



## Cardiff U3A : Beacon Administration System

### HOW TO : RENEW YOUR MEMBERSHIP USING THE MEMBERS' PORTAL

This document is a brief guide for Members and covers how to access the Members' Portal and renew your membership. It takes you through each step of the process and shows you each screen you will see.

#### Payment System

Please note that even though the Cardiff U3A uses PayPal to collect subscriptions, you do NOT have to have a PayPal account. You may use an ordinary credit or debit card. If you do have a PayPal account, you may use that if you wish.

#### You will need:

You will need the following information to login to the Portal:

- Membership Number (from your Membership Card)
- Forename
- Surname
- Postcode
- Email Address

To make payment:

- Credit card or a Debit card

## Accessing the Members' Portal

With your usual browser (Microsoft Internet Explorer or Edge, Google Chrome, Safari, Firefox etc), browse to the address for the Cardiff U3A website Membership page :

<https://www.cardiffu3a.org.uk/membership>

and select the **Members' Area** option:



Now click on the link '**Login Here**'

The **Members' Area** or **Portal** is part of the Beacon administration system (see below) and allows you to do the following:

- See information about Groups
- See a version of the Calendar which is more detailed than the Public view
- Update your personal details held in our records
- When appropriate, renew your membership online



Need help? Here's a [useful document](#)

To log in to the Members' Area, you will need:

- Your Membership Number
- Forename
- Surname
- Postcode
- Email address

*If you have not supplied Cardiff U3A with an email address, you will **not** be able to use the Members' Portal.*

## Login to the Portal

You will see the following screen



# Cardiff

[Return to Cardiff U3A website](#)

## Cardiff U3A Members Portal

### Please identify yourself

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: [info@cardiffu3a.org.uk](mailto:info@cardiffu3a.org.uk) or contact the Membership Secretary

You should complete the form and click on the button marked **Confirm Identity**. Here is an example:



The screenshot shows the Cardiff U3A Members Portal. At the top, there is a logo for 'U3A THE UNIVERSITY OF THE THIRD AGE' and the word 'Cardiff'. Below the logo is a link 'Return to Cardiff U3A website'. The main heading is 'Cardiff U3A Members Portal'. The form itself is titled 'Please identify yourself' and contains the following fields: 'Membership number' (140), 'Forename' (Owen), 'Surname' (Parry), 'Postcode' (CF99 5LD), and 'E-mail' (1402@gmail.com). A 'Confirm Identity' button is at the bottom of the form. A note states 'All fields must be completed'. At the very bottom, there is a link for enquiries: 'info@cardiffu3a.org.uk' or contact the Membership Secretary.

**U3A** THE UNIVERSITY OF THE THIRD AGE Cardiff

[Return to Cardiff U3A website](#)

**Cardiff U3A Members Portal**

**Please identify yourself**

Membership number  All fields must be completed

Forename

Surname

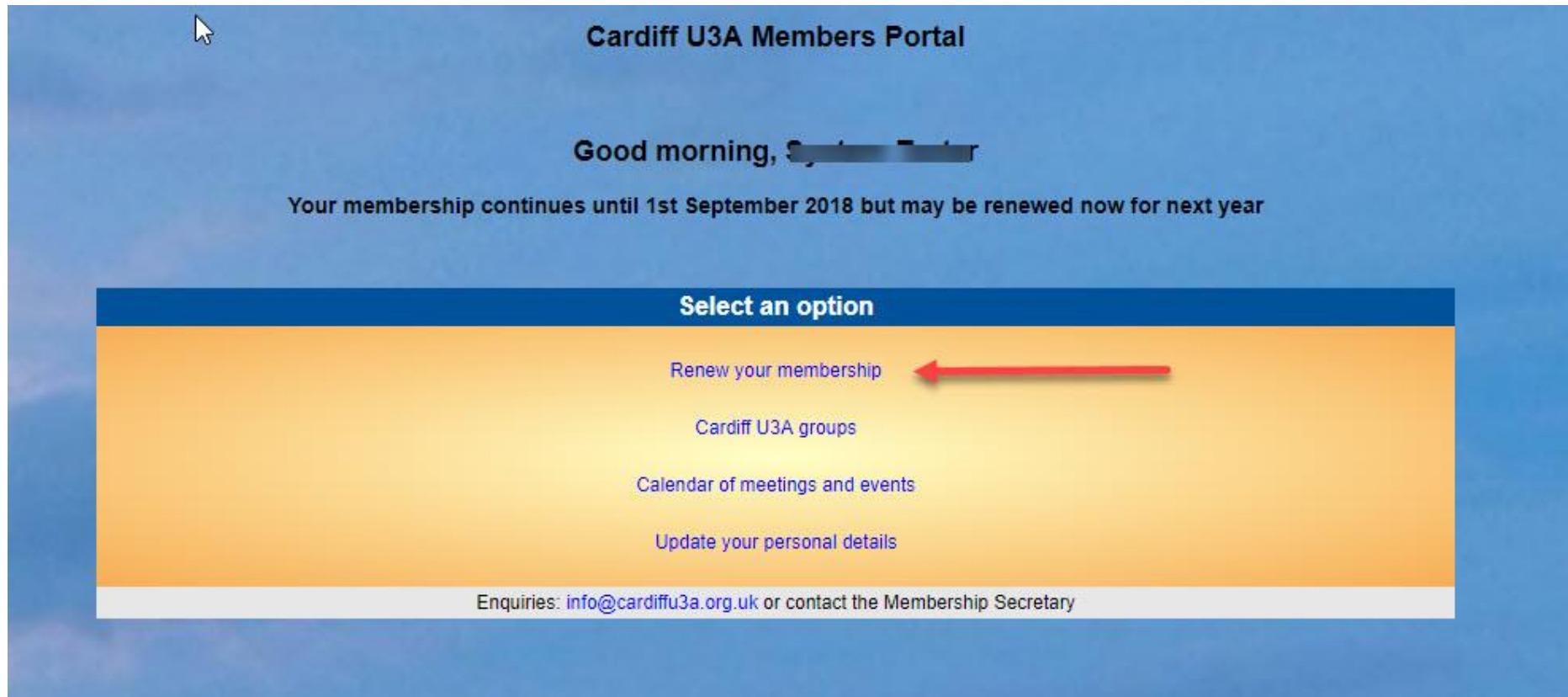
Postcode

E-mail

Enquiries: [info@cardiffu3a.org.uk](mailto:info@cardiffu3a.org.uk) or contact the Membership Secretary

You will then be taken to the Portal Home Page:

## Members Portal Home Page



To renew your membership, select the first option as indicated.

- The other options are available, but this document only deals with renewal.
- You will only see the renewal option during the renewal period.

## Membership Renewal

This is an **example** of the screen you will see. The amount for your renewal will be different and your membership class will be **Individual**.

**Cardiff U3A Membership Renewal**

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

**Payment**

Your membership class is System Tester

**Renewal fee is £ 1.00**

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

**Amount to pay: £ 1.00**

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

**Make Payment**

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Cardiff U3A to confirm renewal  
Problems?: [memsec@cardiffu3a.org.uk](mailto:memsec@cardiffu3a.org.uk) or contact the Membership Secretary

If you wish the U3A to claim Gift Aid on your subscription, please tick the check box as shown.

Please also note the text highlighted here. The Cardiff U3A uses PayPal to collect subscriptions but **you DO NOT have to have a PayPal account**. You may use an ordinary credit or debit card. If you do have a PayPal account, you may use that if you wish.

Please click on the button **Make Payment**

## U3A Membership Renewal

**Continue with payment**

**You are about to pay £ 1.00**

[Continue to PayPal to complete payment](#)

and you will be taken to the PayPal screen. Fill in the details here – it is just like any online purchase.







🛒 £1.00 GBP

## Pay with PayPal

Enter your email or mobile number to get started.

[Forgot email?](#)

Next

OR

Pay with Debit or Credit Card

[Cancel and return to The Cardiff U3A](#)



English | Français | Español | 中文


If you have a PayPal account and wish to use that, login here and follow the instructions. The rest of this document assumes you simply wish to pay using a card.

The next section is shown in two parts because it is a long screen and will not legibly fit onto the page.

The Cardiff U3A

## Part 1 of screen

Fill in your card details and address and scroll down the screen to finish the process.



£1.00 GBP

### 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



**PayPal is the safer, easier way to pay**

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

### 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.



Click this  
option

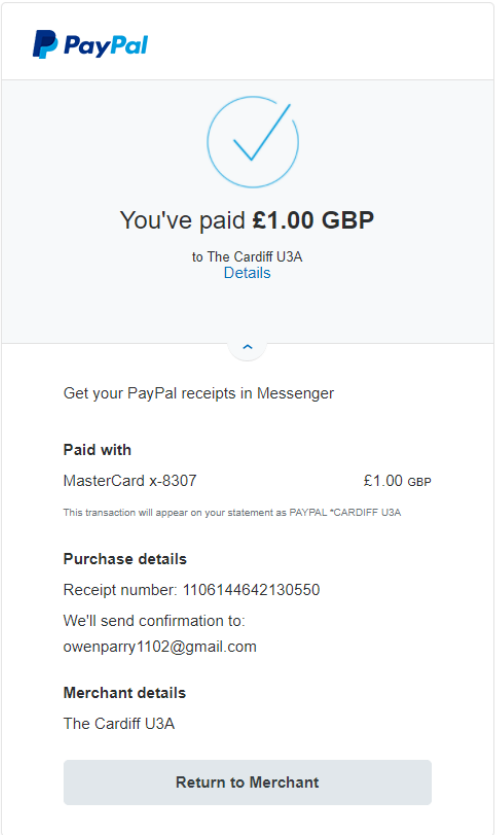
Pay Now

When you have filled in the form, remember to click on the blue Pay Now button.

## Confirmation of Payment

You will see a screen confirming your subscription renewal. An email will be sent to your Inbox from PayPal.

The Cardiff U3A

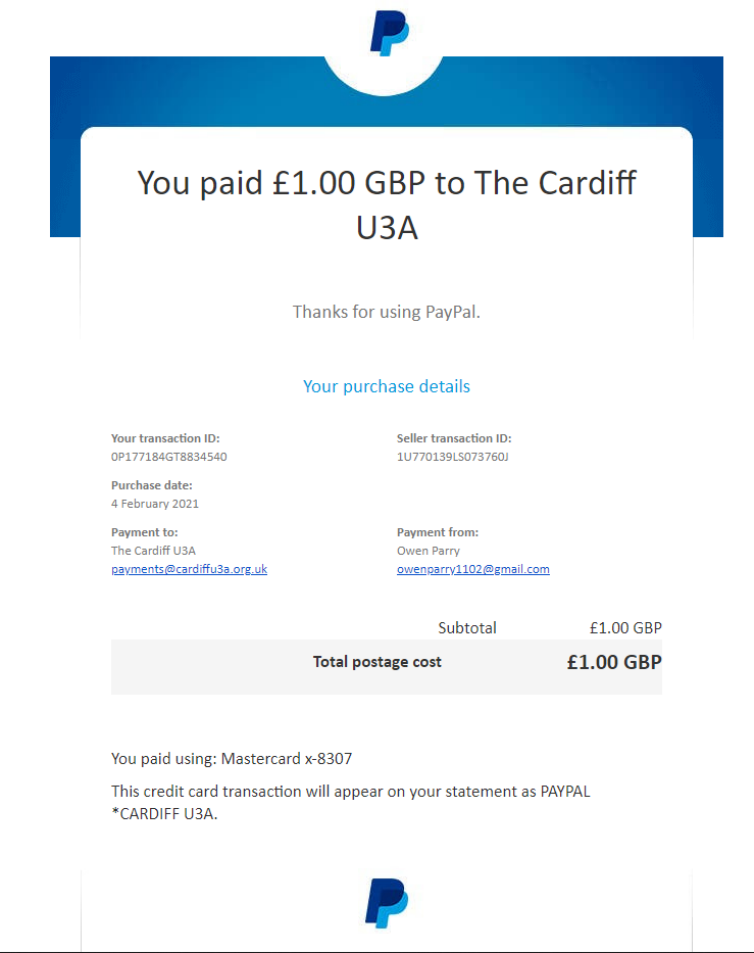


You should click on the button **Return to Merchant**.

You will be returned to the Members Portal page.

# Confirmation Email

The process is now complete. You will receive and email from PayPal something like this:



## Email from Cardiff U3A and Your New Membership Card

Your U3A membership renewal Σ Inbox x

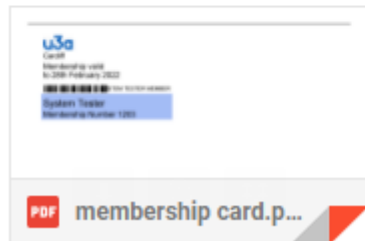
noreply@u3abeacon.org.uk

to me ▼

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) is not monitored, and your reply will not be seen.

Thank you for renewing your membership of Cardiff U3A. Your membership card is attached.

You should receive a separate acknowledgement of payment from PayPal (even if you paid by credit or debit card).



**Your Membersip Card is  
a PDF file attached to  
the email. You should  
download and print it.**