

### Plymouth U3A Member's Portal

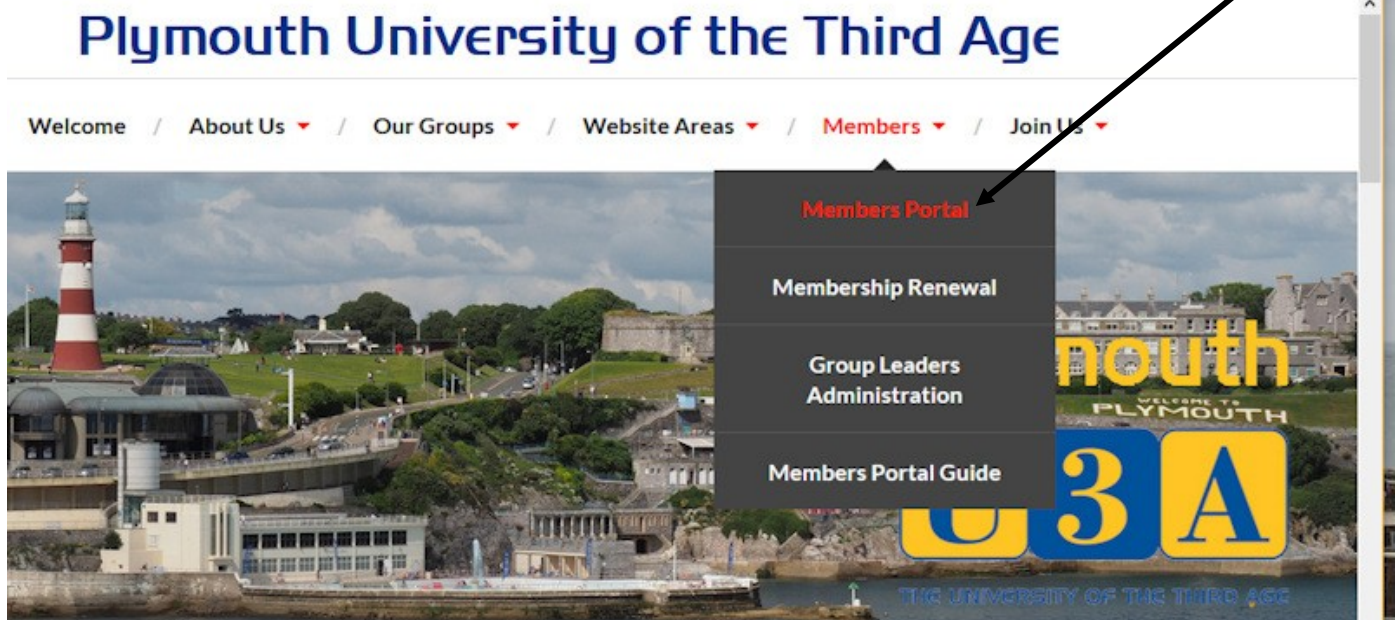
These notes are guidance for Plymouth U3A's Members to view group and calendar information, access their own membership records, and also renew their membership on-line - when it becomes due.

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



The following screen will appear, and each member then needs to enter the information that we hold in their personal record, confirming their identity. **These must be typed correctly with capitals and lower case!** If the details you are entering are not accepted it may mean the details recorded on your membership record are incorrect. If you think this is the case please contact the Administrator, Marilyn Lean, using the [Contact Form](#).



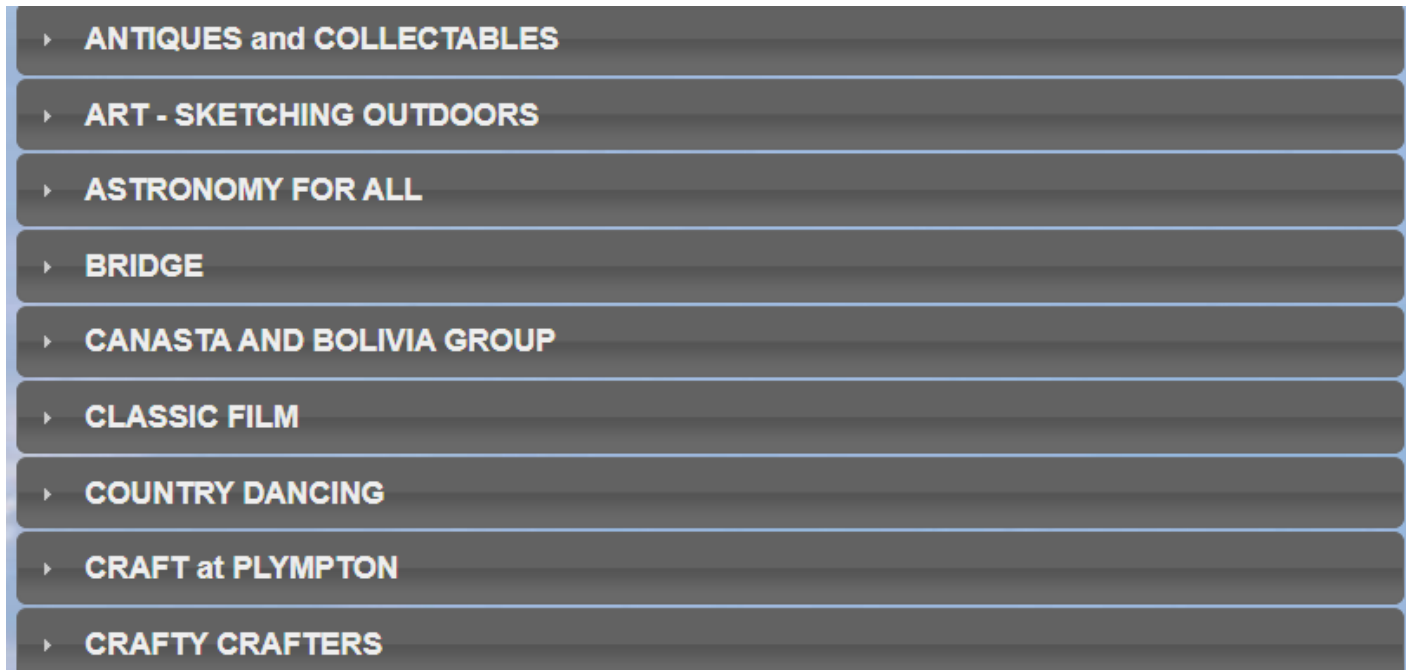
The screenshot shows the 'Plymouth U3A Members Portal' login form. The form has a blue header with the text 'Please identify yourself'. Below the header are five input fields: 'Membership number' (containing '2921'), 'Forename' (containing 'Adummy'), 'Surname' (containing 'Mmember'), 'Postcode' (containing 'LO1 5DE'), and 'E-mail' (empty). To the right of the 'Membership number' field is the text 'All fields must be completed'. Below the input fields is a 'Confirm Identity' button. At the bottom of the form, there is a link for enquiries: 'Enquiries: [membership@plymouthu3a.org.uk](mailto:membership@plymouthu3a.org.uk) or contact the Membership Secretary'.

Click on the blue text to view or edit data.

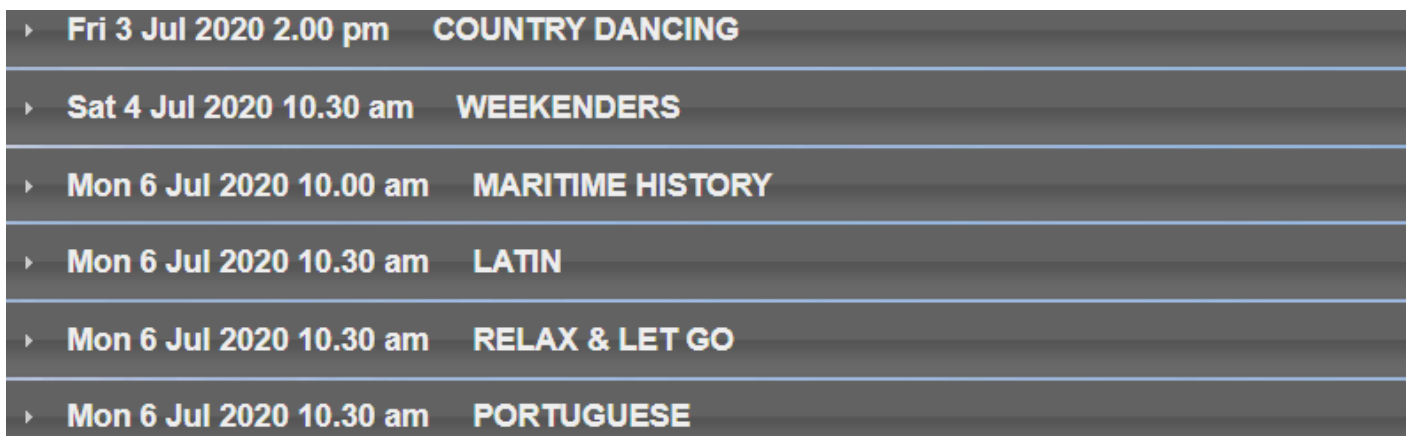


## View Plymouth U3A Groups and Calendar

Click on the groups title in the menu to see a full list of groups. (this is a small example). Click on any subject to see further details



The same applies to Calendar.

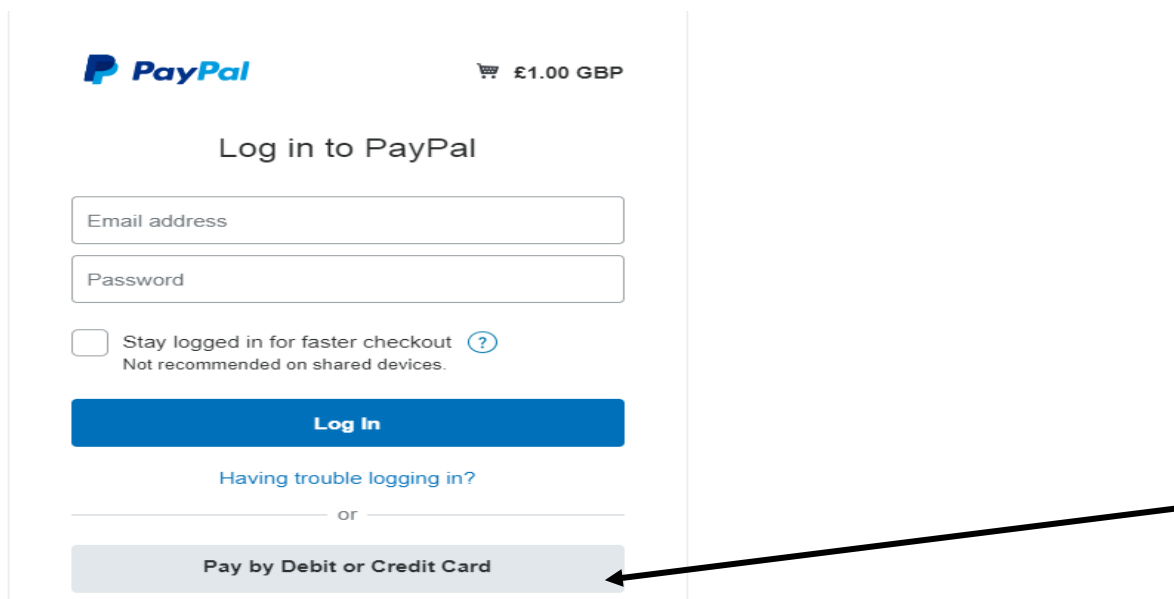


### Renewing your membership.

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



In April/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 have a pay pal account and just select pay by debit credit card. (*please do not be confused by £1 fee showing in the following example - this is purely a test scenario, However in reality the cost of your membership fee will show here.*)



Your membership card can either be collected from the membership secretary in person or will be sent to you in due course.

## Members Portal Access for Plymouth U3A Members

**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.

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

**Select an option**

- Renew your membership
- Plymouth U3A groups
- Calendar of meetings and events
- Update your personal details**

Enquiries: [membership@plymouthu3a.org.uk](mailto:membership@plymouthu3a.org.uk) or contact the Membership Secretary

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

**Change Personal Details**

**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) Choose file 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

### Log Out

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

Do this by clicking the option to return to the website

[Return to Plymouth U3A website](#)

**Plymouth U3A Members Portal**