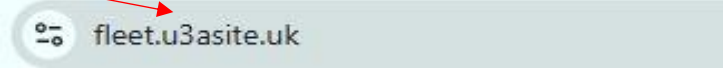




Fleet U3A - How to register for our Membership Portal

A simple Step by Step Guide

This is a very simple step by step guide illustrated with lots of pictures to show you how to register for our u3a membership portal. Once you are registered you can check and amend your own address, email, phone and emergency contact details. If you wish you would also be able to renew your membership online.

<p>Type in fleet.u3asite.uk into your internet browser and press the enter key on your keyboard</p>	
<p>which will take you through to our home web page</p> <p>Select the 'Membership' drop down menu</p>	 <p>Welcome Membership Events Groups Newsletters What's on in Fleet Useful Links</p>
<p>You will then have the option to 'Update your details'</p>	 <p>How to Join Fleet u3a How to Renew your Membership How to update your Details</p>
<p>Go to the Beacon system by clicking on the 'here'</p>	<ul style="list-style-type: none">• Check that the contact details we hold for you are correct.• Amend any details you wish to change• Add your Emergency Contact Details for use in case of an emergency. Groups using Beacon. <p>To access Beacon, please click here.</p>

Fleet U3A - How to register for our Membership Portal

STEP 1

To register for an account ignore the email field, leaving it blank and click on the 'Register for a membership account'

Fleet and District 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](#)

STEP 2

Fill out the five pieces of information and click on 'Confirm Identity'

Note:

- a) Membership No is 4 digits
- b) Names with leading capitals
- c) Postcode is capitals with space separating the two parts
- d) Email address all lower case

Fleet and District u3a Members Portal

Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: memsec@fleetu3a.org.uk or contact the Membership Secretary

STEP 3

Choose a password you can remember with at least 10 characters including one upper case, one lower case and one numeric character. (You can also include any of the special characters shown if you wish)

Then click on 'Update Account'

You must choose a password to continue.

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a 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: ! @ # \$ % ^ & *

Set password for email address

Password

Confirm Password

Fleet U3A - How to register for our Membership Portal

STEP 4

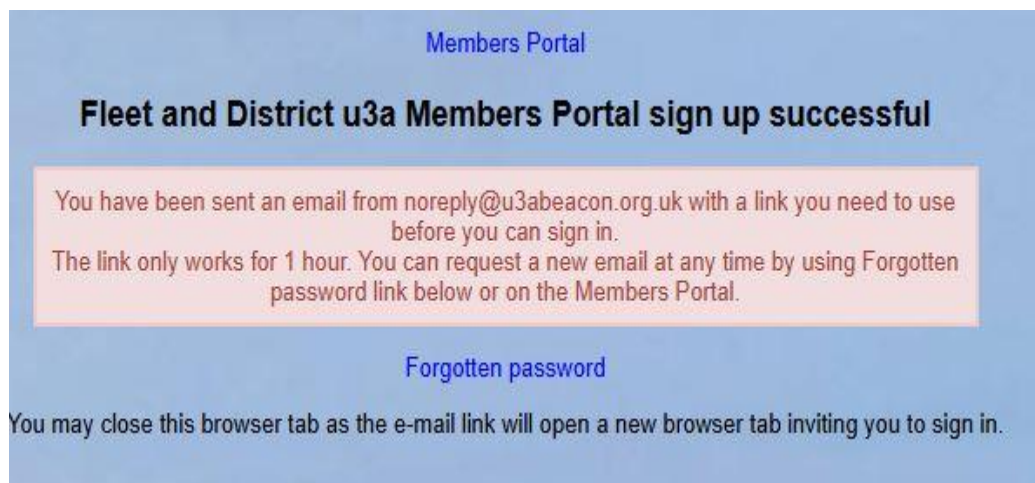
You will see this message.
You must go to your email system and respond to the email you have been sent **within one hour**

Open the email with the subject

'Fleet and District u3a Beacon password confirmation'

Sent by

noreply@u3abeacon.org.uk



STEP 5

In your email system you will get an email like this.
You need to click on the blue link next to 'Please confirm using this link'

This will confirm that the email address you have given is valid.

You are now registered and can log into the Membership system at any time with your email address and whatever password you chose.

If you wish you could go back to Step 1 above and log in and check your address details, etc. are correct

If ever you forget your password then click on the 'Forgotten password' and follow the instructions

