

# Perth u3a

## Members Portal guide

### What is the members portal?

The members portal is a website which gives you access to your Perth u3a membership record held in Beacon. Beacon is an online admin system, used by over 500 u3a organisations, including Perth u3a. Members using the portal can access their own membership record only. The portal allows you to:

- find group leaders' phone numbers which are not available on our website
- update your own contact details
- opt into or out of receiving TAM (the free magazine, Third Age Matters)
- renew your membership.

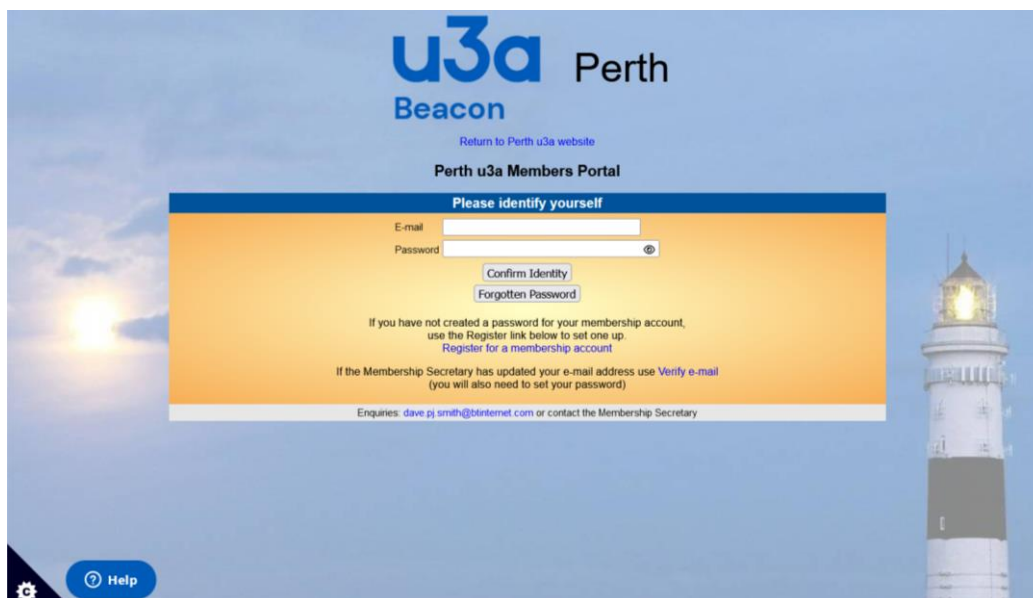
### Finding the Perth u3a members portal

You can:

- click [this link](#)
- go to the Welcome page on the Perth u3a website, and click the members portal link
- click the link in your renewal email
- google 'Perth u3a members portal' or use your usual search engine.

### Logging on

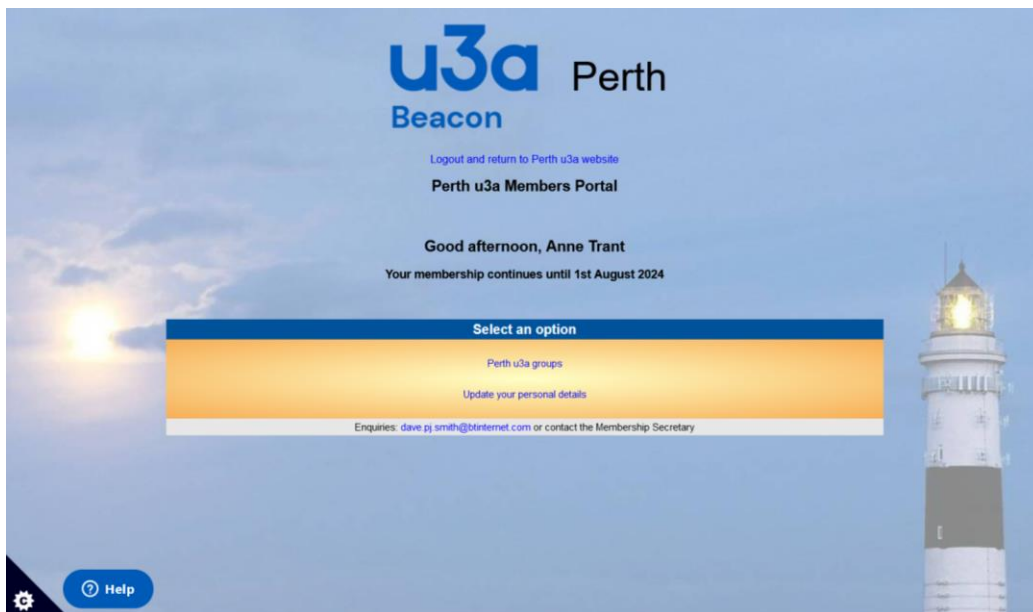
Once you've found the members portal, you'll see this:



Type in your email address and password, then click **Confirm Identity**.

If you haven't logged in since 18 April 2023, you'll first need to log in using five pieces of data about yourself, including your membership number.

When you've logged in, you'll see something like this:

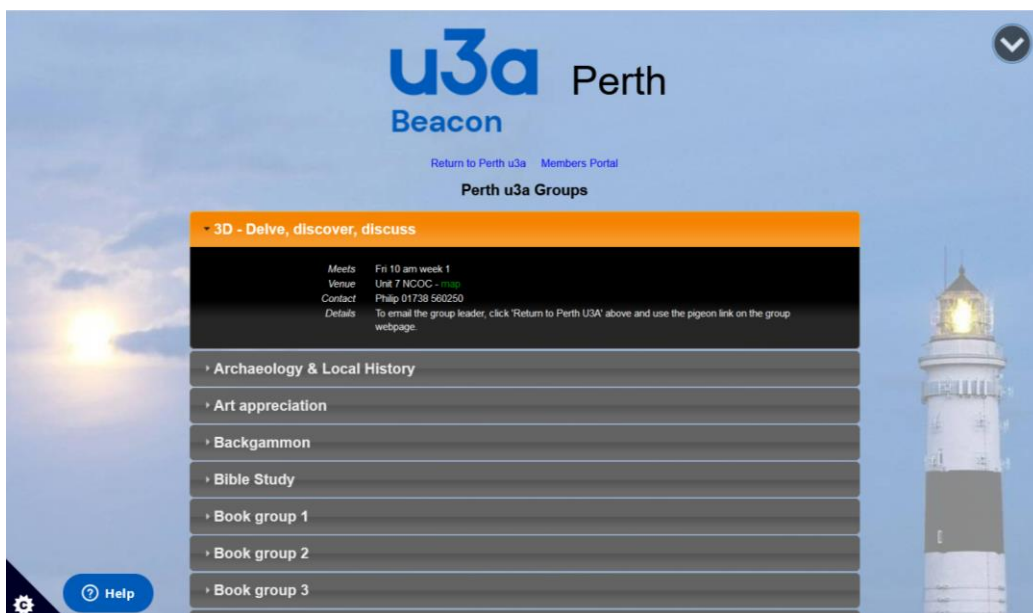


An extra option about renewing your membership appears from 1 August, the start of our membership year.

Click the option you want.

### Perth U3A Groups

All our groups are listed here. Scroll down to the group you're interested in.



Use the arrows at the right of the screen to move to the top or bottom of the list.

Click the ► beside the name to see:

- when the group meets, for example, Thurs am week 2
- where the group meets
- who to contact and their phone number
- a note about using the pigeon link.

To find the dates throughout the session of, for example, Thurs week 2, go to the [Groups page](#) of our website and click the link Four week cycle dates 2019-20. This webpage also has a link to a Downloadable list of groups so you can easily find out which groups meet at the same times.

If you want to contact a group leader by email, go to the [Groups page](#) of our website, find the group you want in the list and click it. On the group's webpage, click the pigeon then complete the form that appears. (Obviously, if you already have the email address for the leader of a group you belong to, you can use that instead.)

### **Update your personal details**

You can view and change your personal details using the portal, for example, if you change your email address or you want to share your emergency contact details.

The first part is About yourself – it has your name, mobile phone number, email address, and the name and phone number of your emergency contact if you opt to provide this. Please don't upload a photo of yourself as we don't currently store this data.

The second part is Where you live – it has your postal address and your land line number.

The third part is Your preferences. You can opt into or out of receiving TAM using the tick box. (TAM is the magazine Third Age Matters, published by the Third Age Trust.)

Make sure you click **Update personal details** when you've made changes to save them. If you make a mistake, just correct it and click **Update personal details** again.

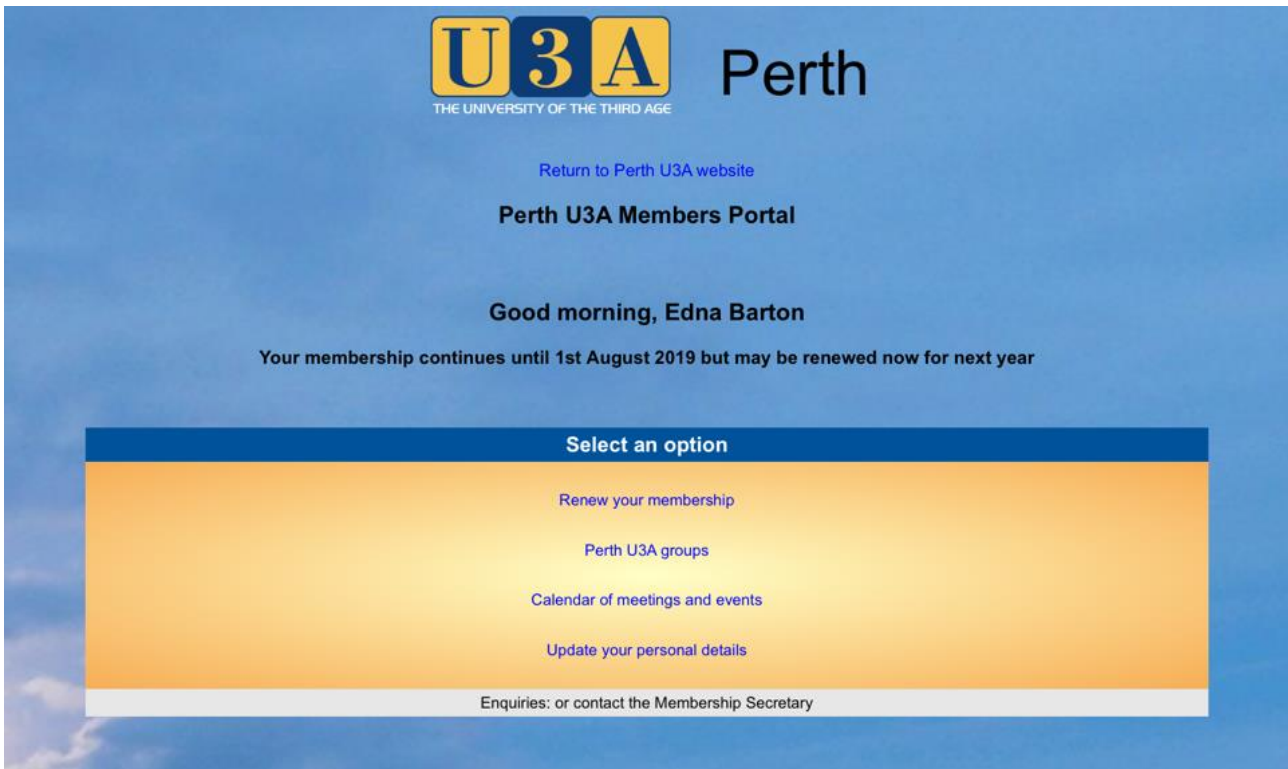
This screen also enables you to change or update your password.

### **Renew your membership**

When it's time to renew your membership, an extra option appears on the portal home page. Our membership year is from 1 August to 30 July, and you can renew online for the next session from mid July each year. You'll get a renewal email to remind you.

To renew online, you need to log into the Members Portal using your email address and password. You need to have a bank card ready. Your payment will be processed by PayPal. You do **not** need a PayPal account to pay.

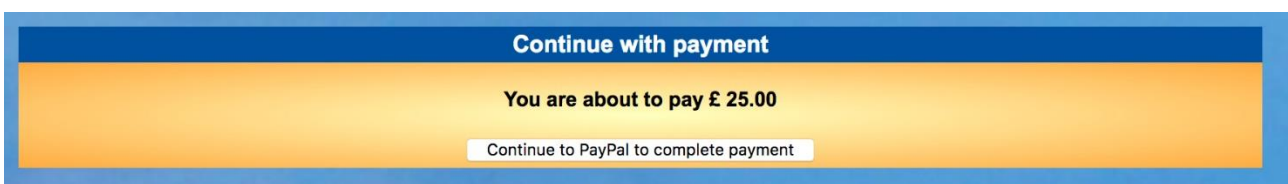
- 1 Follow the instructions on page 1 of this guide to access the Perth u3a members portal.
- 2 Click the option **Renew your membership**



- 3 If you live at the same address as another member, you can choose on the next screen whether or not to pay for them as well as yourself.
- 4 Click **Make payment**



- 5 Click **Continue to PayPal to complete payment**



6 You'll be redirected to the PayPal website. This is what you'll see:

**PayPal** £25.00 GBP

## Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

  
  
 Stay logged in for faster checkout [?](#)  
Not recommended on shared devices.

**Log In**

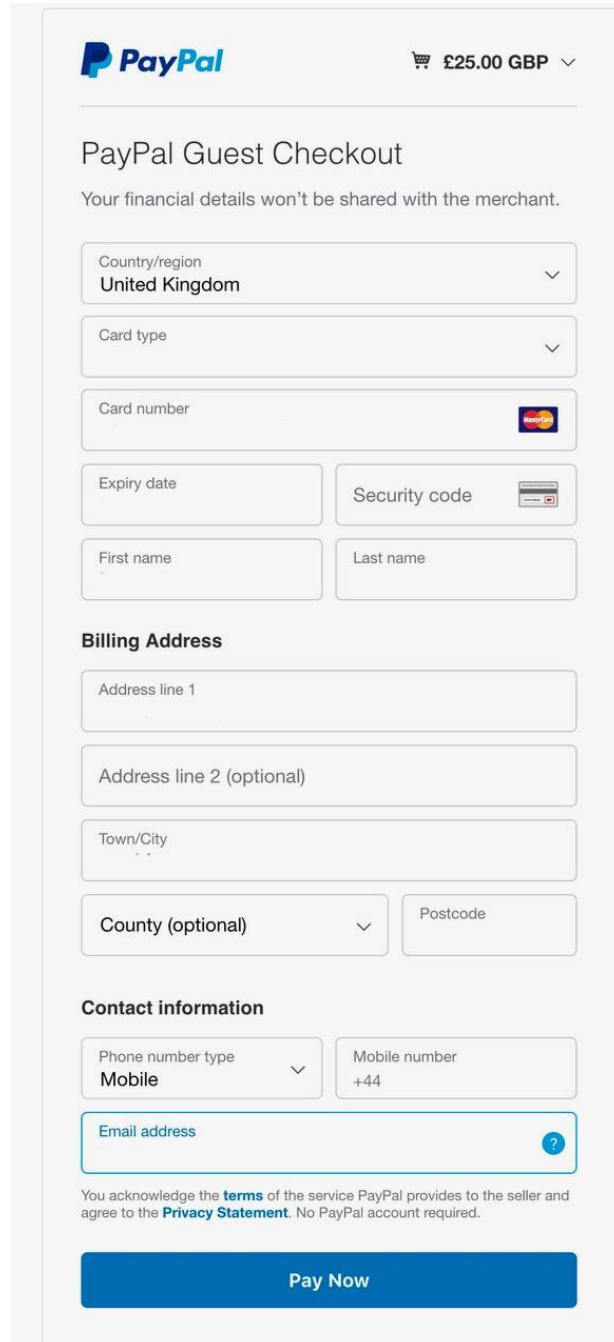
[Having trouble logging in?](#)

or

**Pay by Debit or Credit Card**

If you have a PayPal account, you can log in and pay.

If you don't have a PayPal account, click **Pay by Debit or Credit Card** to use the PayPal Guest Checkout.




**PayPal** £25.00 GBP

## PayPal Guest Checkout


Your financial details won't be shared with the merchant.

Country/region  
United Kingdom

Card type

Card number 

Expiry date

Security code 

First name

Last name

### Billing Address

Address line 1

Address line 2 (optional)

Town/City


County (optional)

Postcode

### Contact information

Phone number type  
Mobile

Mobile number  
+44

Email address 

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

**Pay Now**

When you've paid, click **Return to Merchant** to be redirected back to the Perth U3A members portal. You'll receive two email acknowledgements. One is from PayPal; the other is from Perth U3A.

- 8 If your details were wrong on the renewal email, use the **Update your personal details** option to change them.
- 9 If you want Perth U3A to keep details of your emergency contact, use the **Update your personal details** option to add their details. Please note you must tell them you have given us their details.