

## Plymouth 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 [as of April 1<sup>st</sup>].

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

and access the Members Portal:

Select: 'Members' from the top bar and then

Select: Member's Portal



The following screen will appear. Type in your personal details which you provided in your membership application, to confirm you are a member. **This must be typed correctly with capitals and lower case!** If the details you are entering are not accepted - please email the [administrator@plymouthu3a.org.uk](mailto:administrator@plymouthu3a.org.uk) as it may mean that the information recorded on your membership record may have changed or be incorrect.

**Please identify yourself**

Membership number	<input type="text" value="1234"/>	All fields must be completed
Forename	<input type="text" value="Dummy"/>	
Surname	<input type="text" value="Member"/>	
Postcode	<input type="text" value="DS1 4WD"/>	
E-mail	<input type="text" value="mickey@disney.co.uk"/>	

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

As of April the 1<sup>st</sup> there will be an option on the screen to renew your membership - not before this date. [see below] and there is also details about groups and when they meet (see calendar).

Click on the blue text to view or edit data.



## 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).**



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** - usually in very small print at the bottom of the screen. *(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 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.

**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 full details

- ▶ **ANTIQUES and COLLECTABLES**
- ▶ **ART - SKETCHING OUTDOORS**
- ▶ **ASTRONOMY FOR ALL**
- ▶ **BRIDGE**
- ▶ **CANASTA AND BOLIVIA GROUP**
- ▶ **CLASSIC FILM**
- ▶ **COUNTRY DANCING**
- ▶ **CRAFT at PLYMPTON**
- ▶ **CRAFTY CRAFTERS**
- ▶ **DISCUSSION GROUP**
- ▶ **Executive Committee Meeting**
- ▶ **FAMILY HISTORY**

The same applies to Calendar.

- ▶ **Fri 3 Jul 2020 2.00 pm COUNTRY DANCING**
- ▶ **Sat 4 Jul 2020 10.30 am WEEKENDERS**
- ▶ **Mon 6 Jul 2020 10.00 am MARITIME HISTORY**
- ▶ **Mon 6 Jul 2020 10.30 am LATIN**
- ▶ **Mon 6 Jul 2020 10.30 am RELAX & LET GO**
- ▶ **Mon 6 Jul 2020 10.30 am PORTUGUESE**

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

Do this by clicking the option to return to the website

