

Plymouth Member's Portal

These notes are guidance for Plymouth U3A's Members to view

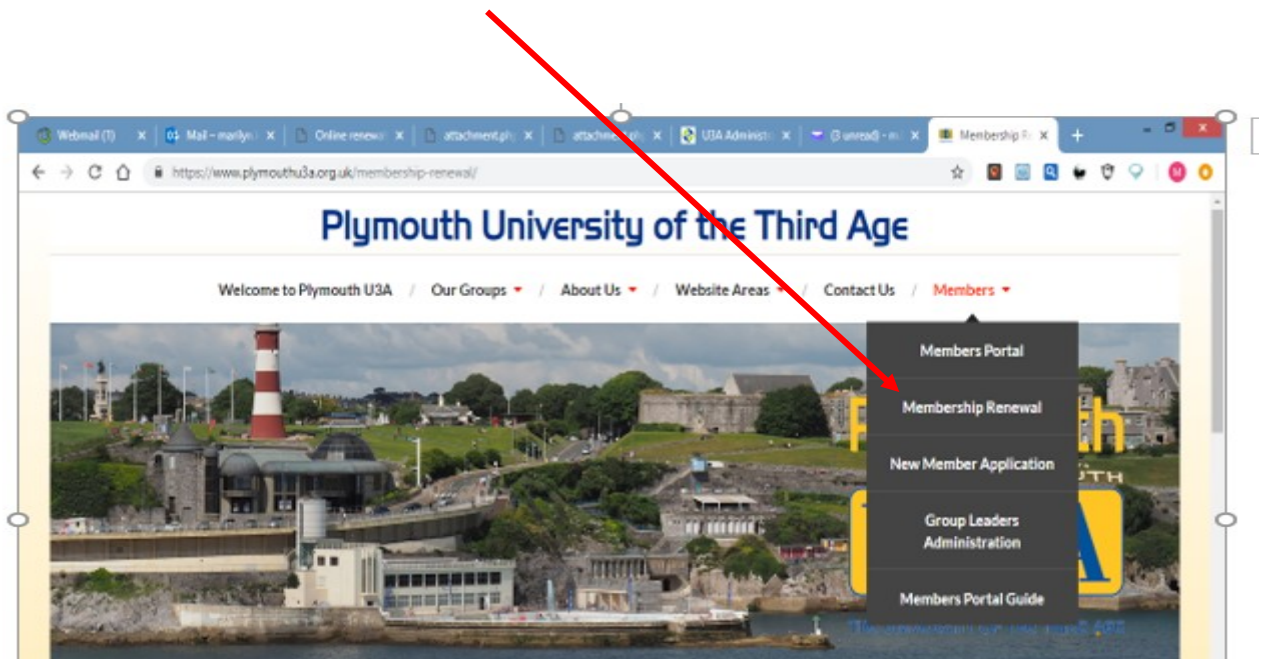
- Current Groups and relevant information
- The Group's Calendar ,
- Access to their individual membership record,
- Renew their membership on-line - when it becomes due.

To access the Members Portal:

Go to the website: [http:// www.plymouthu3a.org.uk](http://www.plymouthu3a.org.uk)

Select: 'Members' from the top bar

Select: Member's Portal



You will need to confirm your identity by entering your membership details. These must be the details that you registered your membership with typed correctly with capitals and lower case as per below.

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

- If you can't remember your membership number, it is shown on your Membership Card.
- Forename and Surname are case sensitive and have to be entered exactly the same as on your Membership Card (which is generally all lower case except the first letter in upper case). The Post Code and email fields are not case sensitive.
- Beware of using predictive text or 'copy & paste' to complete your name - it may insert a blank space after your name which will make the log-in fail.



Plymouth U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: membership@plymouthu3a.org.uk or contact the Membership Secretary

Click on the blue text to view or edit data.



Plymouth U3A Members Portal

Good morning, Adummy member

Your membership expired on 6th December 2018 - please renew

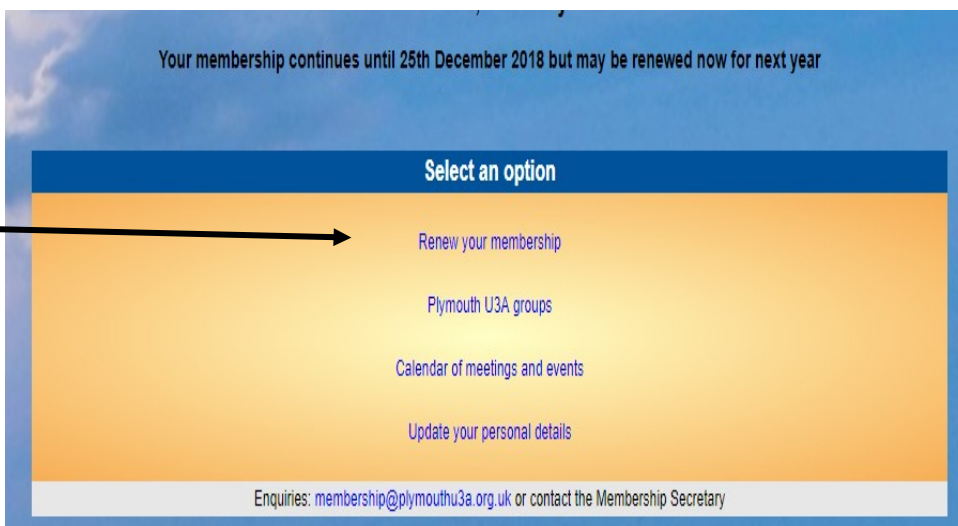
Select an option

- [Renew your membership](#)
- [Plymouth U3A groups](#)
- [Calendar of meetings and events](#)
- [Update your personal details](#)

Enquiries: membership@plymouthu3a.org.uk or contact the Membership Secretary

View Plymouth U3A Groups and Calendar.

The option to renew your membership on-line will only appear in the list **when your membership becomes due (not before this date).**



Your membership continues until 25th December 2018 but may be renewed now for next year

Select an option

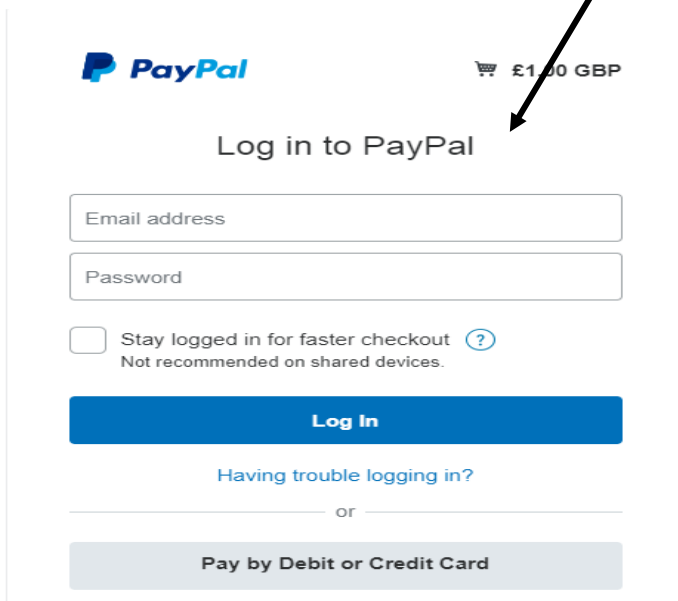
- [Renew your membership](#)
- [Plymouth U3A groups](#)
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- [Update your personal details](#)

Enquiries: membership@plymouthu3a.org.uk or contact the Membership Secretary

In May of each year you can select this option and make your payment to renew your membership. You will be asked to Login to Pay Pal however please ignore this if you do not

March 2019

have a pay pal account and just select pay by debit credit card. (please do not be confused by £1 fee showing in this example as it purely a test scenario)



Your membership card can be collected from the membership secretary in person at the monthly meeting held on the 2nd Monday of the month or by sending a SAE to:

The Membership Secretary

45 Wilton Street, Millbridge, Plymouth, PL1 5LX

Update your personal details - this is the information you provided when applying for or renewing your membership. If your details have changed - please select this option and amend them.



[Return to Plymouth U3A website](#) [Members Portal](#)

Change Personal Details

i To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name Title Forenames Surname
Known as Suffix Initials Male Female Unknown
Mobile E-mail
Emergency contact Name/s and telephone
 Hide contact details from group leaders
Photo Upload photo (optional) No file chosen .jpg, .png, .gif, .bmp. Max size 2MB

Where You Live

Address No/Name Street/Building
Additional lines
Town County Postcode
Telephone

Security Question

You may answer the default question, or change it to something else and answer that
The answer must be something you can reproduce exactly but which is unlikely to be known to anyone else

Question Answer

When you are finished - Please make sure you Log out!

Do this by clicking the option to return to the website

