

# Fleet U3A - How to register for our Membership Portal



## here

### A simple Step by Step Guide


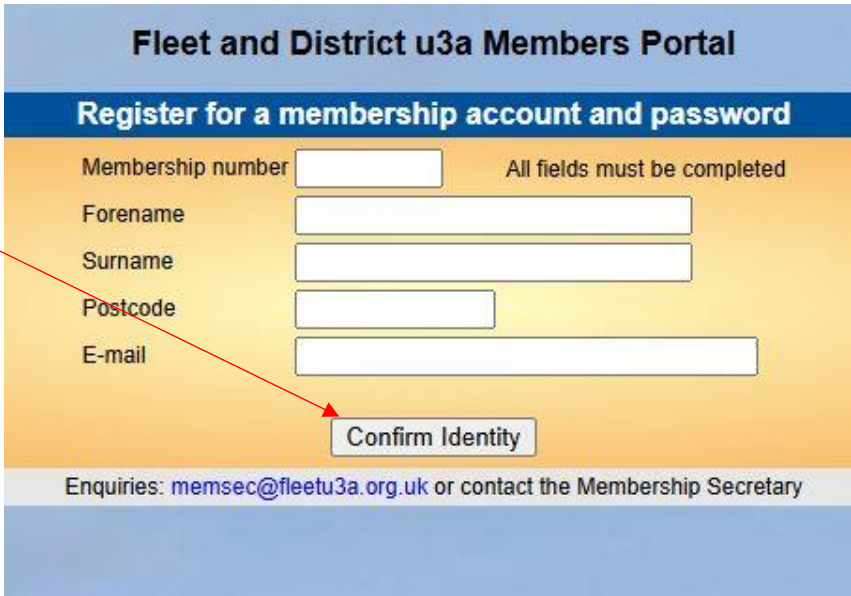

This is a very simple step by step guide illustrated with lots of pictures to show you how to register for our u3a membership portal. Once you are registered you can check and amend your own address, email, phone and emergency contact details. If you wish you can also renew your membership online.

If you have already registered, then Beacon will tell you if that is the case and you should log into Beacon with your email address and password. If you have forgotten your password, then click on 'Forgotten Password'

If you want to watch a video of this registration process the there is one on YouTube :-  
<https://www.youtube.com/watch?v=hyL8kayX5hA>

<p>Type in <a href="http://fleet.u3asite.uk">fleet.u3asite.uk</a> 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>You will then have the option to "How to update your membership details' click on this option.</p>	<p><a href="#">How to join Fleet u3a as a new member</a></p> <p><a href="#">How to register for the Beacon Portal to do online renewal and updating</a></p> <p><a href="#">How to renew your Membership</a></p> <p><a href="#">How to update your Membership Details</a></p>
<p>Go to the Beacon system by clicking on the 'here' on the web page you see</p>	<ul style="list-style-type: none"> <li>• Check that the contact details we hold for you are correct.</li> <li>• Amend any details you wish to change</li> <li>• Add your Emergency Contact Details for use in case of an emergency.</li> </ul> <p>Groups using Beacon.</p> <p>To access Beacon, please click <a href="#">here</a>.</p>

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<p><b>STEP 1</b> To register for an account ignore the email field, leaving it blank and click on the 'Register for a membership account'</p>	
<p><b>STEP 2</b> Fill out the five pieces of information and click on 'Confirm Identity'</p> <p>Note:</p> <ul style="list-style-type: none"> <li>a) Membership No is 4 digits</li> <li>b) Names with leading capitals</li> <li>c) Postcode is capitals with space separating the two parts</li> <li>d) Email address all lower case</li> </ul>	
<p><b>STEP 3</b> 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)</p> <p>Then click on 'Update Account'</p>	

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## STEP 4

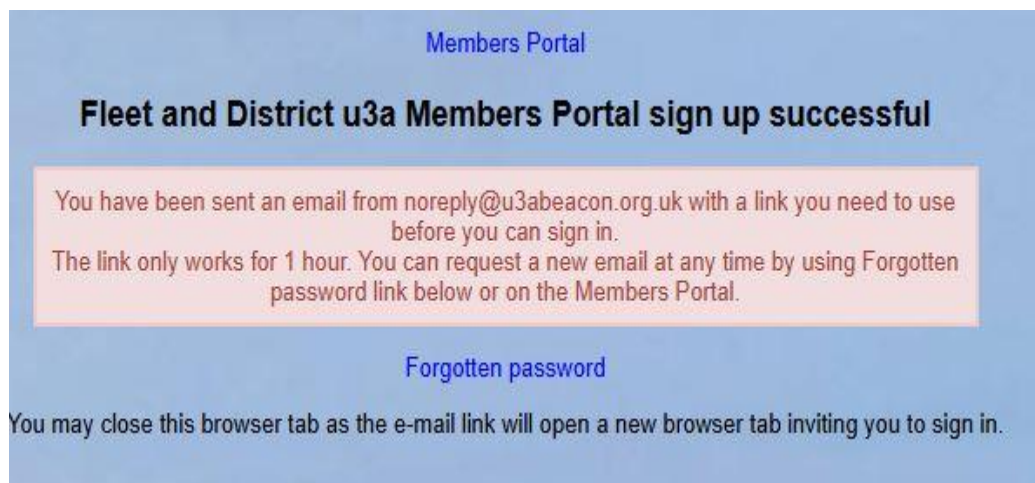
You will see this message.  
You must go to your email system and respond to the email you have been sent **within one hour**

Open the email with the subject

**'Fleet and District u3a Beacon password confirmation'**

Sent by

[noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk)



## STEP 5

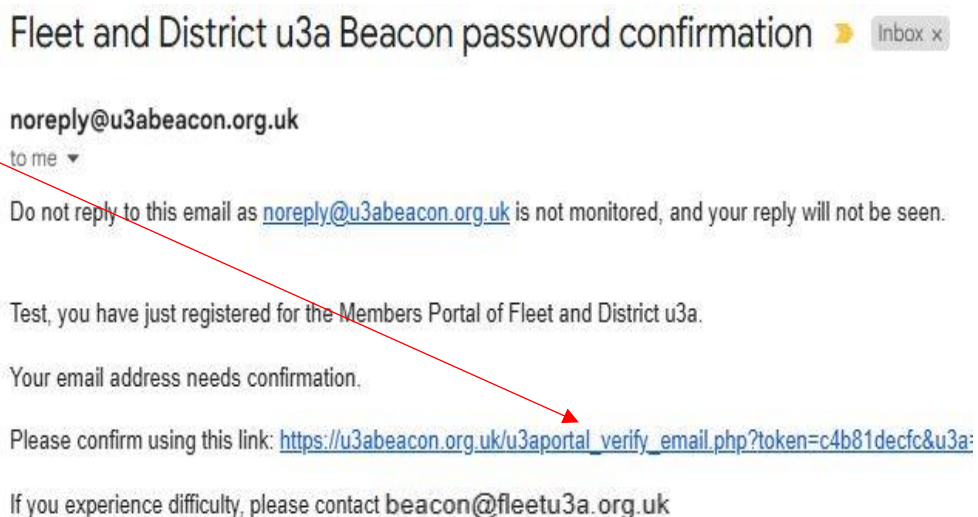
In your email system you will get an email like this.  
You need to click on the blue text in the email you receive next to 'Please confirm using this link'

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



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## Note - only for those Members that share an Email Address

When 2 members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list

**Fleet and District u3a Members Portal**

**Please identify yourself**

Select member you want to proceed with

- 1272 - Beast, Bertie
- 1273 - Beast, Bessie

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.  
[Sign In with membership details](#)

Enquiries: [onlinerenewals-email@youru3a.org.uk](mailto:onlinerenewals-email@youru3a.org.uk) or contact the Membership Secretary

**Please Note:** it is not good practice to share a password from a security point of view, so it is recommended that when 2 members share an email address, they use different passwords when registering to use the Members Portal.