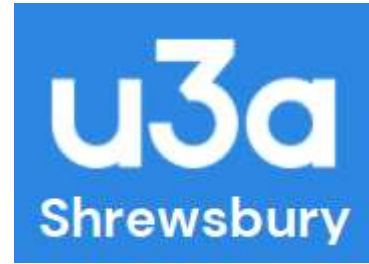


How to Change a Group Coordinator.



(Note the authoritative source of this file is in the Library shared drive, The Beacon and Siteworks drives just hold a shortcut to this file. (Similar to shortcuts in Windows File Explorer). You can edit the file from any of the shortcuts and it will update the original in the library. If you create a new doc, then create it in the library and then add shortcuts from there. See How to file “How to add Shortcuts to Shared Drives”

This file is shared to the Beacon and Siteworks drives.

To change a Group Coordinator in Beacon

A Group Coordinator for their group can make a fellow member “Group Coordinator” simply by clicking the ‘make coordinators’ link from the members page of their group.

Group Members					
Telephone	Mobile	Status	Waiting		
		Current		remove	make coordinators
		Current		remove	make coordinators
		Current		remove	make coordinators
		Current		remove	make coordinators

However, this is only the start of the process. To give the new Coord full Group Coord privileges, they also need to be a ‘System User’. Only site admins can promote someone to a ‘System User’. It is written in the Group Coords Siteworks page for ‘Managing your Group’ that they need to inform Webadmin of any Coord changes.

To promote someone to ‘System User’

Adding System users is covered in the Beacon User Guide: [System Users](#)

And in the same article are instructions for ‘Assigning Roles to a User’. As you click Add, make a note of the temporary password - you will need to pass this onto them and then assign the role. In this case of course “Group Coordinator”. Click ‘Save Role Assignment’ to finish.

There is a standard letter in Beacon to forward to newly promoted Group Coords. “Beacon Invitation to New Group Coords”. Await the response from the new Coord and then release his credentials.

Tip: Add the temporary password to the Shared Drives | Beacon | Migration July 2025 | Unique group Coords imported as Users with Temp Password.xlsx file.

To change a Group Coordinator in Siteworks

Group Coordinators are used in Siteworks against their group/s. This gives members of the public or other u3a members the opportunity to send a message to the Group Coord. The newly promoted group Coordinator needs to be added as a **Contact**. I've emboldened that as it is important. Siteworks also has **Users**. (More on them in a minute.) The Siteworks documentation defines **Contacts** as:

"Contacts, who typically lead interest groups, organise meetings and other events. They don't have login rights, but have details entered into the system to populate a contact email address".

From the Siteworks Admin Dashboard select u3a Contacts and to make sure they aren't there already try a search. The search is pretty good, you can search on either the first or surname. In this example I have found two 'Browns'.



If they are not there already, create a new contact. Note that each item is optional, but generally we are adding:

- * u3a Membership No,
- * Given name (First name or Known as name),
- * Family name (Surname) and
- * Email Address. The email address is not displayed on the website.

Bear in mind GDPR and check with the new contact if they want their Phone Number displayed.

Save the new Contact details.

Now go to the u3a groups tab and select the group for which they are to be made Group Coordinator. Click the group name to open it for editing. The top half of the screen shows roughly how the page will look to the public, the bottom half of the screenshots the "Group Information": When the Group meets, Where they meet and contact details.

Populate the files as required. You can use the dropdown menu to select the name, but you need to add the email address in manually.

CONTACT DETAILS

Group Coordinator	<input type="text" value="Bill Gates"/> <small>Select or leave blank</small>
Group Coordinator 2	<input type="text" value="Steve Jobs"/> <small>Select or leave blank</small>
Primary group email	<input type="text" value="bill@microsoft.com"/> <small>Email address for group</small>
Secondary group email	<input type="text" value="steve@apple.com"/> <small>Alternate email address for group</small>

Click Save at the top right to save your changes.

If the outgoing Coordinator is stepping down and doesn't manage other groups. Remove their details from the Contacts list.

End of Tutorial.
GCL. Mar 2026.