

## HOW TO CHECK YOUR GROUP ALLOCATIONS ON THE BEACON MEMBERS PORTAL

1. Have ready the following information for which you will be asked:

Membership No.

Forename

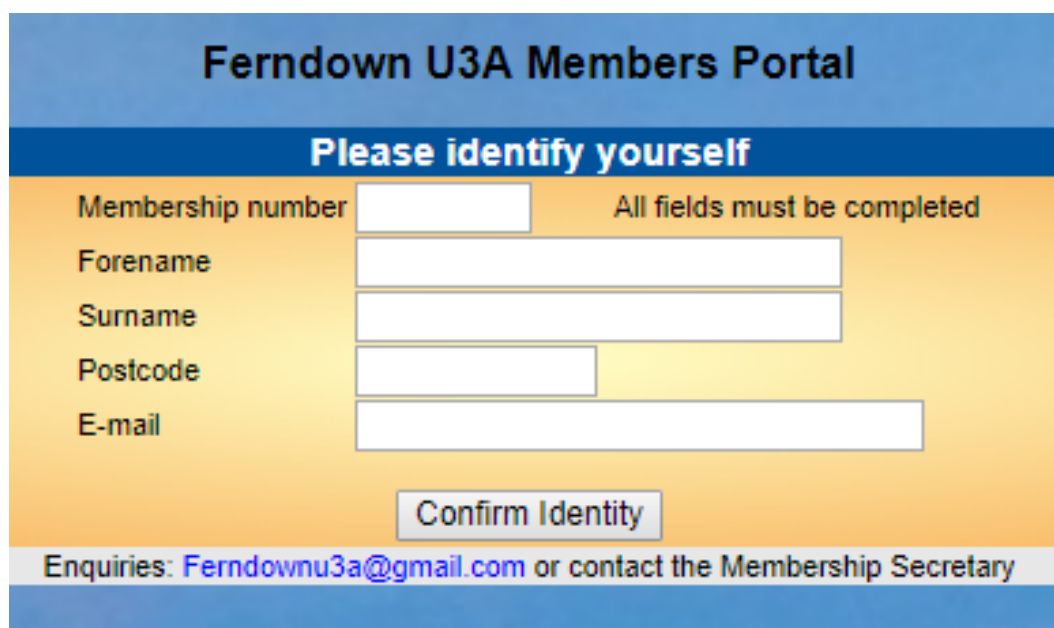
Surname

Postcode

Email

Nearer the release day (1<sup>st</sup> August) you will receive a reminder by email of this information as held on the Beacon Database.

2. Go to the website at [www.ferndownu3a.co.uk](http://www.ferndownu3a.co.uk) and click on **BEACON DATABASE** in the heading and then **MEMBERS**. This panel will appear –



The screenshot shows a web form titled "Ferndown U3A Members Portal". Below the title is a sub-heading "Please identify yourself". The form contains five input fields: "Membership number", "Forename", "Surname", "Postcode", and "E-mail". To the right of the "Membership number" field, the text "All fields must be completed" is displayed. Below the input fields is a button labeled "Confirm Identity". At the bottom of the form, there is a line of text: "Enquiries: [Ferndownu3a@gmail.com](mailto:Ferndownu3a@gmail.com) or contact the Membership Secretary".

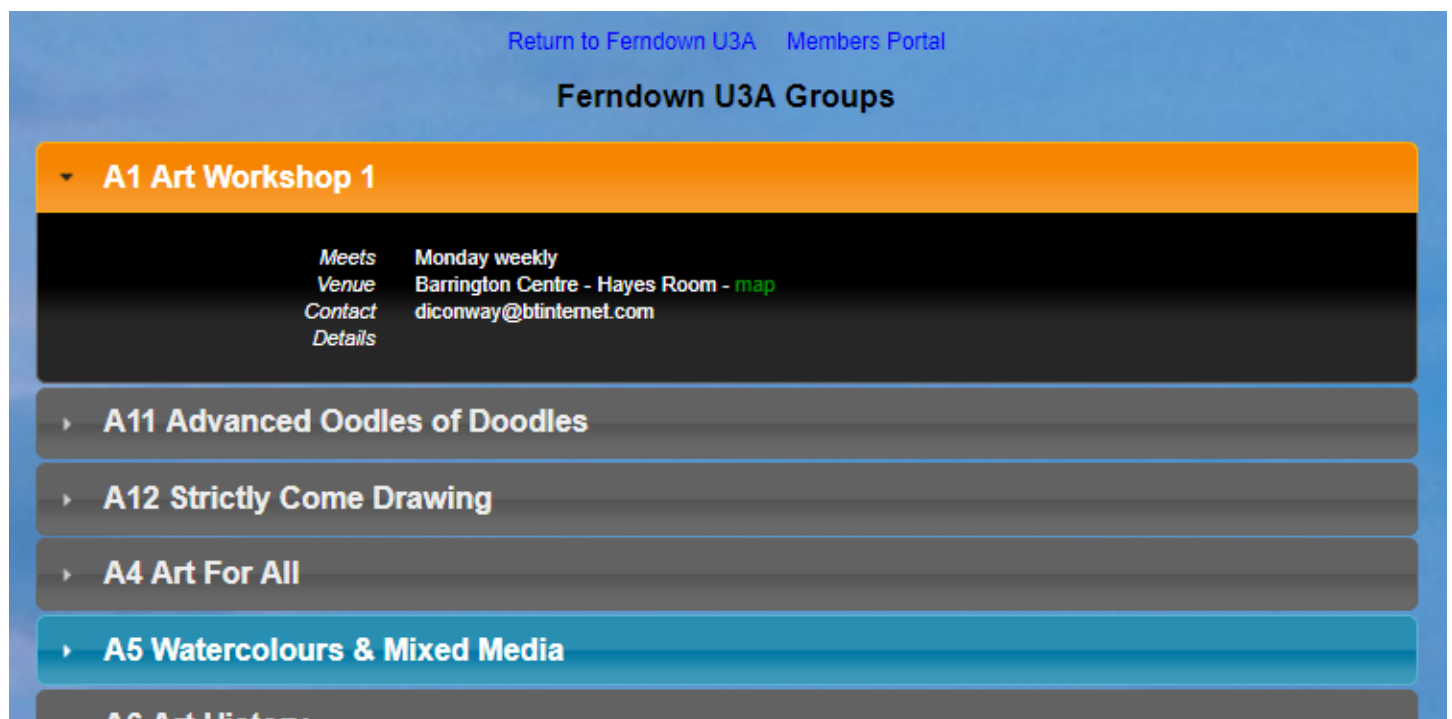
3. Enter the information **exactly** as in the email reminder. Ensure there is a single space after the first 3 characters in the postcode and use upper case only where used in the reminder email.

Note: iPads will sometimes automatically enter a space before the first character – this must be corrected if it occurs.

4. Click on [Confirm Identity](#) and the following window appears :



5. Click on Ferndown U3A Groups and you will see a list in this format:



To the right of each of the Groups you have requested will appear either **MEMBER** or **WAIT LIST**. If a Group is over-subscribed, a random selection is made to give all members an equal opportunity. Wait lists are reviewed from time to time and any vacancies subsequently occurring are then offered.

This year, due to Covid 19 precautions and the closure of a number of venues, it has been necessary to change a number of Group meeting places. Please look carefully at the Venue shown as it may now vary from that shown in the brochure.