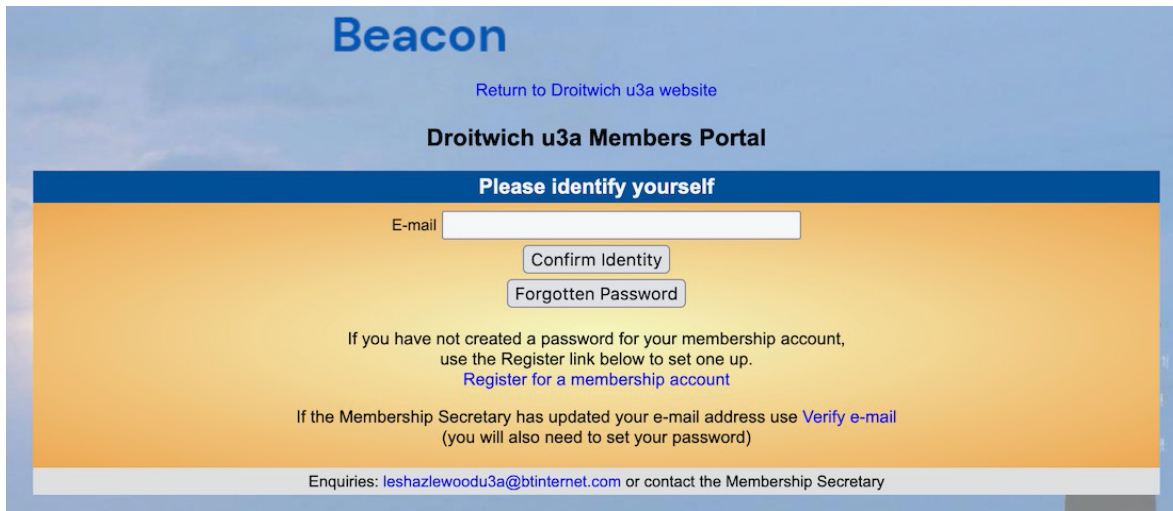


Droitwich u3a – Using the Beacon Members Portal

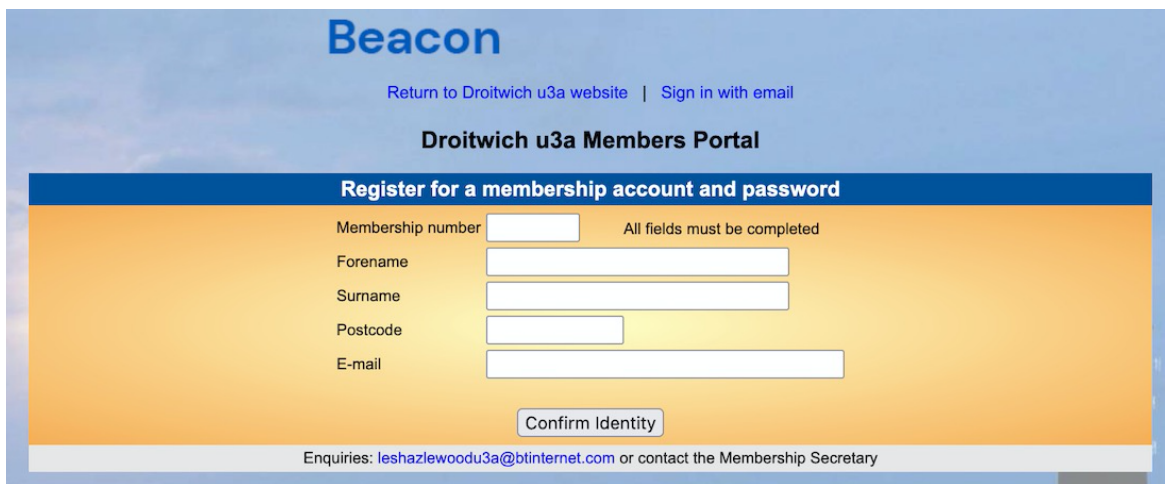
The normal method of access to the Members Portal is using your E-mail address and a password that you have chosen. So, the first time you access the Members Portal you will need to set-up this password.

Connecting to the Members Portal (eg by following the "Beacon Members Portal" link from the Droitwich u3a website) produces :



The screenshot shows the Beacon Members Portal login page. At the top, the word "Beacon" is displayed in blue. Below it is a link "Return to Droitwich u3a website". The main heading is "Droitwich u3a Members Portal". A blue bar contains the text "Please identify yourself". Below this is an "E-mail" input field, followed by "Confirm Identity" and "Forgotten Password" buttons. A message states: "If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account". Another message says: "If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)". At the bottom, it says "Enquiries: leshazlewoodu3a@btinternet.com or contact the Membership Secretary".

For this one time only, click on "Register for a membership account". [In future you will only need to enter your E-mail address (and password), or if you have forgotten your password, enter your E-mail address and click on "Forgotten Password"]. You will then see :



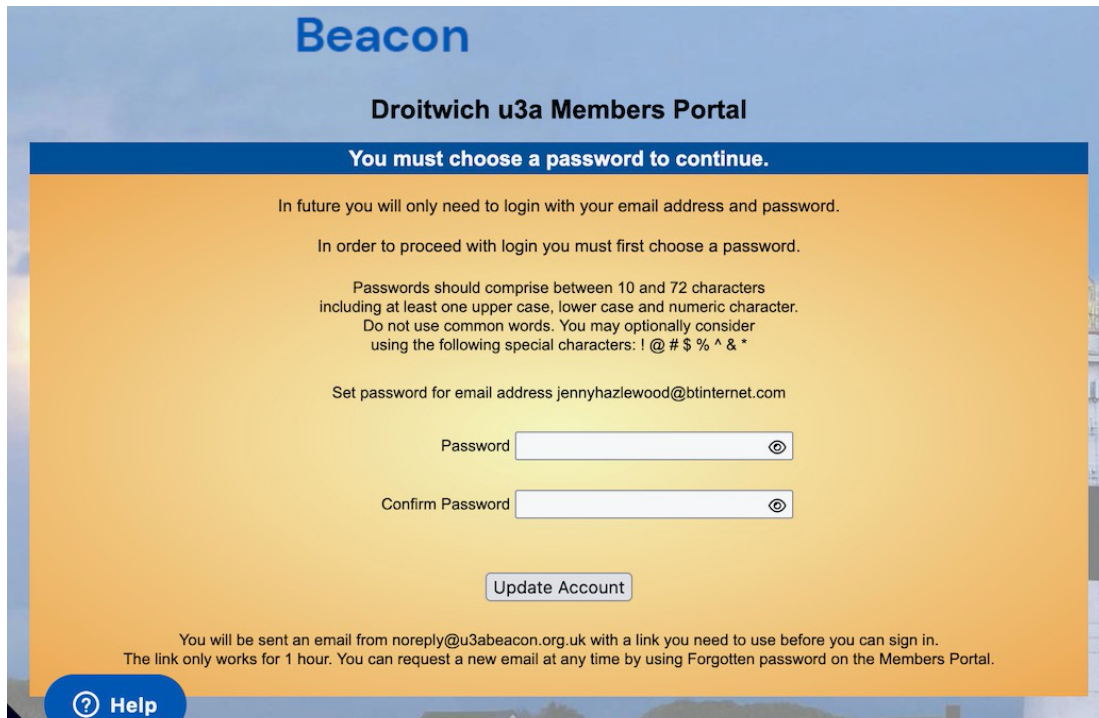
The screenshot shows the Beacon Members Portal registration page. At the top, the word "Beacon" is displayed in blue. Below it are links "Return to Droitwich u3a website" and "Sign in with email". The main heading is "Droitwich u3a Members Portal". A blue bar contains the text "Register for a membership account and password". Below this are input fields for "Membership number", "Forename", "Surname", "Postcode", and "E-mail". A note says "All fields must be completed". A "Confirm Identity" button is at the bottom. At the bottom, it says "Enquiries: leshazlewoodu3a@btinternet.com or contact the Membership Secretary".

You will need to enter your Membership number, your Forename and your Surname (exactly as they appear on your membership card). Also add your Postcode (with a single space between the two parts) and your E-mail address. Then click on "Confirm Identity".

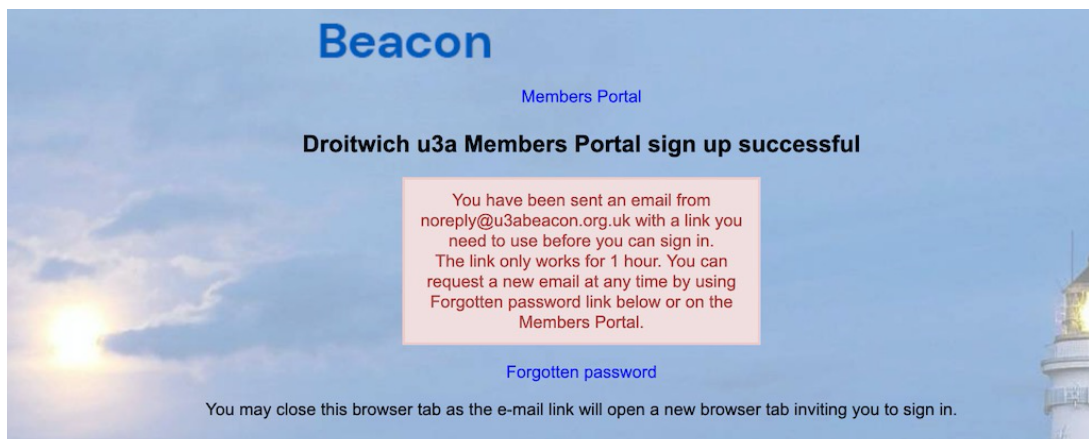
All of this information is case-sensitive, so you will need to capitalise your Forename and Surname, put the Postcode all in capitals, and your E-mail address all in lower-case.

If you have any difficulty entering this information, please contact the Beacon Administrator or the Membership Secretary.

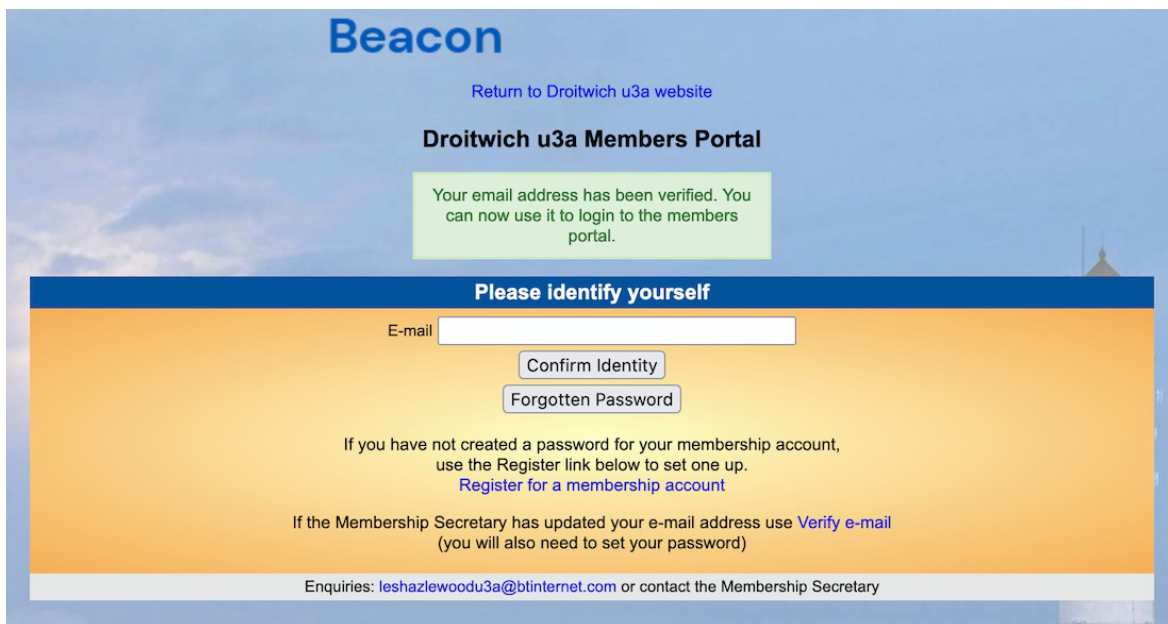
You will then be asked to choose a password of 10 characters or more containing at least one upper-case letter, one lower-case letter and one number; some special characters ! @ # \$ % ^ & * are also allowed.



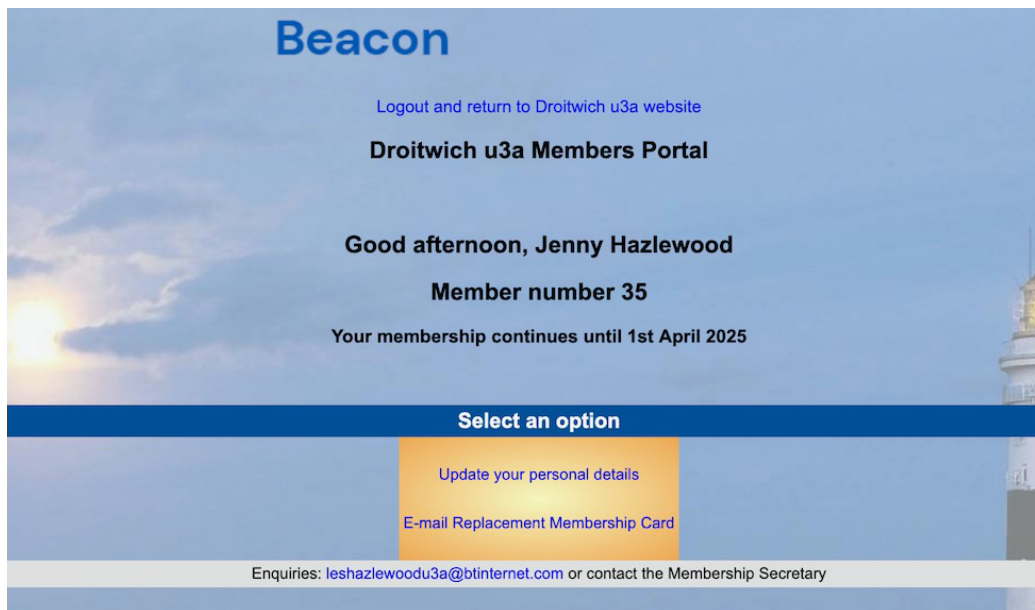
Once you have entered and confirmed your password click on "Update Account". This produces :



and you will then receive an E-mail from noreply@u3abeacon.org.uk enclosing a link which you should click on within one hour to finalise the process. The above window will then change to :



... and you can connect to the Members Portal by entering your E-mail address and clicking on "Confirm identity", followed by your Password and clicking on "Confirm identity" again. You should then see something like :



Once you are logged-in to the Members Portal you will see that you can request an E-mail with an attached copy of your membership card by clicking on "E-mail Replacement Membership Card". We do not currently issue paper membership cards but we do issue an electronic membership card. Should you mislay the email containing your electronic membership card you can use this facility to request another one.

You can also view and update your personal contact details, and if you wish, add some information about your Emergency contact, by clicking on "Update your personal details". It is suggested that you supply a name (or relationship) and phone number for your Emergency contact. However, this field is "free text" so you can add whatever information you prefer. Please ask the permission of any person whose details you add. It is also possible to upload a passport-type photograph of yourself, which will then appear on your membership card. However, there is no obligation to do so, and the only essential information required is your :

- title, forename and surname,
- postal address,
- landline phone number (if you have one), and
- mobile phone number (if you have one).

Don't forget to click on the "Update Personal Details" button if you make any changes or additions.

Note that at membership renewal time in April, the above Members Portal window will also include an option to "Renew your membership", where you can pay using a Credit Card, a Debit Card or using a PayPal account. More information about how to do this will be provided later.

Finally, note that it is possible for members who share the same E-mail address to both use the Beacon Members Portal, but they will both need to go through the initial process described above separately, and it is good practice for each member to choose a different password.