

## UPLOADING TAM SUBSCRIPTION DATA

(Version 5, issued 29/11/2025)

### Purpose

These are the instructions for uploading u3a subscription data so that members receive their *Third Age Matters* magazine.

Data submission is requested on behalf of the Third Age Trust Trading Limited (Company number 11899419).

You will need accounts to log in to both the Beacon Administration System and the MAMS Data Upload Portal. If you do not have these, please see the u3a website for how to get them created.

Data can be uploaded at any time, but if you want to ensure your changes are picked up for the next mailing, you must upload a new spreadsheet by the deadlines given in the email sent out by head office. If you do not submit new data via the MAMS portal, u3a will assume that your mailing list remains unchanged. Members will receive the magazine in accordance with your previous submission. If there are no changes to the data you do not need to make a submission.

If you get stuck or have any questions, contact the u3a office by email at:

support.magazine@u3a.org.uk.

Please do not send your data by email. The only way to submit your data is through the secure online portal.

We recommend using a desktop computer to upload your data. If you have any issues using the portal, please ensure you are using the latest version of your web browser.

### Step 1: Download Data From Beacon

- Log into Beacon: <https://u3abeacon.org.uk/password.php>
- Click **Addresses export** on *Beacon's* main menu.
- in the **Format** line (near the top of the page) select the **Third Age Matters** option.
- On the **Status** line, select **Current** only
- On the **Classes** line, select all the classes that relate to full members, i.e:
  - **COMMITTEE MEMBER**
  - **GROUP'S COORDINATOR**
  - **Individual**
  - **MEMBERSHIP SECRETARY**
  - **SPEAKER SECRETARY**
  - **ssu3a CHAIR**
  - **ssu3a SECRETARY,**
  - **ssu3a TREASURER**
  - **ssu3a VICE CHAIR**
  - **ssu3a WEBMASTER**
- Scroll to the bottom of the address list and click the **Download TAM** button.

*Beacon* will download an Excel file onto your device. It will go into D:\Downloads, or somewhere similar, depending on your settings. It will be called:

<yyyymmdd>\_TAM\_South Solihull u3a.xlsx

Where <yyyymmdd> is the date.

If you wish, move the downloaded data to a more convenient folder.

Click **Home**, then **Log Out** of Beacon.

## Step 2: Check the Download

The data file you have downloaded should be in the correct format, and no adjustments should be necessary but it is wise to check the following, which are known to cause problems with the upload:

- the Surname (D), Address 1 (E) and Postcode (K) columns are all filled in and that all columns remain in the same order
- any unnecessary information is removed from the file and that columns A-D contain no numbers or random characters
- there are no blank cells in between the address lines
- password protection is removed.

## Step 3: Upload Data To The MAMS Portal

- Log in to the MAMS Portal: <https://u3a.mamsmail.co.uk/login.php>
- Drag your subscription data file onto the 'Drag / Drop' area at the top of the page. This will upload it to the portal.
- After a short delay the new file should appear at the top of the Upload History list. You may have to refresh your browser window to see it.
- When finished, **Log Out**

## Step 3: Checking your submission'

After your file has been uploaded, you can check if the data in your file is correctly aligned by clicking on the eye symbol beside your file. If the data are not correctly aligned, with the correct information in each column, then please revise the data in the excel file and complete the upload process again.

If your upload is successful it should appear in the 'Upload History' section with a green tick to indicate this is now the active data. Previous uploads will show a cross to indicate they are no longer active.

It takes the system 2 or 3 minutes to check the data in the file that you have uploaded. When the data have been checked you will automatically receive an email letting you know if the upload has been successful and you will also be able to check the record count in the system.

## Revision History

| Version | Description of changes                                 | Date       |
|---------|--|------------|
| 1.0     | Text created from email from u3a.                      | 17/01/2025 |
| 2.0     | Download process revised for latest version of Beacon. | 29/04/2025 |
| 3.0     | URLs and additional details added                      | 12/08/2025 |
| 4.0     | Remind to log out of MAMS portal added.                | 30/09/2025 |
| 5.0     | List if Classes to be included added                   | 29/11/2025 |