

This document should be used in conjunction with the U3A Beacon Management System User Guide which will provide additional detail on using the functionality described in this document. See section **5.2.7** and **5.2.8** for more information.

Purpose:

The purpose of this process is to assign a member as a Group Leader or cancel a Group leader. A Group Leader must already be a Group member.

Assign Leader

1. Log on to the Beacon System and select 'Groups' from the Groups menu on the Administration Home page.
2. This will show a list of Groups. Select the Group of which the member will be leader. This will show the Group Details and 4 menu items: 'Details' in black and in blue 'Schedule', 'Members', and 'Ledger'. Select 'Members'.
3. The screen will now show a list of members of the Group. Identify the member who will be leader.
4. Click on 'make leader' in the right-most column of the member identified to be leader. The screen displays the list of members with the assignment completed.

Cancel Leader

5. Follow steps 1 to 3 above to identify the relevant member.
6. Click on 'Cancel Leader'. The member will remain as a member of the Group.

End