

# Beacon

## **What is the Beacon System?**

The Beacon system is some software that National u3a has developed over several years to help u3a groups to record and maintain their membership, groups and finance information. It has been developed by volunteers of u3a in association with a software developer to comply with the Data Protection requirements of groups so that the information is as secure as possible. There are nearly 500 area groups like Settle District u3a using it now and it is being continually developed to include new features. Settle District u3a has been using it since 2017 for membership and groups information but has not yet used it fully for financial information.

## **What does the member need to know about Beacon?**

When you become a member of Settle District u3a your information is loaded onto the system. By logging onto the system as an individual from our website you can see the information stored and, if necessary, alter it; for example, if you need to change your email address or telephone numbers or add an emergency contact person. You will also be able to see the groups that are available and join them if there is no

waiting list, otherwise you will join the waiting list. If you have any questions on how to use Beacon as an individual you can contact the site administrator for Settle District u3a, Keith Waterson by email at sdu3a.beacon@gmail.com.

### **What does the Group leader need to know about Beacon?**

If you are a Group Leader, you will have been given extra access to the data for your group so that you can contact them by email and attach files or links to the email through the Beacon system. As a Group leader you will be issued with a document when you are given access to the system which should help you to use the system but any questions could be sent by email to sdu3a.beacon@gmail.com or contact the Group Coordinator. Officers of Settle District u3a will also have been given access to some of the data depending on their Office.

Keith Waterson November 2024

### **To Summarise**

Beacon is where we keep a record of peoples names, addresses, phone numbers, emergency contacts and what groups they are in. Group leaders can send you emails from Beacon and it is GDPR compliant. We pay for Beacon and so we like you to use it. We have a dedicated Beacon administrator; Keith Waterson and his email address is sdu3a.beacon@gmail.com You can access beacon from the website. <https://settledistrictu3a.org> and click on the red 'Login to Beacon as a member'

**Joining groups online with Beacon**

**Updating your personal details with Beacon**