

# Durham & District u3a Group Information Update Process

Groups are the beating heart of the D & D u3a. Correct and up-to-date information enables members (and prospective members) to make informed decisions about joining groups and attending sessions.

The process below is designed to help Group Leaders achieve this:

1 Group Leaders should aim to keep the Beacon schedule (forward programme) up to date, where possible, for at least 3 months into the future. Remember events can be cancelled or updated nearer the time if necessary.

2 Where appropriate the topic and details should be filled in for each event.

3 If you make any changes to the day of week, time, frequency, venue or cost then you must also notify the Web Manager, through the Contact page on the website. This is because there is no automated update process between the information in Beacon (which populates the calendar) and the information on your Group page on the website.

4 Also, if you wish to update the text on your Group page of the website, please don't hesitate to contact the Web Manager. Possibly the best way of familiarising yourself with how to update Beacon is just trial and error. Remember you can only change the data pertaining to your particular Group – you can't affect anything else on the system. If necessary, there is a section of the Beacon User Guide for Group Leaders on the link below. Parts 5.1 to 5.5 are the most relevant to you. Thanks to all Group Leaders for your major contribution to the success of our u3a.

5. <https://u3abeacon.zendesk.com/hc/en-gb/sections/360002083037-5-Groups>

## How to use the Beacon scheduling tool

1. Log into Beacon and go to the Home page
2. From the Home page select 'Groups'
3. Select your group
4. Select 'Schedule' tab
5. Add details of event
  - . Date & Time – press 'Done'
  - . Add event frequency – for a one off select 1
  - . Add venue from drop down arrow – contact Group coordinator to add a new venue
  - . Select 'Add Event'