

Yate and Sodbury District Online Renewals User Guide

To renew your membership online via the **Members Portal**.

If you have not registered for the member's portal please refer to the [Members-Portal-User-Guide](#)
Section 4 of that guide will help with this.

Note: this guide details a new system (September 2026) and some details may change.

Signing into the Portal

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**:

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

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

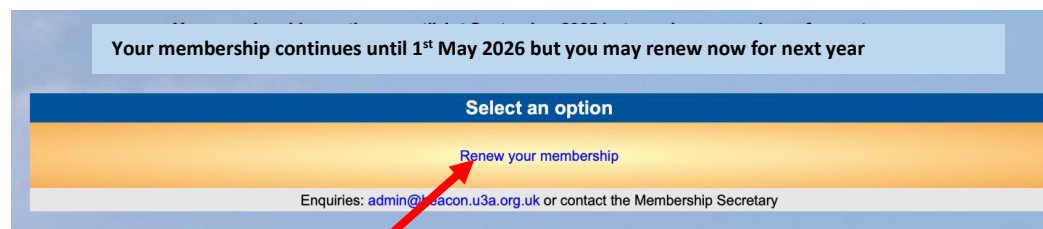
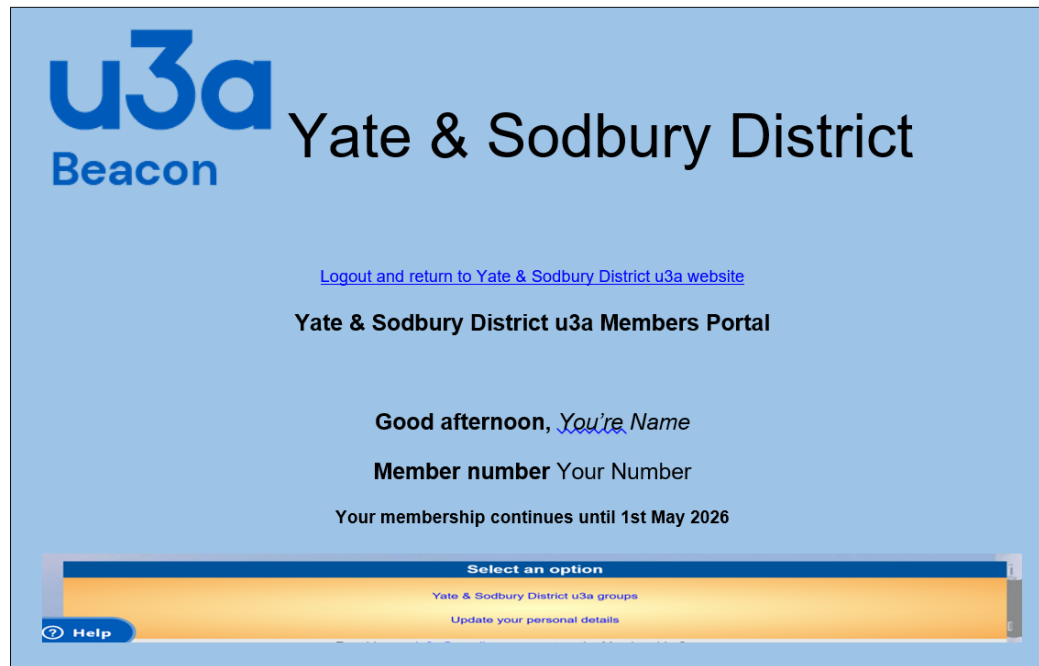
Please identify yourself

Password

If you have not created a password for your membership account, use the Register link below to set one up.
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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 display does not show 'Renew your membership' - You cannot renew your membership. Do not renew in March as membership will only be until the end of April this year. To renew select- Renew your membership.

NOTE: All payments are processed by PayPal, you do not need a PayPal account to renew your membership, you can use your Credit or Debit card.

Renewing Your Membership

1. After Clicking **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year:



u3a Beacon Yate & Sodbury District

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

Yate & Sodbury 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

You have not made a Gift Aid declaration

Are you a UK taxpayer? Through Gift Aid, we can reclaim the tax of 25p for every £1 of your donations and eligible membership subscription.

The membership fee is £1.00 and we can claim Gift Aid on this amount. This pays for membership of this u3a only and does not give you the personal right(s) to use facilities or services provided by this u3a. Some interest groups may incur costs which need to be covered by the members of those groups.

☐ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Yate & Sodbury 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 make payment
You may pay by credit or debit card or use a PayPal account

[Make Payment](#)

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

Problems? ydu3a@gmail.com or contact the Membership Secretary

3. The Payment details you see will depend on the type of membership that you have (above from test system), **you will only see a, b or c**

- a) This is a typical of what you will see if you are an **Individual** member:

The screenshot shows a 'Payment' screen with a blue header. The main content area is orange and contains the following text: 'Your membership class is Individual', 'Renewal fee is £10.00', 'Amount to pay: £10.00', 'Press the button below to proceed to PayPal to make payment', 'You may pay by credit or debit card or use a PayPal account', a 'Make Payment' button, and 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

If Individual Member select > Make Payment and proceed to 4. below.

- b) If another u3a member lives at your address but **not in a Joint membership** with you, you have the option to pay the other member's subscription at the same time:

The screenshot shows a 'Payment' screen with a blue header. The main content area is orange and contains the following text: 'Your membership class is Individual', 'Renewal fee for yourself and Maria Zorro is £20.00', a checked checkbox with the text 'Untick if you do not wish to renew for Maria Zorro', 'Amount to pay: £20.00', 'Press the button below to proceed to PayPal to make payment', 'You may pay by credit or debit card or use a PayPal account', a 'Make Payment' button, and 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

To pay for both select > Make Payment and proceed to 4. below

If you don't wish to pay for the other member, untick the box and the amount to pay will update:

The screenshot shows a 'Payment' page with a blue header. The main content area has an orange background. It states 'Your membership class is Individual'. A red box highlights the text 'Renewal fee for yourself only is £ 10.00'. Below this is a checkbox labeled 'Untick if you do not wish to renew for Maria Zorro'. The 'Amount to pay: £ 10.00' is displayed. Instructions say 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account'. A 'Make Payment' button is present. A footer note states 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Cariton & Gedling U3A to confirm renewal'.

To pay for yourself only select > Make Payment and proceed to 4. below

c) If you are in a **Joint** membership category you can only renew and pay the total fee for both members

The screenshot shows a 'Payment' page with a blue header. The main content area has an orange background. It states 'Your membership class is System Tester Joint'. The text 'Renewal fee for yourself and Maria Zorro is £20.00' is displayed. Below this is a note: 'If you only wish to renew for yourself, you must contact the membership secretary'. The 'Amount to pay: £20.00' is shown. Instructions say 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account'. A 'Make Payment' button is present. A footer note states 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Cariton & Gedling U3A to confirm renewal'.

If you don't wish to pay the Joint member fee you will need to contact the [Membership Secretary](#) to change your membership to Individual – then you could then repeat this procedure or ask to pay by other means.

To pay for Joint membership select > Make Payment and proceed to 4. Below

4. Select your payment option – to complete your payment.

The screenshot shows a web page for 'u3a Yate & Sodbury District Beacon'. At the top left is the 'u3a Beacon' logo. To its right is the text 'Yate & Sodbury District'. Below the logo is a link: 'Return to Yate & Sodbury District u3a website'. The main heading is 'Complete Your Renewal Payment'. Below this is a yellow box containing the text: 'You are about to pay for:', 'Membership renewal', 'Amount to pay:', and '£ 1.00'. Below the yellow box is a blue 'PayPal' logo. Below the PayPal logo is a dark grey button with a card icon and the text 'Debit or Credit Card'. Below the button is the text 'Powered by PayPal'. At the bottom of the page, there is a small grey box with the text: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Yate & Sodbury District u3a to confirm your renewal. Problems or Enquiries?: ysdu3a@gmail.com'.

If you have PayPal account or would like to open one to pay > Select PayPal

- If you have a PayPal account please use it as we pay less commission with this option.

If you prefer to use your Credit or Debit Card > Select Debit or Credit Card.

If you did not select a box in the Gift Aid section you will be prompted to do so:

The screenshot shows a small black pop-up window titled 'Gift Aid'. Inside the window, the text reads: 'Please complete the Gift Aid declaration (tick one box)'. At the bottom right of the window is a blue button with the text 'Ok'.

Display may be different?

Debit or Credit Card - Selected

The screenshot shows a payment interface for Yate & Sodbury District u3a Beacon. At the top, there's a link to return to the website. The main heading is 'Complete Your Renewal Payment'. Below this, a summary box states 'You are about to pay for: Membership renewal' with an 'Amount to pay: £ 1.00'. A dark button labeled 'Debit or Credit Card' is present. The form fields include a 'Card number' field with a red warning icon, a 'Required Expires' field, a 'Security code' field, a 'Billing address' section with a UK flag icon, and individual fields for 'First name', 'Last name', 'Postcode', 'Mobile +44', and 'Email'. A disclaimer about PayPal terms and privacy is shown. A large blue button at the bottom says 'Pay £1.00'. The footer notes that a receipt and confirmation email will be sent after payment, with a contact email 'ysdu3a@gmail.com' for problems or enquiries.

u3a Yate & Sodbury District
Beacon

[Return to Yate & Sodbury District u3a website](#)

Complete Your Renewal Payment

You are about to pay for:

Membership renewal

Amount to pay:

£ 1.00

Debit or Credit Card

Card number

Required Expires

Security code

Billing address

First name

Last name

Postcode

Mobile +44

Email

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

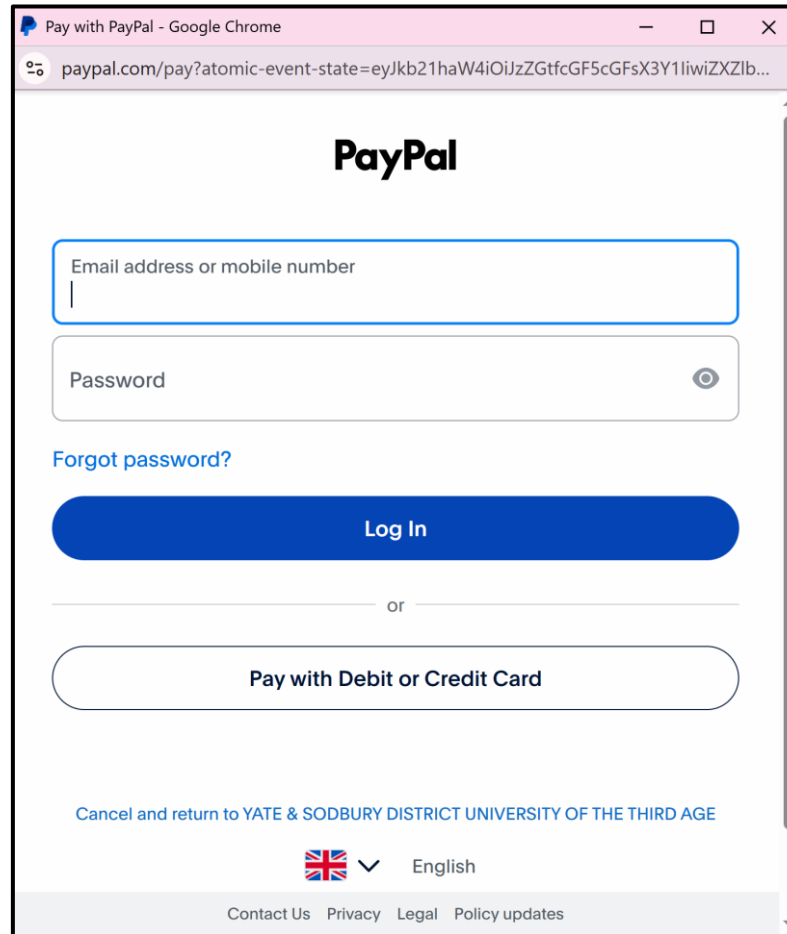
Pay £1.00

Powered by **PayPal**

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Yate & Sodbury District u3a to confirm your renewal
Problems or Enquiries?: ysdu3a@gmail.com

Complete all fields in the form and then **Pay £10** (£20 if Joint selected)

PayPal - Selected



The screenshot shows a Google Chrome browser window titled "Pay with PayPal - Google Chrome". The address bar displays the URL: `paypal.com/pay?atomic-event-state=eyJkb21haW4iOiJzZGtfcGF5cGFsX3Y1IiwiaXZlbi...`. The main content area features the PayPal logo at the top. Below the logo is a login form with two input fields: "Email address or mobile number" and "Password". The "Password" field includes a toggle icon for visibility. A link for "Forgot password?" is positioned below the password field. A prominent blue "Log In" button is centered below the form. Below the button is a horizontal separator with the word "or" in the middle. Underneath the separator is a button labeled "Pay with Debit or Credit Card". At the bottom of the form area, there is a link that reads "Cancel and return to YATE & SODBURY DISTRICT UNIVERSITY OF THE THIRD AGE". The footer of the page includes a language selector showing the UK flag and the word "English", followed by links for "Contact Us", "Privacy", "Legal", and "Policy updates".

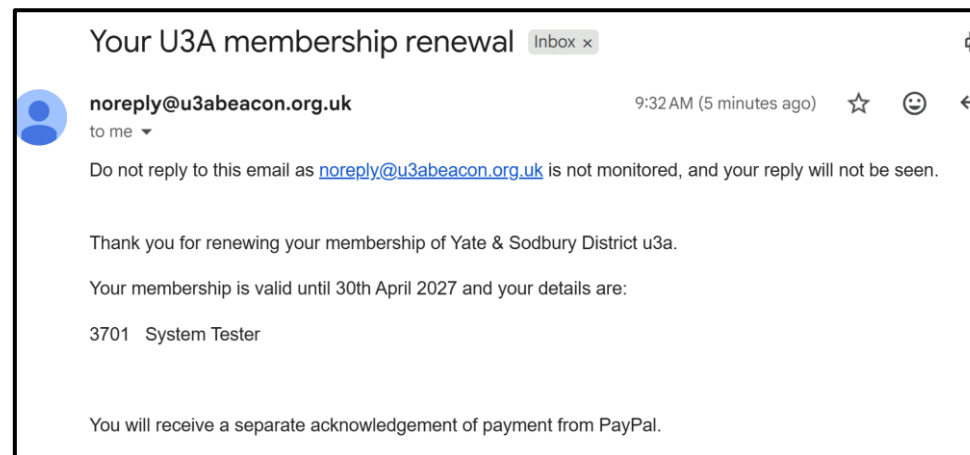
Complete all fields in the form and then **Log into your PayPal account and pay.**

The form does give an option to pay with Debit or Credit Card, but this option is not recommended as you should have selected the other option.

You will see this thank you message.



You will then get two emails



This and example of the email from u3a