

Job Description for Beacon Administrator

The Bacon Administration system is a program written for u3a Groups and run and supported by the u3a Trust and is used by Preston Park u3a.

Each u3a requires an Administrator to organise their use of the system.

The Administrator receives an administration start-up log-in password from the Beacon providers and uses the site **www.u3abeacon.org.uk**. The site requires identifying our u3a from the drop-down list; using the name **admin**; and the password.

Once logged in, the Administrator can see and operate **all** files, but the main requirement is to control access for our u3a members, i.e. using the program to issue pass names and passwords and allocate and control access to appropriate files, e.g.

- financial files to Treasurer
- to allow control of members' list for Membership Secretary
- particular access for Committee Members
- to allow control of groups by the Interest Group Leader
- group information and Group control to individual Group Leaders.

Once the files are allocated for change by an 'officer' the Administrator refrains from controlling these files, unless there is a query.

No files are stored locally, but the information is kept securely by the u3a Trust.

If the Administrator password is forgotten, a new starter password may be issued by the Trust by following the Trust guidelines as shown in the help pages: [8.1 The Site Administrator](#) .

On request, the Administrator can re-issue starter passwords for users.

Any member's email that has been locked out due to a problem of the member's system, may be unlocked Administrator. However, this will not solve the problem unless the member's system is first corrected.

There is a demo program available, which may be used for training purposes in conjunction with the Administrator.