

Windsor u3a Online Renewal Guide

On clicking the link to renew (from our website or an e-mail), you will open the Beacon “Members Portal”:



The screenshot shows the Windsor U3A Members Portal login page. At the top, there is the logo for u3a Windsor Beacon. Below the logo, there is a link to "Return to Windsor U3A website". The main heading is "Windsor U3A Members Portal". Below this, there is a section titled "Please identify yourself" with a yellow background. This section contains five input fields: "Membership number", "Forename", "Surname", "Postcode", and "E-mail". A note says "All fields must be completed". Below the fields is a "Confirm Identity" button. At the bottom of the page, there is a footer with the text "Enquiries: membership@windsoru3a.org.uk or contact the Membership Secretary".

Referring to your renewal e-mail, carefully* fill in the 5 boxes and click “**Confirm Identity**” button to log in.

* Take care if copy/pasting not to include a stray ‘space’, or if typing, be sure use upper/lower case letters identically.

Do NOT accept any words offered by auto-fill or auto-correct, just enter it as per the e-mail, which shows everything in the correct order to enter.

When successful, you will be greeted by name “Good morning” (or “Good afternoon”):



The screenshot shows the Windsor U3A Members Portal home page after successful login. At the top, there is the logo for u3a Windsor Beacon. Below the logo, there is a link to "Return to Windsor U3A website". The main heading is "Windsor U3A Members Portal". Below this, there is a greeting: "Good morning, [Name]". Below the greeting, there is a message: "Your membership expired on 1st January 2021 - please renew". Below this, there is a section titled "Select an option" with a yellow background. This section contains a link to "Renew your membership". At the bottom of the page, there is a footer with the text "Enquiries: membership@windsoru3a.org.uk or contact the Membership Secretary".

Click the link to “**Renew your Membership**” (other links may be visible here).

Windsor u3a Online Renewal Guide

The screenshot shows the Windsor U3A Membership Renewal page. At the top, the logo for 'u3a Windsor Beacon' is displayed. Below the logo, there are links for 'Return to Windsor U3A website' and 'Members Portal'. The main heading is 'Windsor U3A Membership Renewal'. A notice with an information icon states: 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. A blue bar with the text 'Payment' is followed by a yellow background section. This section contains the text 'Your membership class is Single', 'Renewal fee is £', a checkbox for 'Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)', and 'Amount to pay: £'. Below this, it says 'Press the button below to proceed to PayPal to make payment. You may pay by credit or debit card or use a PayPal account.' A 'Make Payment' button is present. At the bottom of the yellow section, it says 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Windsor U3A to confirm renewal. Problems?: membership@windsoru3a.org.uk or contact the Membership Secretary'.

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

This provides another confirmation of amount screen (below):

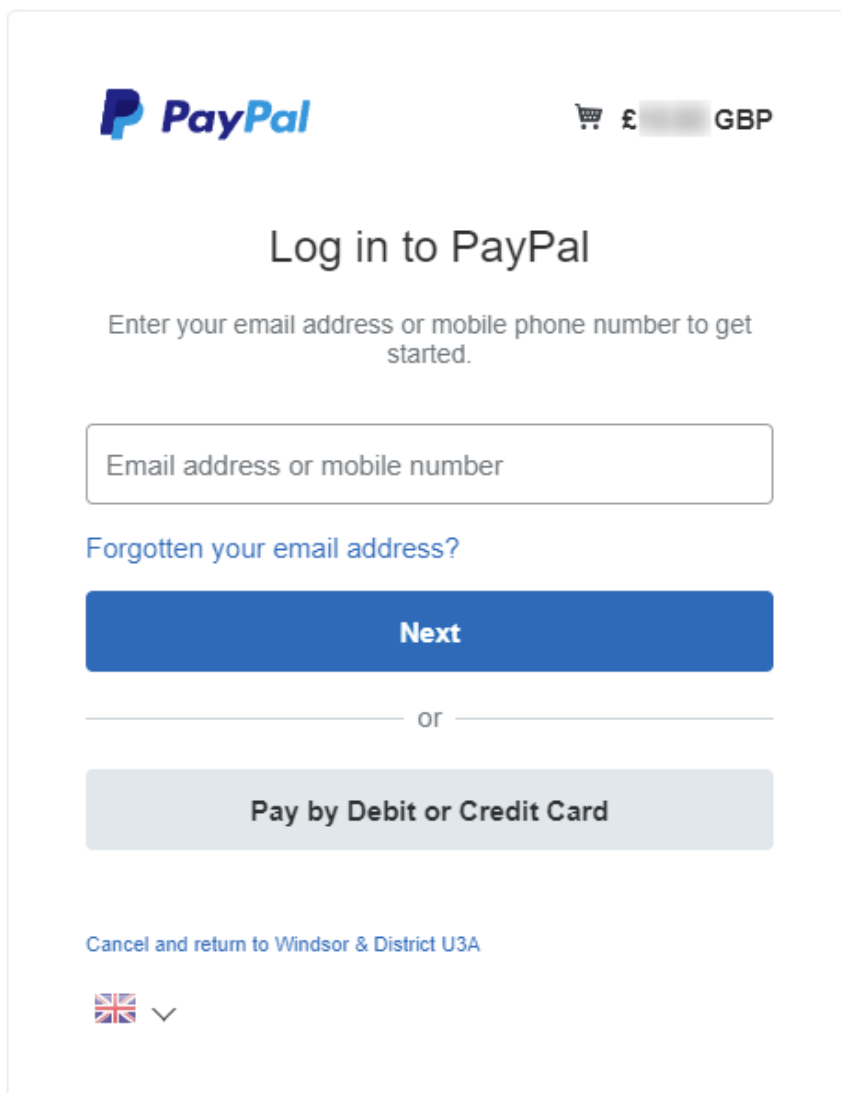
The screenshot shows the confirmation screen for the Windsor U3A Membership Renewal. It features the 'u3a Windsor Beacon' logo at the top. Below the logo, the text 'U3A Membership Renewal' is displayed. A blue bar with the text 'Continue with payment' is followed by a yellow background section. This section contains the text 'You are about to pay £' and a 'Continue to PayPal to complete payment' button.

Click the “**Continue to PayPal to complete payment**” button to progress.

Windsor u3a Online Renewal Guide

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

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



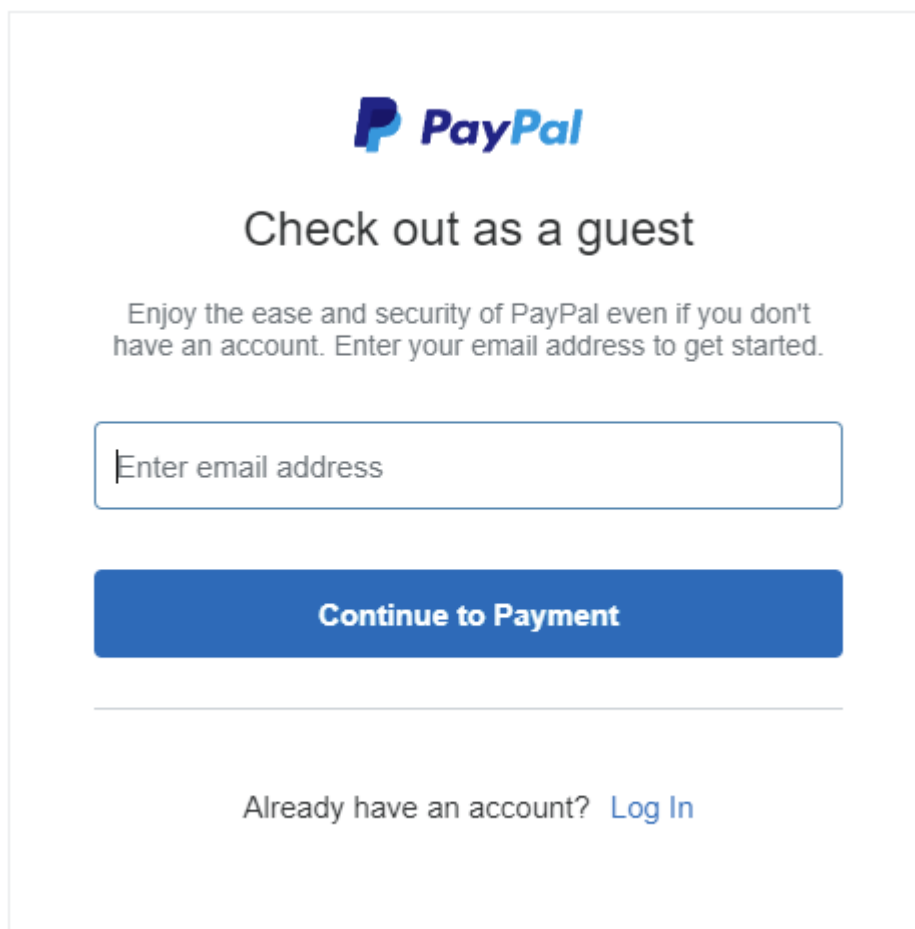
The screenshot shows the PayPal login and payment options interface. At the top left is the PayPal logo. At the top right is a shopping cart icon followed by the currency symbol '£' and 'GBP'. The main heading is 'Log in to PayPal'. Below this is the instruction 'Enter your email address or mobile phone number to get started.' There is a text input field with the placeholder text 'Email address or mobile number'. Below the input field is a link that says 'Forgotten your email address?'. There are two buttons: a blue button labeled 'Next' and a grey button labeled 'Pay by Debit or Credit Card'. Below the buttons is a link that says 'Cancel and return to Windsor & District U3A'. At the bottom left is a small icon of the United Kingdom flag followed by a downward arrow.

If you have a PayPal account, fill in your e-mail address or mobile number and click blue “**Next**” button. At this point I’ll assume you know how to complete a purchase.

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

Windsor u3a Online Renewal Guide

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



The screenshot shows the PayPal checkout page for guests. At the top is the PayPal logo. Below it is the heading "Check out as a guest". A sub-heading reads: "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." There is a text input field with the placeholder text "Enter email address". Below the input field is a prominent blue button labeled "Continue to Payment". At the bottom of the form, there is a horizontal line and the text "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 Renewal 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

PayPal Guest Checkout

Your financial details won't be shared with the merchant.

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.

Windsor u3a Online Renewal Guide

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

The reasons we ask you renew online:

1. If you pay by any other method (e.g. BACS, or Credit/Debit card at meeting), updating your membership status in the Beacon database and sending the confirmation e-mail and must both be done manually by a committee member, which won't be as quick.
2. If you pay by cheque, in addition to the manual update and e-mail, 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). This is bad enough, but when a significant number of cheques arrive with errors, omissions or are just plain illegible, the bank won't accept them - and we must chase after members for a new cheque, then repeat the whole paying-in process again. We're all volunteers, if you have free time to help the committee run Windsor u3a, we'd be glad to hear from you.

Thank you if this guide has convinced you to renew online.