

Plymouth u3a Members' 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](#)

Plymouth u3a Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

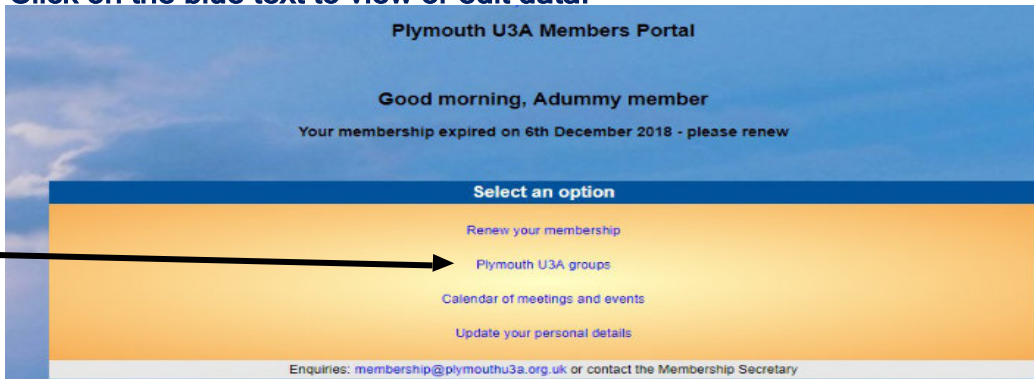
Surname

Postcode

E-mail

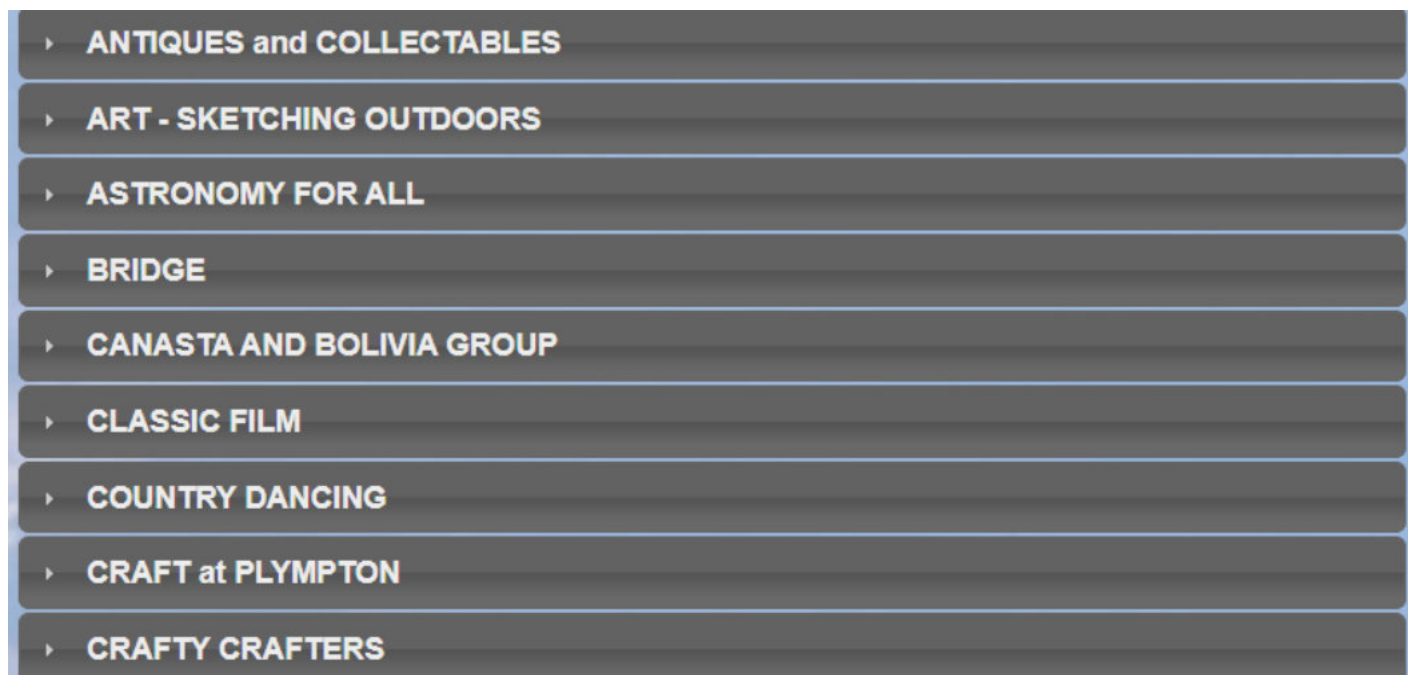
Enquiries: membership@plymouthu3a.org.uk or contact the Membership Secretary

Click on the blue text to view or edit data.

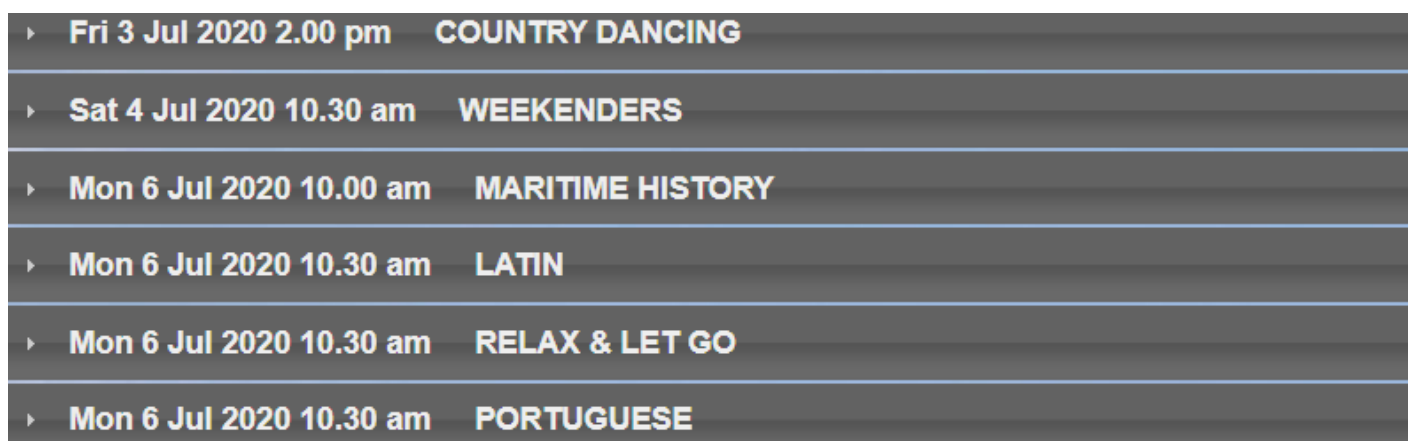


View Plymouth u3a Groups and Calendar

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.

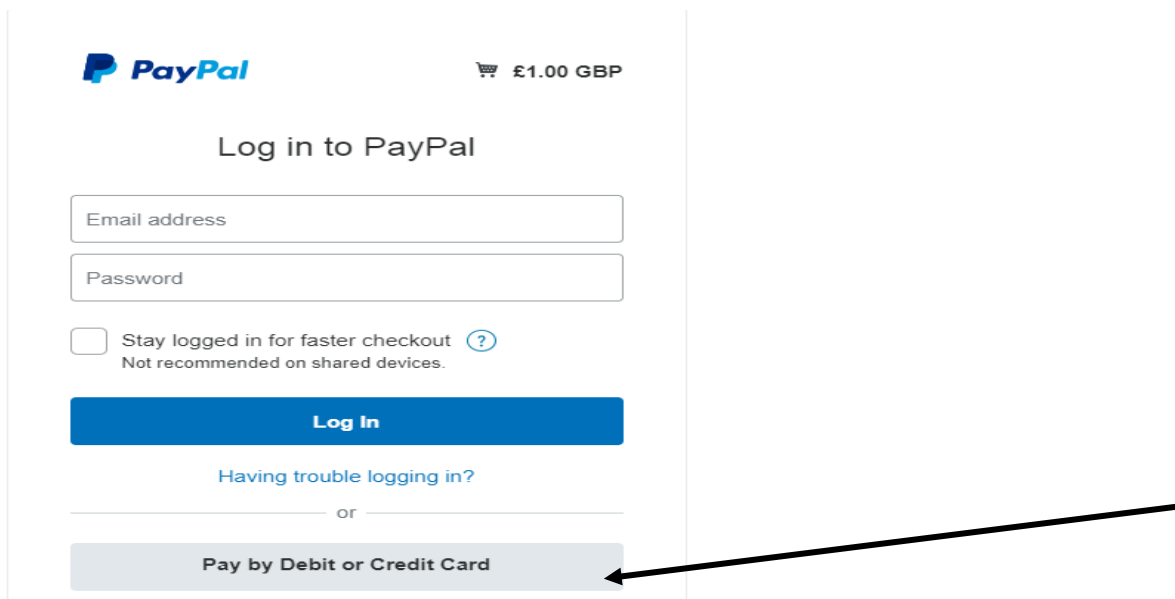


Renewing your membership.

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.

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 or contact the Membership Secretary

[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 .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](#)

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