

## BEACON MEMBERS PORTAL GUIDE

### 1. Getting started

A link to the Beacon Members Portal is provided on the Membership page of the Ely & District u3a website <https://ely.u3asite.uk/> . The first time a member clicks on the link, they will need to register for a membership account:



The screenshot shows the login page for the Ely & District u3a Members Portal. At the top left is the logo 'u3a Beacon' in blue. To its right, 'Ely & District' is written in a large black font. Below the logo, there is a link 'Return to Ely & District u3a website'. The main heading is 'Ely & District u3a Members Portal'. A dark blue bar contains the text 'Please identify yourself'. Below this, there are two input fields: 'E-mail' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields are two buttons: 'Confirm Identity' and 'Forgotten Password'. Below the buttons, there is a paragraph of text: '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'. Below this is another paragraph: '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, there is a light blue bar with the text 'Enquiries: contact the Membership Secretary'.

Clicking on “Register . . .” leads to the following form into which details must be entered exactly as held in the Beacon membership record

***NOTE: If 2 or more members share an email address and each one’s member details include the same email address, only one member will be able to set up access to the Portal using that email address. Other member(s) will have to have a different email address to use the Portal and the Membership Secretary will need to update this on the second member’s Beacon record before registration on the portal can proceed.***

**u3a Ely & District Beacon**

[Return to Ely & District u3a website](#) | [Sign in with email](#)

**Ely & District u3a Members Portal**

**Register for a membership account and password**

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: contact the Membership Secretary

With all information complete, click on “Confirm Identity” and set up a password:

**u3a Ely & District Beacon**

**Ely & District u3a Members Portal**

**You must choose a password to continue.**

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & \*

Set password for email address joanwall@ntlworld.com

Password

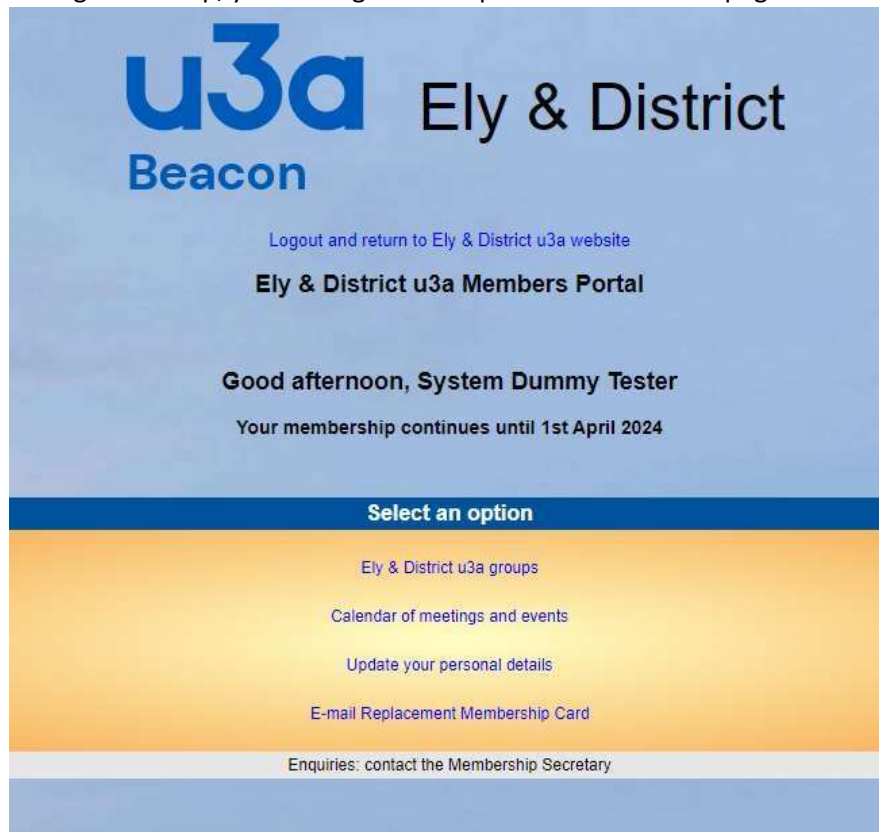
Confirm Password

You will be sent an email from [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

2. Note the text at the bottom of the above screenshot:

“You will be sent an email from [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.”

3. Having set this up, you can log in to the portal and will see a page similar to this :



**Note: during the renewals period there will also be an option for membership renewal and if your membership has expired you will NOT be able to get a replacement membership card.**

4. [Ely & District u3a groups](#) will display a list of all active groups. Clicking on one will display all details for the group and, if the group is set up in Beacon to allow members to join online this option will be available:



5. Calendar of Meetings and Events – not currently used in our u3a.

6. Update your personal details

(Note: Please do NOT upload a photo. We don't use them and uploading can cause technical problems with renewals and new member applications)

The screenshot shows the 'Update Personal Details' page on the u3a Ely & District Beacon website. The page has a blue header with the logo and title. Below the header, there are links to 'Return to Ely & District u3a website' and 'Members Portal'. The main heading is 'Update Personal Details'. An information icon and text state: 'To change your class of membership or if you have any queries, please contact the membership secretary'. The form is divided into three sections: 'About Yourself', 'Where You Live', and 'Update Password'. The 'About Yourself' section includes fields for Name (Title, Forenames: System, Surname: Tester), Known as (System Dummy), Suffix, Initials (S), Gender (Male, Female, Unknown), Mobile (07777 123456), E-mail (stester@gmail.com), Emergency contact, and Photo (Choose file, No file chosen, Max size 2MB). The 'Where You Live' section includes Address (No/Name: 77, Street/Building: Sunset Strip), Additional lines, Town (Ely), County (Cambridgeshire), Postcode (CB35 1PQ), and Telephone. The 'Update Password' section has Password and Confirm Password fields. An 'Update Personal Details' button is at the bottom. A footer note states: 'If you change your email address you will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.'


7. Email a replacement membership card

Results in an email with the card attached as a PDF:



## 8. Renew Your Membership

Selecting this option gives the following page (price shown here is for test purposes only):



[Return to Ely & District u3a website](#) [Members Portal](#)

### Ely & District 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 Ely & District 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 Ely & District 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 System Tester

**Renewal fee is £1.00**

**Amount to pay: £1.00**

Press the button below to proceed to PayPal 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 Ely & District U3A to confirm renewal

Problems?: or contact the Membership Secretary

Complete your Gift Aid choices and click on “Make Payment”:

**u3a** Ely & District  
**Beacon**



**U3A Membership Renewal**

**Continue with payment**

You are about to pay £1.00

Continue to PayPal to complete payment

Click on “Continue to PayPal to complete payment”:

  £1.00 GBP

**Log in to PayPal**

Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)

Email address or mobile number  
stester@gmail.com

Password



[Forgotten your password?](#)

**Log In**

or

Pay by Debit or Credit Card

[Cancel and return to Ely & District u3a](#)

If you are a PayPal user and wish to pay by this method, log in as you normally would. If you are NOT a PayPal user or prefer not to make this payment from your PayPal account, simply click on “Pay by Debit or Credit Card” and you will be taken to a form to enter your card details:

## Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region  
United Kingdom

Email address  
stester@gmail.com

Phone type Mobile	Phone number +44
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Card number

Expiry date

Security code

### Billing address

First name

Last name

Address line 1

Address line 2 (optional)



PayPal is the safer, easier way to pay

No matter where you shop, we help keep your financial information more secure.