

Beacon Document 3 (amended)

Additional information for Coordinators using the 'Groups' section on Beacon database

- (a) Members of the SLU3A are strongly encouraged to provide an email address upon registration (*see Note 1 at end). Established members can also provide the Assistant Membership Secretary and the Beacon Administrator (if this is a separate person) with their new email address, so it can be entered on the main SLU3A Beacon database.
- (b) Coordinators /Leaders will need to carry out a process of completing, and checking regularly, the names on their Group section on our SLU3A Beacon database (**see Note 2 at end). A new Coordinator (and other designated Group Leaders) are provided with 'privileges' (i.e. a user name and a password) which allows only these people to access a Members' contact details held by our SLU3A on the database.
- (c) Document 2 provides a 'Template' for an email which you, as Coordinator, could use in an adapted form, in order to contact a particular member who might need to trigger a change in their contact details. No-one else can make such changes.
- (d) A fully up-to-date list of members can then be kept on the database by you, as the designated Coordinator /Leader. Should you step down as Coordinator, a new Coordinator can be assigned their own privileges, and simply take over the maintenance of the same group. This provides for much-needed continuity of the group while respecting the privacy of its members. Guidance on this is available to new and established Coordinators (see Documents 1 and 2 in this series).
- (e) **Emails, together with any attached pdf files**, can also be sent to the selected members of your group.
- (f) **Excel spreadsheets** can be created using some of the members' details (usually their names) to make the 'signing in' and related record-keeping transparent. You just need to adjust the spreadsheet to make it easily readable, and check that it is fully inclusive of all the named members of your Group. If you need additional help let the Groups' Coordinator on the Committee know, and support may be possible on a 1-1 basis from a member of our **Computing** Special Interest Group.
- (g) All Coordinators are asked to always use the **BCC** facility (Blind Carbon Copy) when sending a multiple email to their members. This protects the identity of others receiving the same email message, and so does not require special permission from an individual who may prefer to keep their email anonymous to all but their Coordinator. By using Beacon an email automatically uses BCC as soon as you click on

the box adjacent to a member's name on the group records. Guidance on this is available to new and established Coordinators (Documents 1 and 2).

*Note 1. Use of email contacts makes the coordinator's time spent on a job much easier. Otherwise, phone calls, or 'normal' mail, can take a long time to make contact, and is also costly. Some groups do have many members, and there are many occasions (such as within a Walking Group) when a last-minute email message has to be circulated.

There is a Computing group within our SL U3A, and its coordinator may be able to assist other members, perhaps through a buddy-system.

** Note 2. Each group is comprised mainly of members of our SLU3A, or of an affiliated U3A. For the former you can add or change your group membership using the 'Groups' part of our database/Beacon. They will then appear on our Beacon database. It is advisable that any dual U3A member has one fully-paid up U3A subscription to ensure there is insurance policy cover.

The only exception is if a potential (new) group member wishes to try out your group for a couple of sessions. Our members often belong to several groups, and may also wish to move between groups from time to time.

Note 3. Some Committee members are allocated particular privileges so they, too, can use the whole database to identify a Coordinator /Leader and/or members in particular Groups. This may be required for administrative purposes and for other communications for particular purposes.