Cardiff U3A : Beacon Administration System

HOW TO: USE THE MEMBERS' PORTAL

This document is a brief guide for Members and covers how to access the Members' Portal and how to use the features available there.

Please note that you will need the following information to login to the Portal:

- Membership Number (from your Membership Card)
- Forename
- Surname
- Postcode
- Email Address

Once you have set up a security question, you need to remember the answer that you gave.
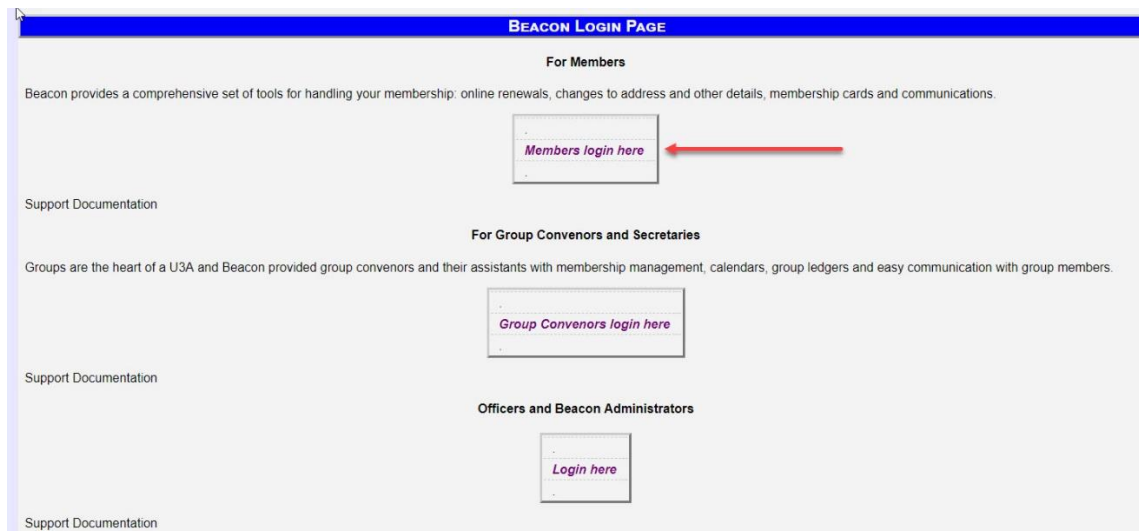
Accessing the Members' Portal

With your usual browser (Microsoft Internet Explorer or Edge, Google Chrome, Safari, Firefox etc), browse to the address for the Cardiff U3A website

http://www.u3asites.org.uk/cardiff/home

and select the **Beacon** option:

Now click on the button **'Members Login Here'**

Login to the Portal

You will see the following screen

You should complete the form and click on the button marked **Confirm Identity**. Here is an example:

You will then be taken to the Portal Home Page:

Good morning, Owen Parry

Your membership continues until 1st September 2018

Select an option

Cardiff U3A groups

Calendar of meetings and events

Update your personal details

Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary

There are three (3) activities you can undertake:

- View information about the Groups in the Cardiff U3A
- See the Calendar of Group Meetings and Open Events such as Monthly Meetings
- View and if necessary update your personal details

Each activity is described below.

View Cardiff U3A Groups

Click on the link for Groups on the Portal Home Page and you will see the Groups List:

Version 1.0

View Calendar of Meetings and Events

Click on the link for Calendar of meetings Link on the Portal Home Page and you will see the Calendar page:

Cardiff U3A Calendar

Show: ○ All ○ Group [▼] ○ Own groups and general meetings

▼ **Mon 3 Sep 2018 10.00 am Bridge Group**	← Date, Time and Group Name

Venue City URC - website - map
Enquiries Marjolein on 02920316737
Details

← Venue and Contact Details. Some will have website and location map links

- ▶ **Wed 5 Sep 2018 10.00 am   Canasta**
- ▶ **Wed 5 Sep 2018 1.00 pm   Music Appreciation**
- ▶ **Thu 6 Sep 2018 10.30 am   Literature Through the Ages**
- ▶ **Thu 6 Sep 2018 2.00 pm   Computer Group**
- ▶ **Mon 10 Sep 2018 10.00 am   Bridge Group**
- ▶ **Mon 10 Sep 2018 1.00 pm   Singing for Pleasure**
- ▶ **Mon 10 Sep 2018 2.00 pm   Great Lives**
- ▶ **Tue 11 Sep 2018 10.30 am   Book Group   *Twelve years a Slave. Solomon Northup.***
- ▶ **Tue 11 Sep 2018 2.00 pm   Open meeting   *Meet the Groups***
- ▶ **Wed 12 Sep 2018 2.00 pm   History Group**
- ▶ **Thu 13 Sep 2018 10.30 am   Thursday Discussion Group**

You can select only the meetings for a particular Group like this:

And you can limit the list to meetings of Groups of which you are a member plus open meetings:

Update Personal Details

Select the third option on the Portal page to see your personal information: