

Step By Step Guide to using the U3A Members Portal

What is the Members Portal?

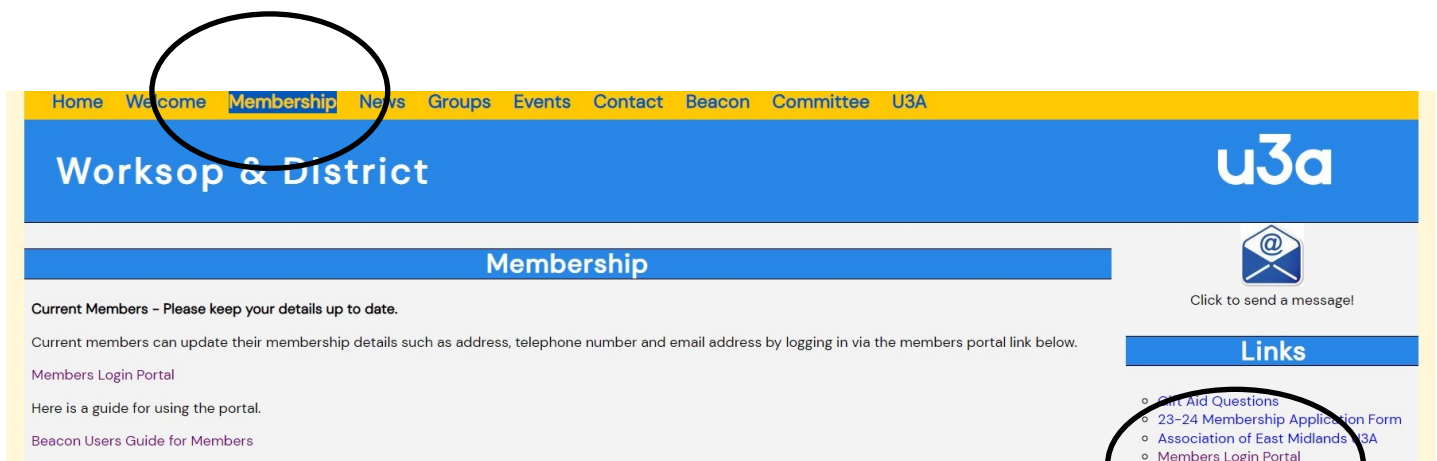
The Members Portal is an easy way for you to manage your membership of Worksof and District U3A.

You can use it to:

- Access and update the personal information that you have given us.
- Know when your membership expires and if you wish to renew it, renew it online.
- Look at the groups we run and add yourself to a group if the option to join is offered. If the group is full or there is a waiting list, this will be shown instead of the option to join.
- Email yourself a replacement Membership Card
- Look at the calendar of events of the groups or the General Meetings.

How do I Log In?

- Go to our website - <https://u3asites.org.uk/worksof/home> or search Worksof and District U3A on any search engine.
- Go to the Membership page via the link at the top of the page Then click on the link called Members Login Portal.
- This will take you to the Login screen



- **The first time you login you will need to Register for a membership account.** Click the link shown above
- You will need you membership number, then your name, postcode and email address that are registered with Beacon. The details must match the information you have given the U3A.
- Click 'Confirm Identity'
- You will then be prompted to set a password.
- For any future logins you will use your email address as your username and the password you have set

u3a Beacon Worksop & District

[Return to Worksop & District u3a website](#)

Worksop & District u3a Members Portal

Please identify yourself

E-mail

Password

[Confirm Identity](#)

[Forgotten Password](#)

If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

[Enquiries: contact the Membership Secretary](#)

- Once logged in you will be offered four options:
- Sessions - these are our group
- Calendar
- Update personal details
- Replacement Membership Card

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[Logout and return to Worksop & District u3a website](#)

Worksop & District u3a Members Portal

Good afternoon, Roger Hancocks

Your membership continues until 1st April 2024

Select an option

[Worksop & District u3a sessions](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[E-mail Replacement Membership Card](#)

[Enquiries: contact the Membership Secretary](#)

Update Your Personal Details

Apart from renewing your membership this probably the most useful function of the portal. Remember only you and the membership secretary can update your details . Group Leaders cannot do this for you

You can change all your personal details: name, familiar name, address , telephone numbers or email address. You can opt to hide your contact details from Group Leaders and you can change your password too. Don't forget to press the 'Update Personal Details' button to save the changes.

We do not collect Emergency Contact details routinely so there is no need to complete this field.

Workshop & District U3A Sessions

These are the Groups. You can see which groups you are a member of.

You can click on the group name to see further details, such as date times and venue.

Some groups will allow you to join on line, but we would recommend that you contact the Group Leader first.

If a group is full this will be shown. Some groups may also allow you to join their waiting list on line.

You can also leave a group, so you don't continue get unwanted emails.

To be honest the website will give you more details and you can contact the Group Leader directly from there for further information

Calendar and Meetings

This shows the upcoming events.

You can filter it to show only events of your groups, or for any specific group.

If you wish, you can download the events and print them as a pdf file.

But again the Events or Groups pages on the website will give you more details

Replacement Card

Click on this link and you will be emailed a new card that you can print at home

To return to the front page of the portal click on the blue Members Portal link

To log out and go to our website home page, click on the blue Return to Workshop and District u3a link