

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 1st].

Go to the website: http:// www.plymouthu3a.org.uk

and access the Members Portal:

Select: 'Members' from the top bar and then

Select: Member's Portal



IF THIS IS THE FIRST TIME YOU HAVE USED THIS SERVICE YOU WIL BE ASKED TO VERIFY THE INFORMATION THAT YOU PROVIDED WHEN YOU JOINED THE PLYMOUTH U3A, in order to create your own unique login.

At the login screen type in your details as requested. (If you have already registered, just type your email and your unique password).

Plymouth u3a Members Portal

E-mail	
Password	
Confirm Identity	
Forgotten password	
If you have not created a password for your membe please use the link below where you will be able to set up Sign In with membership details If the Membership Secretary has updated your e-mail addr	rship account, a password to log in. ess use Verify e-mail

The email address MUST be the one you provided on your membership application. The email information <u>must be typed correctly in lower case</u>! *Note: an ipad will automatically input capital letters so please check this.* Then go down the screen and sign in with your membership details (shown by the arrow above) to complete your registration.

If the details you are entering are not accepted - please email the <u>administrator@plymouthu3a.org.uk</u> as it may mean that the information you provided in your membership record may have changed or be incorrect.



Once the system has checked your details on our records, you will be asked to provide a password that is unique to you. You will then be sent an email which y9ou must respond to in order to confirm the email you have provided is correct.

Note: Any text that appears in blue is a link to further information

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	

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).**

Select an option	
Renew your membership	
Plymouth U3A groups	
Calendar of meetings and events	
Update your personal defails	

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.*)

PayPal	`∰ £1.00 GBP
Log in to PayPa	al
Email address	
Password	
Stay logged in for faster checkout Not recommended on shared devices.	?
Log In	
Having trouble logging in	?
or	
Pay by Debit or Credit Ca	ard

Your membership card can 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.

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 Secreta	rv

		Return to Plymout	th U3A website Members Portal
		Change	e Personal Details
	•	To change your class o please con	of membership or if you have any queries, tact the membership secretary
		A	About Yourself
Name	Title ms Forena	mes Adummy	Surname member
	Known as	Suffix	Initials A O Male 💿 Female O Unknown
Mobile		E-mail m.lean@sky.com	
Emergency contact			Name/s and telephone
	Hide contact details from the second seco	om group leaders	
Photo	Upload photo (optional)	hoose file No file chosen	jpg, png, gif, bmp. Max size 2MB
		w	here You Live
Address	No/Name 10	Street/Building Downing	ng st
	Additional lines	London	
	Town Plymouth	County Devon	Postcode LO1 5DE
Telephone			/
		Sec	curity Question
	You	a may answer the default quest	tion, or change it to something else and answer that
Question	Your first school	ust be something you can repro	wer
	rour mot school	Allow	
		Upda	late Personal Details

Copies of this document are uncontrolled.

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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). <u>Click on any subject to see full details</u> or download (and print) the full detailed version by clicking the download option at the bottom of the list - see below.

• WALKING - INTERMEDIATE
• WALKING - LONG WALKS
→ WALKING - SHORT WALKS
• WEEKENDERS
• WILDLIFE GROUP
→ WINE APPRECIATION 1
→ WINE APPRECIATION 2
→ WINE APPRECIATION 3
→ WINE APPRECIATION 4
→ WORLD RELIGIONS
WRITERS GROUP
Download

Please be aware that the details per group may change and the portal listing should always be checked from time to time.

The same applies to Calendar although the dates refer to the time when the download is made.



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

Return to Plymouth U3A website

Plymouth U3A Members Portal