



... access the Members Portal to:

- renew membership
- check group allocation and join groups
- update your personal details

• *The first time that you access the Members Portal 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.*

1. Go to the Portal website at:

<https://u3abeacon.org.uk/u3aportal.php?u3a=166&sc=MQOI>

or by using the link on the Members Portal page of our website

or by scanning this QR code

• *you may have saved or bookmarked this website address*



2. Enter your email address then select [Confirm e-mail]

3. Now enter your password and select [Confirm password]

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

You can now choose from 3 options:

Renew your membership – go to section 5, next page

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

Update your personal details – go to section 7, page 5

5. To Renew your Membership, on the Members Portal home page, select

[[Renew your membership](#)]

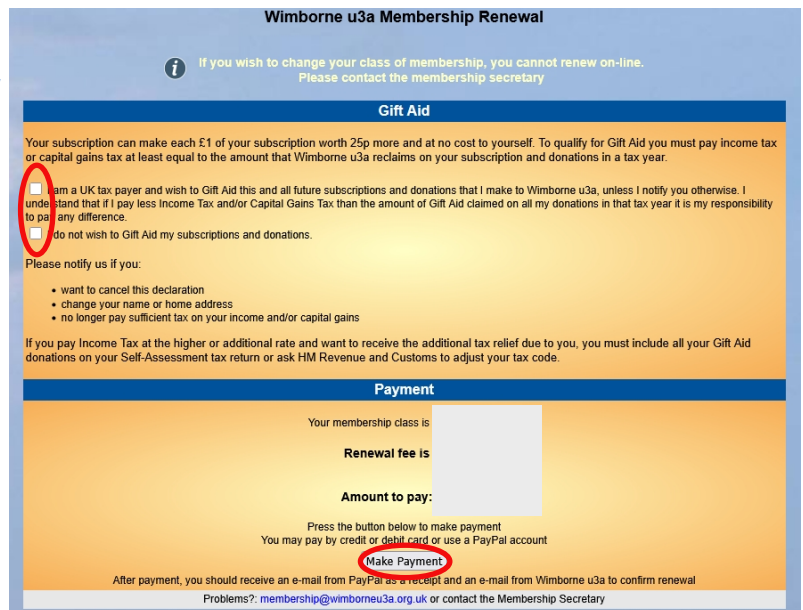
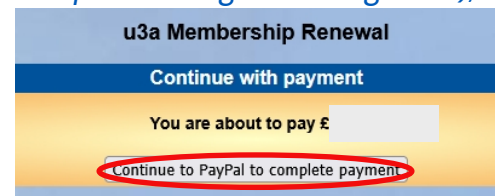
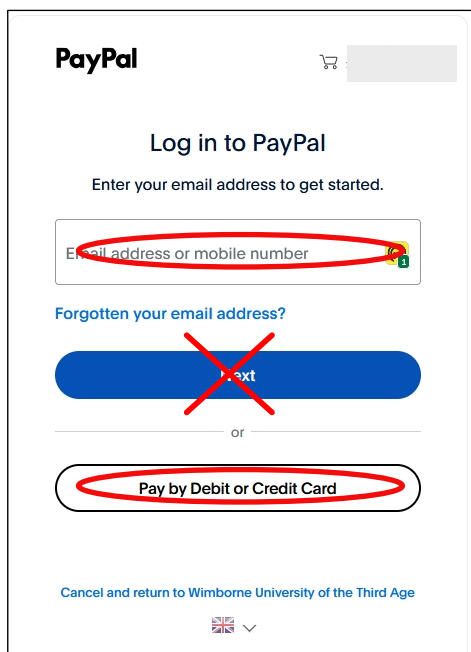
• if the [[Renew your membership](#)] option is not available, it may be that the time period for renewals has not yet started

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

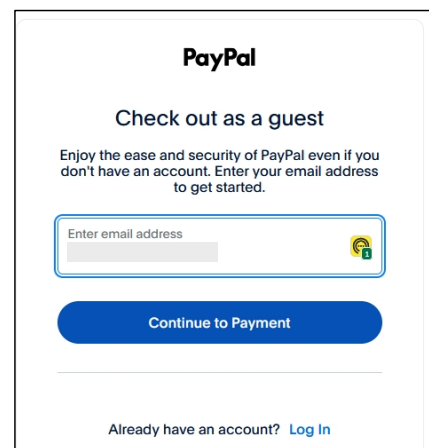
Confirm that you are ready to pay by selecting [[Continue to PayPal to complete payment](#)]

The image shows a 'Wimborne u3a Membership Renewal' form. At the top, it says 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. Below this is a 'Gift Aid' section with two radio buttons. The first is selected and circled in red, with the text 'I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Wimborne u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.' The second option is 'I do not wish to Gift Aid my subscriptions and donations.' Below this is a 'Please notify us if you:' section with three bullet points: 'want to cancel this declaration', 'change your name or home address', and 'no longer pay sufficient tax on your income and/or capital gains'. Then, it says 'If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.' Below this is a 'Payment' section showing 'Your membership class is', 'Renewal fee is', and 'Amount to pay:'. It then says 'Press the button below to make payment. You may pay by credit or debit card or use a PayPal account.' There is a red circle around the 'Make Payment' button. At the bottom, it says 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Wimborne u3a to confirm renewal. Problems? membership@wimborneu3a.org.uk or contact the Membership Secretary'.The image shows a 'u3a Membership Renewal' screen with a 'Continue with payment' button. Below this, it says 'You are about to pay £' followed by a grey box. At the bottom, there is a red circle around the 'Continue to PayPal to complete payment' button.The image shows the PayPal login screen. It says 'Log in to PayPal' and 'Enter your email address to get started.' There is a text input field for 'Email address or mobile number' which is circled in red. Below this is a link 'Forgotten your email address?'. There is a blue 'Next' button with a red 'X' over it. Below that is an 'or' separator. There is a button 'Pay by Debit or Credit Card' which is circled in red. At the bottom, it says 'Cancel and return to Wimborne University of the Third Age' with a UK flag icon.

• 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] – **DON'T select [Next]**

On the [Check out as a guest] screen enter your email address again and select [[Continue to Payment](#)]

The image shows the PayPal 'Check out as a guest' screen. It says 'Check out as a guest' and 'Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.' There is a text input field for 'Enter email address' which is circled in red. Below this is a blue 'Continue to Payment' button. At the bottom, it says 'Already have an account? [Log In](#)'.

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address

Phone type
Mobile

Phone number
+44

Card number

Expiry date

Security code

Billing address

First name

Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Save information & create your PayPal account

On the next screen, enter your contact details and payment card information

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy statement](#). No PayPal account required.

We'll pre-authorise up to GBP on your card, then send 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

Untick the [Save information & create your PayPal account] button, then select [Pay now as guest]

PayPal

You paid GBP to
Wimborne University of the Third Age

[Details](#)

Paid with:

This transaction will appear on your statement as PAYPAL *WIMBORNEUNI

Purchase details:
Receipt number: 4931062319248148
We'll send confirmation to:

Seller details:
Wimborne University of the Third Age

[Return to Seller](#)

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:

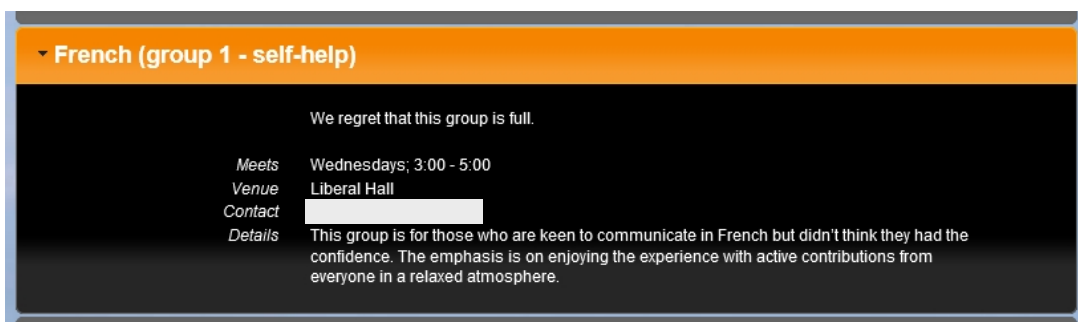
- one from PayPal "Your PayPal receipt"
- one from Wimborne u3a "Your u3a membership renewal"

6. To view all our groups, on the Members Portal home page, 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)	
▶ Tai Chi (beginners)	MEMBER
▶ Tai Chi (self help)	
▶ Talks (Monthly)	

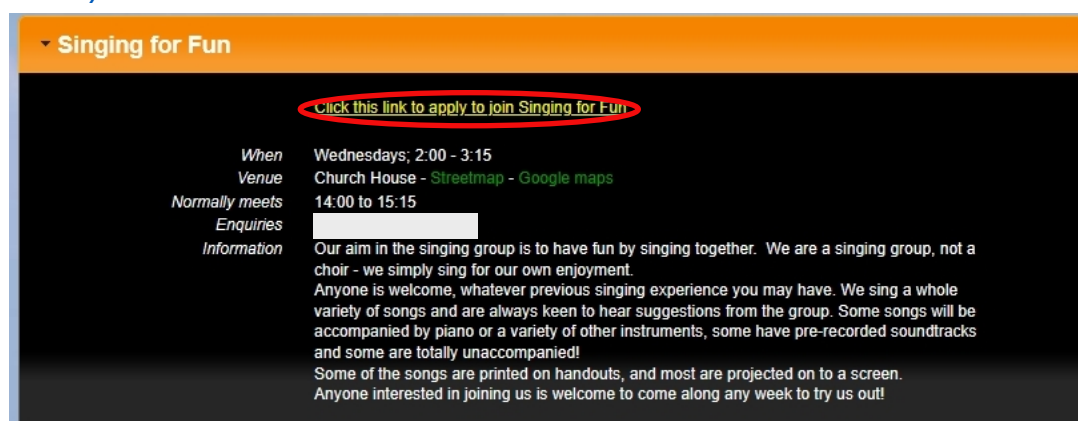
To the right of each of your groups will appear: MEMBER, WAITING, or LEADER as appropriate

You can select any group name to show that group's details (including whether it is currently full)



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

- *if the [[Click this link to join ..](#)] option is not available, it may be that the time period for joining groups has not yet started*



- *there will also be an option to leave any group where you currently are a member*

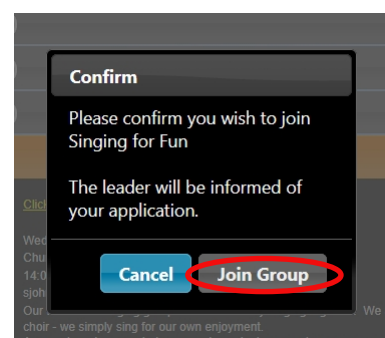
Then select [[Join Group](#)] to confirm that you wish to join the group

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

- *if you wish to check whether 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.



7. If you want to update any of your details (address, phone, email, etc), on the Members Portal home page, select [\[Update your personal details\]](#)

Make any changes to the information shown,

- *Don't upload a photo, as we don't keep them*

then select

[\[Update Personal Details\]](#)

When you have finished, you can select [\[Members Portal\]](#) to continue using it, or

[\[Return to Wimborne u3a website\]](#) or just close your browser; there is no need to log off.