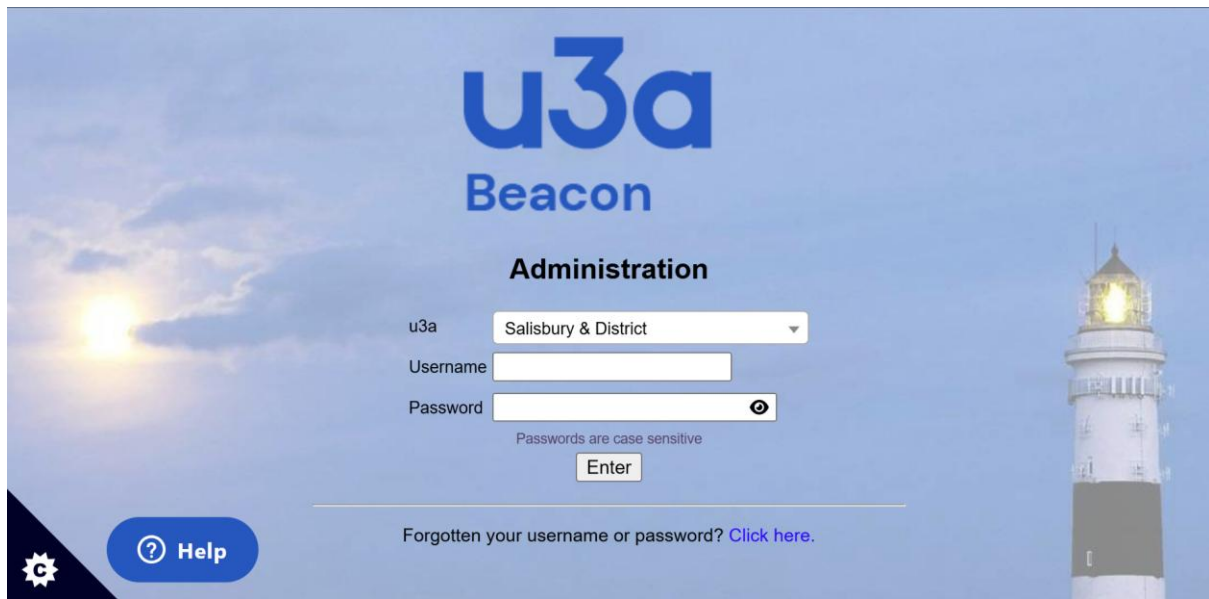


1. On the **Beacon Administration Login** page, in the top u3a box, start typing **Salisbury** and select **Salisbury & District** from the dropdown list.
2. In the Username box, enter the username assigned to you by the Beacon Administrator.
3. Type the password that you selected when you first logged in. If you have forgotten your password, click on the link lower down the page.



4. Click on **Enter**. This will take you to the Home Page



5. From the home page, click on Groups,



6. Click on the name of your Group.

	C		2:00pm
<input type="checkbox"/>	Computing For Beginners	Y	1st Thursday at 10:30am
<input type="checkbox"/>	Family History	Y	2nd and 4th Mondays at 2:00pm
<input type="checkbox"/>	Folk Dancing	Y	Every Tuesday at 10:00am

7. Above the orange box on the Group page is a set of options: Details Schedule Members Ledger.



8. Click on **Members**.



9. On the Members page, either click the tickbox for each member that you want to select, or click on the word **Select** at the top of the left hand column

Details

There are

Select	Member No.	Name	Address
<input type="checkbox"/>	1066	Michael Batters	8 Crescent Lane, Dem...
<input checked="" type="checkbox"/>	1014	Ivor Engine	1 Station Road, Demc...
<input type="checkbox"/>	1026	Nefertiti Meritmut	6 Kelly Street, Demotc...
<input type="checkbox"/>	1062	Eric Morecombe	29 Mountain View, Up...
<input type="checkbox"/>	1031	Tammie O'Shanter	10 Burns Street, Dem...

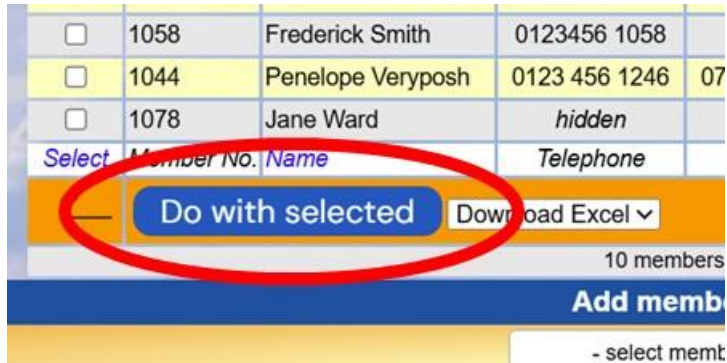
to select all.

Select	Member No.	Name	Ac
Select All		Michael Batters	8
Clear All		Ivor Engine	1
E-mail only		Nefertiti Meritmut	6
Without E-mail		Eric Morecombe	29
<input type="checkbox"/>	1031	Tammie O'Shanter	10
<input type="checkbox"/>	1032	Nikolaus Deussen	4

10. At the bottom of the list of members, select an option from the dropdown list - 'Send email', 'Download Excel', etc.



11. Once you have selected some or all of the members, click on 'Do with selected'



12. If you select **Send E-mail**, this will take you to the email system. Type a subject in the subject box, type your message, and click on Send.
13. If you select **Download Excel** or **Download PDF**, a file with the selected members' details will be sent to your 'Downloads' folder.