

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'. **We cannot do this 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 is a dark blue bar with the text '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. Below these buttons, there is text explaining that if a user hasn't created a password, they should use the 'Register for a membership account' link. Another line of text says that if the Membership Secretary has updated the email address, the user should use the 'Verify e-mail' link. At the bottom, there is a footer with contact information: 'Enquiries: memsecpooleu3a@gmail.com or contact the Membership Secretary'.

When you have entered your email address and password, click 'Confirm e-mail'

NOTE: If you share an email address with a partner and they have already registered for the Portal using that email address, please click '[Register for a membership account](#)' and not 'Confirm e-mail'. You cannot share a Portal account. Fill in your details and then continue.

You will now see the following screen.



The screenshot shows the 'Select an option' page of the 'Poole u3a Members Portal'. It has a blue header with the title. Below it is a dark blue bar with the text 'Select an option'. The main area is orange and contains two buttons: 'Renew your membership' and 'Poole u3a classes'. At the bottom, there is a footer with contact information: 'Enquiries: memsecpooleu3a@gmail.com or contact the Membership Secretary'.

To register for Poole u3a for the following year,

Click '**Renew your membership**'

You will now see the screen below. The amount for your membership will be either **£20** or £10 depending on your status.

If you are a UK tax payer eligible to donate Gift Aid on your Membership subscription and you wish Poole u3a to benefit from this, **please** tick the Gift Aid box.

Poole u3a Membership Renewal

i 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 Individual

Renewal fee is £ 20.00

Amount to pay: £ 20.00

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?: memsecpooleu3a@gmail.com or contact the Membership Secretary

Help

Please tick 'Make Payment'

Your Membership payment due will be displayed below.

u3a Membership Renewal

Continue with payment

You are about to pay £10.00

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 you have the option to pay by Debit/Credit Card as well.

Click '**Continue to PayPal to complete payment**'.

Make sure you scroll to the bottom of the screen to see the option to pay by debit/credit card.

PayPal

£10.00 GBP

Log in to PayPal

Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)

Email address or mobile number
email@address.co.uk

Password

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card

[Cancel and return to POOLE UNIVERSITY OF THE THIRD AGE](#)

Pay with debit or credit card

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

Country/region
United Kingdom

Email address
email@address.co.uk

Phone type
Mobile

Phone number
+44















Card number

Expiry date

Security code 

Please fill in your details to pay.

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 classes'



Please select the classes for which you wish to register. You will not get confirmation from Beacon but if the class is full you will be notified.

You will be invoiced for the cost of your classes. Please do not send any Class Fees until you receive an invoice.

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**



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.