

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

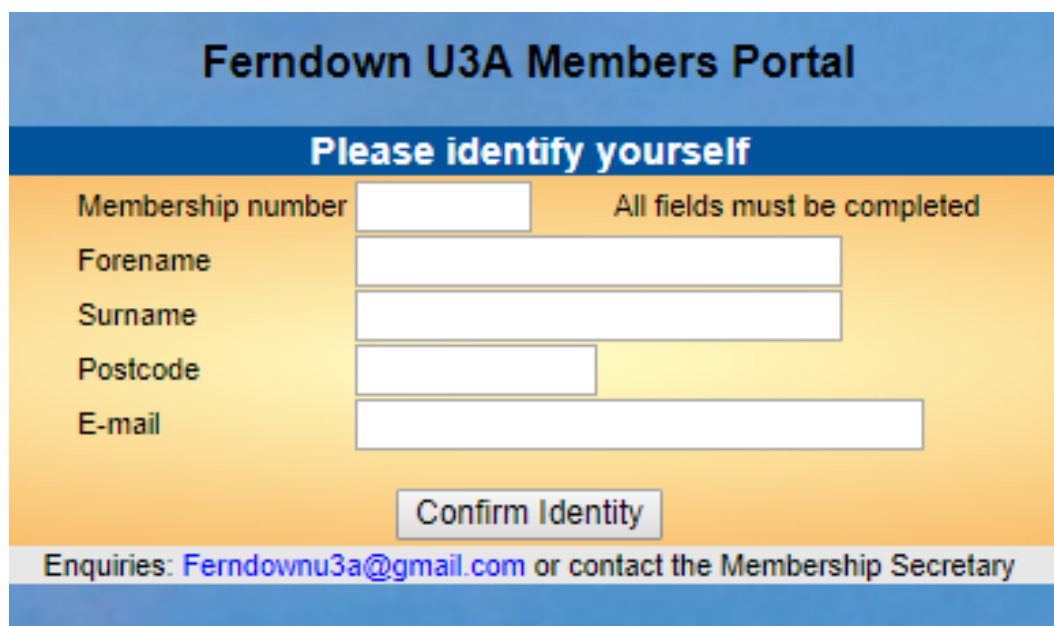
Surname

Postcode

Email

This information, **exactly** as it should be entered, is shown on the accompanying email.

2. Go to the website at 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 dark blue header with the text "Please identify yourself". The form itself has a light orange background and 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. At the bottom of the form is a button labeled "Confirm Identity". Below the form, a grey bar contains the text "Enquiries: Ferndownu3a@gmail.com or contact the Membership Secretary".

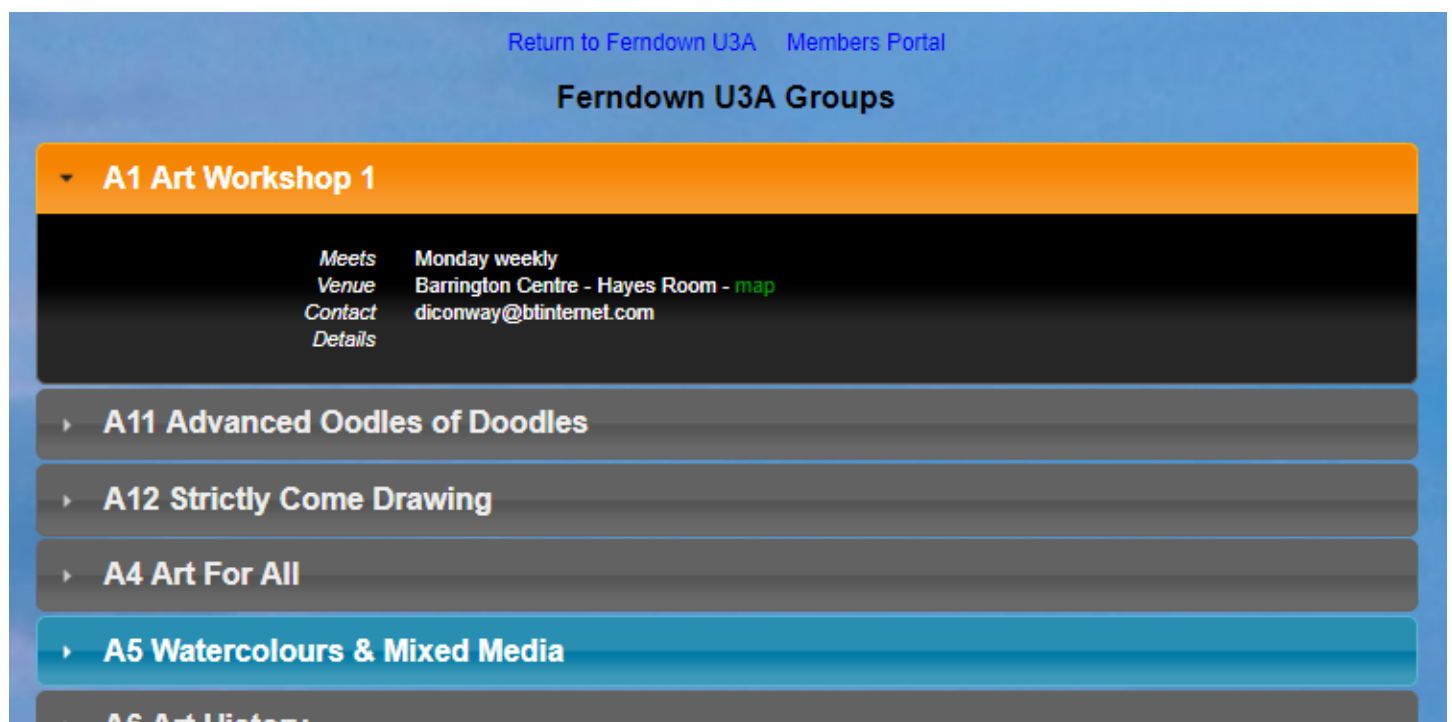
3. Enter the information **exactly** as in the email reminder. Ensure there is a single space after the first 3 characters in the postcode and use upper case only where used in the reminder email.

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 **WAITING**. If a Group is over-subscribed, a random selection has been made to give all members an equal opportunity. Wait lists are reviewed from time to time and any vacancies subsequently occurring are then offered.