

Beacon Document 2: Email template

Dear Coordinator

I think this template (below) should be helpful to you, and in turn the other Coordinators in our trial. Our Beacon Administrator Colin Edwards is happy for us to proceed in this way.

We do recommend that you write an email to any of your members who do not have a matching email address to the one you hold, or where an email address is missing on the Beacon data base.

This should enable a much speedier updating of a member's record. I do hope it will not incur too much extra work on your part, and it should assist us all in making the database a usable and up to date system for communication.

Good wishes, Jenny Harrison.

TEMPLATE

(insert date, and topic in subject heading on the email)

Dear <<<

In my role as Coordinator of (*name of interest group*), I have recently been given (temporary) access to the new U3A Beacon membership database for South Lakes. Unfortunately, I have found that there are a number of e-mail addresses missing from it - including yours. In these days of personal data privacy legislation, neither the Beacon Manager, nor I, feel able to remedy the deficiency without your permission.

It would be best therefore if you could make contact with the SLU3A database manager directly and let him know of any recent information about your email address (or indeed other details of new address or name).

May I suggest that you ask Colin Edwards <**beaconslu3a@gmail.com**> our Beacon Database Administrator to insert your e-mail addresses (possibly by forwarding this message to him)? You need to make clear this particular Group that you are in.

The important reason for so doing is that, during 2019, individual coordinators' lists of their group members **are likely** to be phased out as they (and others on the committee) start to use Beacon to send out email communications. We would not wish you to miss communications of general interest, as well as about this interest group.

With thanks ... (Coordinator name)
