

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 4.2 for more information.

**Purpose:**

The purpose of this process is to find and update a member's record.

1. Log on to the Beacon System and select 'Members' from the 'Membership' menu on the Administration Home page. This will show a list of all the members.
2. To locate a specific member use the 'Quick Find' feature in the red box at the top of the screen. Enter all or part of the members name, street, town, postcode or membership number and click on 'Search'.
3. Alternatively, locate the member in the list by selecting the first letter of the member's surname in the list of letters from A –Z in blue. This will position the list in the appropriate place to find members with their surname starting with the letter selected.
4. Click on the member's name, which will show the member's record.
5. Make the required changes and then click on the 'Save' box at the bottom of the details page, which will action the changes.

**End**