



... 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 3

Update your personal details – go to section 7, page 4

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.

Next 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

On the next screen, confirm that you are ready to pay by choosing either [[Debit or Credit Card](#)] or [[PayPal](#)]

- The rest of these instructions only refer to payment by Debit or Credit card; if you have a PayPal account and choose to pay that way, you will probably be familiar with how it works

On the payment screen, enter the requested details and then select [[Pay £...](#)]

- Your card provider may well ask for security verification in the same way as with other online payments

You should then see a message confirming that you have renewed.

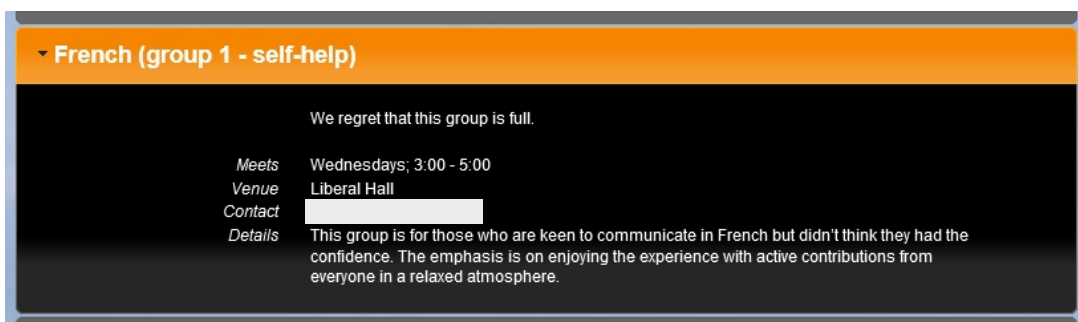
You can select [[Return to Wimborne u3a website](#)], or just close your browser; there is no need to log off.

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)	

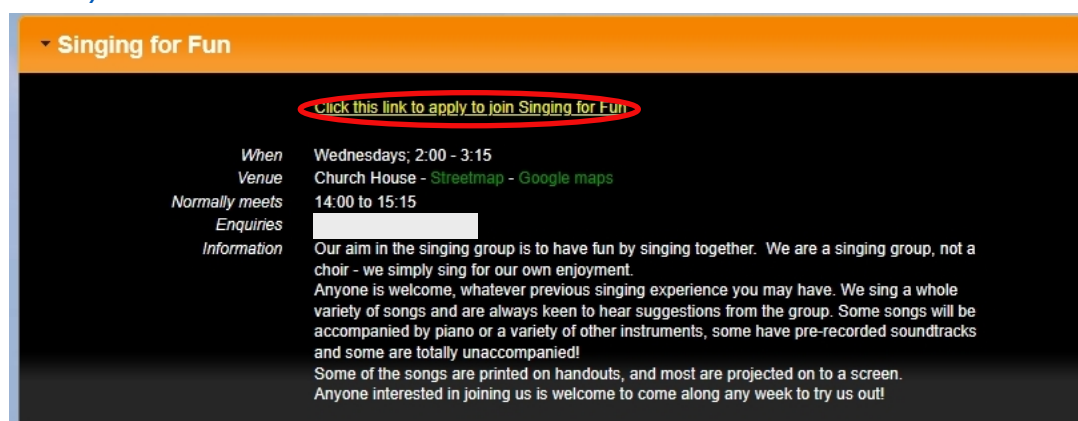
To the right of each of your groups will appear: MEMBER, WAITING, or LEADER as appropriate

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*

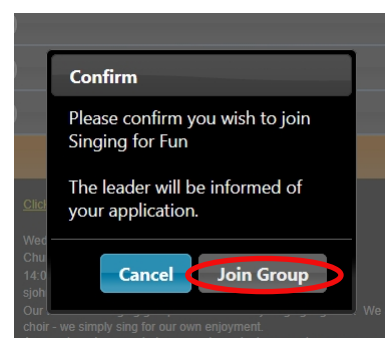
Then select [Join Group] to confirm that you wish to join the group

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.