

## How to join or leave a Group

After you have registered on the Beacon portal, you will have access to the list of interest groups in Farnborough u3a.

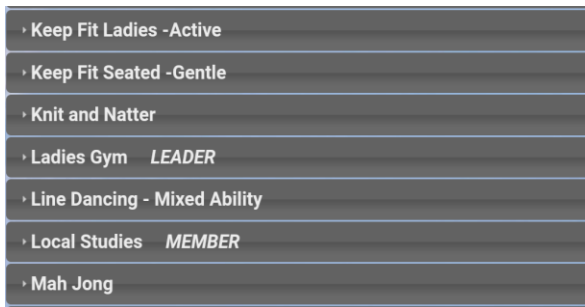
To view information about the Interest Groups in our u3a, sign in to the **Members Portal** and click **Farnborough u3a groups**.



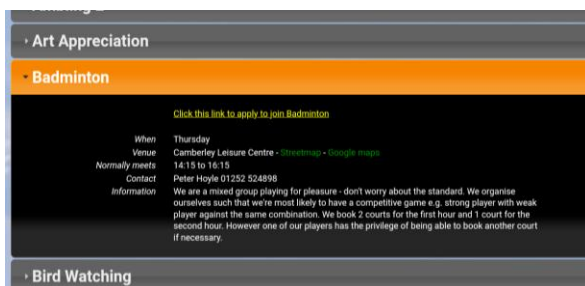
The full list of groups will appear on your screen.

Click on any Group to view information about that particular group

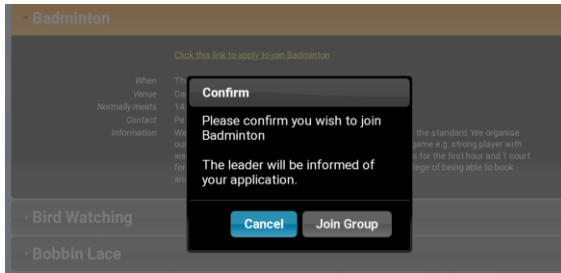
You are shown as a MEMBER, (or LEADER) of any Groups to which you already belong.



If there is another group which you are interested in joining, you can **apply** to join that Group by clicking the link to apply to join the group.

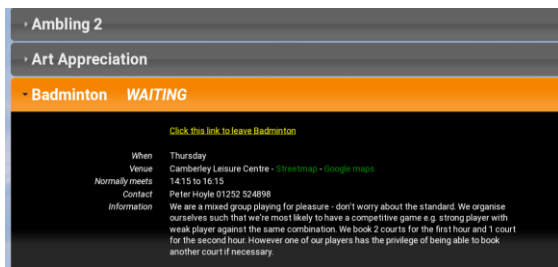


When applying to join a Group you will be prompted to confirm your choice.

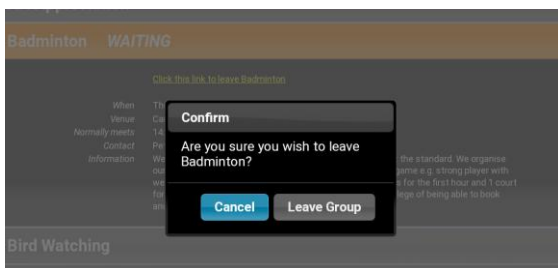


If the Group Leader has set a limit to the number of places available in the group, and has created a waiting list, your “Waiting” status will be shown.

If you wish to leave the group, you can click the link to leave the group.



When applying to leave a Group you will be prompted to confirm your choice.



The Group Leader will automatically be notified by email of your choices.