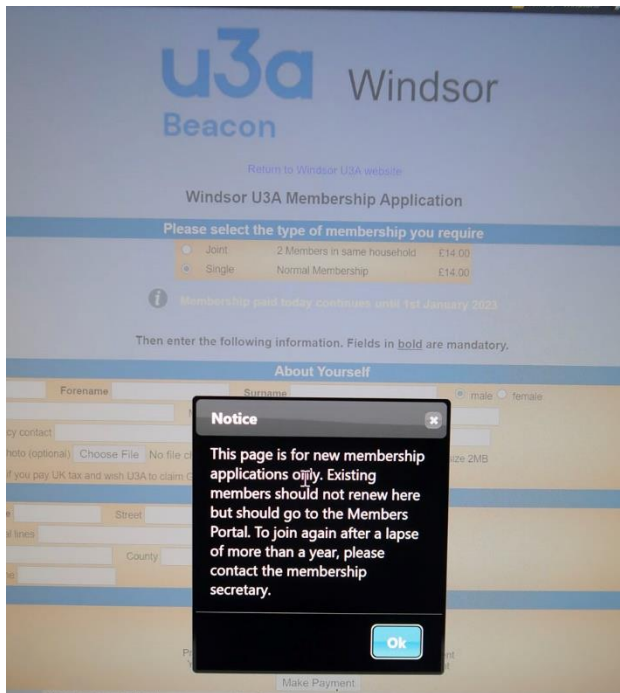


Windsor u3a Online Joining Guide

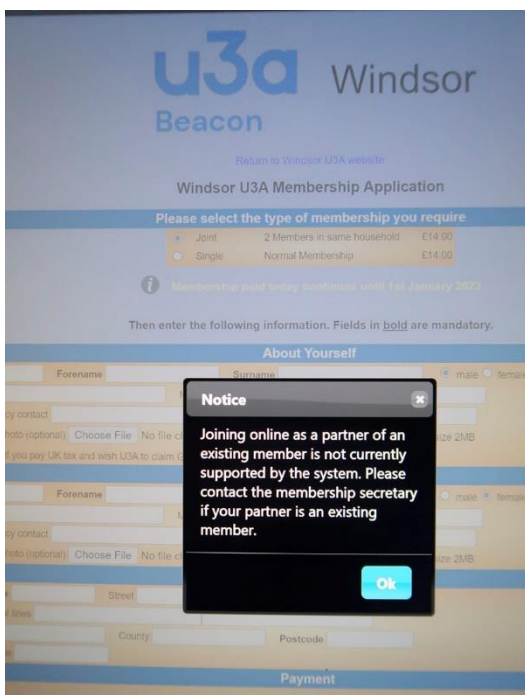
On clicking the link to join (from our website or an e-mail), you will open the “Membership Application” form after this initial confirmation screen (please click OK if joining).



The screenshot shows the Windsor U3A Membership Application form. At the top, it says "u3a Windsor Beacon". Below that, it says "Return to Windsor U3A website" and "Windsor U3A Membership Application". The form asks to "Please select the type of membership you require" and has two options: "Joint" (2 Members in same household, £14.00) and "Single" (Normal Membership, £14.00). Below this, it says "Membership paid today continues until 1st January 2023". The form then asks to "Then enter the following information. Fields in bold are mandatory." and has a section titled "About Yourself" with fields for Forename, Surname, and Gender (male/female). A notice overlay is present, stating: "Notice: This page is for new membership applications only. Existing members should not renew here but should go to the Members Portal. To join again after a lapse of more than a year, please contact the membership secretary." There is an "Ok" button at the bottom of the notice.

Membership defaults to Single, please choose Joint (for two members at same address, joining at same time). Please note that it is £14/person.

Note the limitation on a partner of an existing member joining, they should join as ‘single’ and the membership secretary will sort it out afterwards – please click OK.



The screenshot shows the Windsor U3A Membership Application form. At the top, it says "u3a Windsor Beacon". Below that, it says "Return to Windsor U3A website" and "Windsor U3A Membership Application". The form asks to "Please select the type of membership you require" and has two options: "Joint" (2 Members in same household, £14.00) and "Single" (Normal Membership, £14.00). Below this, it says "Membership paid today continues until 1st January 2023". The form then asks to "Then enter the following information. Fields in bold are mandatory." and has a section titled "About Yourself" with fields for Forename, Surname, and Gender (male/female). A notice overlay is present, stating: "Notice: Joining online as a partner of an existing member is not currently supported by the system. Please contact the membership secretary if your partner is an existing member." There is an "Ok" button at the bottom of the notice.

Windsor u3a Online Joining Guide

On the main form, please fill in the green fields, adding some white ones if necessary.
Please do not use the fields marked red below.

The screenshot shows the Windsor U3A Membership Application form. At the top, the logo for 'u3a Windsor Beacon' is displayed. Below the logo is a link to 'Return to Windsor U3A website'. The main heading is 'Windsor U3A Membership Application'. A blue bar contains the instruction 'Please select the type of membership you require'. Two options are listed: 'Joint' (2 Members in same household, £14.00) and 'Single' (Normal Membership, £14.00). A callout box points to the 'Joint' option, stating 'NB this is per person! Payment (below) will show total if 'Joint' is chosen'. Below this is an information icon and the text 'Membership paid today continues until 1st January 2023'. A section titled 'Then enter the following information. Fields in **bold** are mandatory.' follows. The 'About Yourself' section includes fields for Title, Forename, Surname, gender (male/female), E-mail, Mobile, and Known as. The Emergency contact field is highlighted in red, with a callout box stating 'Please do not add an Emergency contact or Photo'. There is also a photo upload section with a 'Choose File' button and a note about file format and size. The 'Your Address' section includes fields for No/Name, Street, Additional lines, Town, County, Postcode, and Telephone. The 'Payment' section shows 'Amount to pay: £ 14.00' and a 'Make Payment' button. A callout box points to the button, stating 'It is absolutely NOT necessary to have a PayPal account to make your payment Please click button to continue'. At the bottom, there is a disclaimer: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Windsor U3A to confirm membership. The data you provide will be held electronically by Windsor U3A to facilitate your membership. If you have any concerns, please contact the Membership Secretary. Problems or Enquiries?: membership@windsoru3a.org.uk'.

Add pop up photos to document (in Recvd Unproc)

Windsor u3a Online Joining Guide

u3a Windsor Beacon

[Return to Windsor U3A website](#)

Windsor U3A Membership Application

Please select the type of membership you require

<input checked="" type="radio"/> Joint	2 Members in same household	£14.00
<input type="radio"/> Single	Normal Membership	£14.00

i Membership paid today continues until 1st January 2023

Then enter the following information. Fields in **bold** are mandatory.

About Yourself

Title Forename Surname male female

E-mail Mobile Known as

Emergency contact

Upload photo (optional) No file chosen jpg, png, gif. Recommended max size 2MB

Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

About Your Partner

Title Forename Surname male female

E-mail Mobile Known as

Emergency contact

Upload photo (optional) No file chosen jpg, png, gif. Recommended max size 2MB

Your Address

No/Name Street

Additional lines

Town County **Postcode**

Telephone

Payment

Amount to pay: £ 28.00

Press the button below to proceed to PayPal to make payment
You may pay by credit or debit card or use a PayPal account

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Windsor U3A to confirm membership.
The data you provide will be held electronically by Windsor U3A to facilitate your membership.
If you have any concerns, please contact the Membership Secretary.
Problems or Enquiries?: membership@windsoru3a.org.uk

The fee will be displayed, please click the “**Make Payment**” button.

This provides another confirmation of amount screen (below):

u3a Windsor Beacon

U3A Membership Application

Continue with payment

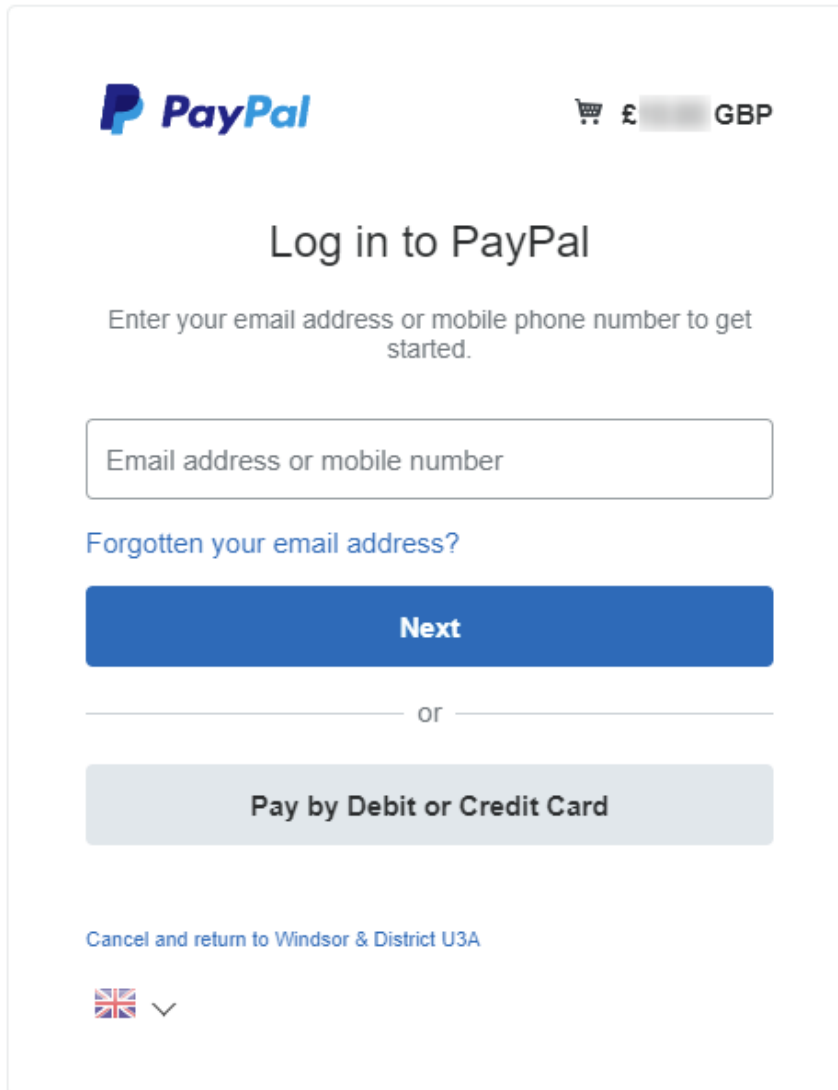
You are about to pay £14.00




Clicking “**Continue to PayPal to complete payment**” button progresses

Windsor u3a Online Joining Guide

At PayPal (showing same amount), this offers two options:

1. either to log in (blue button)
or
2. **simply paying by card** (grey button)



  £ 

Log in to PayPal

Enter your email address or mobile phone number to get started.



[Forgotten your email address?](#)

Next

or

Pay by Debit or Credit Card

[Cancel and return to Windsor & District U3A](#)


 

If you have a PayPal account, fill in your e-mail address or mobile number and click blue “**Next**” button.

If you don’t have a PayPal account, no problem, please click the grey “**Pay by Debit or Credit Card**” button.

Windsor u3a Online Joining Guide

This takes you to the “Check out as a guest” screen:



Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Continue to Payment

Already have an account? [Log In](#)

Fill in your e-mail address (*needed for sending a receipt*) and click the blue “Continue to Payment” button.

Windsor u3a Online Joining Guide

This brings you to the main form, note our name top left and below it the price (£ GBP), please fill in all the details, choose whether (or not) to create a PayPal account now, then click blue “Pay Now” button:

Windsor & District U3A

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

We'll text you a security code to confirm this number.

Email address

**Why not create a PayPal account?
The protection you deserve.**

Safeguard your eligible purchases and check out faster on millions of websites by signing up for a free PayPal account.

Create a PayPal account? (It only takes a moment)

Yes, I'd like to create a PayPal account.

Password

No, I don't want an account now.

Pay Now

Cancel and return to Windsor & District U3A

Policies Terms Privacy © 1999-2021

Please follow the further on-screen instructions to completion (sorry, I could not show these here).

Windsor u3a Online Joining Guide

You will soon receive two e-mails, one confirming the payment from PayPal and another from Beacon (Windsor U3A) automatically confirming your membership.

The reasons we ask you join online:

1. If you pay by any other method (e.g. BACS, or Credit/Debit card at meeting), creating your membership record in the Beacon database and sending the confirmation e-mail and must both be done manually by a (volunteer) committee member, transcribing from your application form.
2. If you pay by cheque, in addition to the manual record creation, we must deposit the cheque with the bank, either by the Treasurer in-person at a branch, or by using an App on a smartphone to photograph both sides of each cheque and key in the amount and your membership number(s).

Thank you if this guide has enabled you to join online.