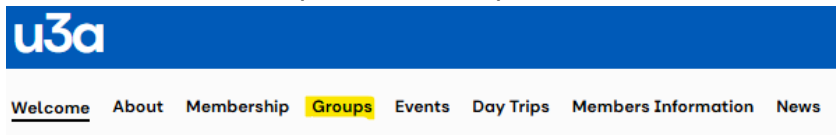


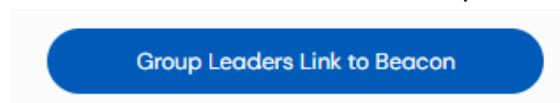
To find the correct login page as a **Group Leader**, you will need to visit a different address from that used to access as a standard **member**

1) Visit our website using the normal address: <https://wcc.u3asite.uk/>

2) From the menu bar at the top select “Groups” as shown below



3) Select “Group Leaders’ Link to Beacon near the top of the page:



4) You should now see the screen below:



5) From the drop-down menu in the “u3a” box, select “White Cliffs Country”

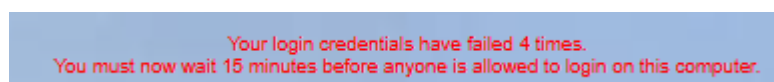
6) Enter your “Username”. Note that this is NOT the same as your normal u3a login. (If you cannot remember this, please click the link for “Forgotten your username or password?”)

7) Enter your “Password”. This is not necessarily the same as your standard login. (If you cannot remember this, please click the link for “Forgotten your username or password?”)

- If your details appear to have been pre-populated on your pc, this may be because your pc has remembered them from a previous login. It is recommended to try these credentials once – but only once!
- If you fail to log on successfully at your first attempt, please click *on the “eye” which allows you to see that you are keying in your password 100% correctly*. If anything is incorrect, delete it and enter it again manually.

8) Press “Enter” to be taken to your user-options.

9) Note that selecting incorrect user ID or password repeatedly will lead to the following message:



- If you still experience difficulties, it may also be worth changing Browser and going back to step 1 above. (Microsoft Edge & Google Chrome are the most well-known and both work well with Beacon)
- And finally, if you are still unable to gain access, please *contact IT & Beacon Support by clicking [here](#)*. Please ensure you provide enough information, including your name, User ID and ideally a phone number.