

Chapter 2 – LOGIN AS A MEMBER

Contents

A. Members Login	1
B. Carlton & Gedling U3A Groups.....	3
C. Carlton & Gedling U3A Calendar	5
C1 Your own Personal Calendar	5
C2 Download the Calendar	6
D. Update Personal Details.....	7
E. Renew Your Membership.....	8
F. Revision Log	8

Before using this document, please check the [U3A Beacon](#) page in the website to confirm that this is the latest version (the date of the last update is shown in the footer of each page).

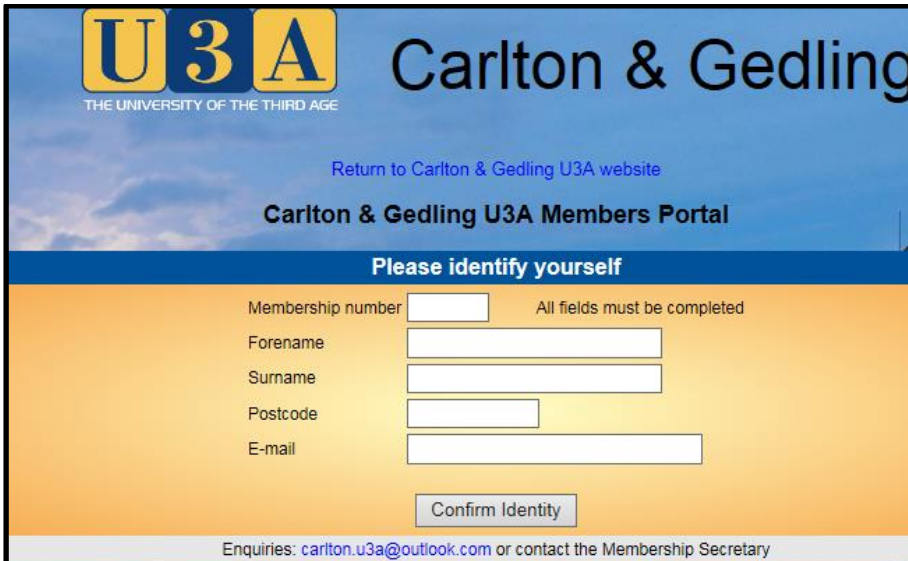
A. Members Login

Members of Carlton and Gedling U3A can log in to the **Members Portal** to see information about Interest Groups and Meetings that only Carlton & Gedling members can view.

You can also add yourself to Groups, update your personal details, add your photo and print off personalised Calendars for the Groups that you belong to. New for 2019 is the option to renew and pay for your membership online.

[Click here to go to the Members Portal](#)

(There is also a link on the [U3A Beacon page](#) in the C&G U3A website).



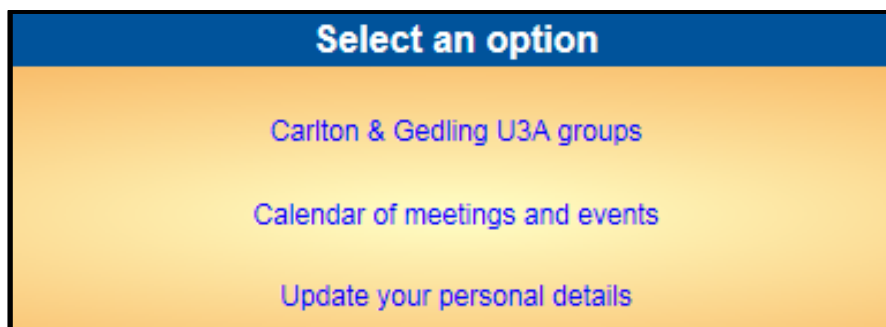
The screenshot shows the login page for the Carlton & Gedling U3A Members Portal. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. To the right is the text 'Carlton & Gedling'. Below this is a link 'Return to Carlton & Gedling U3A website'. The main heading is 'Carlton & Gedling U3A Members Portal'. Below this is a blue bar with the text 'Please identify yourself'. The form contains five input fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. To the right of the 'Membership number' field is the text 'All fields must be completed'. Below the input fields is a 'Confirm Identity' button. At the bottom of the page is the text 'Enquiries: carlton.u3a@outlook.com or contact the Membership Secretary'.

Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**.

- *Note: if you can't remember your membership number, it is shown on your Membership Card.*
- *Forename and Surname are case sensitive and have to be entered exactly the same as on your Membership Card (which is generally all lower case except the first letter in upper case). The Post Code and email fields are not case sensitive.*
- *Beware of using predictive text or 'copy & paste' to complete your name – it may insert a blank space after your name which will make the login fail.*

After logging in you will see the [Select an option](#) screen where there are usually 3 choices available:

- Carlton & Gedling U3A Groups (see section B)
- Calendar of Meetings & Events (see section C)
- Update your Personal Details (see section D)



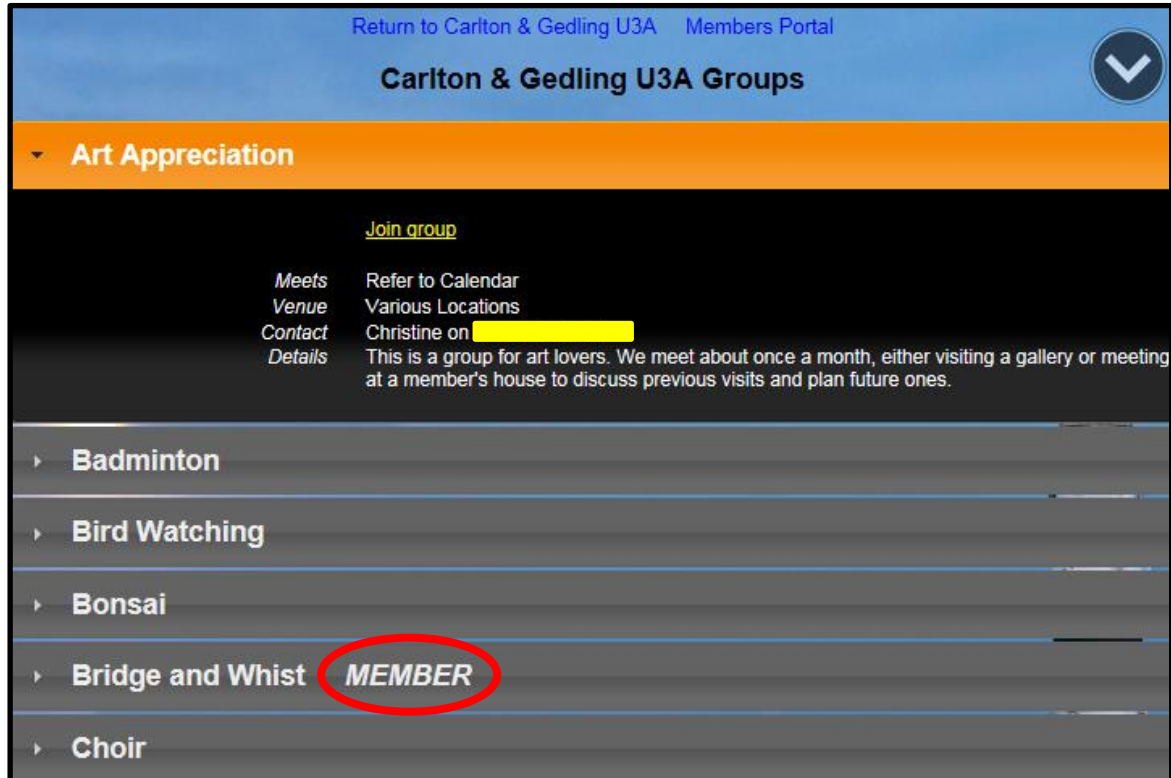
From early April you will also see an option to [Renew Membership](#). This will remain there until your membership has been renewed (see section E).

B. Carlton & Gedling U3A Groups

Here you can view details about all the Interest Groups.

The information displayed here is more detailed than that on the public Beacon web pages.

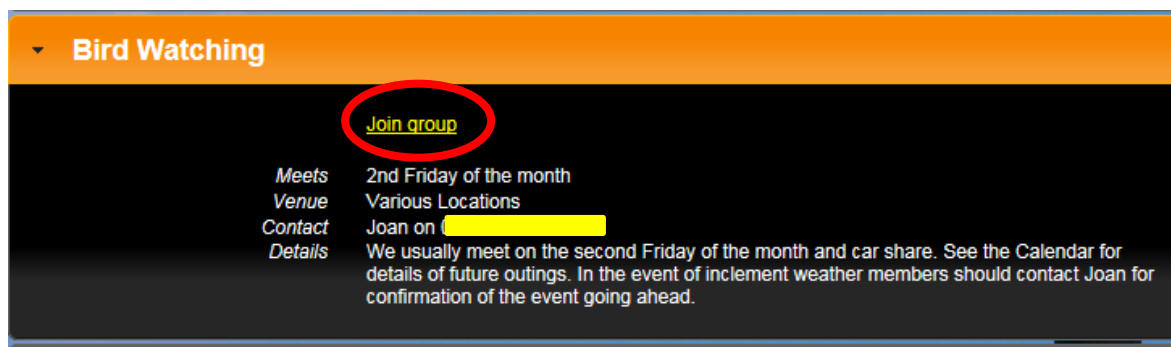
1. Click **Carlton & Gedling U3A groups** from the [Select an option](#) page.
2. This will take you to a screen showing a list of Interest Groups:-



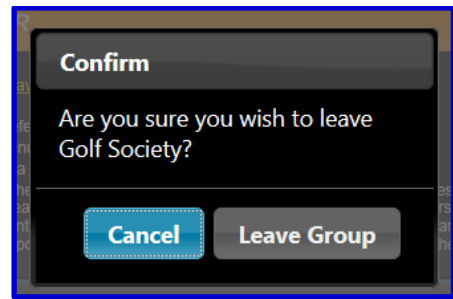
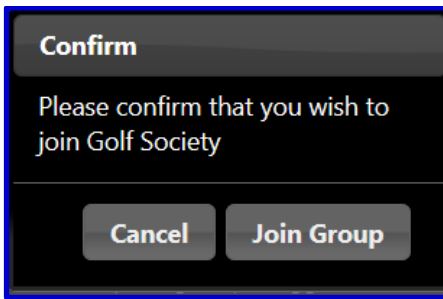
3. Groups that you belong to are indicated **MEMBER**.

Note: All Carlton & Gedling U3A members are members of the General Meeting, Theatre and Trips & Visits Groups.

4. Click on any Group to view additional information about the Group
5. You can add yourself to a Group or remove yourself from a Group by clicking the yellow underlined text.



6. You will be prompted to confirm the operation.



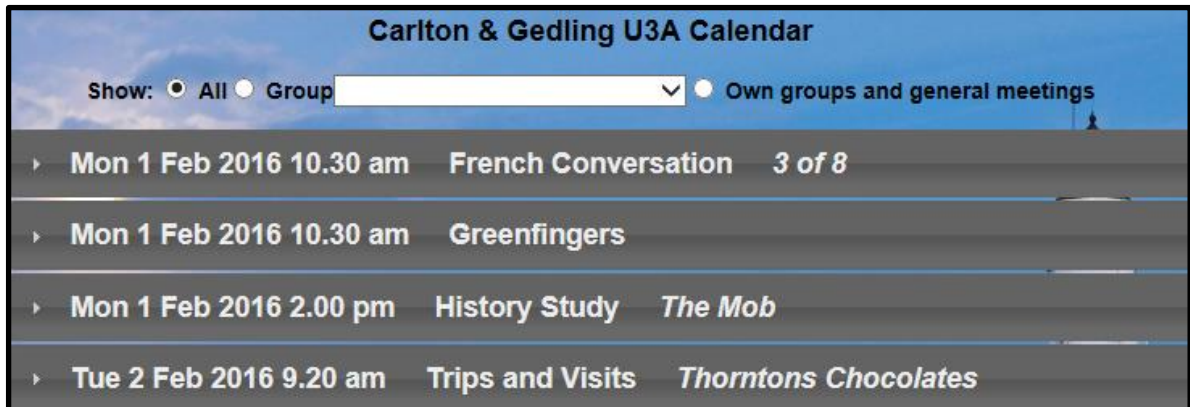
You may need to scroll downwards to see the *Join* & *Leave* prompts. After adding yourself to a Group or leaving a Group, the Group Convenor will be notified by email.

7. Click **Members Portal** to return to the *Select an Option* page.

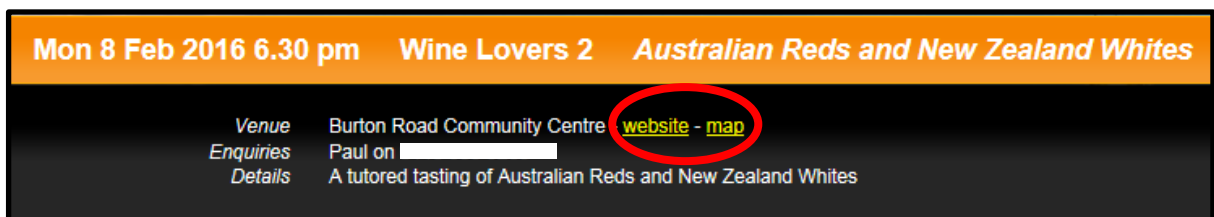
C. Carlton & Gedling U3A Calendar

Here you can view a Calendar of meetings and events. The information displayed here is more detailed than that on the public Beacon web pages.

1. Click **Calendar of meetings and events** from the [Select an Option](#) page.
2. This will take you to a page showing the full calendar:-



3. Click on any Calendar entry to view additional details about the event.



Yellow links can be clicked to open a map of the venue or the website.

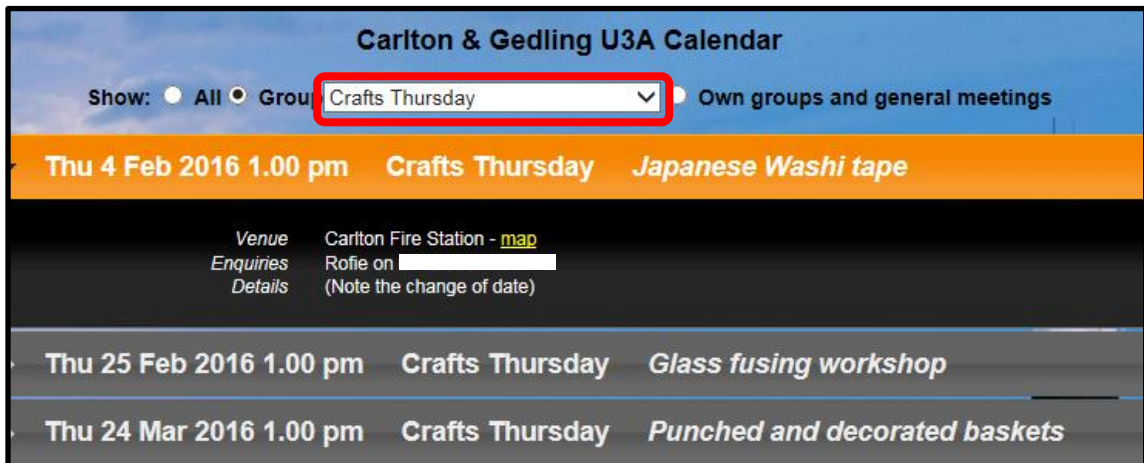
C1 Your own Personal Calendar

The Calendar can be personalised in a number of ways:

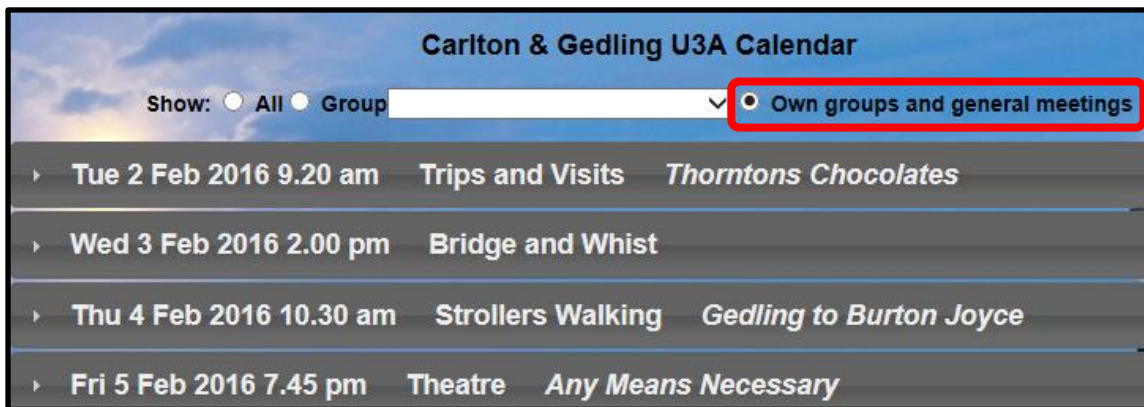
- Selecting **Show: All** displays every Calendar entry.



- Selecting a specific **Group** from the drop-down list displays just the Calendar entries for that Group.



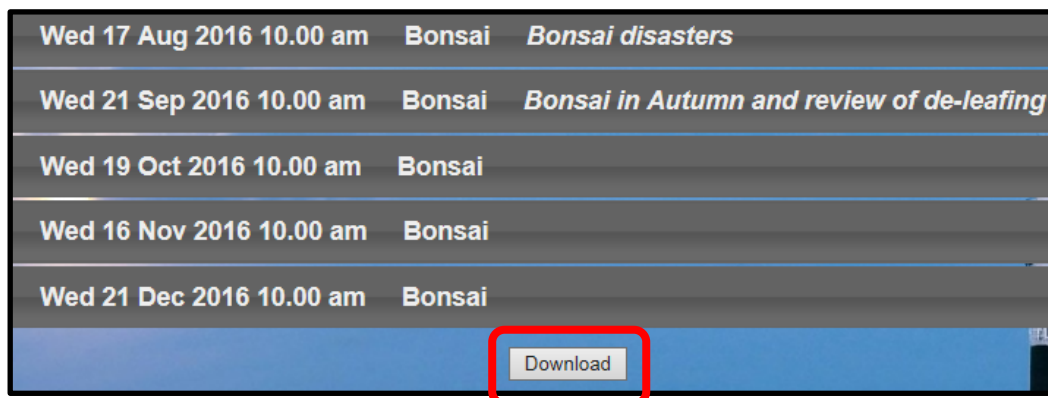
- Selecting **Own groups and general meetings** displays just the Groups that you belong to, plus any 'Open meetings' such as one-off Social Events.



4. Click **Members Portal** to return to the [Select an Option](#) page.

C2 Download the Calendar

When viewing any version of the Calendar, pressing the **Download** button below the table opens a pdf file with details about the meetings that you had displayed on screen.



D. Update Personal Details

1. To update your personal details click **Update your personal details** from the [Select an Option](#) page to open the following page:

The screenshot shows a web form titled "About Yourself" with three main sections: "About Yourself", "Where You Live", and "Security Question".

About Yourself

Name: Title (Mr), Forenames (redacted), Surname (redacted), Known as (redacted), Suffix (redacted), Initials (GN), Gender (Male selected, Female, Unkn), Mobile (redacted), E-mail (redacted).

Photo: Upload photo (optional) with a "Browse..." button. Supported formats: jpg, png, gif, bmp. Max size 2MB.

Where You Live

Address: No/Name (redacted), Street/Building (redacted), Additional lines (Carlton), Town (Nottingham), County (redacted), Postcode (redacted).

Telephone: (redacted)

Security Question

You may answer the default question, or change it to something else and answer that. The answer must be something you can reproduce exactly but which is unlikely to be known to anyone else.

Question: (redacted) Answer: (redacted)

Update Personal Details

2. You may update the following details about yourself:

- Title, Forename & Surname
- Known as (e.g. William may be known as Bill). Your *known as* name (if supplied) will be printed on your membership card instead of your Forename.
- Initials, Mobile phone number and email address
- Emergency Contact – the name and phone number of a friend or relative (make sure that you have permission to share their details).
- There is also the option of uploading your photo which will then appear on your membership card and on any membership lists that the Convenors print off.

Note: although not compulsory to have your photo stored on the system; you are encouraged to do so. It makes it easier for the Committee and Group Convenors to put a name to a face. Photos should ideally be slightly taller than they are wide. If they are too tall the photo will obscure some of the text on the Membership Card – photos about 1000 wide by 1100 tall (or a similar ratio of dimensions) work well.

3. You may update the following details about where you live:

- House Number/Name & Street
- Additional line (e.g. Gedling, Carlton, etc.)
- Town (unlikely to change from Nottingham)
- County (not required, unless you live outside Nottinghamshire)

4. There is an option to answer the Security question (your first school) or change it to something else – something that is unknown by most other people.

5. After making any alterations, press **Update Personal Details**.

6. Click **Members Portal** to return to the [Select an Option](#) page.

E. Renew Your Membership

If you are a current member of Carlton & Gedling U3A or your membership has been lapsed for less than 12 months, you are able to renew and pay for your membership online via the Members Portal, as long as you don't wish to change your membership type.

You may renew your membership from 8 weeks before the start of a new membership year (i.e. from 6th April) as described in Chapter 12.

F. Revision Log

Rev.	Date	Section	Changes
v4	2016-02-12	All	General Update
v5	2016-02-18	B E	Note about 'add to group' not working removed. Notes about photos added.
v6	2016-02-21	A	Note about how to find your membership number added.
v7	2016-02-26	All	Minor changes
v8	2016-03-10	All	Minor changes
v9	2016-03-14	B, C	References to the monthly General Meetings, Coffee Mornings, New Members Meetings & Luncheon Club being classified as 'open meetings' removed.
v10	2016-05-23	A	Notes updated.
v11	2017-01-30	All	Title changed and minor changes to text.
v12	2018-01-04	A E	Notes about case sensitive fields updated. 'Renew your membership' section added.
v13	2018-01-16	E	'Renew your membership' section updated
v14	2018-03-30	A E	Log-in section updated 'Renew your membership' section updated
v15	2019-01-18	All	References to online renewals updated.