

IPad Guidance to Complete Chiswell Green

U3A Membership Form Online

1). Finding and Opening the Membership Application Form (Online Fill)

Go to the Chiswell Green Website Welcome Page and tap on the 'Join Us' tab. You will see two links; click on the Online Fill form. The form will open up on your iPad tablet.

The iPad requires you to save the form on the iPad so it can be opened in 'Edit' mode to fill it in but it will save you printing the form and, if you use BACS transfer, posting the form and cheque back.

Tap on the 'Share' icon (box with arrow) next to the three dots at the top right of the screen by the webpage address. A drop-down menu will appear, tap on 'Save to Files'. Another menu will appear with save options. Select your usual file or just "On my iPad" then tap 'Save' on the top right of the box.

Go back to your 'Home' screen and tap onto the Blue Folder icon in the icon strip along the bottom to open up your saved files. You should then see a small picture of the membership form. Tap on the picture to open the form in 'Edit' mode.

2). Filling in the Membership Application Form

Tapping onto the membership Form's first box (U3a Member 1: First Name) will activate the flashing cursor and the iPad Keyboard will appear. You can then use the keyboard to type in your First name. When finished that, tap into the Surname box. The Keyboard may disappear and the form may jump but don't worry, just scroll back if necessary and tap on the surname box again to activate that box and bring back the keyboard. Type in your Surname.

You may have to scroll the screen upwards to get to the Address blocks but the process is the same. Tap into the Address block to activate and get the keyboard so you can type in the address. Just repeat at every block to activate and get the keyboard back to type in.

3). Emailing the Membership Application Form

When you have finished and read the clauses on page two, scroll back to the top of the form or just tap on the white space of the form to show a title strip that shows the word "Done" in blue on the screen top left. It will also show on the right a magnifying glass , a circle with a pointy thing (which is a drawing tool) and the 'Share' icon (a square box with an arrow).

Click on the Share icon. A drop-down menu will appear headed by the Membership form title, select the blue and white envelope 'Mail' icon from the menu's icon strip.

A blank draft email message form will open up with your completed membership form shown as an attached icon in the body of the message. Fill in the Membership Secretary's email address (it is on the form), the subject and a brief message. When complete, tap on the blue arrow at top right of your screen to send off your email.

That's it done. If you have any questions, let us know and we will do our best to help.

Jackie Lintern, Chiswell Green U3A Membership Secretary.