

Beacon Newsletter : May 2020



Changing your Beacon Administrator



If your U3A has changed its Beacon administrator there are two things you need to do. A new step by step video will guide you through the process.

Many U3As have their annual general meetings in the Spring, so roles in your U3A may have changed. It's important that you inform the Beacon team if you change your Beacon Administrator.

There are two steps you should take:

1. Change the Site Administrator Details in Beacon
2. Inform the Beacon team by raising a support ticket

It's important that you do BOTH of these.

There is a helpful step-by-step video tutorial in the Knowledge Base at <https://u3abeacon.zendesk.com/hc/en-gb/articles/360007364157-Changing-your-Site-Administrator-Details>.

For all help, training and support visit the Beacon Help Centre

User and Training Guides now on Beacon Help Centre



The Beacon User Guide and the training guides have now moved to the Beacon Help Centre.

The downloadable Beacon User Guide as we know it is no more. The content has been converted to html and is now on the [Beacon Help Centre](#). The links on this site and on Beacon itself have been updated to point to the new location. Using html makes it easier to

keep the content up to date as Beacon changes.

The training guides have already moved to the Help Centre, and have now been removed from this site.

See the new online User Guide at <https://u3abeacon.zendesk.com/hc/en-gb/categories/360001240017-Using-Beacon>.

The Beacon Upgrade progresses



Despite the Coronavirus crisis work on the Beacon Upgrade is continuing. The rollout has now been postponed until September, but work relating to the upgrade is progressing well, with a key focus at the moment on making the system accessible to all. APT is continuing to work on the infrastructure required to support Beacon, and the launch of the Beacon Help Centre will bring all

Beacon documentation, current and future, into one place.

Despite the nationwide lockdown imposed by Covid-19, work on the Beacon Upgrade Project has continued. As advised previously, we have forecast a delay to the commencement of the rollout until after September this year. We will be issuing an up-to-date roadmap via the Beacon website in the coming weeks.

A key focus of recent weeks has been the embedding of accessibility across the project. Working with representatives from the Third Age Trust's Inclusion and Diversity committee, we have agreed an approach to ensure the upgrade is accessible in both a technical and practical sense. By this we mean that the upgraded system will both comply with international technical accessibility requirements ([WCAG 2.1](#)) and be accessible to U3A members in practice.

Meanwhile, our delivery partner APT has been working on the underlying infrastructure, database and application framework which will support our upgraded Beacon system. Once complete, Beacon Team members will be involved in the testing process, before further development work is undertaken to meet the specific needs of Beacon users.

Finally, the Beacon Documentation Team have completed a significant piece of work to prepare the ground for the upgraded Beacon system. All of our existing Beacon user documentation has been brought into the modern Help Centre platform that will be used to deliver support to users both now and once the upgrade is delivered. You can read more about this [here](#).