

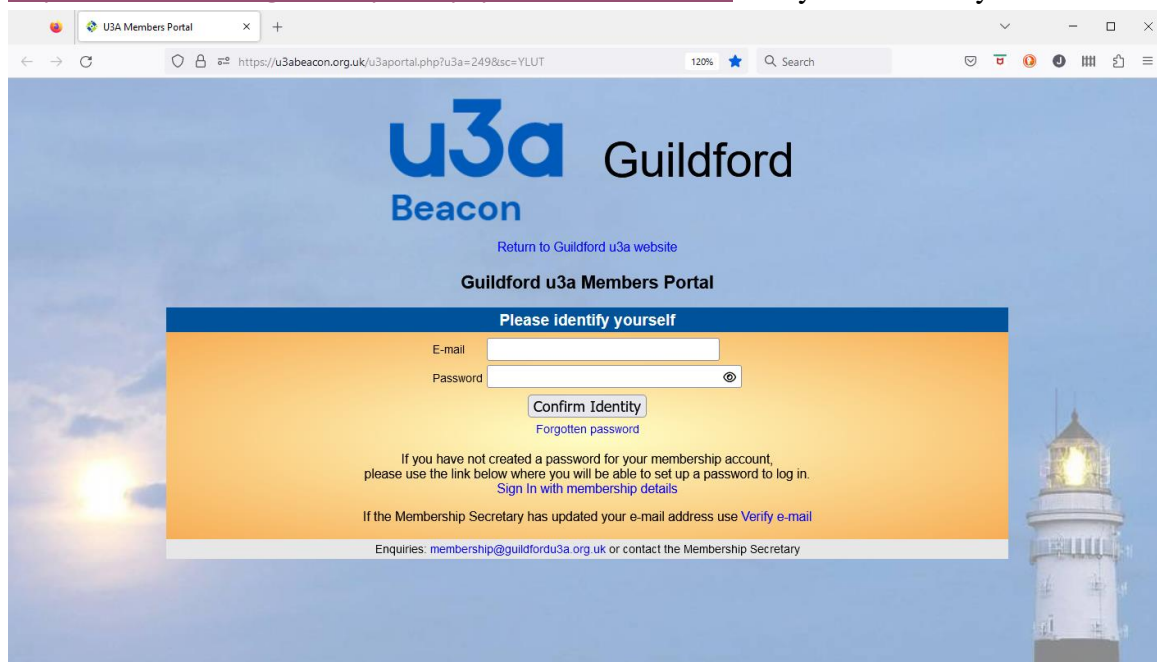
## **Guildford Area u3a Members Portal**

Like many u3as, Guildford Area u3a uses a web-based “customer relations management system” provided by the Third Age Trust. This securely holds a database of members details and helps the membership secretary handle joinings and renewals, and also helps group leaders run their groups. This system is called **Beacon**. Those of you who renew your membership online by credit card via PayPal (who have unfortunately become rather too greedy) will have encountered the “**Members Portal**” into Beacon which is open to all members. (Not to be confused with the Beacon login page for committee members and group leaders.) The functionality of this portal has been increased and it is now potentially of interest to all members. The Members Portal is at <https://u3abeacon.org.uk/u3aportal.php?u3a=249&sc=YLUT> and allows you to

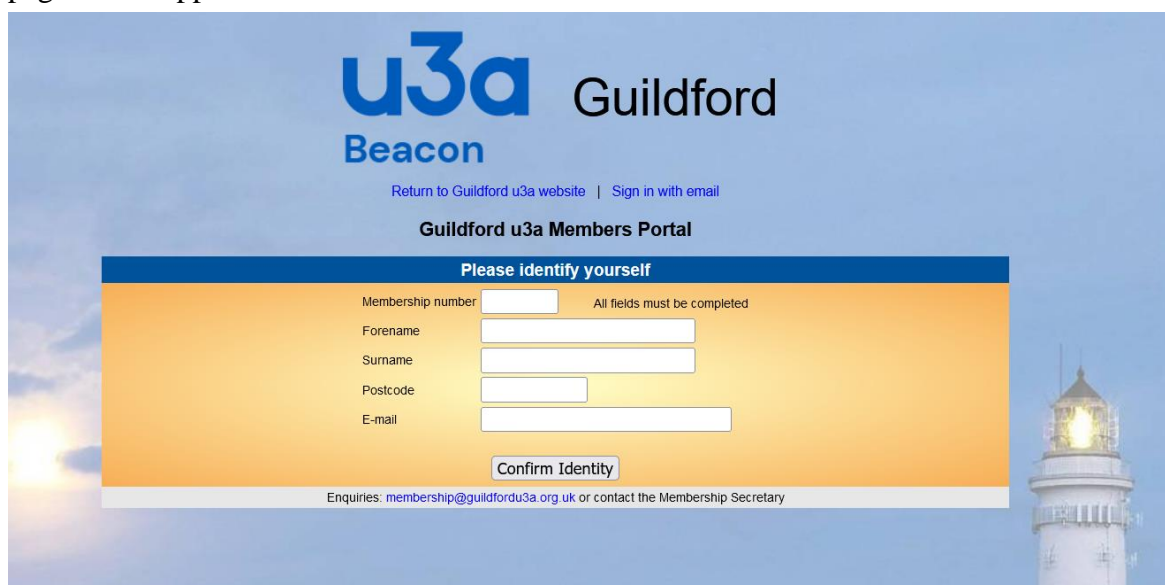
- Renew your membership, paying by credit/debit card
- View the list of Guildford Area u3a groups and their details, and in some cases, to join the group.
- Update your personal details as stored in the Beacon database. (For example, if you change your mobile number, or move house.)

Recently the means of accessing the Members Portal was made simpler: you can identify yourself by a combination of your email address and a password of your own choosing. (Note that members who share an email address are distinguished by having different passwords.) Having pasted

<https://u3abeacon.org.uk/u3aportal.php?u3a=249&sc=YLUT> into your browser you will see this page:

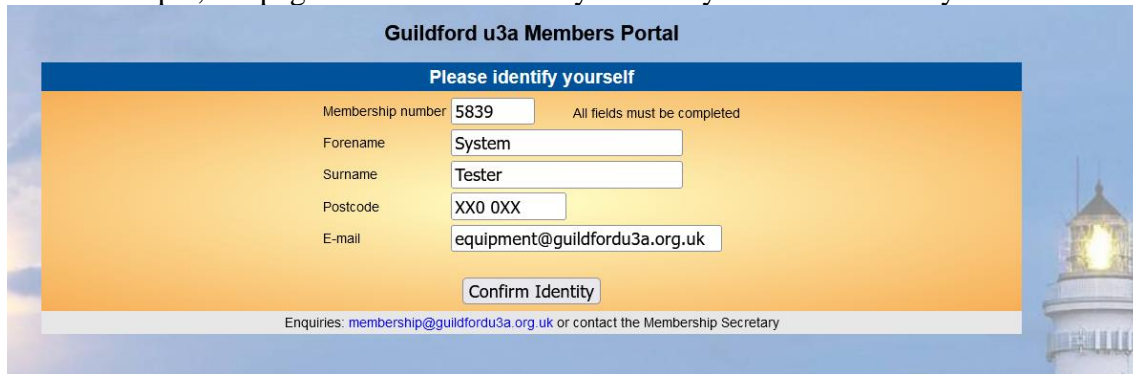


If it's your first visit since the access method was changed, you need to set up your email address and password as a means of confirming your identity. So you select “[Sign in with membership details](#)” and the page below appears:



Your membership number is written on your membership card and will be in email sent to you by the membership secretary. As a last resort, ask Sue Watson ([membership@guildfordu3a.org.uk](mailto:membership@guildfordu3a.org.uk))

As an example, the page is shown filled in by a dummy member called System Tester.



**Guildford u3a Members Portal**

**Please identify yourself**

Membership number:  All fields must be completed

Forename:

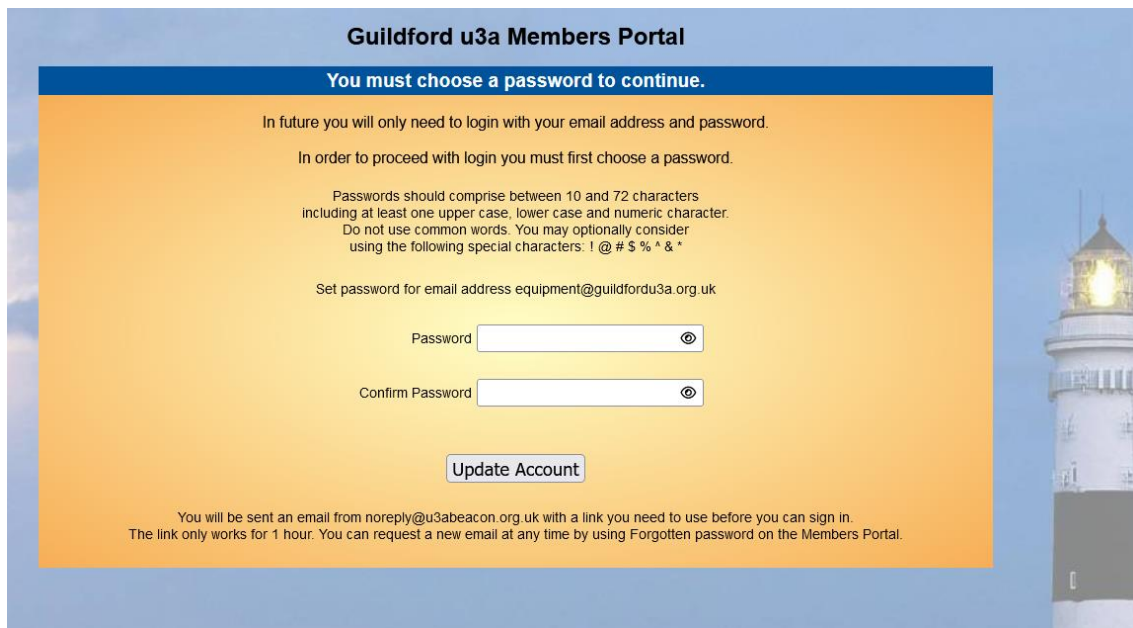
Surname:

Postcode:

E-mail:

Enquiries: [membership@guildfordu3a.org.uk](mailto:membership@guildfordu3a.org.uk) or contact the Membership Secretary

After “Confirm Identity” has been pressed, you have to choose your password. It’s probably wise to keep a discreet note of this somewhere secure, and of course most browsers will remember it for you. (But beware members who share an email address *and* a computer/login!)



**Guildford u3a Members Portal**

**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: ! @ # \$ % ^ & \*

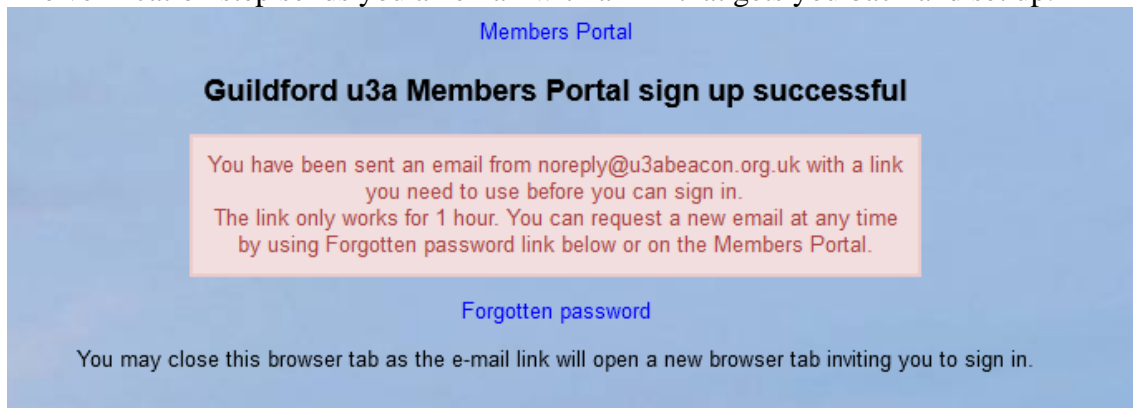
Set password for email address [equipment@guildfordu3a.org.uk](mailto:equipment@guildfordu3a.org.uk)

Password:

Confirm Password:

You will be sent an email from [noreply@u3abeacon.org.uk](mailto: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.

The verification step sends you an email with a link that gets you back and set up.



**Members Portal**

**Guildford u3a Members Portal sign up successful**

You have been sent an email from [noreply@u3abeacon.org.uk](mailto: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.

**From:** [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) [mailto:[noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk)]  
**Sent:** 09 May 2023 21:53  
**To:** [equipment@guildfordu3a.org.uk](mailto:equipment@guildfordu3a.org.uk)  
**Subject:** Guildford u3a Beacon password confirmation

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) is not monitored, and your reply will not be seen. Unreal, you have just registered for the Members Portal of Guildford u3a. Your email address needs confirmation. Please confirm using this link:  
[https://prod.u3abeacon.stagely.uk/u3aportal\\_verify\\_email.php?token=aa54e2b482&u3a=249&sc=YLUT&mkey=178963](https://prod.u3abeacon.stagely.uk/u3aportal_verify_email.php?token=aa54e2b482&u3a=249&sc=YLUT&mkey=178963)  
If you still experience difficulty, please contact your system administrator.

Note “Unreal” happens to be the familiar name of System Tester.

You can then login using just your email address and password – all this palaver is once only.

[Return to Guildford u3a website](#)

### Guildford u3a Members Portal

Your email address has been verified. You can now use it to login to the members portal.

#### Please identify yourself

E-mail   
Password

[Confirm Identity](#)

[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: [membership@guildfordu3a.org.uk](mailto:membership@guildfordu3a.org.uk) or contact the Membership Secretary

Once you are logged in, you have three options:

[Logout and return to Guildford u3a website](#)

### Guildford u3a Members Portal

Good afternoon, Unreal Tester

Your membership continues until 1st September 2023 but may be renewed now for next year

#### Select an option

[Renew your membership](#)

[Guildford u3a groups](#)

[Update your personal details](#)

Enquiries: [membership@guildfordu3a.org.uk](mailto:membership@guildfordu3a.org.uk) or contact the Membership Secretary

## Option 1: Renew your Membership

This is the credit card renewal option. (But we would rather you used direct transfer.) Note that System Tester pays a lower fee because he isn't a real person.

[Return to Guildford u3a website](#) [Members Portal](#)

### Guildford 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

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Guildford u3a reclaims on your subscription and donations in a tax year.

- I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Guildford 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 proceed to PayPal 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 Guildford U3A to confirm renewal

Problems?: [membership@guildfordu3a.org.uk](mailto:membership@guildfordu3a.org.uk) or contact the Membership Secretary

## Option 2: Group Information

Since the Members Portal is only accessible to members, the group information includes contact information that we cannot put on our website at <https://guildfordu3a.org.uk> which is visible to the wicked world. Venue information includes a link to a map. You can scroll down the list and click on any entry to expand it to show the group details.

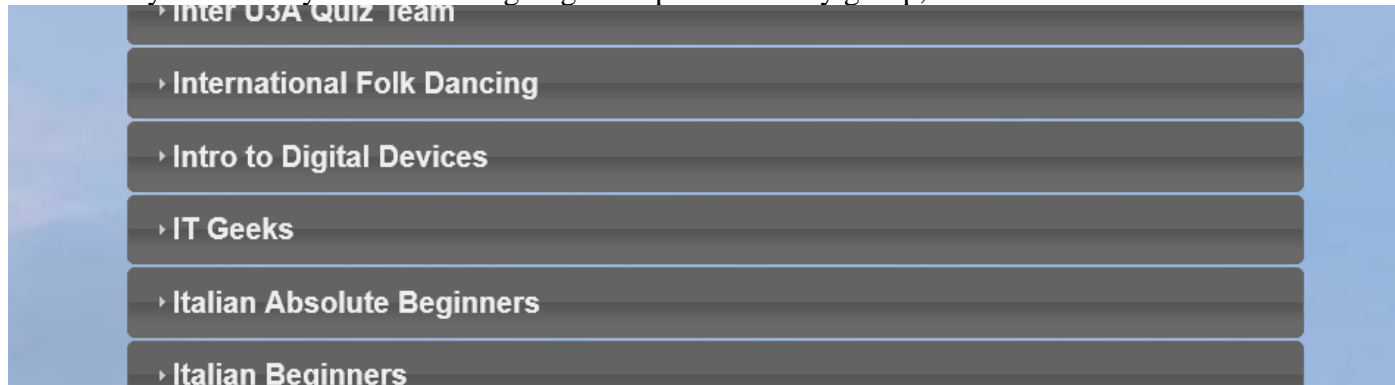
**u3a Beacon** Guildford

[Return to Guildford u3a](#) [Members Portal](#)

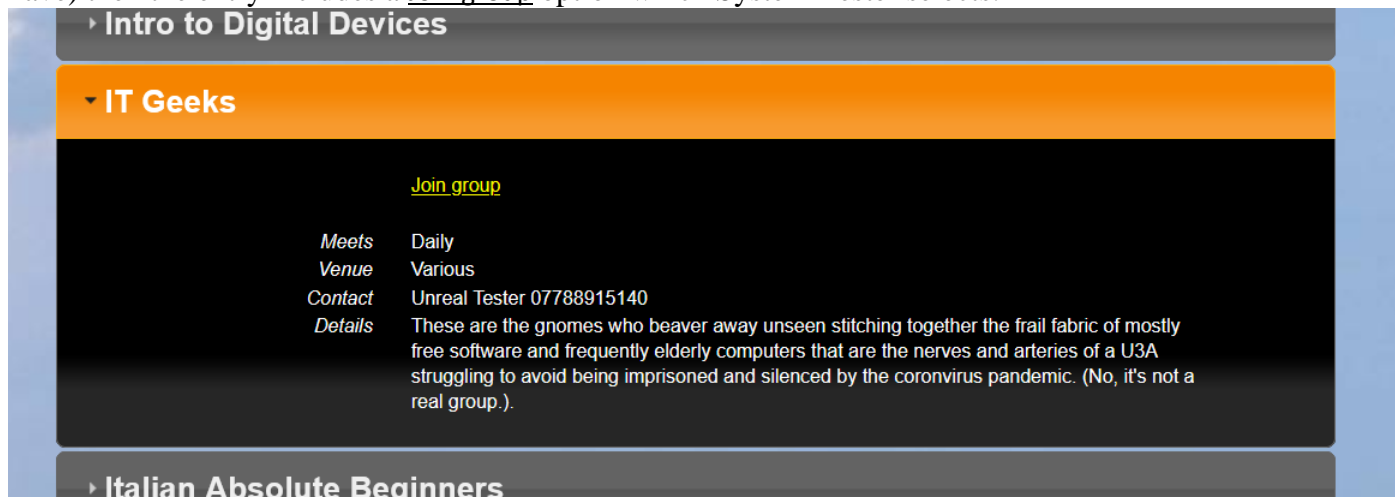
### Guildford u3a Groups

- ▾ Allotment Gardening
  - Meets* Weekly, Wednesdays, 10.00-12.00
  - Venue* Lido Allotments, Guildford - [map](#)
  - Contact* Vicky Russell 07946947975
  - Details* A practical gardening group growing a wide selection of vegetables, herbs, soft fruit and flowers to share. You don't need to be an experienced gardener as group members share their knowledge and experience, but you do need to be mobile with some basic level of fitness to join in activities. Vicky 01483 830 884 (Mob 079 4694 7975) onsiteenglish@yahoo.co.uk Dates: Sep 7, 14, 21, 28; Oct 5, 12, 19, 26; Mar 1, 8, 15, 22, 29; Apr 5, 12, 19, 26; May 3, 10, 17, 24, 31; Jun 7, 14, 21, 28
- ▾ Annual General Meeting
- ▾ Arundel Waiting List
- ▾ Astronomy and Space Science
- ▾ Backgammon
- ▾ Badminton
- ▾ Book and Dining Club
- ▾ Book Choice 1
- ▾ Book Choice 2
- ▾ Book Choice 3
- ▾ Book Choice 4
- ▾ Book Lovers
- ▾ Boules 1
- ▾ Boules 1 Waiting List
- ▾ Boules 2
- ▾ Bridge (Beginners & Social)
- ▾ Bridge Intermediate Class
- ▾ Bridge Supervised Intermediate

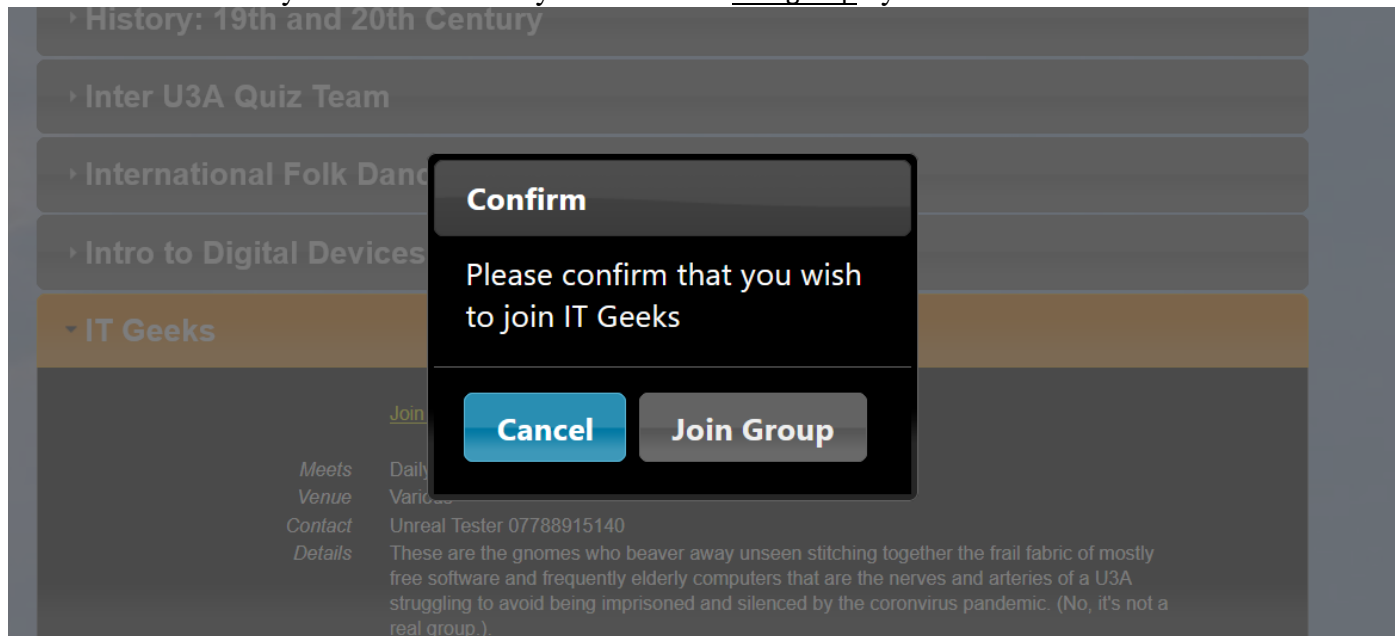
Our dummy member System Tester is going to inspect a dummy group, *IT Geeks*.



Here is a new feature: *if* the group leader has ticked his “Allow members to join on-line” box (which so far few have) then the entry includes a Join group option which System Tester selects:



You have to confirm your choice in case you clicked on Join group by mistake -

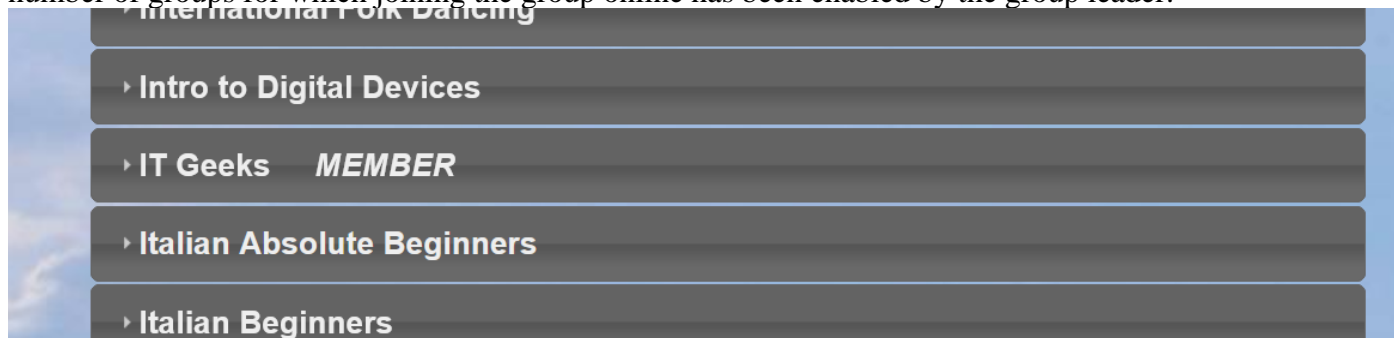


The group leader then receives a message that the member has joined his group:

**From:** noreply@u3abeacon.org.uk [mailto:noreply@u3abeacon.org.uk]  
**Sent:** 09 May 2023 22:16  
**To:** Justin Jackson <justingjackson@hotmail.com>  
**Subject:** Guildford u3a: Member joined IT Geeks

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) is not monitored, and your reply will not be seen. System Tester has applied online to join the group and has been added as a group member by Beacon IT Geeks

If you are a member of a group, then *MEMBER* is shown on its entry; but this only works for the as yet small number of groups for which joining the group online has been enabled by the group leader.



### Option 3: Update your personal details

This option presents a form on which you can change or expand your entry in the membership database. This includes changing the password and, with a verification step, changing the email address.

“If you change your email address 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.”

A screenshot of the 'Update Personal Details' form. The form is divided into three main sections: 'About Yourself', 'Where You Live', and 'Update Password'.  
- **About Yourself:** Fields for Name (Title: Mr, Forenames: System, Surname: Tester), Known as (Unreal), Suffix, Initials (S), Gender (Male selected), Mobile, E-mail (equipment@guildfordu3a.org.uk), Emergency contact, Previous Occupation, Will help with, Additional Information, and Photo (Browse... No file selected).  
- **Where You Live:** Fields for Address (No/Name: 1, Street/Building: Nowhere), Additional lines, Town (Virtualtown), County (Surrey), Postcode (XX0 0XX), and Telephone.  
- **Update Password:** Fields for Password and Confirm Password.  
A 'Help' button is located at the bottom left. A note at the bottom states: 'If you change your email address 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.'

Remarkably, if a pair of members sharing an email address choose to also share the password – not recommended – then Beacon resolves the ambiguity by presenting a little drop-down list from which the user can select his or her name.

All Beacon pages include, near the bottom left, a help button which is really useful.

More information, for those interested, is at -

- <https://u3abeacon.zendesk.com/hc/en-gb>
- <https://u3abeacon.zendesk.com/hc/en-gb/articles/360007368138-10-2-Members-Portal>

Finally, a caveat:

**Beacon system service will occur on the first Tuesday of each month at 10.30am and could be unavailable for up to 30 minutes. This will mean that you should plan not to be in Beacon at 10.30am on the first Tuesday in the month. If you are, you may lose unsaved work.**