

How to... Add and remove group members

u3as may use different terms to describe their groups or interest groups. Similarly, there may be group leaders, convenors, organisers etc. For simplicity, this guide uses the terms *groups* and *group leaders*. Whatever you call them, it's important to keep your group's membership list up to date. This guide takes you through how to do this in Beacon.

Go to your group record in Beacon

1. Log into Beacon at u3abeacon.org.uk
2. On the [Administration/Home](#) screen, click on [Groups](#)

The screenshot shows the 'Administration' page of Beacon. At the top, it says 'You are logged in as Patricia Abrahams' with a 'Log Out' link. Below this is a navigation menu with five tabs: 'Membership', 'Groups', 'Finance', 'Misc', and 'Set up'. The 'Groups' tab is selected and highlighted with a red circle. Under the 'Groups' tab, there are links for 'Groups', 'Venues', 'Faculties', and 'Calendar'. Below the navigation menu, there are several sections: 'u3a Beacon Users' Forum', 'Beacon User Guide', 'Beacon Website', 'Public website links' (with links to 'Join Demotown4Supporters u3a now!', 'Members Portal', 'Public groups list', and 'Public calendar'), and 'Documents' (with a link to 'Documentation for prospective Beacon users'). At the bottom, it says 'Hover mouse over captions for more information'.

3. From the list click on your group's name (in blue) to go to its record.

A B C D E F G H I J K L M N O P Q R				
Select	Group	Active	When	Where
▲ ▼	A			
☐	Abstract Art	Y	Friday mornings most weeks	Friends Meeting Ho
☐				
☐	Art Appreciation	Y	3rd Thursday at 1:00pm	The Feelgood Cent
☐				
☐	Assemble users	Y	Second Thursday of every month, 11am	Costa High St
▲ ▼	B			

Adding members

To add someone to your group **they must already be a member of your u3a.**

Beacon provides two ways to add group members: by name or by membership number. These are shown at the bottom of the screen, below your list of members. However, you may not have both options available as this is a setting that is decided by your u3a.

The screenshot shows the 'Group Record for Art Appreciation' interface. At the top, there are tabs for 'Details', 'Schedule', 'Members', and 'Ledger'. Below the tabs, it says 'There are no Waiting Members' and 'Show emergency contacts'. The main section is titled 'Group Members' and contains a table with columns: 'Select', 'Member No.', 'Name', 'Telephone', 'Mobile', 'Status', 'Waiting', and actions. The table lists 10 members, including Patricia Abrahams, Jules Address, Fred Alexander, Tomas Driver, Denise Moody, Patricia Nancy, Deloris Phobish, Richard Rogers, Barney Rubble, and Walter Scott. Below the table, there are two options to add new members: 'Add member by name' and 'Add member by membership number'. The 'Add member by membership number' option is highlighted with a red box.

Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
☐	1002	Patricia Abrahams		0707 456 1005	Current	Leader	remove - cancel leader
☐	1064	Jules Address		07195234678	Current		remove - make leader
☐	1061	Fred Alexander			Current	Leader	remove - cancel leader
☐	1011	Tomas Driver	0123 456 1077	0707 456 1078	Current		remove - make leader
☐	1052	Denise Moody		0707 456 1177	Current		remove - make leader
☐	1032	Patricia Nancy	0123 456 1181	0707 456 1181	Current		remove - make leader
☐	1035	Deloris Phobish	0123 456 1193	0707 456 1193	Current		remove - make leader
☐	1036	Richard Rogers	0123 456 1208	0707 456 1208	Current		remove - make leader
☐	1037	Barney Rubble	0123 456 1209	0707 456 1209	Current		remove - make leader
☐	1040	Walter Scott	0123 456 1212	0707 456 1212	Current		remove - make leader

10 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas Add

Add member by membership number

The screenshot shows the 'Add member by membership number' form. It has a text input field, a label 'Separate numbers by commas', and an 'Add' button.

1. Type the membership number into the field.
2. Click [Add](#).
3. A confirmation will be displayed with the checkbox pre-ticked.

4. Click [Add selected members](#) to confirm
5. The member has been added to your group.

The screenshot shows the 'Add Group Members for Art Appreciation' confirmation screen. It has a table with columns: 'Select', 'No', and 'Name'. The table shows that member 1037, Barney Rubble, has been selected. Below the table, there is an 'Add selected members' button and a status bar indicating '1 members (1 selected)'.

Select	No	Name
☒	1037	Barney Rubble

Add selected members

1 members (1 selected)

- You can add multiple members by typing each membership number in with a comma separating them eg 5487, 6322, 1845.

Click [Add](#) and each member will be shown in the confirmation list displayed. You can untick members if you've entered the wrong membership number. Only the ticked members will be added to your group.

Select	No	Name
☒	1011	Tomas Driver
☒	1032	Patricia Nancy
☐	1052	Denise Moody

[Add selected members](#)

3 members (2 selected)

Add member by name

- Click on the dropdown labelled [-select member-](#)
- All of your u3a's members will be listed.
- Find the relevant member by scrolling through the list or using the search. The search filters as you type so just type in the first few letters of their name and Beacon will only show members with those letters in their name.
- Click on the member you want to select.
- The list will close and the name you have selected will be shown.

- Click the [Add](#) button and the member will be added.



When you add a member, you will see a green confirmation message at the top-right of your screen but it won't be there for long, so don't worry if you miss it!

Removing members

To remove a member from your group:

1. Find their name in the list.
2. Go to the right-hand column in the same row and click [remove](#).

Home - Groups List

Group Record for Art Appreciation

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

There are no Waiting Members ☐ Show emergency contacts

Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
☐	1002	Patricia Abrahams		0707 456 1005	Current	Leader	remove - cancel leader
☐	1064	Jules Address		07195234678	Current		remove - make leader
☐	1061	Fred Alexander			Current	Leader	remove - cancel leader
☐	1011	Tomas Driver	0123 456 1077	0707 456 1078	Current		remove - make leader
☐	1052	Denise Moody		0707 456 1177	Current		remove - make leader
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☐	1036	Richard Rogers	0123 456 1208	0707 456 1208	Current		remove - make leader
☐	1037	Barney Rubble	0123 456 1209	0707 456 1209	Current		remove - make leader
☐	1040	Walter Scott	0123 456 1212	0707 456 1212	Current		remove - make leader

[Select](#) [Member No.](#) [Name](#) [Telephone](#) [Mobile](#) [Status](#) [Waiting](#)

[Do with selected](#) [Send E-mail](#)

10 members (0 selected)

3. A confirmation box will be displayed. If you have made a mistake, click [Cancel](#) and no changes will be made.
4. To remove the member you selected, click the [Remove](#) button.
5. The person has now been removed from your group. There is no further confirmation message.

If you have made a mistake, you can add them to your group again.

Confirm

Do you really want to remove this member?

[Cancel](#) [Remove](#)



Removing a member from your group does not remove them from your u3a, only from your group.