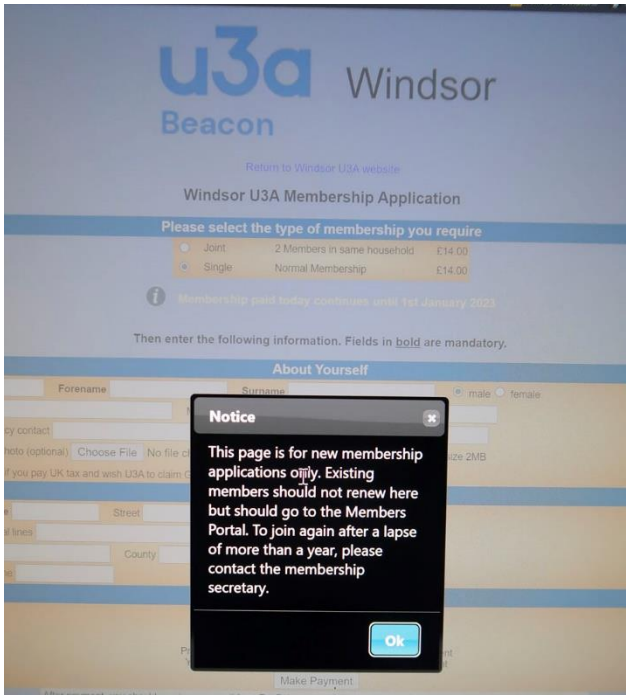
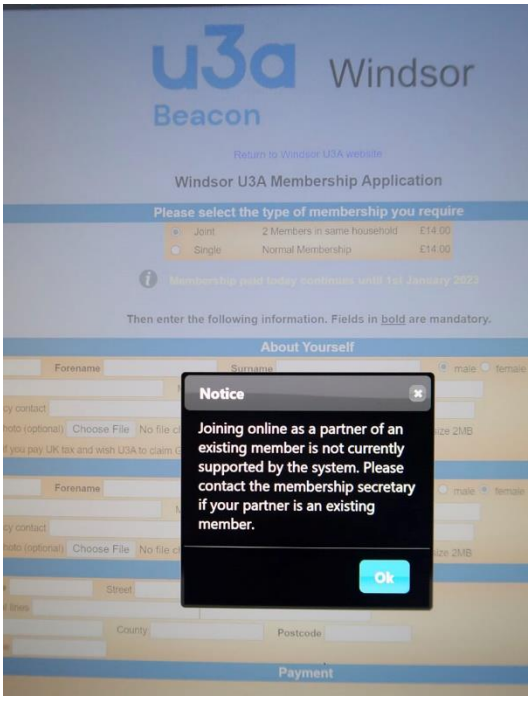
Windsor u3a Online Joining Guide

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).



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.



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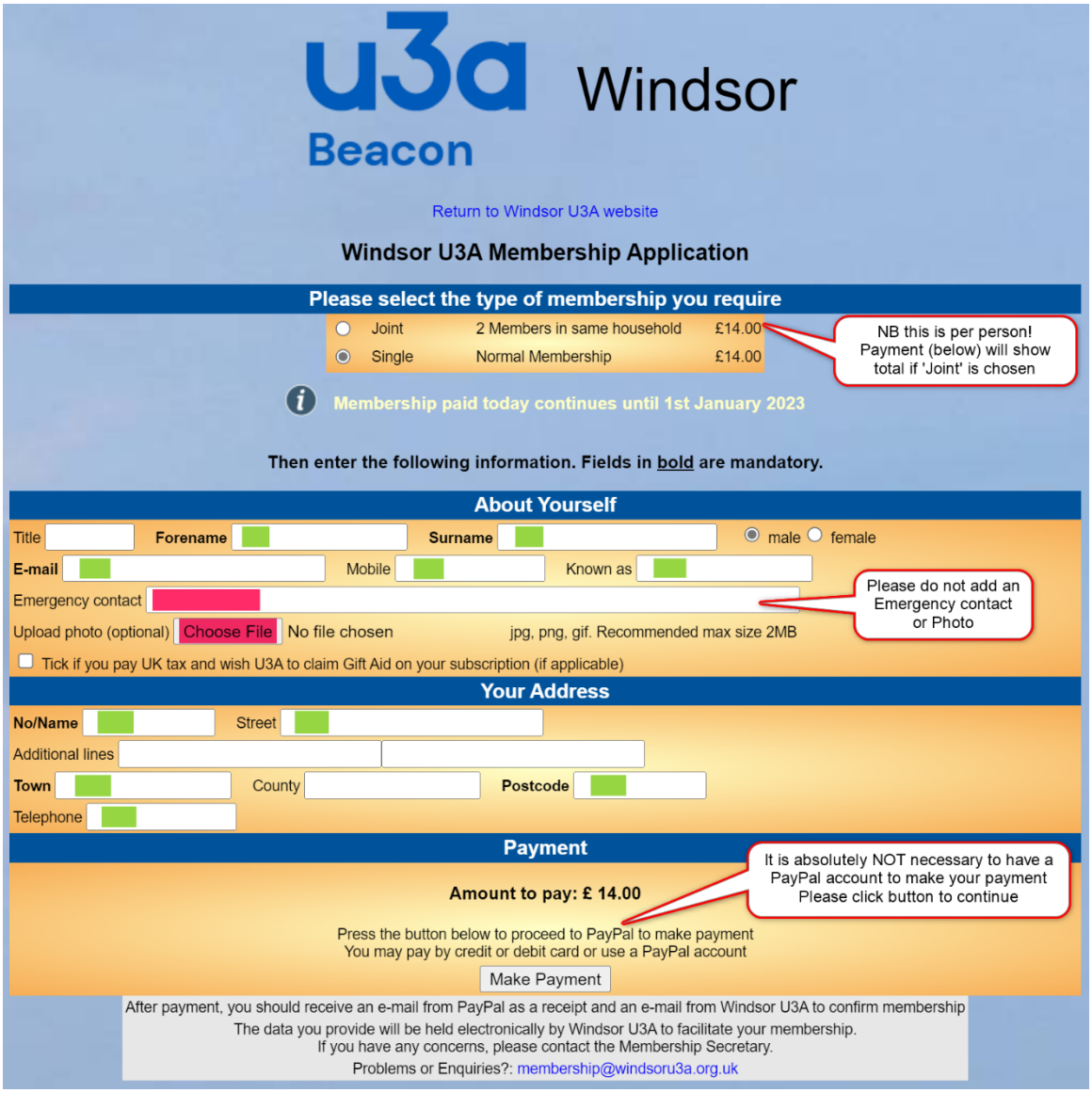
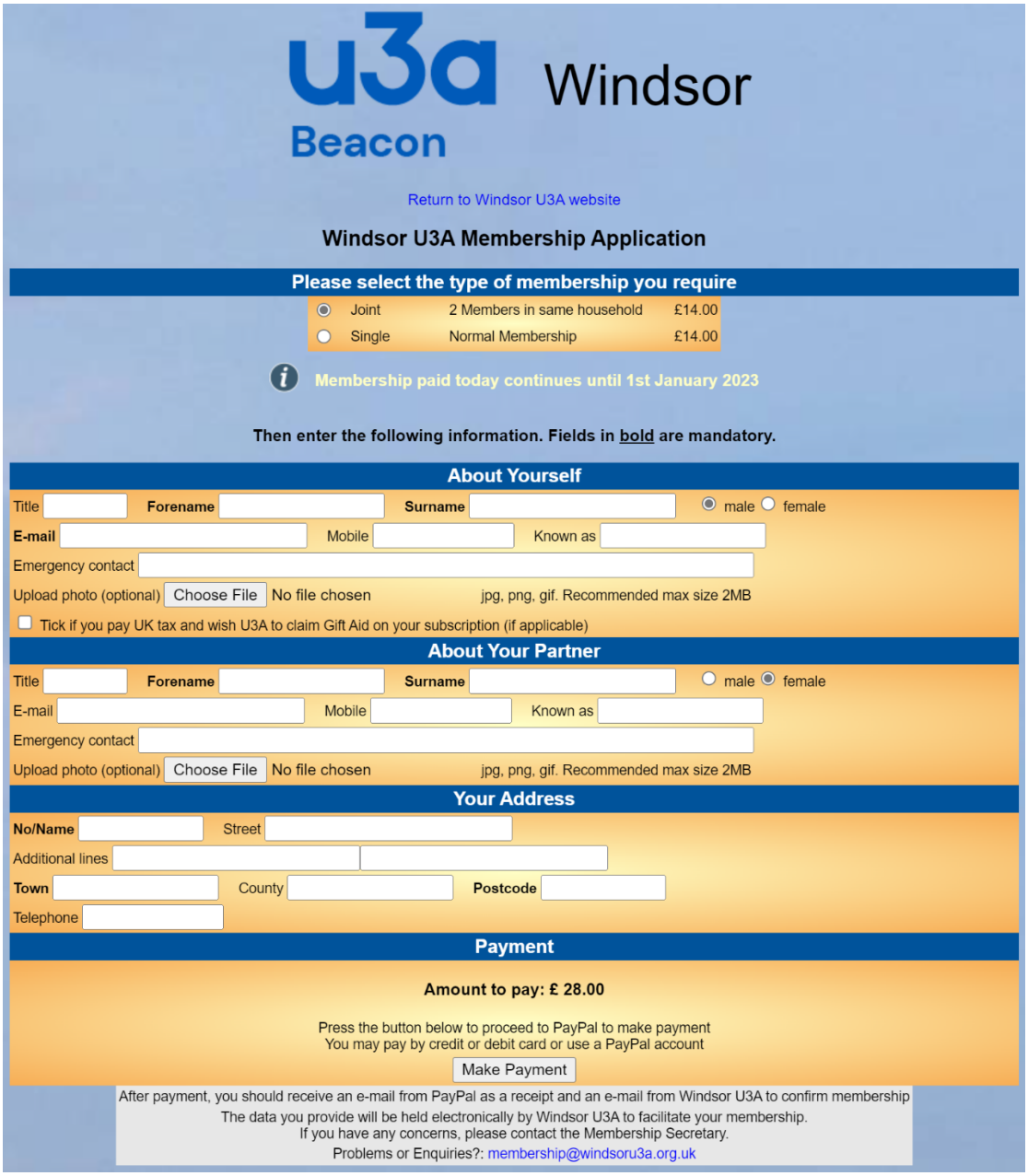
On the main form, please fill in the green fields, adding some white ones if necessary.
Please do not use the fields marked red below.



Add pop up photos to document (in Recvd Unproc)



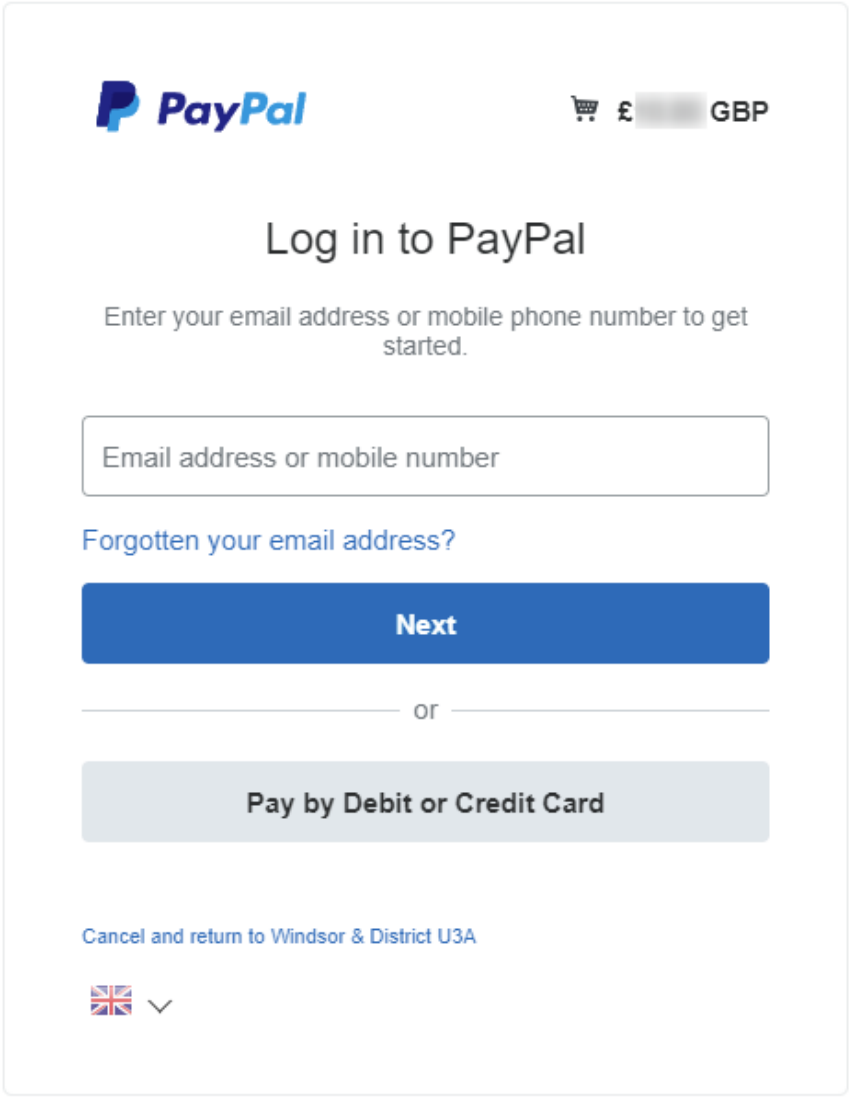
The fee will be displayed, please click the "**Make Payment**" button.

This provides another confirmation of amount screen (below):

Clicking "**Continue to PayPal to complete payment**" button progresses

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

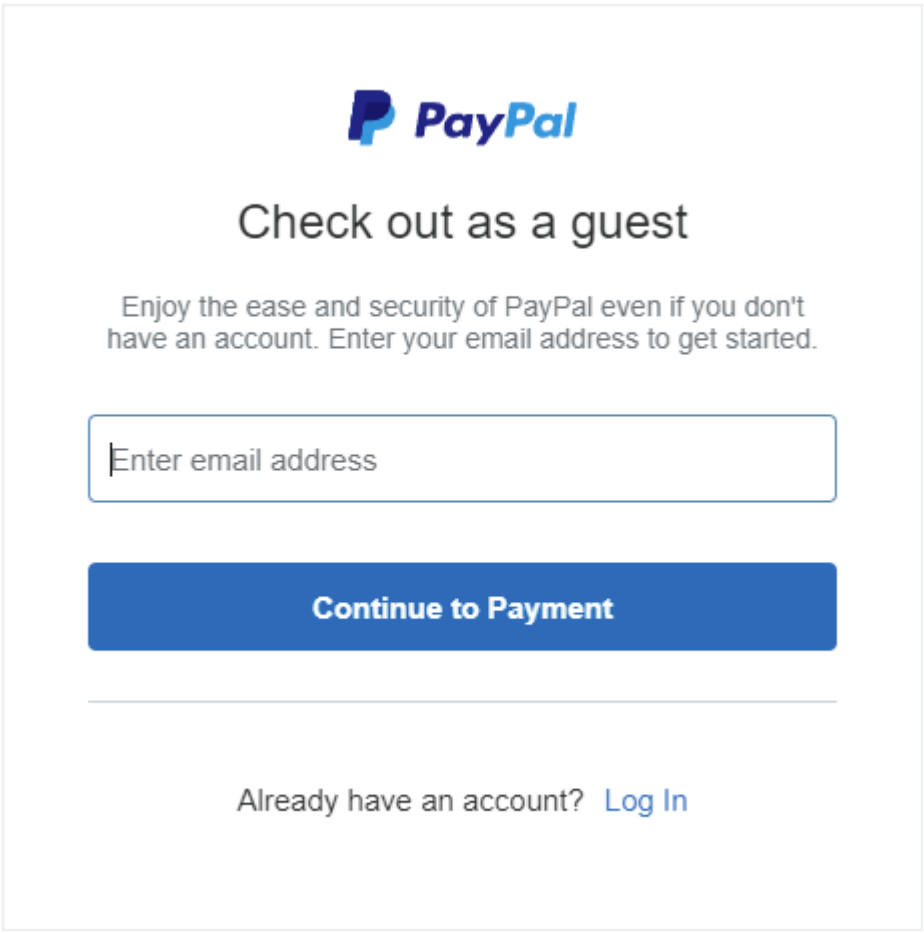
1. either to log in (blue button)
   or
2. **simply paying by card** (grey button)



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

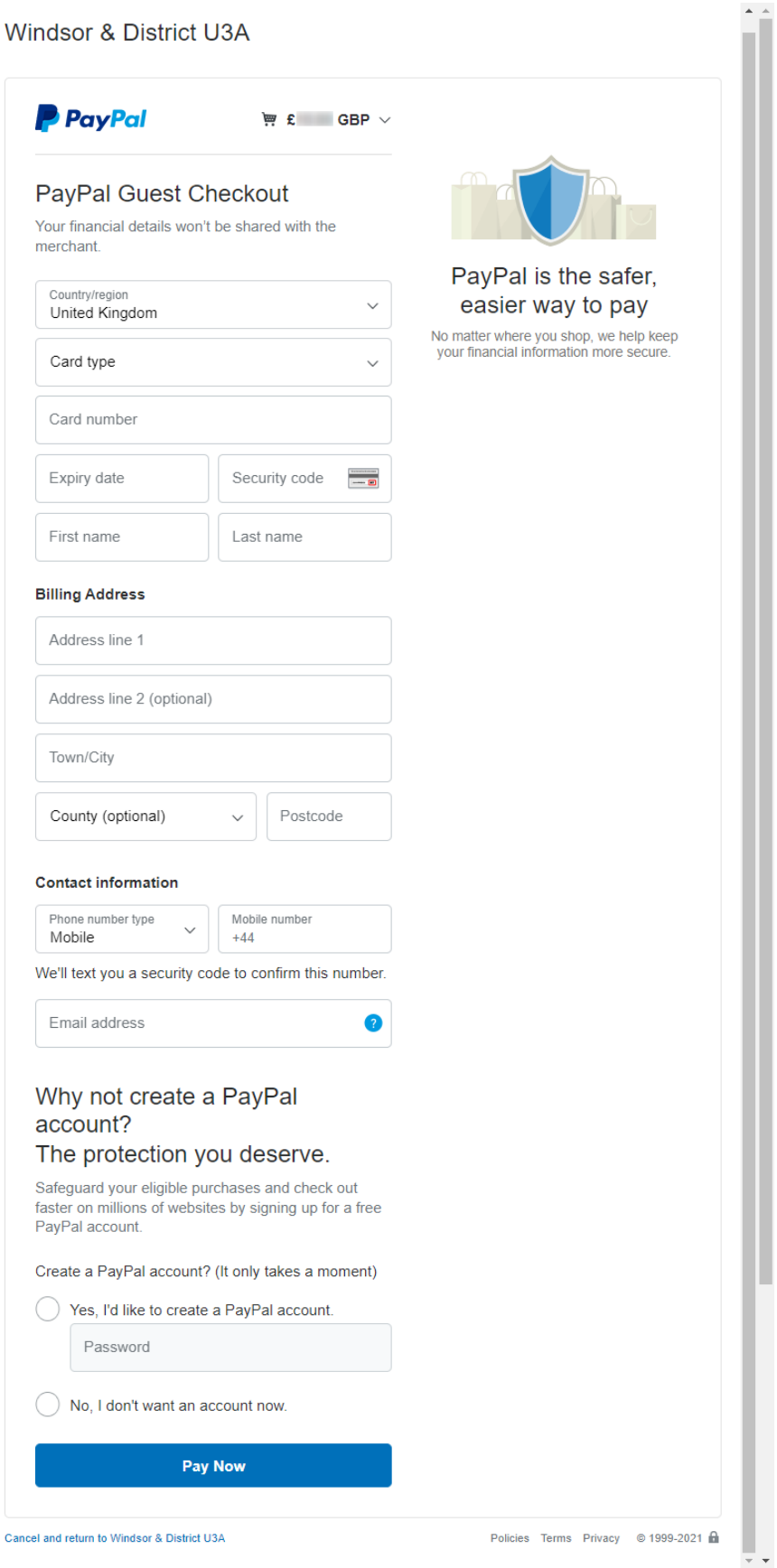
If you don't have a PayPal account, no problem, please click the grey "**Pay by Debit or Credit Card**" button.

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



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

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:



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

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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.