

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' label next to a text input field. Below the input field are two buttons: 'Confirm e-mail' and 'Forgotten Password'. Further down, there is text explaining that if a password hasn't been created, the user should use the 'Register for a membership account' link. Another line of text says that if the email address has been updated, the user should use the 'Verify e-mail' link and also set a password. At the bottom, a grey bar contains the 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 links: 'Renew your membership' and 'Poole u3a classes'. At the bottom, a grey bar contains the 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

You have not made a Gift Aid declaration

Are you a UK taxpayer? Through Gift Aid, we can reclaim the tax of 25p for every £1 of your donations and eligible membership subscription.

The membership fee is £20.00 and we can claim Gift Aid on this amount. This pays for membership of this u3a only and does not give you the personal right(s) to use facilities or services provided by this u3a. Some interest groups may incur costs which need to be covered by the members of those groups.

☐ 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

Please tick 'Make Payment'

Your Membership payment due will be displayed below.

Complete Your Renewal Payment

You are about to pay for:

Membership renewal

Amount to pay:

£ 20.00

PayPal

☐ Debit or Credit Card

Powered by **PayPal**

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Poole u3a to confirm your renewal
Problems or Enquiries?: memsecpooleu3a@gmail.com

Click either 'Debit or Credit Card' or 'Paypal' whichever you wish,

[Return to Poole u3a website](#)

Complete Your Renewal Payment

You are about to pay for:

Membership renewal

Amount to pay:

£ 20.00

 Debit or Credit Card



Card number



Required

Expires

Security code

Billing address



First name

Last name

Postcode

Mobile
+44

Email

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

Pay £20.00

Powered by 

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.