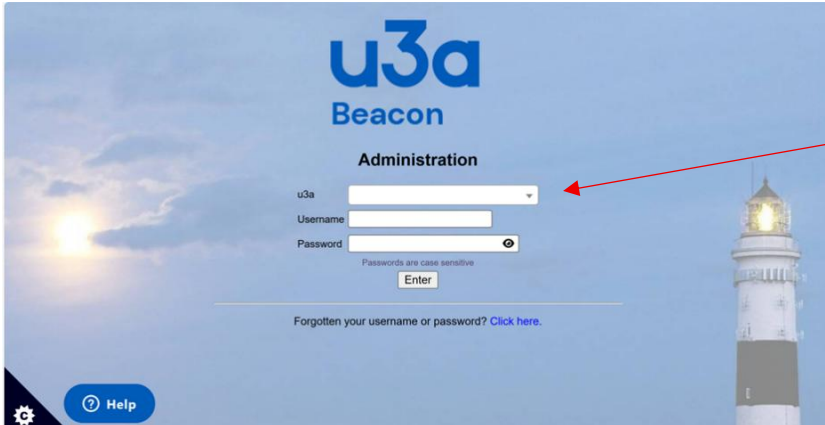


How to Access your Area of the Swaffham & District u3a Beacon Database and send an email

Beacon can be accessed via the internet on Smartphones, laptops and tablets. Here is the link:

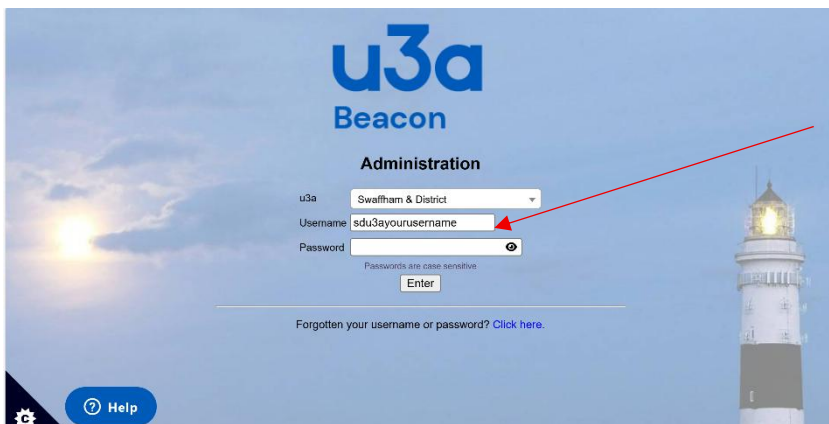
[beacon u3a - Google Search](#)

You will see this screen.

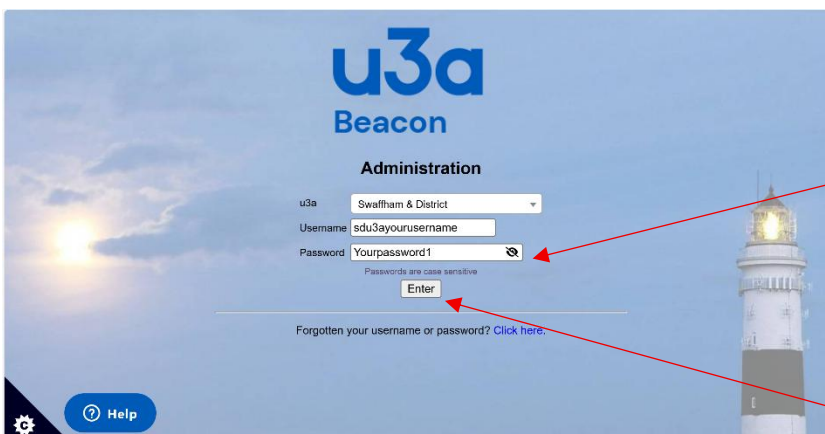


Find **Swaffham & District** from the **drop down menu**. If you begin to type Swaffham in this box it will automatically bring up our name.

Click.



Now you can enter **your username**. All usernames start with sdu3a. You will be given your Group Co-ordinator unique one.



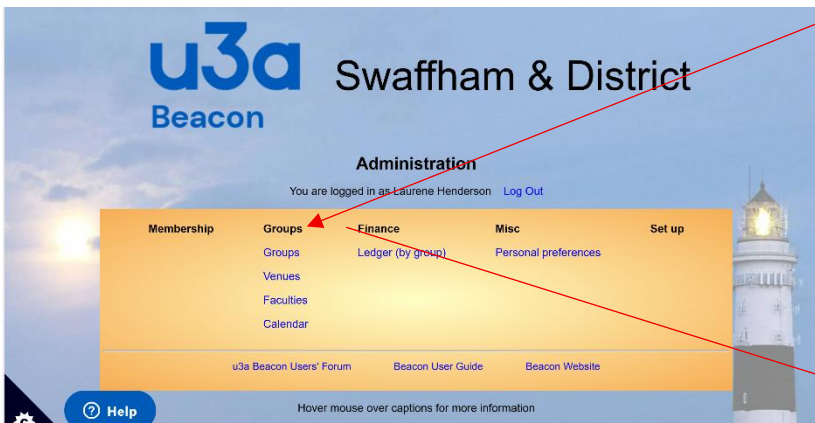
Now you can enter **your password**. All passwords start with a capital letter and end with a number. You will be given your Group Co-ordinator unique one.

Click Enter

You have successfully accessed your area of the Beacon database!

The example screen is the Playscript Reading group led by Laurene Henderson.

If you click on **Groups**, you can see all the other groups and their leaders by name. No other information on other groups is available for security and data protection.



Your own group will be highlighted in blue, showing that you can obtain more detailed information, send emails, check venues, etc. Again, we have chosen

Playscript Reading as an example.

Group	Frequency	Time	Venue	Leader	Members	Waitlist
Let's Go	Y	Varies			0	
Lets Rock!	Y	4th Wednesday 10:00am		David Henderson	7	10
				Laurene Henderson		
Line Dancing	Y	Wednesday 2nd and 4th Wednesday of the month	Swaffham Community Centre	Jan Clews	12	0
Lunch at the Ploughshare	Y	Wednesdays 2nd Wednesday of the month	The Ploughshare Beeston	Nicolette Smith	1	0
Music Appreciation	Y	Thursday 3rd Thursday of the month	Our Lady of Pity Catholic Church	Jan Hayes-Griffin	13	0
Photography	Y	Thursday 2nd and 3rd Thursday	Swaffham Community Centre	Pat Weir	14	0
Play Script Reading	Y	4th Wednesday 1:30pm		Laurene Henderson	7	7
Playscript Reading 2	Y	Monday 3rd Monday of the month		Ann Newmeir	1	0
Poetry 1	Y	Wednesday 1st Wednesday in the month		Mike Slater	8	0
Poetry 2	Y	Thursday 3rd Thursday of the month		Mike Slater	6	0
Pub Lunches	Y	Tuesdays 2nd Tuesday of the month		Pam Lewis	7	0
Ramblers	Y	Fridays 4th Friday of the month			20	0
S...	Y	Tuesdays weekly	Holme Hale Village Hall	Maggie Taylor	15	0

Clicking on the blue script takes you into more detail. Only the **Group Co-ordinator** and our **Groups Co-ordinator** can see this detail.

The Group Leader can check for **members**, by clicking on the blue members tab.

The Group member individual is revealed with their membership status (current, lapsed, etc), membership number, address and phone number. We have shown you a partial page, to protect the privacy of the Playscript group members.

Swaffham & District Beacon
Home - Groups List
Group Record for Play Script Reading
Details Schedule Members Ledger
There are no Waiting Members

Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input checked="" type="checkbox"/>	120	Laurene Henderson	14 Nelson Close, BRADENHAM, IP25 7RB	01362 821164	07942 820 590	Current	Leader	remove - cancel leader

Do with selected Send E-mail
7 members (0 selected)
Add member by name
- select member - Add
Add member by membership number
Separate numbers by commas
Add

Select those members to receive an email by ticking the square box next to their names. Check that Send email shows in the next box. Click the Do with selected button. Again, this example is a partial page for data protection of members.

Swaffham & District Beacon
Home
Send E-mail

From: Laurene Henderson <laureneh1@outlook.com>
To: Laurene Henderson <laureneh1@outlook.com> 1 addressee/s

Tick to receive copy
Add Attachments Choose Files

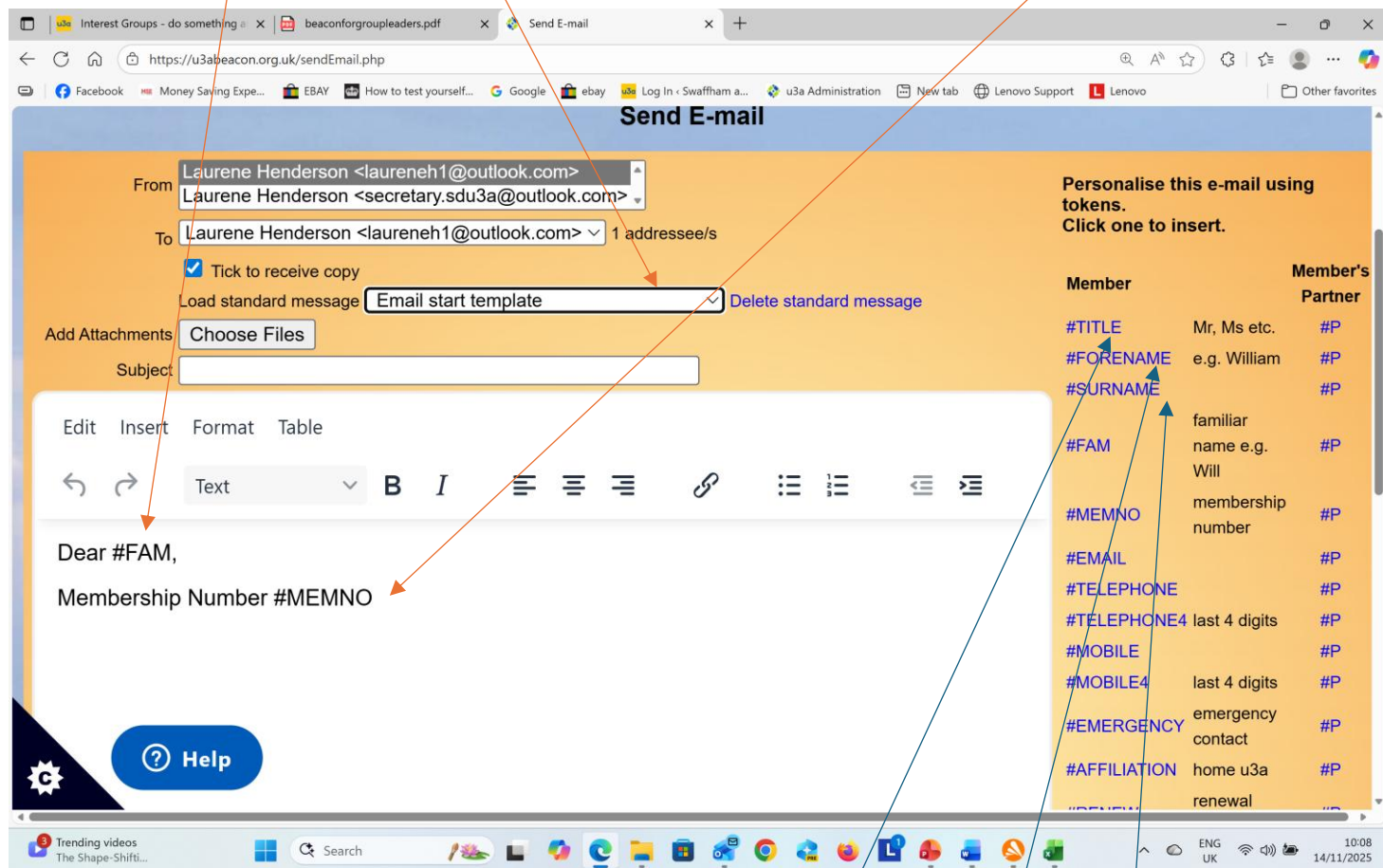
Subject

Personalise this e-mail using tokens. Click one to insert.

Member		Member's Partner
#TITLE	Mr, Ms etc.	#P
#FORENAME	e.g. William	#P
#SURNAME		#P
#FAM	familiar name e.g. Will	#P
#MEMNO	membership number	#P
#EMAIL		#P
#TELEPHONE		#P
#TELEPHONE4	last 4 digits	#P

Type your subject and email. You can add attachments, if you wish. To keep a copy for your records Tick to receive a copy.

We have provided a start email template to help. This automatically provides the informal familiar name, with punctuation, and the Membership Number.



If you wish to be more formal, you can add #TITLE and #SURNAME to fully address your members. You can replace #FAM with #FORENAME. It is your decision how formal you wish to be! Don't forget to date your email by adding #TODAY. Have a go at emailing yourself trying different options to see how it looks.

No matter how many members are in your group, you only need to click these personalisations once - the Beacon system will apply the correct names, titles and membership numbers automatically. In the same way the email address will be automatically applied. The message will be secure.

ALL DONE? Go up to HOME, click LOG OUT.

Congratulations - you have added another life skill to your many talents!

We hope this guide will be helpful. Any problems? Our Beacon Administrators are Laurene and David Henderson 01362 821164 or 07802 226064

There are many more things you can do with Beacon - but we don't want to overload you - and we need to find out more ourselves!
Swaffham & District u3a Committee October 2025