

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**.

To renew your membership online you need to use the **Members Portal**

The first time that you access the Portal you will need to register for a new Members Portal account. This is a one-off requirement - thereafter signing in will require your email address and password only. Before you start make sure you have your membership number to hand.

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**

You will now see the following screen.



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.

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'



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.

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|--------------|-----------|
| 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.