

The Membership Renewal Process – Card Payment

This document gives in detail the process of renewing your membership via the Tewkesbury and District U3A Online Membership System.
.....covering specifically Card Payment without a PayPal account.

20 August 2015

The Renewal Process when paying with a Debit or Credit card.

When a Members membership renewal is due, the membership system will send that member a Renewal email, a few days before your membership subscription expires. That Email, when it arrives in the members Email inbox, will show thus.

FROM	SUBJECT	DATE
<input type="checkbox"/> Tewkesbury U3A Trial	Your membership is due for renewal	30/07/2015

example: as that email might appear in the member email inbox.

The Subject will always be: 'Your membership is due for renewal'

The From box will be: 'Tewkesbury & District U3A' ... *This is the Live systems identity, the one shown above is from the 'Tewkesbury U3A Trial' Membership System.*

Within the contents of the email, a **Link** is to found, Clicking on this Link within the email will take the member to the Membership system.

[Confirm your details and renew your membership.](#)


Example of link in email.

Having Clicked on the Link within the email this Membership System window opens (shown right).

Dependant on if the Member has an existing password for the membership system:

Option: **No Password**

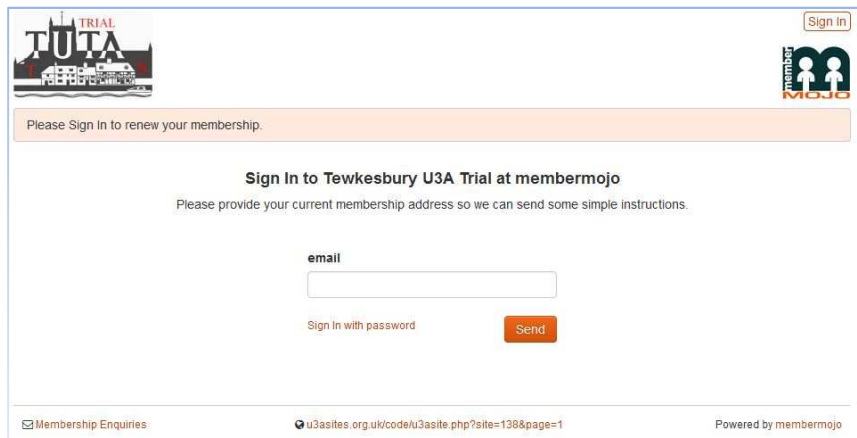
Enter your email address,

then click on the  button: Action: The membership system will send an email to the recorded members email Inbox. This email contains a link that enable the member to Sign On, without a password. Once that email arrives that link, within the email, should be clicked within two hours of its arrival. *If this time window expires you will need to repeat the above action. (This is the option to use if you cannot remember or do not have a password.)*

OR Having a Password

*If you have previously created a password then click on wording **Sign in with password**, the wording is just below the email box. The member is now able to Sign On using their email address and the password.*

Note: *The membership system may be entered by using either of the above options.*




Once Signed On, the member is taken to their Personnel Details page: see below;
Personnel Details Screen: When Payment pending

Membership Renewal

You are currently signed in as John Bull (bbb@jahinton.plus.com) and your membership is due for renewal.

Please review your details then click **Next**.

To create a new membership that shares your email click [here](#).

Title	* First name	* Last name
Mr	John	Bull
Mr, Mrs, Miss, Ms, Dr, Revn or Capt	Please enter your First/Given Name	Please enter your Family/Surname Name
* Email	Year of Birth	Contact number
Your email address	1947	046827
Please enter your own email address. If you do not have an email address, please download our Membership form from the Tewkesbury U3A website. Please search/google 'Tewkesbury U3A' in your Browser - Thanks :	In order to tune our Groups to the needs of our membership it is useful for us to know the age profile of our members. Please enter your year of your Birth. EXAMPLE: If you were born on the 1 Jun 1936, Please enter 1936 in this box. Thank You.	Please enter your contact telephone number. Thank You
Membership		
Joint - £20		
Additional members are added on the next page. Expires 30/04/2016.		
To choose the membership type you require, please click on the down arrow and select the membership you require.Thank You		
* House-Road	Address	Address.
Bull House		
Please enter your House Number or Name AND the Street or Road Name.	** optional explanation text **	** optional explanation text **
* Town	* County	* Postcode
Tewkebury	Glouc	GL11WE
Please enter your town	Please enter you countyname	Please enter your Postcode.
<input type="checkbox"/> Gift aid	If you are a Tax payer please consider Gift Aiding Your Membership. If you gift aid, Tewkesbury U3A will receive £1.25 for every £1 of your membership.Thank You	
<input type="checkbox"/> Email TUTA	The ditridution cost of sending Quarterly Magazine TUTA by post is costly. If you would like TUTA sent via email please select Yes. Thank You	
Photo		
<input type="button" value="Change Photo"/>		
		<input type="button" value="Next"/> <input type="button" value="Cancel"/>

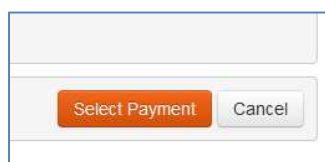
Please double check all your details are correct, amend any that are wrong, or missing. (You may, should you wish to, upload a picture of yourself. This image would then appear on you Membership card.) When happy with the details are correct, click the button at the foot of the page.

The Next screen requests you to:

Confirm Your Details

Please review your details then click Select Payment to complete the application.

Click



The image shows a close-up of the bottom of the form. It features a white rectangular box containing two buttons: an orange button labeled "Select Payment" and a white button with a grey border labeled "Cancel".


The Payment options screen follows:

Payment Due

Membership renewal: Sole £12.00

Payment Options

Pay with PayPal using your PayPal account or credit/debit card

 The safer, easier way to pay.

You will be taken to the PayPal website to complete payment. To pay by card select 'Check Out as a Guest' or 'Pay with a debit or credit card' on the PayPal login page.

Pay with Cheque, Standing Order or Direct Debit

Cheque
 Standing Order
 Direct Debit


CHEQUE PAYMENT: Cheques should be made payable to Tewkesbury U3A and sent to Membership Secretary 13 Tewkesbury Rd Tewkesbury, Glouc GL20 1TW

STANDING ORDER: Should be set up as Follows: To setup to pay Tewkesbury U3A
Sort code 11-11-11 Ac 00123456. For the Payment Reference - please use your Lastname/Surname and Postcode. Please see example below
Example John Broom lives at postcode GL20 1AS .. Ref for J Brooms payment is:- BroomGL201AS

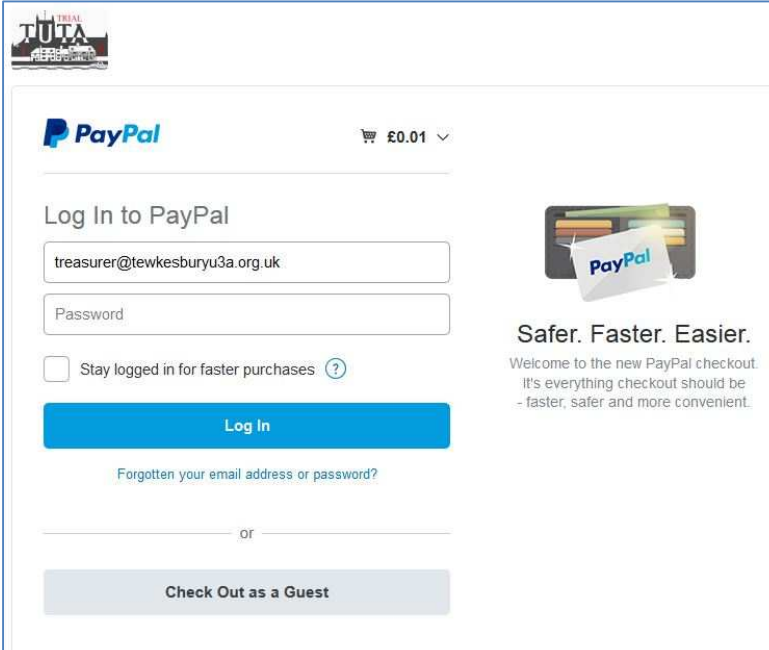
DIRECT DEBIT: Please contact the Membership Secretary on 012345678 to Request DD Form

Payment instructions will be also be sent to you by email. Your membership will be activated once this payment has been received.

Let's assume our member wishes to Pay with a Credit Card, but does not have a PayPal Account.

Choose the Paypal Option and then Click on the Pay with *method, in this case* .

The system transfers your request to PayPal, the company that handles the Card Payment.



At the top of the PayPal screen, the value of the proposed payment is displayed. (Shown £0.01) The actual, will reflect your chosen membership option.

If you have a PayPal account. Enter your email and PayPal password, login and pay in the usual way.

Most members will not:

Therefor click on

Check Out as a Guest

Descriptions	Amount
membermojo test payment	£0.01
Item price: £0.01	
Quantity: 1	
Item total	£0.01
Total £0.01 GBP	

▼ Pay with a debit or credit card
 (Optional) Sign up to PayPal to make your next checkout faster

Country:

Card type:

Billing information

First name:

Last name:

Address line 1:

Address line 2 (optional):

Town/City:

County (optional):

Postcode:

Contact information

Telephone:

Email:

Save your information with PayPal [Why?](#) (Optional)

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

Note to seller: [Add](#)

Click **Continue** to complete your purchase. Please review your information to make sure that it is correct.



A Window opens with the usual fields associated with Card On Line payment: Enter all the data fields requested. *Please Note: This information is being received by PayPal and not by the Membership System. We recommend the member does not [Save your information with Paypal](#)*

Click on **Continue**.

After a short delay your screen will return to the Membership system.

Example: Paypal Guest payment screen

On return to the Membership system the member may be required, Confirm or Cancel. This step may not appear if the process of entry was slightly different.

[Home](#) / [Settings](#) / [Organisation](#)

Some member functions are not live. [More information](#).

Click Confirm to complete test PayPal payment.

Example: Confirm/Cancel Screen

The alternative is a Thank You message:

Choose Confirm, if require; then in both cases Click on **Sign Out** at the top right of the screen. Membership Renewal is Complete. Well Done!

The Member will receive an email relevant to you payment method. Those paying with a Card payment will get their membership confirmed and their membership card sent to them within an Email.

Those choosing other methods of payment, the member will receive an email with further information re their payment process. For example you may need to write a cheque, make a bank Fast Payment etc.

In both of the above situations, included in the Members confirmation email will be a Membership Document for local printing. The membership card is being phased out completely in 2016. Members that have no local printing facility should then contact the Membership Secretary who will then send a Paper copy of the Membership Document by post.

DOCUMENT END