

How to Register to Sign Up Directly for Events


To book onto events yourself, you first need to register as a Beacon user. This is a one-off process.

⚠ If you have used Beacon before, your device may remember old details — please do not use these.

You need to obtain your membership number. Contact the Membership Secretary or Beacon Administrator

Step-by-step instructions

1. Go to the Meols (Southport) u3a website
Use Google (or similar) and search for *Meols u3a*, or go directly to:
<https://meols-southport.u3asite.uk>
2. On the top menu bar, click Beacon
This will take you to the Beacon sign-in page.
3. Click “Register for a membership account”



Ignore the email and password boxes shown above this.

4. Complete the registration form
 - Enter your details exactly as was shown on your membership form with your membership number.
 - This is a one-off requirement
5. Create a password
Your password must be:
 - At least 10 characters
 - Include one uppercase letter
 - Include one lowercase letter
 - Include one number
6. Confirm your email address
 - You will receive an email from Beacon
 - Click the link in that email

7. Return to the sign-in screen

You will see a message confirming your email has been verified.

8. Sign in

- **Enter your email address and password**
- **Click Confirm Identity**

9. Join the test group

- **Click U3A Groups**
- **Find “A Beacon Test Group”**
- **Join the group**
(This lets us know you have registered successfully.) You can then join other groups and events providing the leader has allowed joining on line.

10. Contact the Beacon Administrator using the link on the Beacon page if you have any problems whatsoever

Helpful reassurance

- **You only need to register once**
- **After this, signing in is simply your email address + password**
- **No payment details are involved**

Please note you will not be able to join all groups / events online. If this is not available, please contact the group leader via the website or at a meeting.