

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 **5.2.5** and **5.2.6** for more information.

Purpose:

The purpose of this process is to remove a member from a Group.

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 from which the member will be removed. 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 is to be removed.
4. Click on 'remove' in the right-most column of the member identified for removal. The screen displays a confirmation window: 'Do you really want to remove this member?' click 'Remove'.
5. The screen will now display the residual list of members for the Group.

End