

Using Beacon for communication in your groups

The Beacon app is a great way to communicate with your group. (See the separate guide)

Firstly, you will have to register to use the system.

To register with U3a Beacon, follow these steps:

Registering to use the Portal

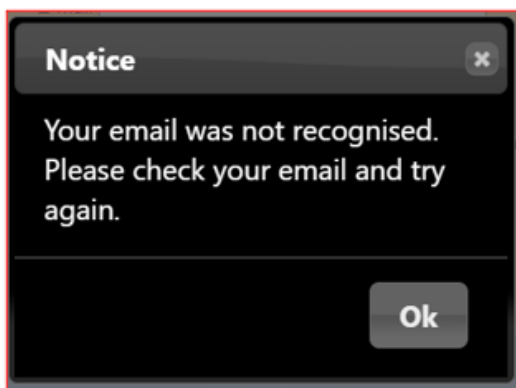
The first time you access the Portal you will need to register as follows:

1. Before you start make sure you have your membership number to hand - it is shown on your Membership Card, or contact your Membership Secretary. Your u3a should have provided a link to access the Members Portal sign-in page (probably on your u3a website or in an email to members). Enter your email address and press **Confirm Identity**:



The screenshot shows a web form titled "Please identify yourself" with a blue header. Below the header, there is a text input field for "E-mail" containing "bertie@beast.com". A red arrow points to a "Confirm Identity" button located below the input field. Below the "Confirm Identity" button is a "Forgotten Password" button. The form also contains two paragraphs of text: "If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account" and "If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)". At the bottom, there is a footer that says "Enquiries: contact the Membership Secretary".

If your email address does not match that held on your u3a's records, you will be asked to check your email address and try again:



If your email address is still not recognised you will need to contact your Membership Secretary to check the email address held on the system.

If your email address is shared with another u3a member who has previously registered for an account, refer to section below.

2. Type in your Membership number, Forename (or Familiar Name), Surname, Post Code and Email Address, then press **Confirm Identity**:

Register for a membership account and password

Membership number All fields must be completed

Forename

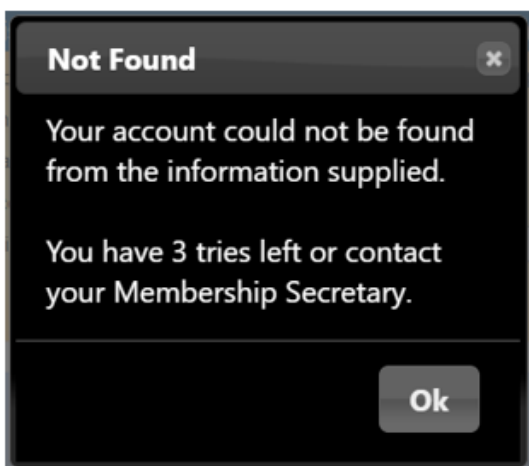
Surname

Postcode

E-mail

Enquiries: contact the Membership Secretary

Note: The details entered have to exactly match those held by your u3a, otherwise you will be prompted to try again or contact your Membership Secretary:



After correctly entering the required 5 pieces of data you will be asked to create a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character. Enter your password in the 2 boxes and press **Update Account**:

You must choose a password to continue.

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Set password for email address bertie@beast.com

Password

Confirm Password

You will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

3. You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser:

Members Portal

Demoton u3a Members Portal sign up successful

You have been sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password link below or on the Members Portal.

Forgotten password

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

If the email doesn't arrive within a few minutes, check your Spam folder.

*Note: The confirmation email will expire after 1 hour, although you can return to the Members Portal sign-in page and press **Forgotten Password** to request a new confirmation email.*

4. After clicking the link in the email, enter your password and press **Confirm Identity**:

Please identify yourself

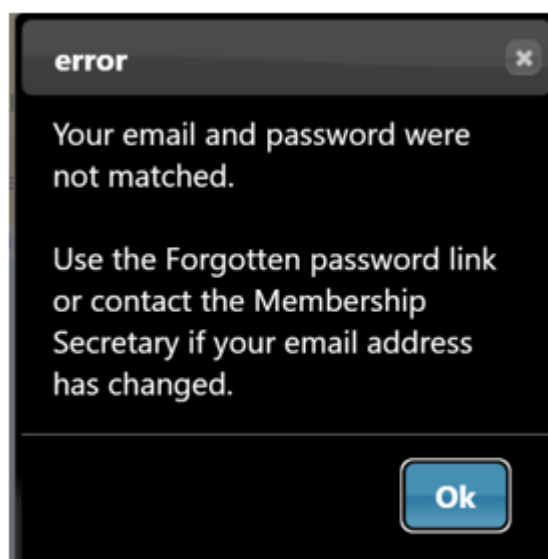
Password

If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary

If the details that you entered do not match those held on the system, you will be prompted to use the **Forgotten Password** link or to contact your Membership



Secretary:

Note that your Membership Secretary can neither see nor set your password.

5. After a successful sign-in you will be taken to the Members Portal Home page. The menu choices that you see on the Home screen may vary depending on

which options your u3a has enabled.:

The image shows a screenshot of a membership portal interface. It features a light blue header with the text "Good afternoon, Bertie Beast" and "Your membership continues until 1st June 2025". Below this is a dark blue bar with the text "Select an option". The main content area has a yellow-to-orange gradient background and lists four options: "BT1829 - Demoton u3a groups", "Calendar of meetings and events", "Update your personal details", and "E-mail Replacement Membership Card". At the bottom, a grey bar contains the text "Enquiries: contact the Membership Secretary".

Good afternoon, Bertie Beast
Your membership continues until 1st June 2025

Select an option

- [BT1829 - Demoton u3a groups](#)
- [Calendar of meetings and events](#)
- [Update your personal details](#)
- [E-mail Replacement Membership Card](#)

Enquiries: contact the Membership Secretary