to East Grinstead u3a website

East Grinstead u3a Members Portal

Please identify yourself

E-mail

Password 

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.
[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

Enquiries: memsec@eastgrinsteadu3a.co.uk or contact the Membership Secretary

This time, click on CONFIRM IDENTITY. You will be logged into the Beacon Portal

[Logout and return to East Grinstead u3a website](#)

East Grinstead u3a Members Portal

Good morning, John Wells

Your membership continues until 1st September 2023

Select an option

[East Grinstead u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

Enquiries: memsec@eastgrinsteadu3a.co.uk or contact the Membership Secretary

**Once logged in to the Beacon Portal you have three options:
as shown above**

- East Grinstead U3A groups.
- Calendar of meetings and events
- Update your personal details

Joining or leaving East Grinstead u3a Groups

Selecting this option allows you to scroll through each of our groups. In each group you will have some details about where and when the group meets, how to get in touch, and what they do.

Importantly you can also choose to JOIN, LEAVE or JOIN A WAITING LIST online.

- **Joining a group or a waiting list: There will be a link with a message, either “Join Group” if it is not full, or “Join Waiting list”** if it is up to maximum. So you know straightaway if there is a vacancy. If you click on the link you will either be automatically joined to the group, or placed on the waiting list. In either case the Group leader will receive an automated email advising them that you have joined (or are waiting to join). At that point they should be in touch with you. If you have joined the waiting list your date of joining will be displayed to the Group leader in the Beacon group list, so he/she can prioritise letting you join.

JOINING A GROUP that has vacancies.

Family History Intermediate 1

[Join group](#)

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|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Meets</i> | 1st Tuesday in the month |
| <i>Venue</i> | Private |
| <i>Contact</i> | famhist@eastgrinsteadu3a.co.uk |
| <i>Details</i> | This group is for those who have made a start and already accumulated the basis of a tree ie. names, dates and places. The internet has made researching from home much easier but it is also fun to get out and about visiting the areas where our ancestors lived. The meetings will give you a chance to share with others your own research, swapping and sharing ideas, sources and suggestions for further research. There will be the opportunity to discuss the aims of your research and the computer programmes to record them, the occupations and stories from where your family came. By listening to how someone overcame a hurdle, the answer could be somewhere you hadn't thought to look. Family History is a fascinating subject that just grows and grows, turning into an enthralling hobby that can become quite addictive. Eileen Baber |

JOINING THE WAITING LIST for a group that is full

Country Walking

We regret that this group is full: [Join waiting list](#)

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| <i>Meets</i> | 4th Wednesday in the month |
| <i>Venue</i> | Outdoor activity |
| <i>Contact</i> | ctryw@eastgrinsteadu3a.co.uk |
| <i>Details</i> | Country Walking Group general information. Walks are normally about 5 miles but could range between 4 to 6 miles. Each month an email is sent to all CWG members with an attachment giving full details of the walk venue and the times to depart which is normally 10:15 An attendance fee of 50p will be collected before the walk. After the walk is completed, walkers will normally have the option of a pub lunch. To find out more, paste the following link into your browser: https://u3asites.org.uk/east-grinstead/page/19467 Gary Wood / Brian Sherwin |

- **Leaving a group:** If you are wanting to LEAVE a group of which you are a member, Beacon displays a link “Leave group”. To leave the group simply click on the “Leave group” link. The Group Leader will receive an automated email message advising that you have left the group and you name will have been removed from the group list in Beacon

British Cinema Social history **MEMBER**

[Leave group](#)

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|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Meets</i> | 4th Tuesday pm in the month |
| <i>Venue</i> | The Glebe Centre - map |
| <i>Contact</i> | socialh@eastgrinsteadu3a.co.uk |
| <i>Details</i> | For latest information visit the British Cinema Social History web page. Copy this link into your browser: https://u3asites.org.uk/east-grinstead/page/112968 |

Calendar of meetings and events

Sadly, there is no link between Beacon and our website, and both entities allow us to enter EVENTS and MEETINGS. Each has advantages and disadvantages. You can use either or both, but if you use BOTH it is important that they are consistent with each other. Creating EVENTS in Beacon is very much easier than on the website. But the website allows significantly more formatting, and importantly allows you to create hypertext links to other documents, etc

There are three more options if you choose Calendar from the Portal menu

- You can show ALL forthcoming events for groups of which you are a member or a leader. This is the default view.
- You can show ALL forthcoming events for ALL groups including common meetings such as Meridian Members Meetings and Open Meetings.
- You can download a copy of the calendar
- In every case, events will only be shown if the Group leader has entered them.
- When the GL creates a series of events – for example a MONTHLY event which is always held on the afternoon of the SECOND Tuesday of the month – he/she has the opportunity to add detail in each event. This can be an exact copy of the EVENT detail held on the website (use COPY and PASTE to transfer the data – but remember that Beacon cannot contain hypertext links – just the basic text)
- In every case, Beacon also shows a link to the web page of the group concerned and also a map of the venue location for all public venues.

Displaying events for a particular LEADER

East Grinstead U3A Calendar

Show: All Group Own groups and general meetings

▼ **Fri 18 Feb 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

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|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Venue</i> | St Johns Church Felbridge church hall - website - map |
| <i>Enquiries</i> | scitech@eastgrinsteadu3a.co.uk |
| <i>Details</i> | The invention that drives the World Economy. A presentation by Stuart Hatch The subject of Stuart's talk is the semi-conductor transistor - invented in 1947. This transistor, when used as a switch, is used in all digital circuits. The device is a basic building block in the world of computing, communications and complex systems containing electronic hardware. Basic principles of operation are explained and how this device is applied in simple digital computations. Large scale integration of these devices into complex digital 'chips' has promoted exponential growth in computing power and application opportunities over the last 70 years. The presentation highlights some key development milestones and associated products on this journey. |

▶ **Tue 22 Feb 2022 2.00 pm** **British Cinema Social history** *British Cinema Social History*

▶ **Fri 18 Mar 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Tue 22 Mar 2022 2.00 pm** **British Cinema Social history** *British Cinema Social History*

▶ **Fri 15 Apr 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Fri 20 May 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

- **John Wells** is tagged as a leader of the Science and Technology group and also the British Cinema Social History group.
- The Science and Technology group has had detail added for the forthcoming meeting, but the following record for the British Cinema Social History group has no associated detail information yet

Displaying ALL forthcoming events

Show: All Group Own groups and general meetings

▼ **Fri 18 Feb 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Venue</i> | St Johns Church Felbridge church hall - website - map |
| <i>Enquiries</i> | scitech@eastgrinsteadu3a.co.uk |
| <i>Details</i> | The invention that drives the World Economy. A presentation by Stuart Hatch The subject of Stuart's talk is the semi-conductor transistor - invented in 1947.This transistor, when used as a switch, is used in all digital circuits. The device is a basic building block in the world of computing, communications and complex systems containing electronic hardware. Basic principles of operation are explained and how this device is applied in simple digital computations. Large scale integration of these devices into complex digital 'chips' has promoted exponential growth in computing power and application opportunities over the last 70 years . The presentation highlights some key development milestones and associated products on this journey. |

▶ **Mon 21 Feb 2022 2.05 pm** **Jazz Appreciation** *Jazz Appreciation*

▶ **Tue 22 Feb 2022 2.00 pm** **British Cinema Social history** *British Cinema Social History*

▶ **Tue 1 Mar 2022 1.45 pm** **Exploring Sussex** *First Tuesday of the month meeting*

▶ **Wed 9 Mar 2022 12.00 am** **Lunch Club** *Monthly lunch date*

▶ **Tue 15 Mar 2022 1.45 pm** **Exploring Sussex** *Third Tuesday of the month Meeting*

▶ **Fri 18 Mar 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Mon 21 Mar 2022 2.05 pm** **Jazz Appreciation** *Jazz Appreciation*

- This view shows ALL groups and events that have been entered into the calendar.
- If any detail has been entered it will be shown against the specific calendar record.

Displaying all events for a particular interest group

Show: All Group Science and Technology Own groups and general meetings

▼ **Fri 18 Feb 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

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|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Venue</i> | St Johns Church Felbridge church hall - website - map |
| <i>Enquiries</i> | scitech@eastgrinsteadu3a.co.uk |
| <i>Details</i> | The invention that drives the World Economy. A presentation by Stuart Hatch The subject of Stuart's talk is the semi-conductor transistor - invented in 1947. This transistor, when used as a switch, is used in all digital circuits. The device is a basic building block in the world of computing, communications and complex systems containing electronic hardware. Basic principles of operation are explained and how this device is applied in simple digital computations. Large scale integration of these devices into complex digital 'chips' has promoted exponential growth in computing power and application opportunities over the last 70 years. The presentation highlights some key development milestones and associated products on this journey. |

▶ **Fri 18 Mar 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Fri 15 Apr 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Fri 20 May 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Fri 17 Jun 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

▶ **Fri 15 Jul 2022 2.00 pm** **Science and Technology** *Monthly meeting of group*

- This view shows all events for a particular interest group
- Where the Group Leader has entered detail it will be shown

Downloading a copy of your chosen view of the calendar

To download a copy, press the “download” button at the bottom of your chosen view. This will download an Adobe PDF copy of your chosen view. It lists the date, day and start/end times of the meeting; how to get in touch by email; where the meeting will take place and the detail of the event if they have been entered.

Changing your personal details

Selecting this option allows you to update your personal details.

The screen presented to you is demonstrated below.


It is obviously important that you keep your contact information correct. The items which most frequently give trouble are change of mobile number or change of email ID.

But here are three key things which you may not be aware of:

- **You can upload a photograph of yourself.** This image will be used only for your u3a membership card, so it is absolutely personal to you alone. If you do upload a photo please make sure that it is in a square format and that it is not greater than 2MB in size
- **You can (and really should) add emergency contact details via the Portal,** so that Group Leaders have immediate access to a phone number or email in the event that you become unwell. (Only 51 of 687 members had done so by 22nd July 2023 – less than 7.5% - but that was before we had the Portal)
- **There is a check box for you to complete if you do not want Group Leaders to know your contact details. Please DO NOT check this box, because in doing so you would be running contra to the EG u3a membership requirements.** It was a condition of joining EG u3a that you agreed to our **Legitimate Interest Assessment**, which states that GLs and Committee have access to personal contact details, but specifically forbids us from forwarding any personal details between members or to any third parties apart from the Third Age Trust. For that reason, you will see that I have redacted details of my emergency contact person.

If you make any changes, please remember to SAVE the changes before leaving

Change Personal Details

 To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name Title Forenames Surname
Known as Suffix Initials Male Female Unknown
Mobile E-mail
Emergency contact Name/s and telephone
 Hide contact details from group leaders

Photo Upload new photo no file selected
jpg, png, gif, bmp. Max size 2MB



Where You Live

Address No/Name Street/Building
Additional lines
Town County Postcode
Telephone

Security Question

You may answer the default question, or change it to something else and answer that
The answer must be something you can reproduce exactly but which is unlikely to be known to anyone else

Question Answer

You have now completed PART 7

If you have been following this whilst logging into and using the Beacon Portal, you may now leave with one of two choices. You can choose either to return to the Portal login screen, or you can return to our East Grinstead website.

Or if you have simply been reading this document online

Use your browser BACK button to return to the page of links.

Remember: If you have any problems using the Beacon Portal, please don't hesitate to ask for help