

Poole u3a

Online membership registration and class selection for current members

Using a browser, go to our web site <https://www.pooleu3a.org.uk/> where you will find a link to register for Poole u3a as a **current member**.

If this is the first time you have registered online, you will need to register for a Members Portal account. This is a one-off requirement - thereafter signing in will require your email address and password only. Please see instructions for registering for the Members Portal in Appendix 1 at the end of this message. When you have registered, please return here and follow the instructions.

To renew your membership online you need to use the **Members Portal**. If you registered online last year, you will have an account for the Members Portal. Before you start make sure you have to hand, **your membership number, your email address and the password you created when you joined the members' portal**. If you cannot remember your password for the Portal, you will have to reset it by following the link 'Forgotten Password'. **This cannot be done for you.**

Please do not register as a new member if you are already a member of Pooleu3a.



The screenshot shows the 'Poole u3a Members Portal' login interface. It has a blue header with the title. Below it, a dark blue bar says 'Please enter your E-mail address'. The main area is orange and contains an 'E-mail' input field, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Text instructions follow: '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' and 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, a grey bar provides contact information: 'Enquiries: onlinepooleu3a@gmail.com or contact the Membership Secretary'.

When you have entered your email address and password, click 'Confirm Identity'

You will now see the following screen.




The screenshot shows the 'Select an option' screen within the Members Portal. It has a blue header with the title. Below it, a dark blue bar says 'Select an option'. The main area is orange and contains three links: 'Renew your membership', 'Poole u3a class', and 'Calendar of meetings and events'. At the bottom, a grey bar provides contact information: 'Enquiries: onlinepooleu3a@gmail.com or contact the Membership Secretary'.

This enables you to register for Poole u3a for the following year. **Please continue to do this.**

Click **'Renew your membership'**

You will now see a screen below. The amount will be either £25 or £12 depending on your status.

Poole u3a Membership Renewal


If you wish to change your class of membership, you cannot renew on-line.
 Please contact the membership secretary

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Poole u3a reclaims on your subscription and donations in a tax year.

☐ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Poole 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.
☐ I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

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.

Payment

Your membership class is Leader etc

Renewal fee is £12.00

Amount to pay: £12.00

Press the button below to make payment
You may pay by credit or debit card or use a PayPal account

[Make Payment](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Poole u3a to confirm renewal

Problems?: onlinepooleu3a@gmail.com or contact the Membership Secretary

This asks you to confirm if you are a UK tax payer for Gift Aid on your subscription. Please tick this if you qualify.

Your payment due will be displayed below. Please tick 'Make Payment' and then click '**Continue to PayPal to complete payment**'. We have to use PayPal to collect online payments but **you do not need to have a PayPal account**. If you have a PayPal account then you may be asked to pay using that account but otherwise you have the option to pay by Debit/Credit Card. You will receive a confirmation email from Paypal and Poole u3a.

You can now select your classes.

Class Leaders – you do not have to register for your own class

Joint Leaders – you must register and pay for your class

Return to the screen below and click on 'Poole u3a class'

Your membership continues until 1st September 2024 but may be renewed now for next year

Select an option

[Renew your membership](#)
[Poole u3a class](#)
[Calendar of meetings and events](#)

Enquiries: onlinepooleu3a@gmail.com or contact the Membership Secretary

Please select the classes you wish to register for and **note the cost of those classes**.

Please be aware that you will not get any confirmation from Beacon. If the class is full you will be told.

Please now login to your bank and pay your class fees using BACS.

Account name	Poole u3a
Account type	Business
Sort code	52-10-20
Account no.	11055391

Please put your member number as reference/identifier.

If you cannot pay by BACS, please send a cheque, payable to Poole u3a to the Office at

Poole u3a Office, The Spire, High Street, Poole, BH15 1DF

Please write your membership number and class number(s) on the back of the cheque.

Appendix 1

Registering for a Portal Account

The first time that you access the Portal you will see the following screen. Do not enter an email address or password initially. Click **Register for a membership account**

Demoton u3a Members Portal

Please identify yourself

E-mail

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)

Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**

You will now be asked to create a password for your Members Portal account. **Please make sure you note this as it will be needed to access your account in future.**

You will be sent an email with a link. The confirmation email will expire after 1 hour, although **Forgotten Password** can be used to request a new confirmation email.

Clicking the link in the email will take you back to the sign-in screen where there will be a message to say that your email address has been verified.

After entering your email address & password, press **Confirm Identity**

Please now return to the instructions to register for next year.