

# U3A Support Forum

The U3A Support Forum is an online message board available to all U3A members.

This idea sharing platform is an extension of the User Forum for [Beacon](#), the Trust's Membership management system, which has been released to a wider audience for members to hold discussions and support one another.

This user guide will take you through the registration process and some key areas.

## Definitions

**Forum:** An Internet forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages.

**Thread:** A forum thread is a topic on a message board. The first question (or discussion statement) begins the conversation, and any replies to the thread are the responses.

**Subscribe:** Join a thread and receive optional updates whenever there is new content

**Moderator:** A moderator is a user of the forum who is responsible for moderating discussion, and also keeping the forum clean of any inappropriate content.

**Avatar:** A photo, character or icon that represents an online user.

## Registration

To read and post on this forum requires you to be logged in and registered. Registration is free, open to all U3A members and takes a few minutes to complete.

1. Go to <https://forum.u3abeacon.org.uk/index.php>
2. Click on the 'Register' button in the top left of the screen, or 'Need to Register?' in the bottom right of the screen

The screenshot shows the U3A Support Forum interface. At the top, there is a navigation bar with the text "Hello There, Guest!" and buttons for "Login" and "Register". A green arrow points to the "Register" button. To the right of the navigation bar, there is a search bar and a "Search" button. Below the navigation bar, there is a blue header for "U3A Support Forum" and a message: "You are either not logged in or do not have permission to view this page. This could be because one of the following reasons: 1. You are not logged in or registered. Please use the form at the bottom of this page to login. 2. You do not have permission to access this page. Are you trying to access administrative pages or a resource that you shouldn't be? Check in the forum rules that you are allowed to perform this action. 3. Your account may have been disabled by an administrator, or it may be awaiting account activation. 4. You have accessed this page directly rather than using appropriate forms or links." Below this message is a "Login" form with fields for "Username:" and "Password:", a "Login" button, and a link "Need to register? | Forgotten your password?". A green arrow points to this link.

3. Please read the statement on acceptable use of the Forum and Click the 'I Agree' button

## U3A Support Forum - Registration Agreement

Whilst we attempt to edit or remove any messages containing inappropriate, sexually orientated, abusive, hateful, slanderous, or threatening material that could be considered invasive of a person's privacy, or which otherwise violate any kind of law, it is impossible for us to review every message posted on this discussion system. For this reason you acknowledge that all messages posted on this discussion system express the views and opinions of the original message author and not necessarily the views of this bulletin board. Therefore we take no responsibility and cannot be held liable for any messages posted. We do not vouch for or warrant the accuracy and completeness of every message.

By registering on this discussion system you agree that you will not post any material which is knowingly false, inaccurate, abusive, hateful, harassing, sexually orientated, threatening or invasive of a person's privacy, or any other material which may violate any applicable laws.

Failure to comply with these rules may result in the termination of your account, account suspension, or permanent ban of access to these forums. Your IP Address is recorded with each post you make on this discussion system and is retrievable by the forum staff if need-be. You agree that we have the ability and right to remove, edit, or lock any account or message at any time should it be seen fit. You also agree that any information you enter on this discussion system is stored in a database, and that "cookies" are stored on your computer to save your login information.

Any information you provide on these forums will not be disclosed to any third party without your complete consent, although the staff cannot be held liable for any hacking attempt in which your data is compromised.

**By continuing with the sign up process you agree to the above rules and any others that the Administrator specifies.**

#### 4. Please enter the following information:

- Account Details
  - Username
  - Password – *this must be at least 8 characters long, and contain numbers and letters (both upper and lower case)*
  - Email address
- Required Information – *please provide the name of the U3A you belong to*
- Security Question – *please answer the security question to confirm this is a legitimate registration and not the work of robots, spammers, or web scrapers*

**Registration**

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Account Details</b>            Username:  <input style="width: 100%;" type="text"/>             Complex Password: <input style="width: 45%;" type="password"/> Confirm Password: <input style="width: 45%;" type="password"/>             Email: <input style="width: 45%;" type="text"/> Confirm Email: <input style="width: 45%;" type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Required Information</b>            U3A            Which U3A you belong to  <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Security Question</b>            Please answer the question provided. This process is used to prevent automated processes.             What are the initials of the Third Age Trust?  <input style="width: 100%;" type="text"/> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Account Preferences:</b>  <input checked="" type="checkbox"/> Receive emails from the Administrators.  <input type="checkbox"/> Hide your email from other members.  <input checked="" type="checkbox"/> Receive private messages from other users.  <input checked="" type="checkbox"/> Alert me with a notice when I receive a Private Message.  <input type="checkbox"/> Notify me by email when I receive a new Private Message.  <input type="checkbox"/> Hide me from the Who's Online list.            Default Thread Subscription Mode:  <input type="text" value="Do not subscribe"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Time Zone (DST correction excluded):</b>            If you live in a time zone which differs to what this board is set at, you can select it from the list below.  <input type="text" value="GMT (10:15)"/>            Daylight Saving Time correction:  <input type="text" value="Automatically detect DST settings"/> </div>
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#### a) Manage your **Account Preferences** by using the tick boxes next to the following statements:

- Receive emails from the Administrators – *on by default*
- Hide your email from other members

- Receive private messages from other users – *on by default*
- Alert me with a notice when I receive a Private Message – *on by default*
- Notify me by email when I receive a new Private Message
- Hide me from the Who's Online list

b) Use the dropdown list provided to change your **Default Thread Subscription Mode**:

- **Do not subscribe** - *(default) Do not subscribe to a thread automatically when posting comments*
- **No Notification** - *Subscribe without receiving any notification of new replies*
- **Instant Email Notification** – *Subscribe and receive an email message notification of new replies to a subscribed thread*
- **Instant PM Notification** - *Subscribe and receive a Private Message notification of new replies to a subscribed thread*

When you subscribe to a thread, you will receive automatic emails whenever there is activity on that thread.

It is recommended that you subscribe to threads that are of interest to you, so you don't have to keep going back to check on whether there have been any updates.

You can change your **Default Thread Subscription Mode** at any time, or choose a specific **Thread Subscription** option for each post you make within a thread.

c) **Time Zone**

This will default to **GMT** with Daylight Savings hours automatically detected. You only need to change this setting if you are currently located in **another time zone**.

5. Click on **Submit Registration!** to complete your registration

You will receive a confirmation message on screen:

*Thank you for registering on U3A Support Forum, [USERNAME]  
Your registration is being activated by an administrator. You will receive an email when this has been done. We do this to help prevent spammers from accessing our forums. Once your registration is activated, you will be able to post on these forums. In the meantime, you can go in and browse the forums. Click U3A Support Forum above to get started.*

The screenshot shows the U3A Support Forum interface. At the top left is the logo 'U3A Support Forum' with the tagline 'Powered by the Beacon community'. To the right are 'Search' and 'Help' links. Below this is a dark navigation bar with 'Hello There, Guest!', 'Login', and 'Register' links, and a search input field. A breadcrumb trail shows 'U3A Support Forum' and 'Board Message', with a green arrow pointing to 'U3A Support Forum'. The main content area has a blue header 'U3A Support Forum' and a white box containing the message: 'Thank you for registering on U3A Support Forum, Your registration must be activated by an administrator. Until then, you may not be able to post on these forums.' The footer includes 'Contact Us', 'Return to Top', 'Lite (Archive) Mode', 'Mark All Forums Read', 'RSS Syndication', 'Powered By MyBB, © 2002-2020 MyBB Group.', and 'Current time: 01/04/2020, 12:04'.

6. Click on **U3A Support Forum** to get started

## The Support Forum

Now that you have registered, you can begin to explore what's on offer.

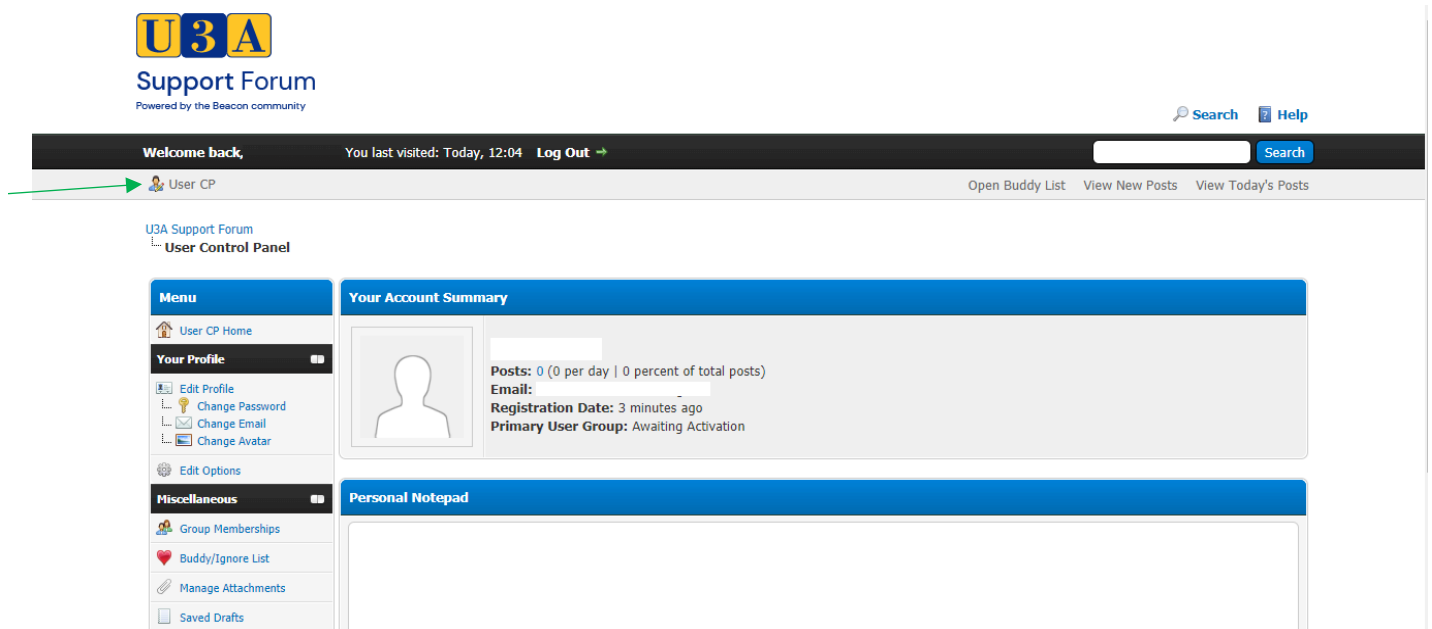
First though, you may wish to customise some further settings from the User CP (Control Panel)

### User CP

Upon registration your profile will show only the information you have entered so far, but there is scope to add a custom signature and an avatar.

At some point during your stay, you may also decide you need to update some information such as your instant messenger information, your password, or your email address.

To access this control panel, simply click on the link in the upper left hand corner of most any page entitled "User CP".



The screenshot shows the U3A Support Forum User Control Panel (User CP) interface. At the top left is the U3A logo and the text "Support Forum Powered by the Beacon community". On the right, there are search and help icons. Below the header, a navigation bar displays "Welcome back," "You last visited: Today, 12:04", and a "Log Out" link. A search bar is also present. The main content area is titled "U3A Support Forum User Control Panel" and is divided into several sections:

- Menu:** Includes links for "User CP Home", "Your Profile" (with a sub-menu for "Edit Profile", "Change Password", "Change Email", and "Change Avatar"), "Edit Options", "Miscellaneous" (with sub-links for "Group Memberships", "Buddy/Ignore List", "Manage Attachments", and "Saved Drafts"), and "User CP Home".
- Your Account Summary:** Displays a placeholder for an avatar, "Posts: 0 (0 per day | 0 percent of total posts)", "Email:", "Registration Date: 3 minutes ago", and "Primary User Group: Awaiting Activation".
- Personal Notepad:** A large empty text area for private notes.

### Your Account Summary

This is a summary of your information including, **username**, associated **email address**, number of **posts** made, and **registration date**. If you choose to set up a custom **avatar** this will also be shown here.

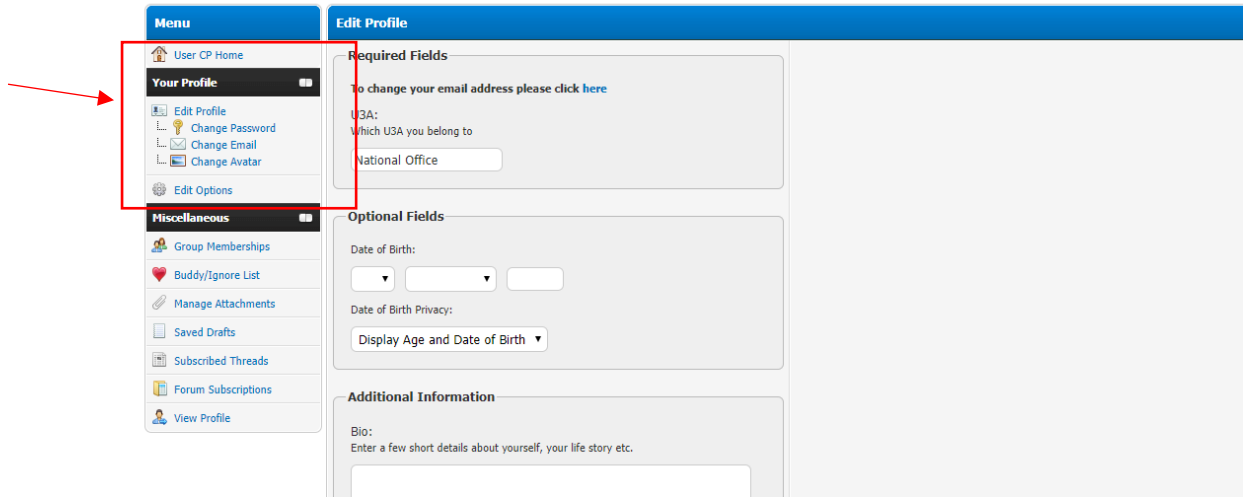
**Personal Notepad** – this is an area where you can make private notes; these cannot be seen by other members.

### Your Profile

The **Your Profile** section offers you some customisable options:

- Edit Profile

Update your email address or U3A, add a date of birth and choose whether or not to display it to other members, or add a biography – let other members know about your background or interests

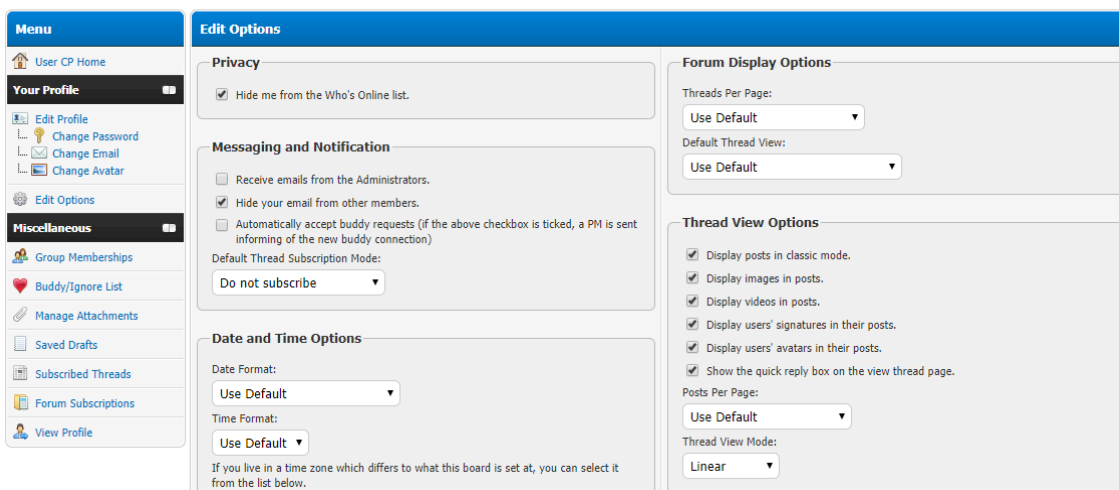


- Change Password
- Change Email
- Change Avatar - Choose an avatar on your local computer to upload or Enter the URL of an avatar on the internet. (maximum file size for avatars is 25 KB or 100x100 pixels)

## Edit Options

Amend your Privacy settings, Messaging and Notification preferences and Forum Display Options amongst others. Click the **'Update Options'** button to save any changes.

U3A Support Forum > User Control Panel  
Edit Options



## Buddy / Ignore Lists

Search for other users by their **username** and add them to your **Buddy List** – a Buddy is another user that is saved that you can communicate with easily via Private Messaging.

A summary of Buddy Requests **sent** and **received** is displayed below.

Search for other users by their **username** and add them to your **Ignore List** – this would be any users that you do not wish to see posts from or have contacting you via Private Messaging.

## Buddy/Ignore List

**Menu**

- User CP Home
- Your Profile**
- Edit Profile
- Change Password
- Change Email
- Change Avatar
- Change Signature
- Edit Options
- Miscellaneous**
- Group Memberships
- Buddy/Ignore List
- Manage Attachments
- Saved Drafts
- Subscribed Threads
- Forum Subscriptions
- View Profile

**Edit Buddy List**

**Add Users to your Buddy List**

To add one or more users to your buddy list, enter their usernames below. Separate multiple usernames with a comma.

Username(s):

**You currently have 0 user(s) on your buddy list**

Your buddy list is currently empty. To add one or more users to your buddy list, please use the field above.

**Edit Ignore List**

**Add Users to your Ignore List**

To ignore posts and private messages from specific users, enter their username below. You can separate multiple names with a comma.

Username(s):

**You currently have 0 user(s) on ignore**

Your ignore list is currently empty. To add one or more users to your ignore list, please use the field above.

**Buddy Requests Received**

From	Date	Options
No requests found.		

**Buddy Requests Sent**

To	Date	Options
No requests found.		

## Discussion Areas

When you log in, you will see a list of current forums.

Click on the forum you wish to enter to see a list of the threads (a related series of messages) that are already present.

### General

Uncategorised discussions. Please take the time to read the '[READ THIS FIRST!](#)' post which will help you to navigate the Forum.

### U3A Community

A place for sharing uplifting stories, sharing ideas on keeping connected and occupied

### Learning

Keep learning! - share ideas and resources with other members

### Beacon

The Beacon Forum is still available for U3As using the Beacon system, where they can seek technical help or discuss best practice with experts or other Beacon users.

It is recommended that you **Search** the list to see if someone else has already created a thread relating to your enquiry, to avoid duplication.

U3A Support Forum

General			
Forum	Threads	Posts	Last Post
<b>READ THIS FIRST!</b> If you are new to using this forum please click here for guidance	1	1	<a href="#">How to use this Forum</a> 23/03/2020, 12:49 by Alan Swindale
<b>Suggestions</b> Ideas for new topics, new approaches	0	0	Never

Our U3A community			
Supporting the U3A community during the current lockdown situation			
Forum	Threads	Posts	Last Post
<b>Supporting U3A members during COVID-19 pandemic</b> Discussions on how to best support U3A members during the COVID-19 pandemic and the associated restrictions. Note that this does NOT have to involve Beacon.	3	31	<a href="#">Communicating without mee...</a> 30/03/2020, 22:51 by kgriffin
<b>Keeping In Touch</b> Don't mope on your own - share your thoughts with other U3A members	1	2	<a href="#">Things to make you laugh ...</a> 30/03/2020, 15:48 by Alan Swindale

You should add to an existing thread where possible unless the thread is marked as 'Closed' or 'Resolved' so that all related postings are grouped together as a single resource and so that you gain from the experiences already posted.

## Creating a Thread

When you go to a forum you are interested in and you wish to create a new thread (or topic), simply choose the button at the top and bottom of the forums entitled "**New Thread**".

Please take note that you may not have permission to post a new thread in every forum as your administrator may have restricted posting in that forum to staff or archived the forum entirely.

To create a new Thread within an existing Topic area e.g. Interest Groups, press **Post Thread**.

U3A Support Forum > Learning  
Interest Groups

Post Thread

Interest Groups			
Mark this forum read   Subscribe to this forum			
Thread / Author	Replies	Views	Last Post [asc]
<b>OPEN - Juggling Group</b>	1	50	Yesterday, 11:48 Last Post:
<b>OPEN - Climate Change Group</b>	1	55	Yesterday, 10:51 Last Post:

Sort by: Last Post Order: Descending From: The Beginning Prefix: Any/No Prefix Go

Post Thread

- New Posts
- Hot Thread (New)
- Hot Thread (No New)
- No New Posts
- Contains Posts by You
- Closed Thread

Search this Forum:  Go

Add a **Thread Subject**, your **message**, and change your **post options** for this particular thread (optional) – post options include Thread Subscription, use of 'Smilies' (emojis), and links to Polls.

When you create a **Subject** for a new thread, please give a succinct summary of the topic so that it will be meaningful to other users.

**U3A Support Forum**  
Powered by the Beacon community

Welcome back, You last visited: Today, 15:36 **Log Out**

U3A Support Forum > Our U3A community > Keeping In Touch  
New Thread

**Post a new Thread**

Username: [change user]

Thread Subject: [text input]

Post Icon: no icon [icon selection]

Your Message: [text area with rich text editor]

**Post Options:**

- Signature: include your signature. (registered users only)
- Disable Smilies: disable smilies from showing in this post.

**Thread Subscription:**

Specify the type of notification and thread subscription you'd like to have to this thread. (Registered users only)

- Do not subscribe to this thread
- Subscribe without receiving any notification of new replies
- Subscribe and receive email notification of new replies
- Subscribe and receive PM notification of new replies

**Poll:**

Optionally you may attach a poll to this thread.

I want to post a poll  
Number of options: 2 (Maximum: 10)

**Attachments**

Your allocated attachment usage quota is Unlimited. [View My Attachments]

New Attachment: Choose file No file chosen [Add Attachment]

[Post Thread] [Preview Post] [Save as Draft]

## Posting to Threads

During the course of your visit, you may encounter a thread to which you would like to make a reply.

To add to an existing thread, use the **New Reply** button (on the right side – top or bottom of the screen).



Alternatively, use the **Quick Reply** box at the bottom.



**Quick Reply**

**Message**  
Type your reply to this message here.

Signature  
 Disable Smilies


When you have completed your entry, press **Update Post** or **Post Reply** at the bottom.

The forums are moderated. Inappropriate postings will be removed and others may be edited (especially the Subject) or moved to make them more useful to other people.

Additionally, a moderator of a forum may have closed a thread meaning that users cannot reply to it. There is no way for a user to open such a thread without the help of a moderator or administrator.

## New Activity

Each time you come to the forum, click on View New Posts near the top of the page to see what's been added since you last visited.



**U3A**  
Support Forum  
Powered by the Beacon community

Welcome back, You last visited: Today, 10:23 Log Out →

User CP
Open Buddy List
View New Posts
View Today's Posts

U3A Support Forum > Search

Results

Search Results					
	Thread / Author	Forum	Replies	Views	Last Post [asc]
	→ OPEN - Financial Statement - Totals are not formulae	Finance	2	29	1 hour ago Last Post: <input type="text"/>
	→ Groups - calculating spaces and add to website	System-wide	1	13	1 hour ago <input type="text"/>

Contact Us
Return to Top
Lite (Archive) Mode
Mark All Forums Read
RSS Syndication
Privacy Policy

Powered By MyBB. © 2002-2020 MyBB Group.
Current time: 03/04/2020, 12:02

## Logging In and Out

If you are already registered, please visit <https://forum.u3abeacon.org.uk/index.php> to log in

Enter your **Username** and **Password** in the area provided and click **Login**

U3A Support Forum

You are either not logged in or do not have permission to view this page. This could be because one of the following reasons:

1. You are not logged in or registered. Please use the form at the bottom of this page to login.
2. You do not have permission to access this page. Are you trying to access administrative pages or a resource that you shouldn't be? Check in the forum rules that you are allowed to perform this action.
3. Your account may have been disabled by an administrator, or it may be awaiting account activation.
4. You have accessed this page directly rather than using appropriate forms or links.

Login

Username:

Password:

Login

[Need to register?](#) | [Forgotten your password?](#)

To log out, click the **Log Out** button near the top of the screen. In the event you cannot log out, clearing cookies on your machine will take the same effect.

U3A Support Forum

General

## Help

Click on the Help button to access [Help Documents](#) which covers amending your Account details and use of the Forum.

U3A Support Forum

General

You can also email [forum@beacon.u3a.org.uk](mailto:forum@beacon.u3a.org.uk) with any specific queries.