



... 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]

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 several choices:

Renew your membership – go to section 5, next page

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

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](#)] - DON'T select [[Next](#)]

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

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

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

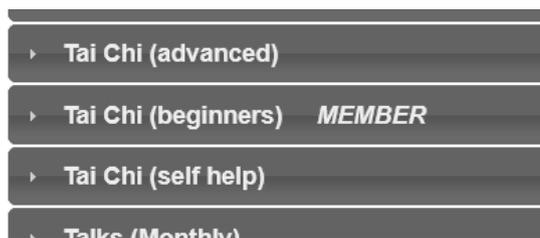
[Return to Seller](#)

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, 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](#)



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 ... \(group\)](#)]

- [you can also use this option to leave any group where you 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 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.

