Beacon - how to ...



... access the Members Portal to:

- renew membership
- join groups



• 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 check your group allocations or update your personal details, see the separate sheet [how to ... access the Members Portal]

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]



4. After a successful sign-in you will be taken to the Members Portal Home page



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) Enquires: membership@wimborneu3a.org.uk or contact the Membership Secretary **Wimborne u3a Members Portal Please identify yourself** Password Confirm Identity Forgotten Password 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)

Wimborne u3a Members Portal Please identify yourself

Confirm Identity

Forgotten Password

You now have several choices:

Renew your membership - go to section 5, next page

View and join groups - go to section 6, page 4

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5. To Renew your Membership, select [Renew your membership]

First you need to decide about Gift Aid. Tick one of the boxes to show whether you are eligible and want Wimborne u3a to be able to claim tax relief on your payment, or not. Check your membership class and the amount to pay, then select [Make Payment]

if another u3a member lives at your address, you will have the option to renew the other person's membership at the same time
if you want to change your membership class, (to start or stop receiving TAM magazine), you will need to contact our Membership Secretary



Confirm that you are ready to pay by selecting [Continue to PayPal to complete payment]





• PLEASE NOTE THAT PAYPAL IS SIMPLY THE WAY THAT YOUR CREDIT OR DEBIT CARD PAYMENT IS PROCESSED – YOU DO NOT NEED TO HAVE A PAYPAL ACCOUNT These instructions assume that you do not have a PayPal account; if you do, you will probably be familiar with how it works

On the PayPal screen, enter your email address and then select [Pay by Debit or Credit Card] - <u>DON'T select [Next]</u>

| PayPa | I |
|---|-------------|
| Check out as | a guest |
| Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started. | |
| Enter email address | R |
| Continue to Pay | vment |
| Already have an acco | unt? Log In |

Enter your email address again and select [Continue to Payment]

| Pay with debit or credit card Your financial details won't be shared with the seller. | | |
|---|---|---------------------------------------|
| Country/region United Kingdom | | |
| Email address | Enter your contact details and payme | ent card information |
| Phone type Phone number Mobile +44 | | |
| 💌 🥣 🕦 VISA 🎑 🛲 | | |
| Card number | | |
| Expiry date Security code | | |
| Billing address | | |
| First name Last name | | |
| Address line 1 | | |
| Address line 2 (optional) | | |
| Town/City | | l |
| County (optional) | Account You acknowledge the terms of the nervice PayPal provides to the seller, and the Privacy actement. No PayPal account | Untick the [Save information & create |
| Postcode | required. We'll pre-authorise up to GBP on your card, then send | your PayPal account] |
| Save information & create your PayPal account | you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre- authorisations usually drop off within 1 working day. | [Pay now as guest] |



Select [Return to Seller] and you will return to the Portal home page (see note 4 at the end of page 1) This will show that your membership now continues for another year.

You will receive 2 confirmation emails:

- one from PayPal "Your PayPal receipt"
- one from Wimborne u3a "Your u3a membership renewal"

6. 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) <i>MEMBER</i> | MEMBER, WATTING, OF LEADER us 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) | | |
|--|--|--|
| | We regret that this group is full. | |
| Meets Venue Contact | Wednesdays; 3:00 - 5:00 Liberal Hall | |
| Details | This group is for those who are keen to communicate in French but didn't think they had the confidence. The emphasis is on enjoying the experience with active contributions from | |
| | everyone in a relaxed atmosphere. | |

If you want to join a group, select [Click this link to apply to join ... (group)]

• you can also use this option to leave any group where you are a member

| Singing for Fun | |
|-----------------|---|
| | Click this link to apply to join Singing for Fun |
| When | Wednesdays; 2:00 - 3:15 |
| Venue | Church House - Streetmap - Google maps |
| Normally meets | 14:00 to 15:15 |
| Enquiries | |
| Information | Our aim in the singing group is to have fun by singing together. We are a singing group, not a choir - we simply sing for our own enjoyment. |
| | Anyone is welcome, whatever previous singing experience you may have. We sing a whole variety of songs and are always keen to hear suggestions from the group. Some songs will be accompanied by piano or a variety of other instruments, some have pre-recorded soundtracks and some are totally unaccompanied! |
| | Some of the songs are printed on handouts, and most are projected on to a screen. Anyone interested in joining us is welcome to come along any week to try us out! |

Then select [Join Group] to confirm that you wish to join the group

The group convenor will be notified of your request and your name will be added to a waiting list for the group

Our Membership Secretary regularly monitors groups and their waiting lists, and allocates members to groups if places are available

| ſ | Confirm | |
|----------------------------|---|--------------|
| | Please confirm you wish to join Singing for Fun | |
| <u>Clic</u> ł | The leader will be informed of your application. | |
| Wed Chu 14:0 sjoh | Cancel Join Group | |
| Our choir Anvo | - we simply sing for our own enjoyment. ne is welcome, whatever previous singing experience you ma | ie a av l |

• if you wish to check if you have been allocated to the group, just repeat the first step on this page.

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.