

# Yate and Sodbury District Members Portal User Guide

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Note: Click on page number to go to topic.

## 1 Introduction

### Registering for a new Member's portal account.

The first time that you use the Members Portal you will need to register for a new Members Portal account. **You will need to do this before you can renew your membership online. – see section 4.**

**Note: You do not have to have a PayPal account to pay online. When renewing membership. If you wish to pay by Debit or Credit card when you reach the PayPal page scroll down to the bottom and select 'Pay as Guest'.**

**The following is based on the standard User Guide, use the [supplied links](#) to access more help if needed.**

## 2 About the Members Portal

If you are a u3a member you can access the **Members Portal** where you can see information about your u3a's Interest Groups view, or update your contact details or renew your membership online.

The first time that you access the Portal you will need to register for an account as described in section 4 below. This is a one-off requirement – thereafter signing in to the Members Portal is by entering your email address and a password only.

### 3 Signing-in to the Portal (also Renew Membership)

Use this link to access the Members Portal sign-in page

<https://u3abeacon.org.uk/u3aportal.php?u3a=71&sc=AQIU>

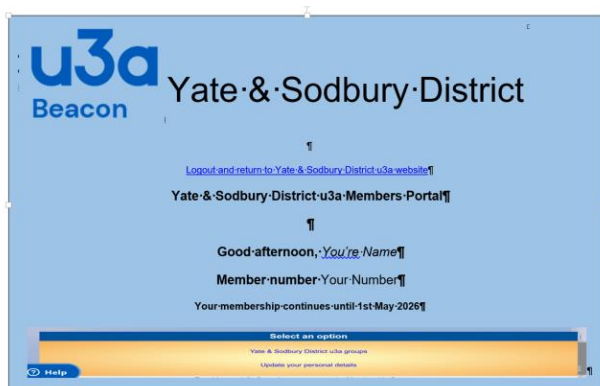
Instructions if you have already registered for a Portal account:

*Note: if you have been set up on Beacon as a user (i.e. Group Leaders) the system may populate the login details with your Beacon sign in details, ignore these and enter your email address and portal password.*

1. Enter your email address and press **Confirm Identity**:



2. Enter your password and press **Confirm Identity**:



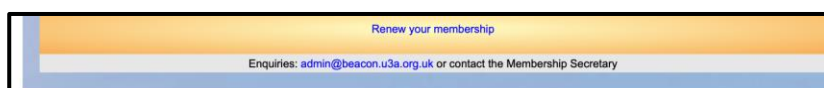
**NOTE: This is a sample screen, if you are renewing your membership, an option to 'Renew your membership' will be displayed, select this option**

After signing in you will be able to do the following.

- View information about all of our u3a's Interest Groups, it indicates those groups that you are a member.
- View and update your Personal Details, as described in section 4
- Renew and pay for your Membership, A separate user Guide is available –

[How-to-renew Membership Online](#)

During the membership renewal period the screen will show the option below until you renew your membership.

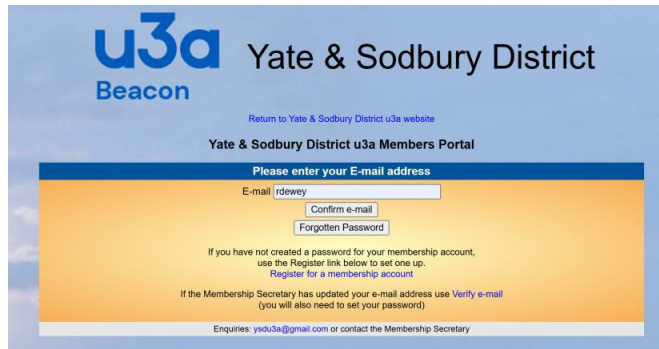


## 4 Registering to use the Portal

The first time that you use the Members Portal you will need to register for a new Members Portal account.

Do not enter an address or password initially. Click Register for a membership account. The first time you access the Portal you will need to register as follows:

1. Before you start make sure you have your membership number to hand, or contact your Membership Secretary. Use this link  
<https://u3abeacon.org.uk/u3aportal.php?u3a=71&sc=AQIU>
2. Press **Register for a membership account**.



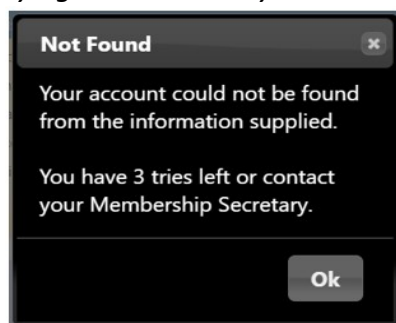
The screenshot shows the 'u3a Beacon Yate & Sodbury District' Members Portal. It features a blue header with the logo and title. Below the header, there is a navigation link 'Return to Yate & Sodbury District u3a website'. The main content area is titled 'Yate & Sodbury District u3a Members Portal' and contains a registration form. The form has a blue header that says 'Please enter your E-mail address'. It includes an 'E-mail' field with the text 'rdewey', a 'Confirm e-mail' button, and a 'Forgotten Password' link. Below the form, there are instructions: '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.' and '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 link for enquiries: 'Enquiries: ysd.u3a@gmail.com or contact the Membership Secretary'.

3. Type in your Membership number, Forename (or Familiar Name), Surname, Post Code and Email Address, then press **Confirm Identity**:



The screenshot shows a registration form titled 'Register for a membership account and password'. It has a blue header and a yellow background. The form contains several input fields: 'Membership number' with the value '666', 'Forename' with 'Bertie', 'Surname' with 'Beast', 'Postcode' with 'DM4 3GH', and 'E-mail' with 'bertie@beast.com'. A red arrow points to the 'Confirm Identity' button. The text 'All fields must be completed' is displayed next to the membership number field. At the bottom, there is a link for enquiries: 'Enquiries: contact the Membership Secretary'.

*Note: The details entered have to exactly match those held by your u3a, otherwise you will be prompted to try again or contact your Membership Secretary:*



The screenshot shows a black dialog box with the title 'Not Found'. The text inside reads: 'Your account could not be found from the information supplied. You have 3 tries left or contact your Membership Secretary.' There is an 'Ok' button at the bottom right.

After correctly entering the required 5 pieces of data you will be asked to create a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character. Enter your password in the 2 boxes and press **Update Account**:

**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 bertie@beast.com

Password

Confirm Password

**Update Account**

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.

4. You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser:

**Members Portal**

**Members Portal sign up successful**

You have been 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 link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

If the email doesn't arrive within a few minutes, check your Spam folder.

*Note: The confirmation email will expire after 1 hour, although you can return to the Members Portal sign-in page and press **Forgotten Password** to request a new confirmation email.*

5. After clicking the link in the email, enter your password and press **Confirm Identity**:

**Please identify yourself**

Password

**Confirm Identity**

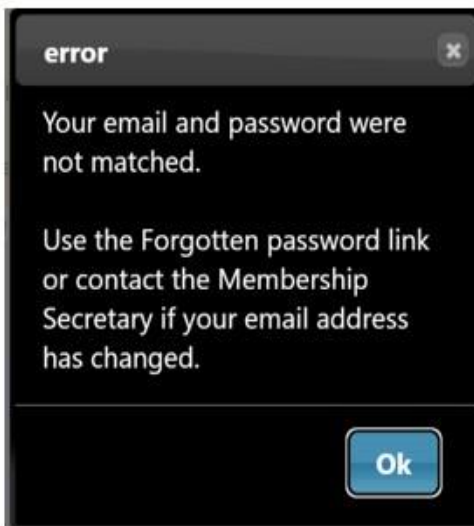
**Forgotten Password**

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](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

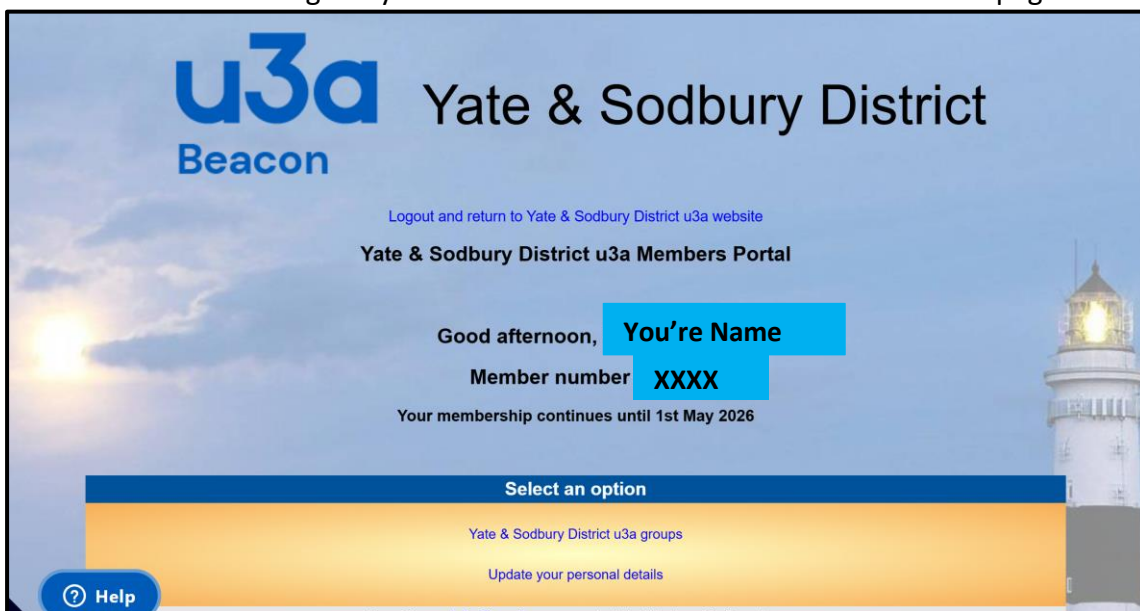
Enquiries: contact the Membership Secretary

If the details that you entered do not match those held on the system, you will be prompted to use the **Forgotten Password** link or to contact our Membership Secretary:



Note that your Membership Secretary can neither see nor set your password.

6. After a successful sign-in you will be taken to the Members Portal Home page.



**NOTE: This is a sample screen, membership continues date will change.**

## 5 Members that share an Email Address & Password

### Shared email address

When 2 members share an email address, the 1st member may register as described in section 2 above. However, when the 2nd member wishes to register, they must click the **Register for a membership account** link rather than pressing the **Confirm Identity** button:



The screenshot shows a web form titled "Please identify yourself" with a blue header. Below the header, there is an "E-mail" field containing "bertie@beast.com". Underneath the field are two buttons: "Confirm Identity" and "Forgotten Password". A red arrow points to a blue link labeled "Register for a membership account". Below this link, there is text: "If you have not created a password for your membership account, use the Register link below to set one up." and "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 grey bar with the text "Enquiries: contact the Membership Secretary".

After that the registration process continues as described in section b) above.

### Shared password

When 2 registered members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list:



The screenshot shows a web form titled "Please identify yourself" with a blue header. Below the header, there is a label "Select member you want to proceed with" followed by a drop-down menu. The menu is open, showing two options: "1272 - Beast, Bertie" (which is highlighted) and "1273 - Beast, Bessie". A red arrow points to the highlighted option. Below the drop-down menu are two buttons: "Confirm Identity" and "Forgotten Password". Below these buttons, there is text: "If you have not created a password for your membership account, use the Register link below to set one up." and "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 grey bar with the text "Enquiries: contact the Membership Secretary".

*Note: it is not good practice to share a password from a security point of view, so it is recommended that members use different passwords when registering to use the Members Portal.*

## 6 Changing your Password

If you forget your password or wish to change it, click **Forgotten Password** on the sign-in page



**Please identify yourself**

E-mail

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](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary

Enter your email address and press **Reset Password**



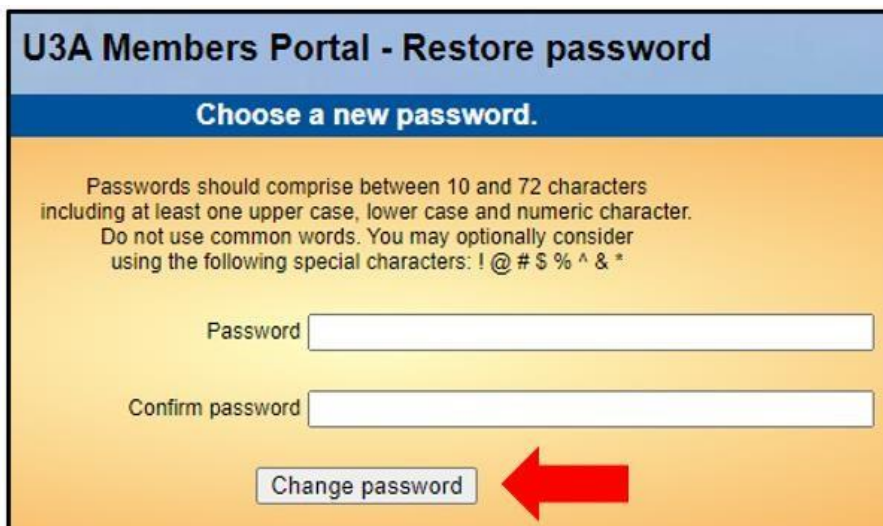
**Reset or change password - Members Portal**

**Please enter your email to continue.**

Email Address

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**



**U3A Members Portal - Restore password**

**Choose a new 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: ! @ # \$ % ^ & \*

Password

Confirm password

## 7 Changing your Email Address

If you wish to change your email address you have 2 options:

- Sign in to the Members Portal using your old email address, select **Update your personal details** and update the email address as described in [10.2.4](#), You will be sent an email with a link you will need to click to verify that you have the correct email address. Your password will remain unchanged, or
- Ask your Membership Secretary to update your details on the system. The next time that you wish to sign in to the Portal you will need to click the **Verify e-mail** link on the sign-in page.

**Demoton u3a Members Portal**

**Please identify yourself**

E-mail

Password

[Confirm Identity](#)

[Forgotten Password](#)

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](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

This will take you to a **Re-set password** screen and you will need to continue as described in section 5 above.