

Windsor u3a Online Renewal Guide – V8

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

u3a Windsor
Beacon

[Return to Windsor u3a website](#)

Windsor u3a Members Portal

Please identify yourself

E-mail

Enter the e-mail address we use to contact you. If that has changed since last year, or you get an error message; Register your e-mail (which also allows you to set a new 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: membership@windsoru3a.org.uk or contact the Membership Secretary

Add your e-mail address and click “**Confirm Identity**”, then enter your password, if successful, go to page 3.

If you have not yet set a password in this system, see below ...

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[Return to Windsor u3a website](#)

Windsor u3a Members Portal

Please identify yourself

E-mail

Password

If you have not yet set a password here, please click/tap the "Confirm Identity" button to take you to the screen asking for 5 bits of information. Or follow the "Register" link shown.

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: membership@windsoru3a.org.uk or contact the Membership Secretary

Beacon

[Return to Windsor u3a website](#) | [Sign in with email](#)

Windsor u3a Members Portal

Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

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 proceed.

* 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 autofill or auto-correct, just enter it **exactly** as per the e-mail, which shows everything in the correct order to enter.

Windsor u3a Online Renewal Guide – V8

If you are told you need to register your e-mail address, follow the instructions provided on screen. Please note that you must confirm the e-mail within one hour of choosing that option.

If you need to set a first password, or reset your existing password, you will see this screen;

The screenshot shows the 'u3a Windsor Beacon' logo at the top left. Below it, the text reads 'u3a Members Portal - Restore password'. A blue banner below the logo says 'Choose a new password.'. The main content area has an orange background and contains the following text: '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 are two input fields: 'Password' (containing a row of 10 black dots) and 'Confirm password'. A red callout box with a white background and black text points to the password field, containing the text: 'You cannot see what it is, just set a new one. Please follow the guidance provided and click button'. At the bottom of the form is a 'Change password' button.

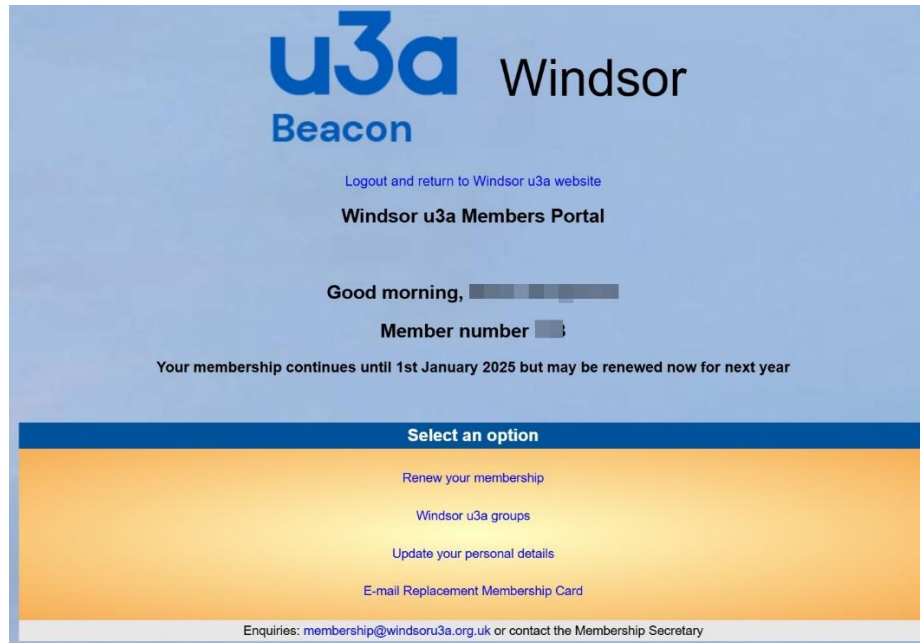
Delete the row of dots (above) and create a new password following stipulations.

Please do NOT re-use any password you have used on another website!

You will then be offered the log in screen again, you should now be able to log in.

Windsor u3a Online Renewal Guide – V8

Having logged in using your e-mail and new password, you should see the **Select an option** menu:



Click the link to **“Renew your membership”**.

Please note, if you log in just before the 1st January, the “Renew your membership” link will **not** be visible.

If you log in after the 1st January and the link is not visible, it means you have already renewed for the current year.

Windsor u3a Online Renewal Guide – V8

u3a Windsor Beacon

[Return to Windsor u3a website](#) [Members Portal](#)

Windsor u3a Membership Renewal

i If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Windsor u3a reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Windsor u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Payment

Your membership class is Single

Renewal fee is £

Amount to pay: £

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

Make Payment

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

Consider the Gift Aid choice and tick the correct one for you.

The fee amount should be checked, then please click the “**Make Payment**” button.

This provides another confirmation of amount screen (below):

u3a Windsor Beacon

u3a Membership Renewal

Continue with payment

You are about to pay £

Continue to PayPal to complete payment

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

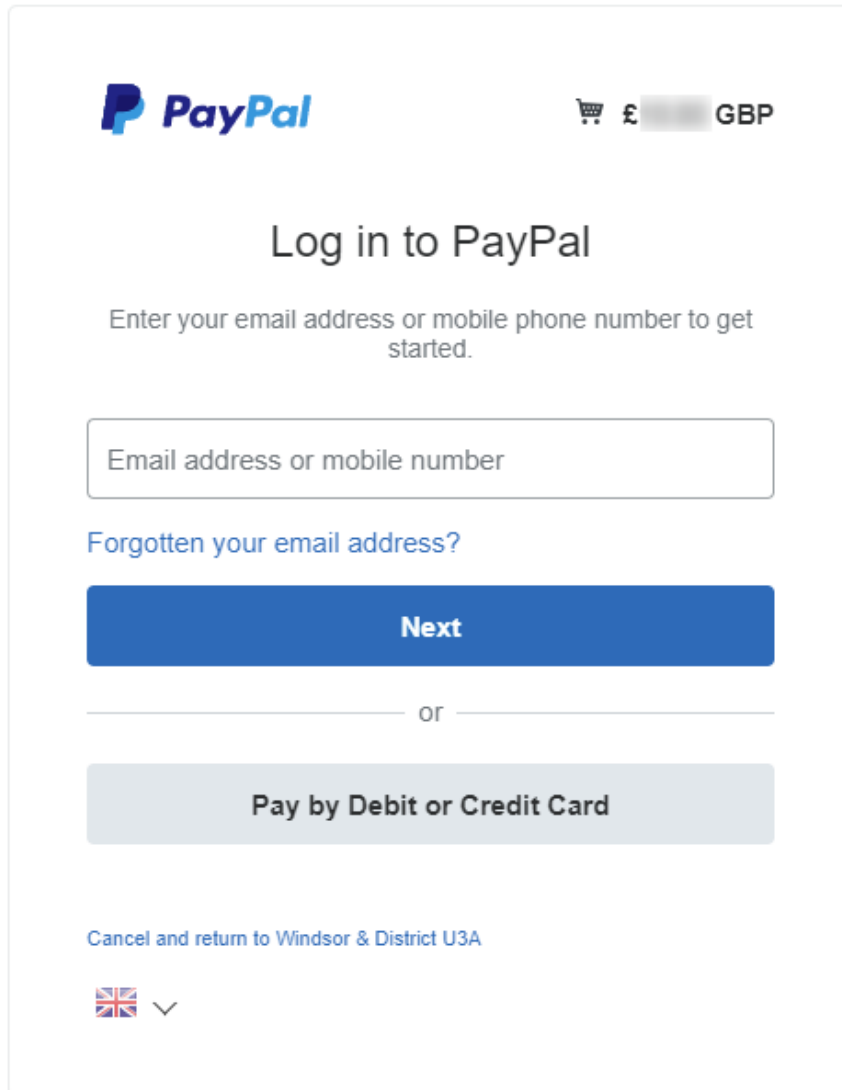
PLEASE do this even if you do not have a PayPal account, because you do not need one, read on ...




We have to admit they try very hard to persuade you to ‘log in’ or ‘create an account’, but we’ll show you how to avoid that below.

Windsor u3a Online Renewal Guide – V8

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)



  £  GBP

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. At this point I will 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 – V8

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.

Enter email address

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.

This opens a big scary form to create an account, but please ‘DO NOT PANIC’, just **scroll down past the top section.**

PayPal£

Pay with debit or credit card


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

United Kingdom

Mobile

+44

Card number▼



PayPal is the safer, easier way to pay

No matter where you shop, we help keep your financial information more secure.

Billing address

Windsor u3a Online Renewal Guide – V8

Just below the 'Postcode' box, locate and **turn OFF** the switch labelled **"Save information & create your PayPal account"** (move it to the left).

This will change the form you are filling in and make the **"Pay now as guest"** button visible.

County (optional) [v]

Postcode [I]

Save information & create your PayPal account

Shop more easily with PayPal

Shop millions of sellers

Save big with great deals

Create password [.....]

Date of birth

Nationality [United Kingdom] [v]

You agree to PayPal's [User Agreement](#) and [Privacy Statement](#). For more information, see your [Right of Withdrawal](#).

You agree to receive marketing communication. You can change this at any time in your settings.

We'll pre-authorise up to £15.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

Create Account & Pay Now

Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

Legal [User Agreement](#) [Privacy](#) © 1999-2025

A red callout box points to the switch with the text: "Switch this OFF to reveal 'Pay as guest' button".

There you are (below), that's much better, isn't it?

County (optional) [v]

Postcode

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

We'll pre-authorise up to £15.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

Pay now as guest

Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

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A red callout box points to the switch with the text: "Now this is OFF, the shorter, simpler form with 'Pay now as guest' is revealed. Fill in information above, use 'Pay now as guest', then continue through following screens".

Please follow the further on-screen instructions to payment completion.

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 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 (e.g. blue ink), the bank won't accept them - then we must chase after members for a new cheque, then repeat the whole paying-in process again.

We're all volunteers, please save our time by renewing online, or at least following the instructions provided, with care.

If you have free time to help the committee run Windsor u3a, we'd be glad to hear from you.