

Yate and Sodbury District Members Portal User Guide

Registering for a new Member's portal account.

The first time that you use the Members Portal you will need to register for a new Members Portal account. **You will need to do this before you can renew your membership online.**

Do not enter an address or password initially. Click **Sign In with membership details**.

Note: if you have been set up on Beacon as a user the system may populate the login details with your Beacon sign in details, ignore these and click **Sign In with membership details**

Demoton u3a Members Portal

Please identify yourself

E-mail

Password

[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](#)

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

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Demoton u3a Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

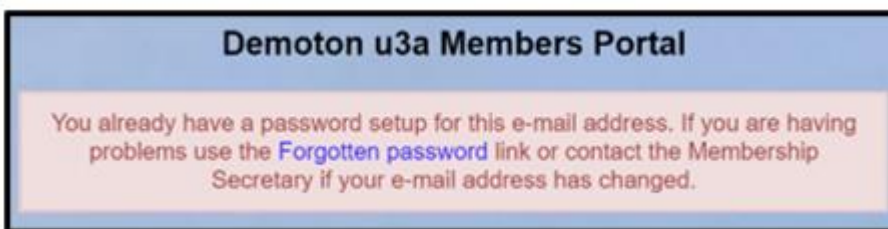
Surname

Postcode

E-mail

- If you can't remember your Membership number, it is shown on your Membership Card, or contact your Membership Secretary.
- The details entered have to exactly match that held by your u3a. If in doubt, check your Membership Card or contact your Membership Secretary.
- If you have previously supplied a familiar name (e.g. Ted, Liz), that is also accepted as a Forename.
- If you are unable to log in to the Members Portal, it may be due to not having JavaScript enabled in your browser. This can be remedied as described at <https://enable-javascript.com/>

Note: if you have already set a password on a previous occasion and you enter the 5 pieces of information again you will get the Please identify yourself screen with a message prompting you to use the Forgotten password link or contact your Membership Secretary:

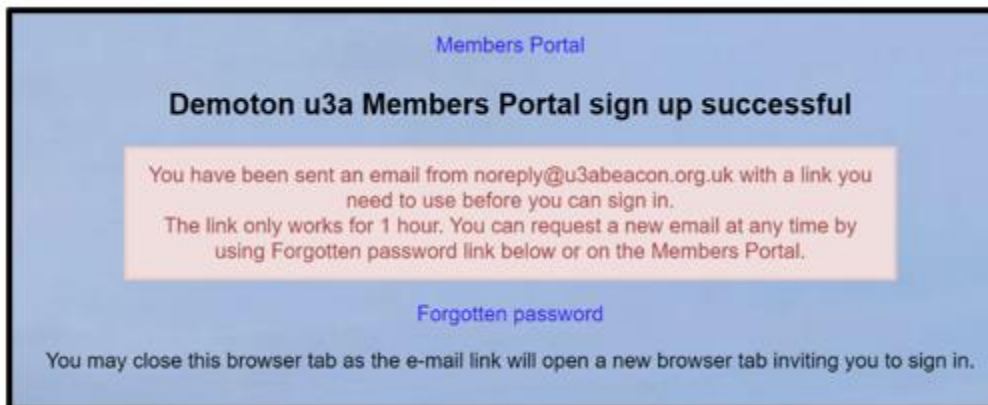


After entering the required 5 pieces of data and pressing **Confirm Identify** you will be asked to create a password of between 10 and 72 characters including at least one upper case, lower case and numeric character.

Enter and confirm your password and press **Update Account**

The screenshot shows a blue header with the text "Demoton u3a Members Portal". Below the header is a dark blue bar with the text "You must choose a password to continue." The main content area has an orange background and contains the following text: "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: ! @ # \$ % ^ & *". Below this text is the label "Set password for email address" followed by the email address "aeme.bunting@beacon.u3a.org.uk". There are two input fields: "Password" and "Confirm Password". At the bottom of the form is a button labeled "Update Account" with a red arrow pointing to it from the right.

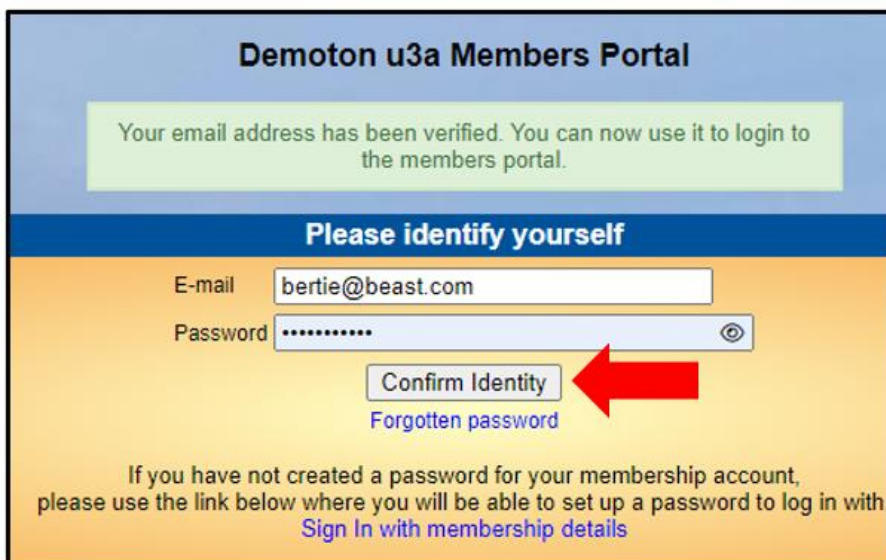
You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser.



If the email doesn't arrive within a few minutes, check your Spam folder.

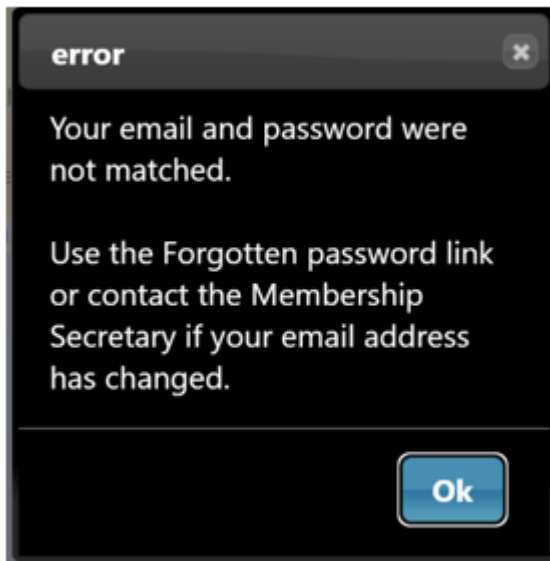
The confirmation email will expire after 1 hour, although **Forgotten Password** can be used to request a new confirmation email.

Clicking the link in the email will take you back to the log-in screen where there will be a message to say that your email address has been verified.



After entering your email address & password, press **Confirm Identity**

If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact your Membership Secretary.



Note that your Membership Secretary can neither see nor set your password.

After a successful sign-in you will be taken to the Members Portal Home page.

You can update your personal details from the Members Portal.

You will receive a notice to renew your annual membership from the beginning of April and you will be able to renew your membership via the Members Portal.