

Using Beacon to communicate with your Group

The easiest way to communicate with your group is to use the Beacon System.

Having previously logged into Beacon you will see the following screen:



To communicate with your group, you will need to click on the blue Groups link.

The screenshot shows the 'Groups' page of the u3a Beacon system for Hastings & Rother. The page has a search filter for 'Faculty' set to 'any or none' and a 'Show active only' checkbox. Below the search filter, there is a table of groups. The table has columns for 'Select', 'Group', 'Active', 'When', 'Where', 'Convenors', 'Member', 'Max', and 'Waiting'. The table is organized into sections by letter (A through G). The 'Groups' link is highlighted in blue.

Select	Group	Active	When	Where	Convenors	Member	Max	Waiting
<input type="checkbox"/>	Art Appreciation 1	Y	Second Tuesday Monthly	Various	Philip A Riseborough	13	15	
<input type="checkbox"/>	Art Appreciation 3	Y	Second Wednesday Monthly	St. Leonards	Maurice Field	7	8	
<input type="checkbox"/>	Art Group (was painting)	Y	Thursday	EHSSA	Ive Brundome	12	0	
<input type="checkbox"/>	Aspects of Art and Art History	Y	Last Wed monthly	Hastings	David Scott	5	0	
<input type="checkbox"/>	Backgammon	Y	alternate Tuesdays	Bexhill	Caroline Brewer	7	20	
<input type="checkbox"/>	Backgammon Group 2	Y	2nd and 4th Tuesday	Bexhill	Caroline Brewer	7	20	
<input type="checkbox"/>	Birdwatching	Y	Variable	Various	David Slim	12	40	
<input type="checkbox"/>	Book Club 1	Y	First Monday Monthly	Bexhill	Susan Neighbour	9		
<input type="checkbox"/>	Chess	Y	Alternate Wednesdays	Cooden Beach Hotel	Alastair Rosenschein	2	0	
<input type="checkbox"/>	Classical Music	Y	2nd and 4th Wednesday	Various	Richard Cale	13	10	2
<input type="checkbox"/>	Coffee Morning Bexhill	Y	Second Thursday monthly	DLWP Cafe	Linda Hussey	2	0	
<input type="checkbox"/>	Coffee Morning Hastings	Y	Second Monday monthly	White Rook Hotel	Mick Molloy	2	0	
<input type="checkbox"/>	Collecting	Y	Tuesdays monthly	Bexhill	Mo Heard	7	0	
<input type="checkbox"/>	Creative Crochet	Y	4th Thursday	Tesco St Leonards	Sandra Morris	10	12	
<input type="checkbox"/>	Cryptic Crosswords Improvers	Y	2nd and 4th Wednesday mornings	Bexhill	Catherine Craven	5	6	
<input type="checkbox"/>	Current Affairs 1	Y	Second Tuesday	Various	David Slim	10		
<input type="checkbox"/>	Current Affairs 3	Y	First Monday of each month	Various	Mary Burkill	10	0	
<input type="checkbox"/>	Cycling	Y	Weekly, Friday	Various	Jenny Parker	8	0	
<input type="checkbox"/>	Dining Out	Y	2nd Tuesday Monthly	Various	Marlyn Wright	13	15	
<input type="checkbox"/>	Exploring Science	Y	Second Monday Monthly	Various	Danny Nicolle	9	0	
<input type="checkbox"/>	Felt Sewing and Crafting	Y	Tuesdays weekly	Bexhill	Gill Wilkinson	9	0	
<input type="checkbox"/>	Film and Cinema	Y	Third Wednesday	Southwater Community Centre	Michael Wyatt	8	9	
<input type="checkbox"/>	French Conversation	Y	Every Wednesday	Bexhill	Richard Stanton	10	9	
<input type="checkbox"/>	French Conversation 2	Y	Alternate Wednesdays, 10.30 until 12	Bexhill	Susan Currell	11	12	
<input type="checkbox"/>	Garden Appreciation Visits	Y	Third Tuesday	Various	Virginia Edwards	34	35	1

On this page you will see listed all the groups alphabetically in the Hastings and Rother U3a. Scroll down to find your group.

<input type="checkbox"/>	Patch & Quilt	Y	First & Third Tuesday	Tesco St Leonards	Audrey Longley	14	13	
<input type="checkbox"/>	Petanque	Y	Alternate Fridays	Hornbye Sports Centre	Roger Townsend	18	20	
<input type="checkbox"/>					Sandra Townsend			
<input checked="" type="checkbox"/>	Photography	Y	2nd Thursday monthly	Tesco St Leonards	Tony Hudson	6	12	
<input type="checkbox"/>	Pickleball	Y	Thursday morning 10:30 to 11:30	Hornbye Sports Centre	David Yates	20	20	8
<input type="checkbox"/>	Poetry Reading	Y	Second Friday monthly	Bexhill	Elsie Gill	4	8	

I am the Convenor of the Photography group, so let's select that group.

Home - Groups List - Faculties - Venues

Group Record for Photography

Details Schedule Members Ledger

Group Details

Group:

Faculty: Status: Max members:

Allow members to join on-line Allow members to leave on-line

Notify convenor of changes

Enable waiting list Display waiting list by default

When:

Normal start time: End time: Enquiries:

Venue:

Information:

Meeting at Tesco monthly where we will review our previous months task and set a new task, for the members to do at their leisure.

Dates for 2026:
08/01/26
12/02/26
12/03/26

Notes:

Group record created 19 May 2023 10:12; last changed 17 Nov 2025 15:10

In this screen you can write information about the group, such as when the group is held, when the group meets, the venue, how many members you can accommodate in the group and a telephone number of the group convenor. Below is shown a group record for the Photography Group. I(have redacted the names for GDPR reasons)

Home - Groups List

Group Record for Photography

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

There are no Waiting Members Show emergency contacts

Group Members								
Select	Member No	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	2787	[REDACTED]	[REDACTED]	[REDACTED]		Current		remove - make convenor
<input type="checkbox"/>	2711	[REDACTED]	[REDACTED]	[REDACTED]		Current		remove - make convenor
<input type="checkbox"/>	2475	Tony Hudson	[REDACTED]	[REDACTED]	[REDACTED]	Current	Convenor	remove - cancel convenor
<input type="checkbox"/>	2712	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Current		remove - make convenor
<input type="checkbox"/>	1285	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Current		remove - make convenor
<input type="checkbox"/>	1887	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Current		remove - make convenor

6 members (0 selected)

Add member by name

Add member by membership number

Separate numbers by commas

Home - Groups List

In the picture below you will see that you can email all your group to inform them of any changes that may occur.

6 members (0 selected)

Add member by name

Add member by membership number

Separate numbers by commas

There is even a ledger page, for if you must charge the group members for a venue etc.,