

Windsor u3a Online Renewal Guide – V9: updated 02/01/2026

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

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 ...

u3a Windsor
Beacon

[Return to Windsor u3a website](#)

Windsor u3a Members Portal

Please identify yourself

E-mail

Password

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 All fields must be completed', 'Forename ', 'Surname ', 'Postcode ', 'E-mail ', and '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.

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;

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u3a Members Portal - Restore password

Choose a new 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: ! @ # \$ % ^ & *

You cannot see what it is, just set a new one. Please follow the guidance provided and click button

Password

Confirm password

Change password

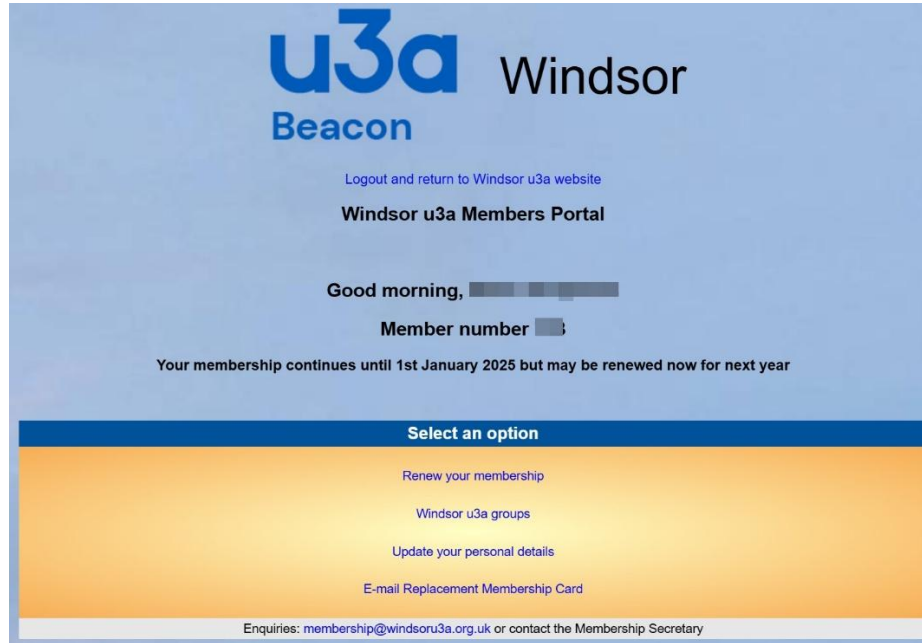
Delete the row of dots (above) and create a new password following stipulations.

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.

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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.

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):

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.

*The national u3a organisation that provides our membership system only has one online payment collection partner and that is PayPal, **you can use it whether you join or not**. The author (Dave Humphries) has used his PayPal account for years and has found them reliable, trustworthy and useful for odd purchases made from online sellers I don’t know, especially ‘overseas’ ones.*

If you are adamant about not using PayPal; please go to the last page for alternative renewal options.

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 interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text '£ 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.' followed by a text input field labeled 'Email address or mobile number'. A blue link 'Forgotten your email address?' is positioned below the input field. There are two buttons: a prominent blue 'Next' button and a grey 'Pay by Debit or Credit Card' button. At the bottom, there is a link 'Cancel and return to Windsor & District U3A' and a small UK flag icon with a dropdown 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 will assume you know how to complete a purchase.

If you:

- don't have a PayPal account,**
- don't want one,**
- or have one, but don't want to use it for this**

That is no problem – please click the grey “**Pay by Debit or Credit Card**” button and read on.

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.

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.**

Pay with debit or credit card

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

Country/region
United Kingdom

Email address

Phone type: Mobile | Phone number: +44

Card number

Expiry date | Security code

Billing address

First name | Last name

Address line 1

Address line 2 (optional)

Town/City

PayPal is the safer, easier way to pay

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

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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]

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

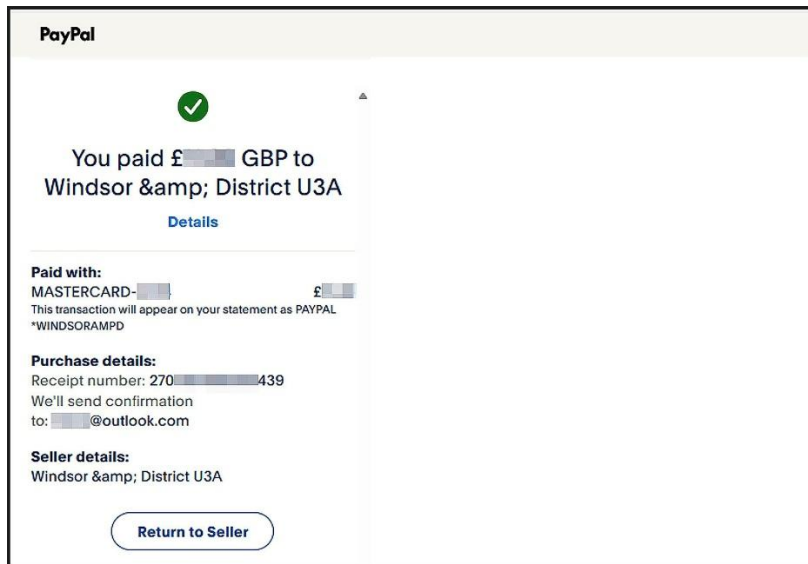
Already got a PayPal account? [Log In](#)

[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.
3. Also, **if you pay by cheque**, we are **charged a fee of 80p** when we deposit it, or **even more** if you take your cheque to a Bank or Post Office counter to deposit the funds to our account.
4. **If you cannot, or will not, renew online** - please pay by taking your debit/credit to the January or February monthly meeting, or set up a bank transfer (BACS) in preference to giving us a cheque.

***We are all volunteers**, please save our time by renewing online, or at least following the instructions above with care. They took hours to write, and more to keep updating each year - please read them carefully and comprehend before attempting to renew online - and keep them handy whilst renewing.*