

Beacon – how to ...

- ... access the Members Portal to:
 - check your group allocations
 - update your personal details



• The first time that you do this you need to set up your password for the Portal; see the separate sheet [how to ... register for the Members Portal].

• If you have previously set up your password, but have forgotten it, see the separate sheet [how to ... reset your Portal password]

• Once you have your password, each time you wish to access the Portal, follow the notes here.

• To renew your membership and join groups, see the separate sheet [how to ... renew membership and join groups]

1. Go to the Portal website at:

https://u3abeacon.org.uk/u3aportal.php?u3a=166&sc=MQOI • you may have saved or bookmarked this website address

2. Enter your email address then select [Confirm Identity]



If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)

Enquiries: membership@wimborneu3a.org.uk or contact the Membership Secretary

Wimborne u3a Members Portal

- 3. Now enter your password and again select [Confirm Identity]
- 4. After a successful sign-in you will be taken to the Members Portal Home page



You now have 2 choices:

5. To view all our groups, select

[Wimborne u3a groups] and you will see a list of all our groups in alphabetical order • you can scroll up and down the list

→ Tai Chi (advanced)	To the right of each of <u>your</u> groups will appear: MEMBER WAITING or LEADER as appropriate
→ Tai Chi (beginners) MEMBER	MEMBER, WATTING, OF LEADER as appropriate
→ Tai Chi (self help)	You can select any group name to show that group's details
Talke (Monthly)	(including whether it is currently full)
French (group 1 -	self-help)

• French (group 1 - self-help)					
We regret that this group is full.					
Meets Wednesdays; 3:00 - 5:00 Venue Liberal Hall Contact Details This group is for those who are keen to communicate in French but didn't think they had confidence. The emphasis is on enjoying the experience with active contributions from everyone in a relaxed atmosphere.	l the				

 If you want to update any of your details (address, phone, email, etc), select
[Update your personal details] Make any changes to the information shown, then select
[Update Personal Details]

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7. When you have finished, you can select [Return to Wimborne u3a] to visit our website, or just close your browser; there is no need to log off.