

Section 4.1

Use of the Beacon database.

Beacon is hosted by the Third Age Trust and is an online facility for managing local u3as, safely and securely. It contains the personal details of all the members of the Wollaton u3a and is used by Committee members and Convenors for updating membership and managing groups.

Access to Beacon requires a login and password, and the level of access is set to reflect the use relevant to the role of the person using it.

New Convenors will be sent their username and a temporary password to enable them to access Beacon. You can use the link below to sign in:

<https://u3abeacon.org.uk/password.php>

Training for Beacon can be accessed via the link below:

<https://u3abeacon.zendesk.com/hc/en-gb/articles/360007072438-1-Introduction>

The main uses available to Convenors are:

1. Updating (adding or removing members) the membership of their Interest Group. To add a member you will need to know the membership number of the individual.
2. Sending secure emails to your group. The Beacon database sends emails to each individual selected to receive it, which means there is no chance that email addresses are made public. It also allows you to check whether the message has been delivered. You can personalise your message, for example so it is sent to each person's forename. The use of your own email system is not recommended for setting up a group email. However if you do send emails from your own system you should send the message to yourself and blind copy it (bcc) to the recipients.
3. You can also use Beacon to print off a group list/register in Excel and to print off a list of members with their contact details, mobile numbers and their Emergency Contacts. This is useful if your group is going on a one off visit. For data protection purposes, printed copies of personal details should be destroyed after they have been used.