

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.

**Purpose:**

The purpose of this process is to find contact details of the leader or members of a Group.

**Group Leaders**

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. Against each Group will be shown the name of the Leader in the column headed 'Leaders'.
3. Click on the leader's name. The screen will now show the member record for the leader which will include the contact details.

**Group Members**

4. To find the contact details for members of a Group, at step 2 above, click on the Group name.
5. This will show the Group details. Click on 'Members' shown in blue above the Group Details. This will show a list of the members in the group and their contact details.

**End**