

Simple guide to Beacon Members' Portal

u3a members can log into our Beacon Members' Portal to see details of our groups (including coordinator contact details) and a calendar of events. Most importantly when you have signed up please check and update your contact details **including adding details of who we should contact in an emergency.**

First you need to register to set up a personal account. Once you've done that you will only need to enter your email address and password to log in.

*Please note if you **share an email address** with another member you will need to register in a slightly different way. Please [click the link](#) and see Section C for further details.*

1. Signing up for your account

[Click on this link](#) and it will take you to the Beacon Members' Portal

Firstly, it is vital that any personal details you enter match what we have on record. So, you need to know your u3a membership number, the exact name and email address we have on file.

Not sure about these? Please message Keith on boau3amem.kcn@gmail.com

- Enter your email address and press **Confirm Identity**:
- Type in your Membership number, first name, surname, post code and email address, then press **Confirm Identity**
- After correctly entering your details you will be asked to create a password (between 10 and 72 characters including at least one upper case, one lower case and one numeric character). Enter the same password in both boxes and press **Update Account**.
- A screen will pop up to confirm you have been sent an email with a link and that you can close your internet browser.
- If the email doesn't arrive within a few minutes, check your Spam / Junk folder. **You need to confirm your email address within an hour**, otherwise the email expires. Simply click the link in the email and it will take you to Beacon.
- If your registration is successful the link will take you to the Members' Portal Home page.

2. Logging into the Beacon Members' Portal once registered

- Enter your email address and press **Confirm Identity**
- Enter your password and press **Confirm Identity**

You can then:

- View and update your contact details
- Add an emergency contact
- View our groups and contact details for all group coordinators
- Join a group online or book for an outing or social event
- View the calendar
- Renew your membership and pay your subscription online

3. **Moving around the Portal**

When navigating around the Portal please avoid using the return arrow on your web browser menu. To leave a page / return to the Beacon Members' Portal home page click on the link at the top of the page.

4. **Forgot your password?**

If you forget your password or want to change it,

- Click Forgotten Password on the sign-in page
- Enter your email address and press **Reset Password**
- You will receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam/Junk folder.
- Clicking the link in the email will take you to a screen. Add a new password, and press **Change Password**.

5. **Using the calendar**

You can change the settings to show only meetings for your groups and “general meetings” such as outings, talks and social events. Click on the heading Calendar. When it comes up select the relevant circle at the top of the page to show all groups, a specific group or “own groups and general meetings”.

Please do not drop in to a group meeting. You need to either be a member of the group or have checked with the Group Coordinator if there is availability for you to join. Some groups are currently full. The exceptions to this are the drop-in sessions for Connexions coffee morning and our monthly meetings/talks in Holy Trinity Church on the 2nd Monday of the month.

6. **Contacting a group coordinator**

Select Bradford on Avon & Dist u3a Groups. Select a group name. You can then see details about the group as well as the name of the group coordinator with their contact phone number or email address. To email the coordinator you will need to copy and paste the email address into an email (apologies no clickable link).