

Your U3A's 'Beacon Journey' The '4-questions/9-steps' guide to 'Going-Live'!

The Beacon Online Management System has been designed to make the life of U3A committee members, officers and group leaders easier and more efficient. Please follow the steps and answer the questions as you navigate your 'Journey'

	<u>Journey steps</u>	<u>This support will be given</u>
	Your U3A management committee asks (and actions)...	
	(i) Will the online Beacon system do what we need it to do?	You will be allocated a supporter to help you to answer this question
1	..expresses an interest in Beacon by emailing info@beacon.u3a.org.uk	<p>Your supporter will demonstrate and explain the Beacon system to your committee and/or project team. This can be done in a variety of ways.</p> <p>You will be allocated your very own Beacon 'Demoton' site which can be set up to give a realistic impression of how Beacon would work for your U3A. You will be able to use it realistically even though the member/groups/venues/finance data is fictional.</p> <p>You are advised to join Beacon's User Forum where experienced Beacon users answer questions and discuss matters of current interest</p>
2	..forms a Project Team to oversee your journey. The Project Team then:	
3	a) studies the documents b) discusses Beacon's functionality with your supporter c) maybe consults local 'Beacon User' U3As. d) uses your Demoton site at https://demo.u3abeacon.org.uk	
4	...joins and uses User Forum at https://forum.u3abeacon.org.uk/index.php by clicking 'Need to register?' (at bottom right).	
5	..Project Team reports to committee which decides Yes or No to Beacon! If No , tell info@beacon.u3a.org.uk "Thanks, but no thanks!" If Yes , complete and return 'Application Form' to info@beacon.u3a.org.uk	
6	..your committee formally agrees Terms & Conditions. A trustee signs the online Beacon System Licence Form (details will be provided). This 'signing' is restricted to U3As affiliated to the Third Age Trust.	
	YOUR COMMITTEE HAS DECIDED TO ADOPT BEACON AND HAS MADE FORMAL APPLICATION SO TO DO	
	(ii) What are the implications for our current way of working? (iii) How does our existing data get into the Beacon system?	Your supporter will answer question (ii) and your migrator will answer question (iii)
7	..your Project Team members study/discuss the Considerations document and, together with your supporter and relevant committee members, decide what data will be held on Beacon, how the system will be best used to suit your circumstances, and whether any changes to your current way of working would be advisable etc.	Your supporter will give advice on how best your U3A could use Beacon and will help with such things as: system settings, allocation of roles & privileges, rollout of functions, training users, use of Beacon by the wider membership
8	..concurrently with step 7, you will discuss data preparation with your migrator. You will need to provide data which is as Complete and Correct as possible. You will notify your migrator when you are ready to 'go-Live' and will be informed when that has happened.	Your migrator will accept your data in any format but asks that it is as 'complete and correct' as possible – which only you can do. You will discuss other involvement as needed.
	YOU ARE NOW LIVE ON BEACON AND READY TO SET-UP THE SYSTEM PRIOR TO 'IMPLEMENTATION'	
9	Now that you are 'Live', your supporter will provide advice about set-up, initial use of the system and implementation.	Thereafter, all help and advice will be provided by the Ongoing-Help Team and/or experienced users on Beacon's User Forum

The answer to the question **'What support is available to help us along our 'Journey'?** is in the Support column above.