

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](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 WILL 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).



The email address MUST be the one you provided on your membership application. The email information **must be typed correctly in lower case!** *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 administrator@plymouthu3a.org.uk as it may mean that the information you provided in your membership record may have changed or be incorrect.

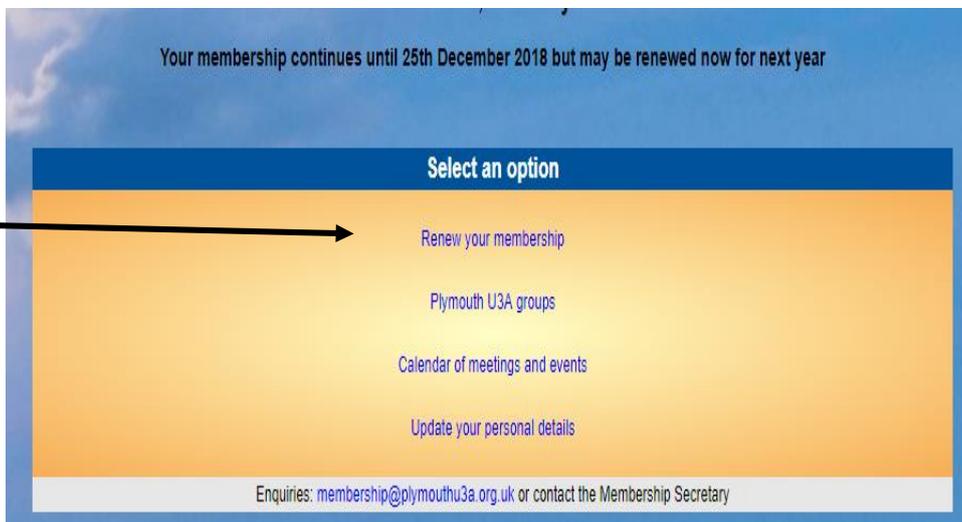
Once the system has checked your details on our records, you will be asked to provide a password that is unique to you. You will then be sent an email which you must respond to in order to confirm the email you have provided is correct.

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



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 or download (and print) the full detailed version by clicking the download option at the bottom of the list - see below.

The image shows a vertical list of group categories on a dark grey background. Each category is preceded by a right-pointing chevron symbol. The categories are: WALKING - INTERMEDIATE, WALKING - LONG WALKS, WALKING - SHORT WALKS, WATERCOLOUR PAINTING, WEEKENDERS, WILDLIFE GROUP, WINE APPRECIATION 1, WINE APPRECIATION 2, WINE APPRECIATION 3, WINE APPRECIATION 4, WORLD RELIGIONS, and WRITERS GROUP. At the bottom of the list, there is a light blue horizontal bar containing a white button labeled 'Download'. A black arrow points from the right side of the bar towards the 'Download' button.

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

