

Droitwich u3a – Membership Renewal Using the Beacon Members Portal

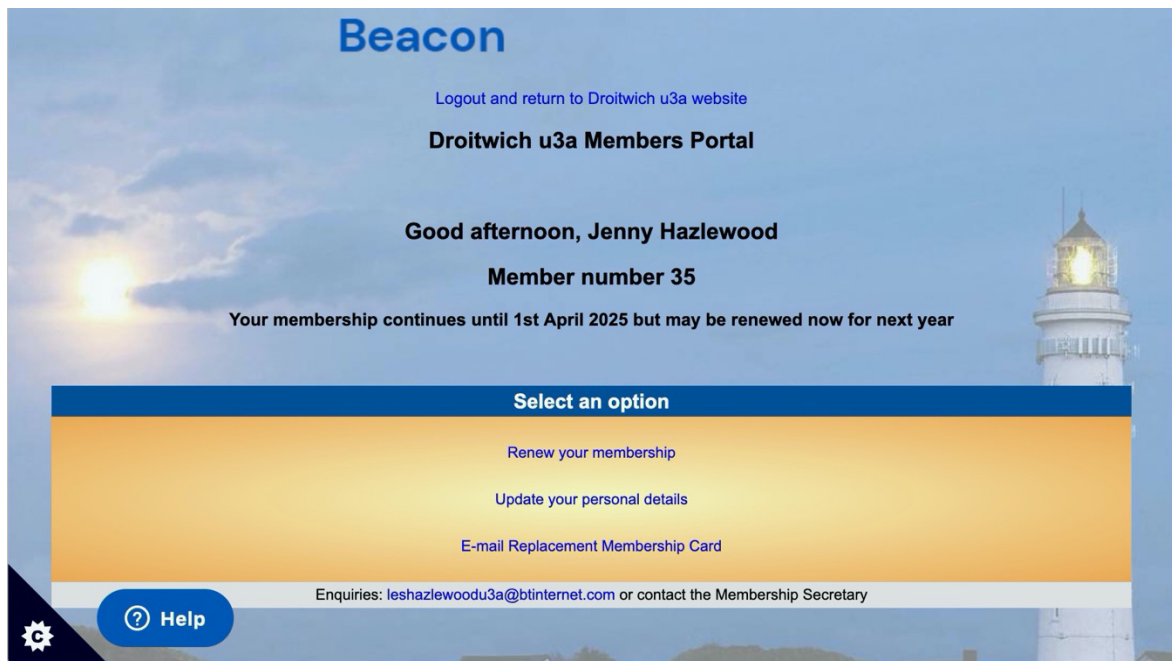
Before renewing your membership using the Beacon Members Portal, you will need to:

- a) Set-up your access to the Portal using your E-mail address and a chosen password. See the separate Guide to Using the Members Portal. Please contact the Beacon Administrator (by email using beacon@droitwichu3a.co.uk) if you have difficulty doing this.
- b) Make sure that your Membership Class has been set-up correctly to either:
 - i) "Individual"
ie membership which **does not** include the Third Age Matters magazine, or
 - ii) "Individual-with-TAM"
ie membership which **does** include the Third Age Matters magazine subscription.

This is because the Membership Fees are different, and when renewing your Membership using the Portal, you will be charged whatever fee is appropriate to your current Membership Class.

Unfortunately, you will not be allowed to change your Membership Class using the Portal. If you wish to do so you will need to contact the Membership Secretary (by email using membership@droitwichu3a.co.uk), or the Beacon Administrator (by email using beacon@droitwichu3a.co.uk), and request a change of Membership Class, before attempting to renew your membership using the Portal.

Connecting to the Members Portal (eg by following the "Beacon Members Portal" link from the Droitwich u3a website), and logging-on using your E-mail address and password produces something like:



and which after your membership is due for renewal, ie after 1st April, will include an option to "Renew your membership" (as shown).

Note that if you wish to make any changes to your personal contact details, or if you wish make any changes to your ICE Contacts (ie your "In Case of Emergency" details), you may do so by clicking on "Update your personal details". Don't forget to click on the "Update Personal Details" button if you make any changes or additions.

Clicking on "Renew your membership" will take you to something like the following:

Beacon

[Return to Droitwich u3a website](#) [Members Portal](#)

Droitwich u3a Membership Renewal

i If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Droitwich u3a reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Droitwich u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Payment

Your membership class is Individual

Renewal fee for yourself and Les Hazlewood is £23.50

Untick if you do not wish to renew for Les Hazlewood

Amount to pay: £23.50

Press the button below to make payment
You may pay by credit or debit card or use a PayPal account

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Droitwich u3a to confirm renewal

Problems?: leshazlewoodu3a@btinternet.com or contact the Membership Secretary

where firstly, you will be invited to either confirm, or change your Gift Aid Status, by doing one or other of the following:

- Please "tick" the **first** Gift Aid "tick-box" if you have currently chosen to Gift Aid your Membership Fee and you wish to continue to do so, or if you wish to **start** allowing Droitwich u3a to claim Gift Aid on your Membership Fee.
- Alternatively, please "tick" the **second** Gift Aid "tick-box" if you have currently chosen **not** to Gift Aid your Membership Fee and you wish to continue to do so, or if you wish to **stop** allowing Droitwich u3a from claiming Gift Aid on your Membership Fee.

Secondly, if another Droitwich u3a member is living at the same address, you will have the option to renew both memberships. But please note that if you wish to pay the membership fees for yourself and another member (eg a husband, wife or partner) as a single payment, please make sure that the payment you make later is from a joint account. Otherwise, our ability to claim Gift Aid is compromised.

If you don't wish to pay for the other member, please "untick" the Payment "tick-box", and the bottom part of the window will change to something like:

Payment

Your membership class is Individual

Renewal fee for yourself only is £ 10.00

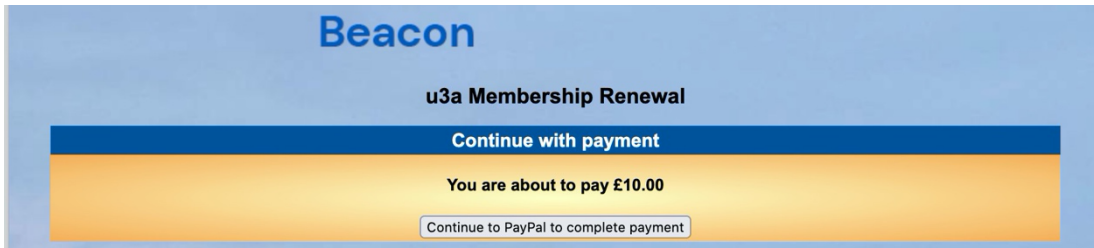
Untick if you do not wish to renew for Les Hazlewood

Amount to pay: £ 10.00

Press the button below to make payment
You may pay by credit or debit card or use a PayPal account

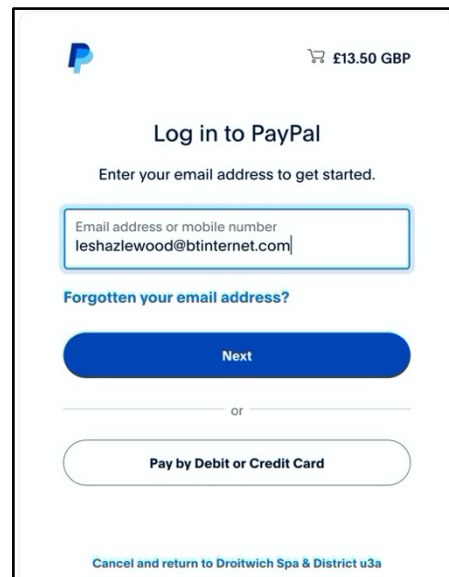
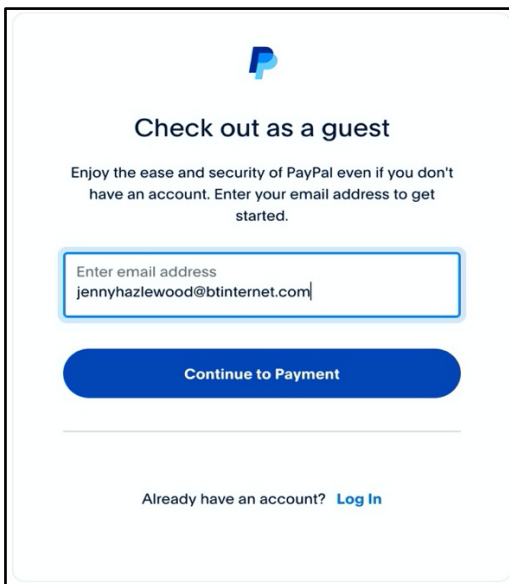
After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Droitwich u3a to confirm renewal

To renew your membership, click on "Make Payment" to produce something like:

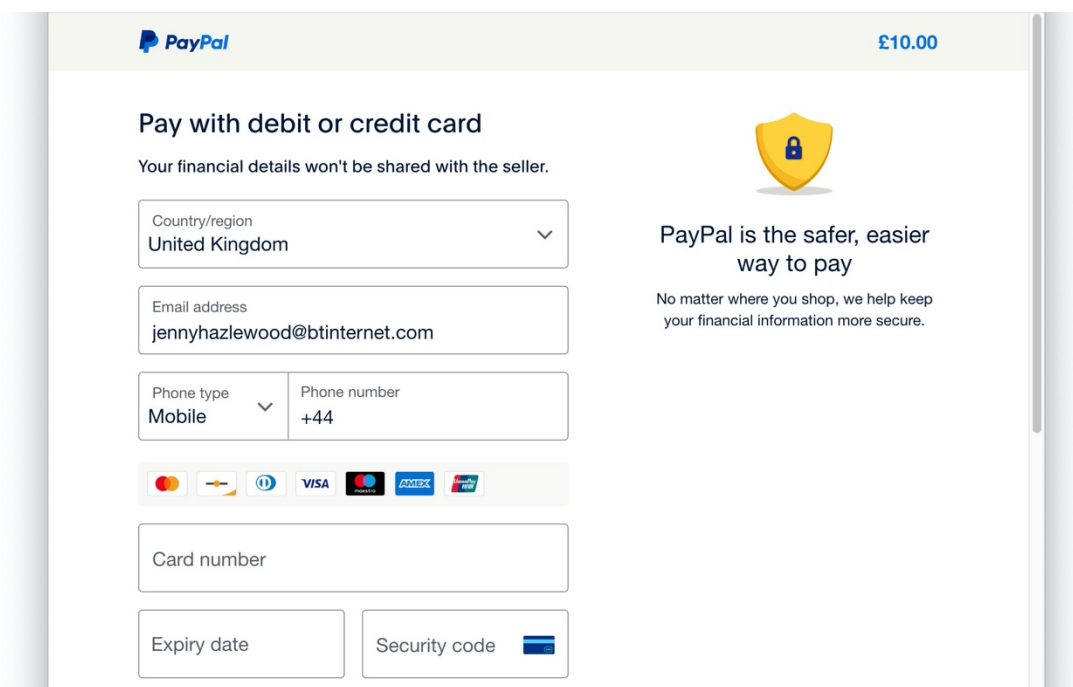


Please note that you do not need a PayPal account, nor do you need to create a PayPal account, in order to pay your Membership Fee. You can do this by making a Debit Card payment, or a Credit Card payment, and the following steps will show you how to do this.

Clicking on the "Continue to PayPal to complete payment" button and then entering your E-mail address produces something like one or other of the following (in the left-hand case where you **do not have**, or in the right-hand case you **do already have** a PayPal account):



In the left-hand case, click on "Continue to Payment", or in the right-hand case, click on "Pay by Debit or Credit Card") to produced something like:



Enter your E-mail address, phone number and Debit Card or Credit Card details.

Further down the same screen you will find:

Billing address

First name	Last name
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Address line 1

Address line 2 (optional)


Town/City


County (optional) ▼


Postcode

where you should enter the billing name and address for the Debit Card or Credit Card you are using, and further down the same screen you will find the following:

Save information & create your PayPal account

 Shop more easily with PayPal

 Shop millions of sellers

 Save big with great deals

Create password

Date of birth

Nationality ▼
United Kingdom

You agree to PayPal's [User Agreement](#) and [Privacy Statement](#). For more information, see your [Right of Withdrawal](#).

You agree to receive marketing communication. You can change this at any time in your settings.

We'll pre-authorise up to £10.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

Create Account & Pay Now

Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

IMPORTANT

Be careful now **NOT** to click on the "Create Account & Pay Now" button, as this will indicate that you wish to continue to create a PayPal account.

Instead, "untick" the blue "tick-box" labelled "Save information and create your PayPal account", so that the screen changes to something like:

Billing address

First name	Last name
Address line 1	
Address line 2 (optional)	
Town/City	
County (optional) ▼	
Postcode	

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

We'll pre-authorise up to £10.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.


[Pay now as guest](#)


Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

which should show your already entered billing name and address for the Debit Card or Credit Card you are using, the "Save information and create your PayPal account" "tick-box" now "unticked", and a new "Pay now as guest" button.

To now make your Debit Card or Credit Card payment, click on the "Pay now as guest" button to produce something like :





You paid £10.00 GBP to Droitwich Spa & District u3a

[Details](#)

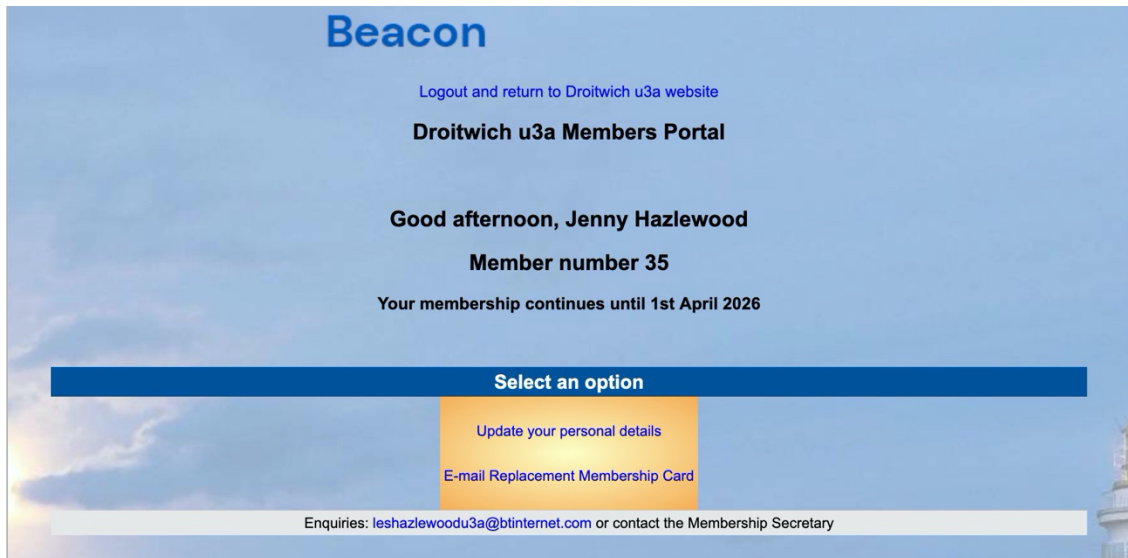
Paid with:
VISA-2409 £10.00
This transaction will appear on your statement as PAYPAL
*DROITWICHSP

Purchase details:
Receipt number: 4697412141293743
We'll send confirmation
to: jennyhazlewood@btinternet.com

Seller details:
Droitwich Spa & District u3a

[Return to Seller](#)

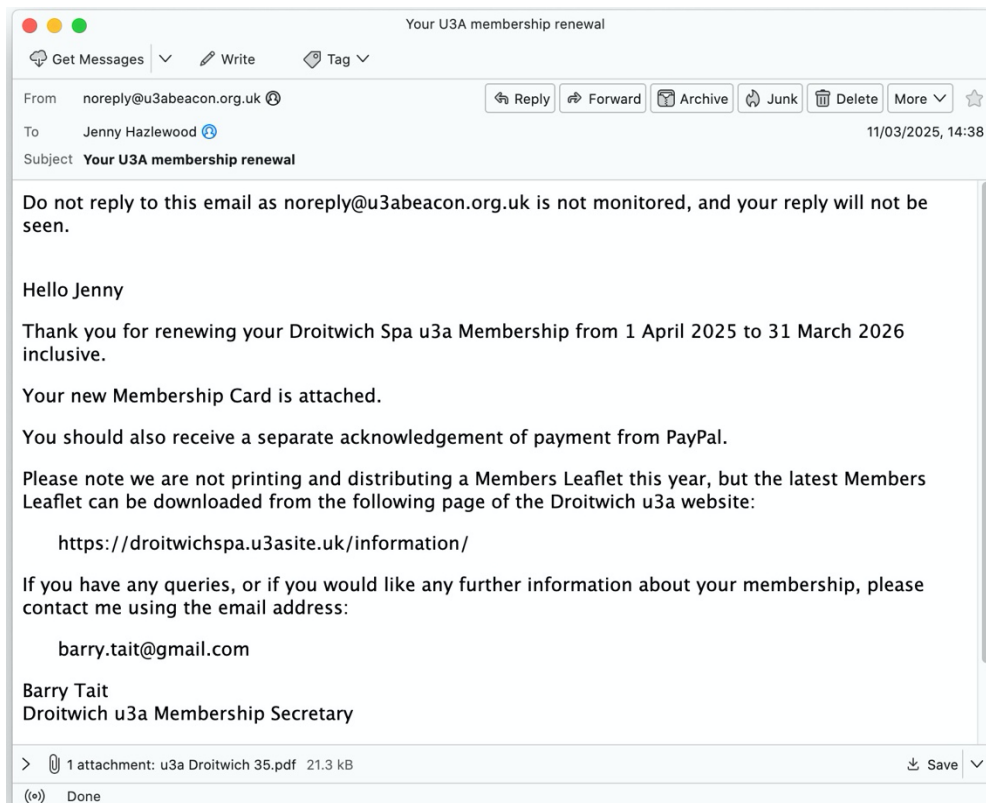
and where clicking on the "Return to Seller" button will take you back to the Members Portal screen which should now show something like:



This will show the updated state of your membership, and with the option to renew your membership now removed.

If you wish you can now check and/or make any changes to your personal or ICE contact details, but don't forget to click on the blue "Logout and return to Droitwich u3a website" when you have finished.

In addition, you should receive an E-mail confirmation from PayPal of your payment, together with another E-mail along the lines of:



which is generated automatically by our Beacon membership system, confirming your renewed membership and including as an attachment your Membership E-Card for next year.