

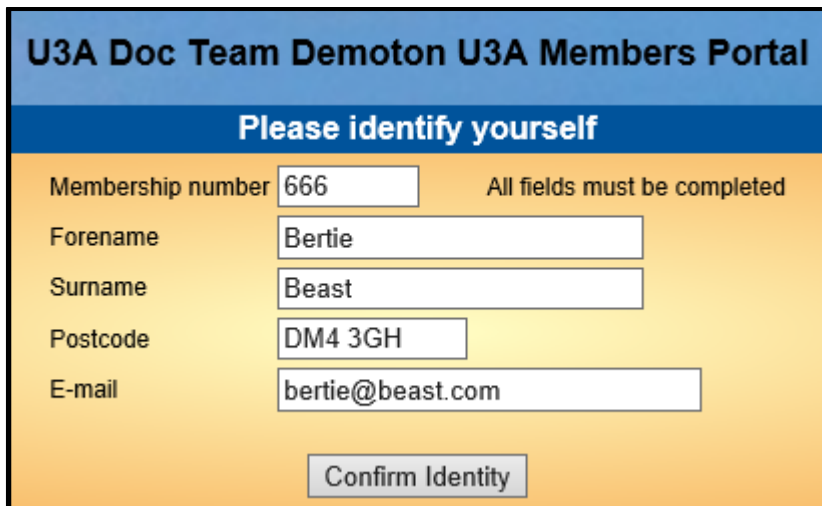
If you are a **Current** U3A member you can log in to the **Members Portal** to see information about your U3A's Interest Groups and Meetings that only members can view (as long as your U3A has enabled this feature).

You may also be able to do the following:

- Add or remove yourself to/from Groups
- Update your personal details
- Upload your photo (to be used on your membership card)
- View and print personalised Calendars for the Groups that you belong to
- Renew and pay for your membership online.

a) Logging on to the Portal

Your U3A should have provided a link to access the log-in page (probably on your U3A website):



The screenshot shows a login form titled "U3A Doc Team Demoton U3A Members Portal". Below the title is a blue header with the text "Please identify yourself". The form has a yellow background and contains the following fields:

Membership number	<input type="text" value="666"/>	All fields must be completed
Forename	<input type="text" value="Bertie"/>	
Surname	<input type="text" value="Beast"/>	
Postcode	<input type="text" value="DM4 3GH"/>	
E-mail	<input type="text" value="bertie@beast.com"/>	

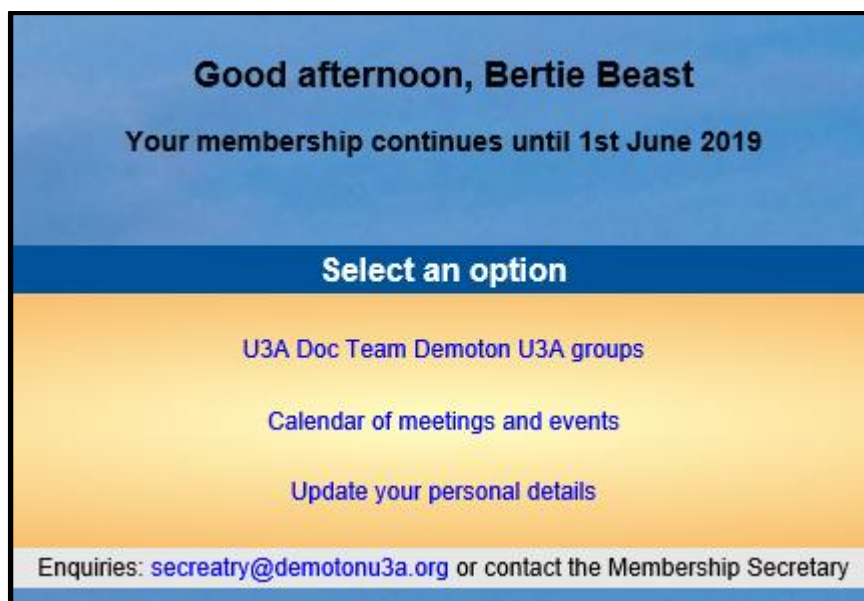
At the bottom of the form is a button labeled "Confirm Identity".

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

- 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 log-in fail.
- If you are unable to log in to the Members Portal, it may be due to not having JavaScript enabled in their browser. This can be remedied as described at <https://enable-javascript.com/>

After logging in you will see the **Select an option** screen where there are usually 3 choices available:

- Your U3A Groups (see section b)
- Calendar of Meetings & Events (see section c)
- Update your Personal Details (see section d)



From the time when membership renewals are being accepted you may also see an option to [Renew Membership](#). This will remain there until your membership has been renewed (see section e).

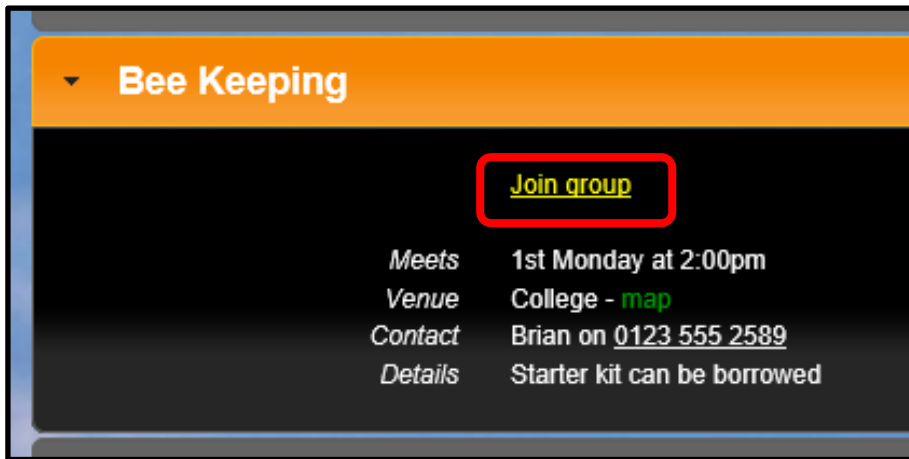
b) Your U3A Groups

Click **Your U3A groups** from the [Select an Option](#) page. The information displayed in this members' Groups List may be more detailed than that on the public Groups List and is personal to you.

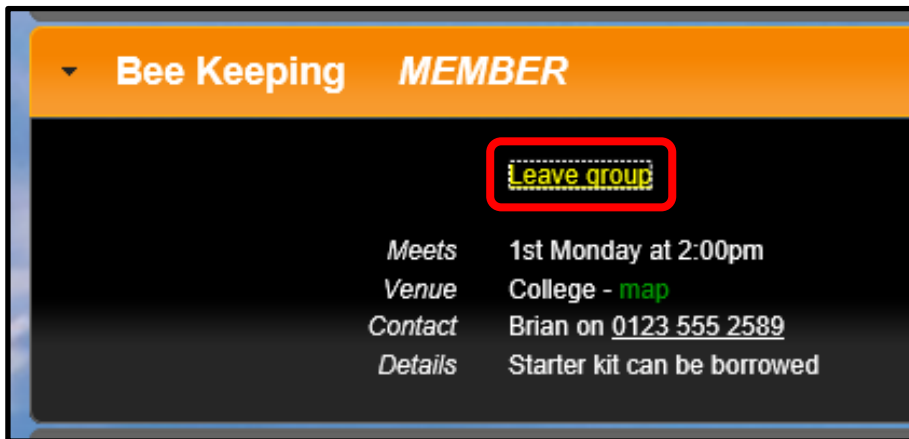
- Click on any Group to view additional information about the Group
- Groups that you belong to are indicated **MEMBER**



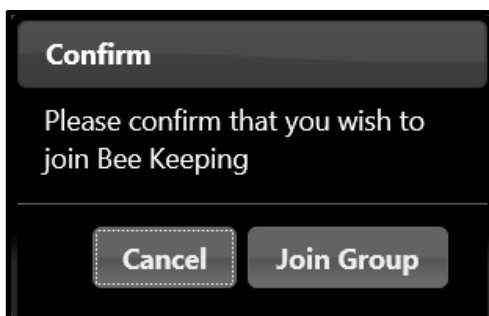
- You can add yourself to a Group by clicking **Join group**



- You can leave a Group by clicking **Leave group**



- When joining or leaving a Group you will be prompted to confirm the operation and the Group Leader will be notified by email.



You may need to scroll downwards to see the **Join & Leave** prompts.

c) Calendar of Meetings and Events

Click **Calendar of meetings and events** from the *Select an Option* page to open a Calendar of meetings from the current date to the end of the year. The information displayed in this Members' Calendar may be more detailed than that on the public Calendar, and is personal to you.

Return to U3A Doc Team Demoton U3A [Members Portal](#)

U3A Doc Team Demoton U3A Calendar

Show: All Group Own groups and general meetings

Wed 13 Mar 2019 11.00 am	Book Group 1	1984 by George Orwell
Thu 14 Mar 2019 10.00 am	Discussion	Brexit
Thu 14 Mar 2019 1.30 pm	Basketball	
Thu 14 Mar 2019 7.00 pm	Rummikub And Canasta	Rummikub this week
Fri 15 Mar 2019 7.00 pm	Open meeting	U3A Quiz
Sun 17 Mar 2019 2.30 pm	Bible Study	
Wed 20 Mar 2019 9.00 am	Trips & Visits	Trip to Harlaxton Manor
Thu 21 Mar 2019 10.30 am	General Meeting	Speaker, Eric Jones: Online security
Thu 21 Mar 2019 7.00 pm	Rummikub And Canasta	Canasta this week
Fri 22 Mar 2019 11.00 am	Book Group 2	Readers choice
Mon 25 Mar 2019 2.00 pm	Family History	

Click on any Calendar entry to view additional details about the event. Some venues have yellow links that can be clicked to open a map of the venue and/or the website.

▼ **Thu 14 Mar 2019 1.30 pm Basketball**

Venue	Leisure Centre website - map
Enquiries	Sammy on 0123 357 8521
Details	More members required - please bring a friend

Creating your own Personal Calendar

You may personalise the Calendar in a number of ways:

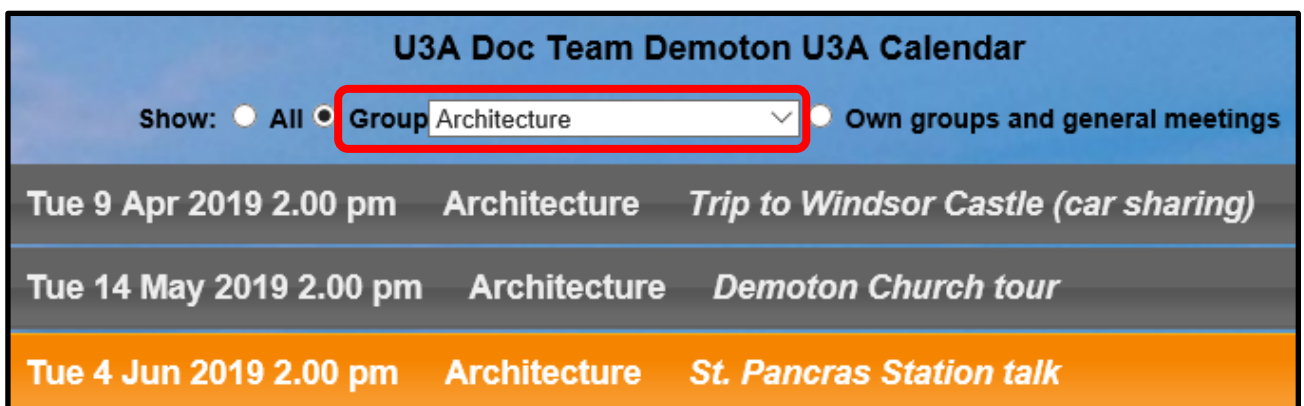
- Selecting **All** displays every Calendar entry:



The screenshot shows the calendar interface with the title "U3A Doc Team Demoton U3A Calendar". Below the title, there is a "Show:" section with three radio buttons: "All" (which is selected and highlighted with a red box), "Group" (with a dropdown menu), and "Own groups and general meetings". Below this, three calendar entries are listed:

Date	Time	Group	Event
Wed 13 Mar 2019	11.00 am	Book Group 1	1984 by George Orwell
Thu 14 Mar 2019	10.00 am	Discussion	Brexit
Thu 14 Mar 2019	1.30 pm	Basketball	


- Selecting a specific **Group** from the drop-down list displays only the entries for that Group:



The screenshot shows the calendar interface with the title "U3A Doc Team Demoton U3A Calendar". Below the title, there is a "Show:" section with three radio buttons: "All", "Group" (with a dropdown menu showing "Architecture" selected and highlighted with a red box), and "Own groups and general meetings". Below this, three calendar entries are listed, all related to the "Architecture" group:

Date	Time	Group	Event
Tue 9 Apr 2019	2.00 pm	Architecture	Trip to Windsor Castle (car sharing)
Tue 14 May 2019	2.00 pm	Architecture	Demoton Church tour
Tue 4 Jun 2019	2.00 pm	Architecture	St. Pancras Station talk

- Selecting the blank space at the top of the drop-down list displays only General/Open Meetings (those not related to a specific Group):



The screenshot shows the calendar interface with the title "U3A Doc Team Demoton U3A Calendar". Below the title, there is a "Show:" section with three radio buttons: "All", "Group" (with a dropdown menu showing a blank space selected and highlighted with a red box), and "Own groups and general meetings". Below this, three calendar entries are listed, all related to "Open meetings":

Date	Time	Group	Event
Fri 15 Mar 2019	7.00 pm	Open meeting	U3A Quiz
Fri 14 Jun 2019	7.00 pm	Open meeting	U3A Quiz
Fri 13 Sep 2019	7.00 pm	Open meeting	U3A Quiz

- Selecting **Own groups and general meetings** displays only the Groups that you belong to, plus any Open meetings.

Downloading the Calendar

When viewing any version of the Calendar, press the **Download** button below the table to open or save a pdf file with details about the meetings that are displayed on screen.

You will be given the choice of **Opening** the file onscreen or **Saving** the file in your default download location (folder). Clicking the arrow next to **Save** gives the option of doing a **Save-as** to a specified location.

U3A Doc Team Demoton U3A Calendar

Wed 13 Mar 2019 11.00 am Book Group 1
1984 by George Orwell
Venue Library
Finishes 1.00 PM
Enquiries 0123 987 6542
Details Copies of the book may be borrowed from the library

Thu 14 Mar 2019 10.00 am Discussion
Brexit
Venue Private House
Finishes 12.00 PM
Enquiries Mike on 0123 321 4569
Details

d) Updating your Personal Details

Click **Update your personal details** from the *Select an Option* page.

The screenshot shows a web form titled 'About Yourself' with three main sections: 'About Yourself', 'Where You Live', and 'Security Question'.
1. **About Yourself**: Fields include Title (Mr), Forenames (Martin), Surname (Barker), Known as (Martin), Suffix, Initials (M), Gender (Male selected), Mobile (0777 111 2345), E-mail (martin@demotonu3a.org), Emergency contact (Hilary Barker on 0707 654 7391), and a checkbox for 'Hide contact details from group leaders'. There is also a field for 'NL Delivery Round' and a 'Photo' section with an 'Upload photo (optional)' button and a 'Browse...' button for file selection (formats: jpg, png, gif, bmp, max size 2MB).
2. **Where You Live**: Fields include No/Name (12), Street/Building (Broad Street), Additional lines (Beeston), Town (Demoton), County, Postcode (DM3 3BJ), and Telephone (0123 568 2244).
3. **Security Question**: A note states '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'. The question field contains 'Your first school' and the answer field is empty. An 'Update Personal Details' button is at the bottom.

You may update the following details about yourself:

- Title, Forename & Surname
- Known as (e.g. William may be known as Bill). This will be printed on your membership card instead of your Forename.
- Suffix: an honour, e.g. MBE
- 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 a box which you can tick if you don't wish to allow the Leader of any Group that you are a member of to see your contact details.
- There is also the option of uploading your photo which will then appear on your next membership card. Photos slightly taller than wide work best, e.g. 1100 x 1000 or a similar ratio (if you are unsure how to re-size a photo, send it to your Beacon Admin or Membership Secretary to upload it for you).

You may update the following details about where you live:

- House Number/Name & Street
- Additional line (for a Village or District name)
- Town
- County (may be blank because a County is not required according to Post office address guidance)

There is an option to change the Security question and answer. These are used if you ever need to request a password reminder. You can keep the default 'your first school' question or change it to something else that is unknown by most other people.

After making any alterations to your details, press **Update Personal Details**.

e) Renewing Your Membership

If you are a current member of your U3A or your membership has been lapsed for less than 12 months, you may be able to renew and pay for your membership online via the Members Portal (see 10.2.1).