

How to Renew your Membership On Line

Each year a number of members have difficulty in renewing their membership on line. Hopefully, this will help those of you who struggle but would still like to be able to renew electronically.

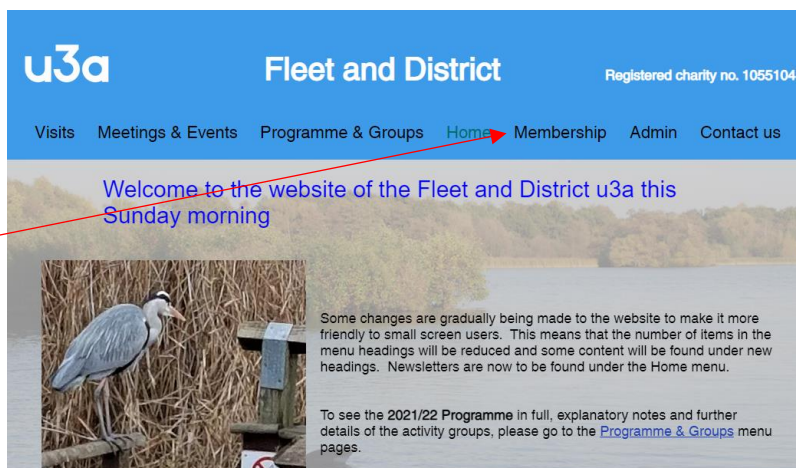
There's nothing to it :

Type in www.fleetu3a.org.uk into your internet browser and press the magnifier or the enter key on your keyboard



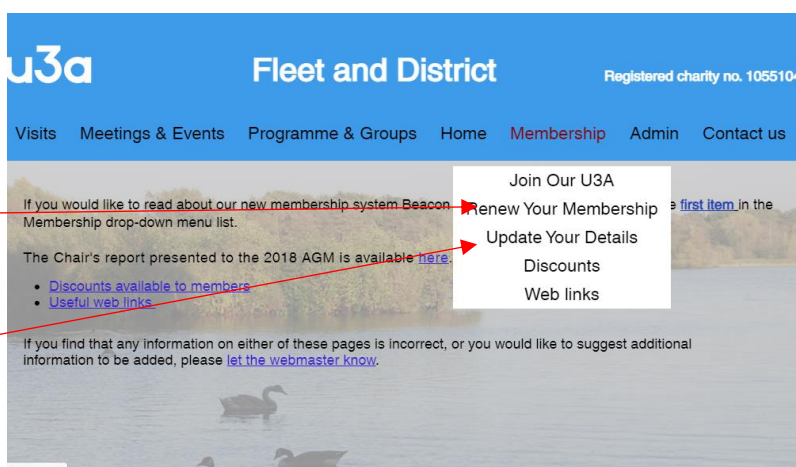
which will take you through to our home page

Select the 'Membership' drop down menu

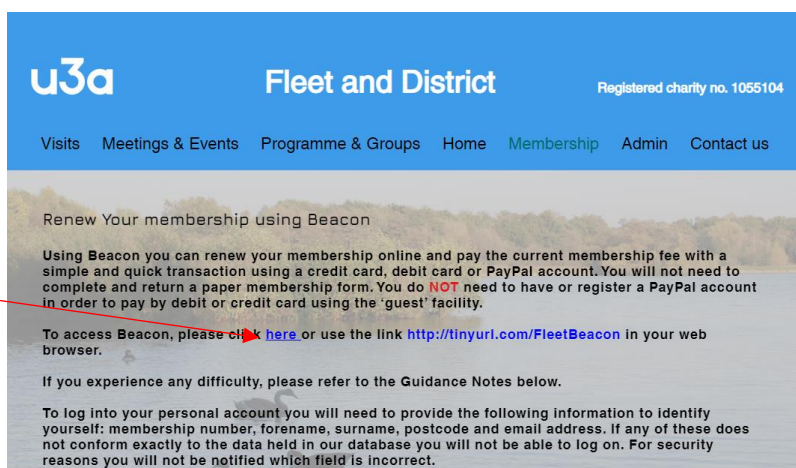


You will then have the option to 'Renew Your Membership'.

This is also where you can update your own information, i.e. change of address, email account, telephone, etc.



Click on the access to Beacon link



How to Renew your Membership On Line

This takes you onto the Beacon database.

If you have already registered for the simplified login to Beacon using your email address and a password you have created then you can skip straight to the **Login with Email and Password** section below.

If you have not already registered for the new simplified login you will need to login with 5 pieces of information called 'membership details'. If you wish to view a video of this process go to <https://www.youtube.com/watch?v=hyL8kayX5hA> in your browser. If you share an email address with a partner then this video is especially helpful on how that works, please watch the video before moving on.

When you have reached the Beacon login page ignore the email and password fields and click on the blue 'Sign in with membership details'

u3a Fleet and District
Beacon

[Return to Fleet and District u3a website](#)

Fleet and District u3a Members Portal

Please identify yourself

E-mail

Password

[Forgotten password](#)

If you have not created a password for your membership account please use the link below where you will be able to set up a password to log in.
[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

Enquiries: memsec@fleetu3a.org.uk or contact the Membership Secretary

Help

Sign in with membership details

Enter the information requested, please note the following when entering the data:

Membership Number	-	3 or 4 digits
Forename	-	(leading Capital)
Surname	-	(leading Capital)
Postcode	-	(must be all upper case with only one space between sections)
E-mail	-	(<u>must be all lower case</u> , if working on an iPad or phone please watch out that it doesn't give you a leading capital <u>which would not be valid</u>)

PLEASE NOTE THAT YOU MUST **TYPE** IN EVERYTHING - DO NOT USE THE SELF-POPULATING FACILITY. If you use the self-populating facility the system may not recognise you and you will be taken back to the beginning again.

You will then be logged into Beacon and if you have an email address registered with Fleet U3A you will be asked to create a password. Then you will then be emailed a verification email, please follow the instructions in that email which you must respond to within one hour. Please check your email system spam folder if the email does not appear within a few minutes.

After responding to that verification email you can login to Beacon whenever you wish with your email address and whatever password you created.

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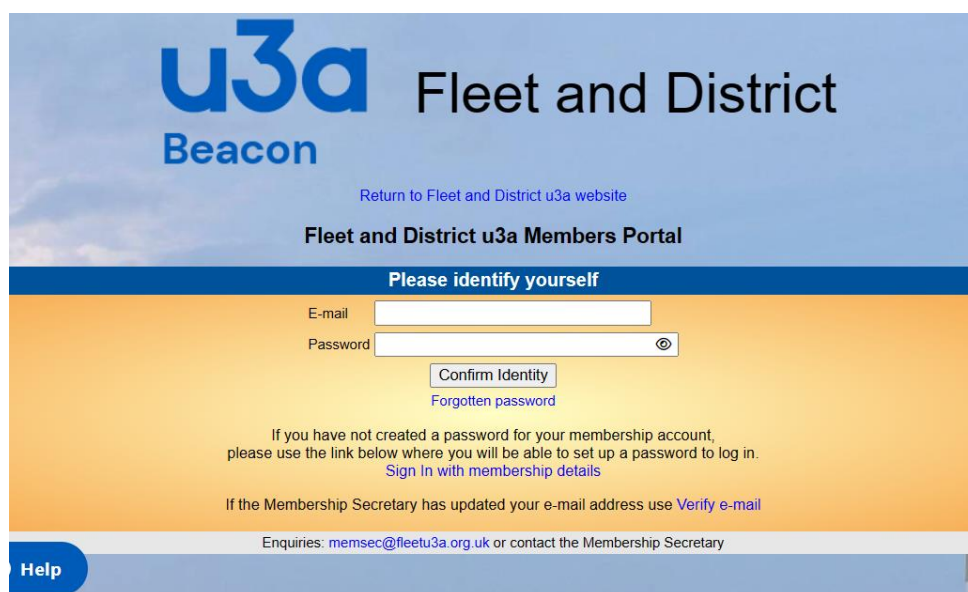
If you have a problem logging into Beacon with the 5 pieces of information, it is likely that something you are entering does not correspond exactly with the data that was originally transcribed into the database from your paper membership form by our volunteers. For security reasons the system does not tell you which field does not agree, but blanks all the fields for you to try again or says 'not found'.

We have had instances where, for example, one postcode character was incorrect, or the email address was slightly wrong in our membership database, or you may have changed your email address since you joined the U3A.

In any of these circumstances then what you are entering will not correspond with the data we hold, so the system will not let you in for obvious reasons. After three attempts at entering your data and the Beacon system still not letting you in, it is very likely there is some mismatch in data. In this case you should send an email to memsec@fleetu3a.org.uk with your name and membership number so we can investigate and respond to you by email.

Having successfully created a password and having responded to the verification email Beacon sends, going forward you will login to Beacon using your email address and the password you have chosen.

LOGIN WITH EMAIL AND PASSWORD

The screenshot shows the login interface for the Fleet and District u3a Beacon Members Portal. At the top, the 'u3a Beacon' logo is on the left, and 'Fleet and District' is on the right. Below the logo is a link 'Return to Fleet and District u3a website'. The main heading is 'Fleet and District u3a Members Portal'. A blue bar contains the text 'Please identify yourself'. Below this, there are input fields for 'E-mail' and 'Password'. A 'Confirm Identity' button is positioned below the password field, with a 'Forgotten password' link underneath it. Further down, there is a message: 'If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.' followed by a 'Sign In with membership details' link. Below that, it says 'If the Membership Secretary has updated your e-mail address use Verify e-mail' with a corresponding link. At the bottom, there is an 'Enquiries: memsec@fleetu3a.org.uk or contact the Membership Secretary' line and a 'Help' button in a blue circle.

Enter your registered email address and the password you created, then click on '**Confirm Identity**'.

Once logged into Beacon you can 'Renew your Membership'. Please note that if you are both UK taxpayers then it is very financially beneficial to Fleet U3A if you and your partner **renew your membership separately**. This is because we can only Claim for each individual who renews, under HMRC rules we cannot claim Gift Aid for another member if you renew on their behalf.

Remember a partner can Sign in to Beacon with their own details and renew their membership separately. This is true even if they share an email address.

Please see the video <https://www.youtube.com/watch?v=hyL8kayX5hA> on how this works if you share an email address.

How to Renew your Membership On Line

Please help to keep our membership fees down by ticking on the box to allow Fleet U3A to claim Gift Aid on your subscription If you are an eligible UK taxpayer. See section below...

This page is purely for information and lets you know how much your subscription for the coming academic year will be.

If you wish to go ahead, just press the 'Make Payment' button

Fleet and District U3A Membership Renewal

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

Payment

Your membership class is Individual

Renewal fee is £14.00

☒ Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

Amount to pay: £14.00

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

Make Payment

payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Fleet and District U3A to confirm renewal

This is the confirmation page.

Press the 'Continue to PayPal to complete payment' button

NB : PayPal is the banking facility Fleet u3a uses to collect your money. You do not need a Paypal account, you can use the 'Guest' facility on the Paypal website.

u3a Beacon Fleet and District

U3A Membership Renewal

Continue with payment

You are about to pay £14.00

Continue to PayPal to complete payment

You will then reach the payment page where you can opt to either pay via PayPal (if you already have a PayPal account) **or** pay via debit or credit card.

Please note that you do not need to have a PayPal account and one will not be created when you choose the card payment option.

Password

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card

Cancel and return to FLEET AND DISTRICT BRANCH OF THE UNIVERSITY OF THE THIRD AGE

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**IT IS IMPORTANT TO NOTE
THAT YOU WILL RECEIVE BY EMAIL AN ELECTRONIC COPY OF YOUR MEMBERSHIP CARD
AT THE SAME TIME AS YOUR RECEIPT FOR YOUR RENEWAL PAYMENT**

**A PRINTED MEMBERSHIP CARD WILL BE SENT TO YOU AT A LATER DATE
TOGETHER WITH YOUR FLEET U3A PROGRAMME**

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