

A step by step guide to creating a membership account

- (1) To register for a membership account you need to go to our website. You can search for "Gravesend u3a", its address is <https://u3asites.org.uk/gravesend>. Then you need to go to the 'Members' page:

The screenshot shows the website's navigation menu with links for Home, Welcome, Members, Groups, Newsletters, Events, Contact, Links, and GDPR. The main header reads "Gravesend, Northfleet & District" and "u3a". The "Members" section is highlighted, and the text below states: "FROM DECEMBER EXISTING MEMBERS WILL BE ABLE TO RENEW THEIR MEMBERSHIP (The membership fee for 2024 has now been reduced to £8.00.)". It provides instructions on how to renew via MEMBERS LOGIN or by post, and lists roles for Beacon 'Power Users'. A sidebar on the right features a "u3a Gravesend, Northfleet & District" logo and three activity photos: "GN&D u3a logo", "Walkers", and "Segway Safari", with a "Cycling" link below.

- (2) Select the 'MEMBERS LOGIN' link. You may be asked to accept optional cookies, if in doubt choose 'I Do Not Accept Cookies':

The screenshot shows the "u3a Beacon Gravesend, Northfleet" logo and the "Gravesend, Northfleet u3a Members Portal" title. A "Please identify yourself" form is displayed with input fields for "E-mail" and "Password", and buttons for "Confirm Identity" and "Forgotten Password". Below the form, there are links for "Register for a membership account" and "Verify e-mail". A "Help" button is visible in the bottom left corner, and a lighthouse image is on the right.

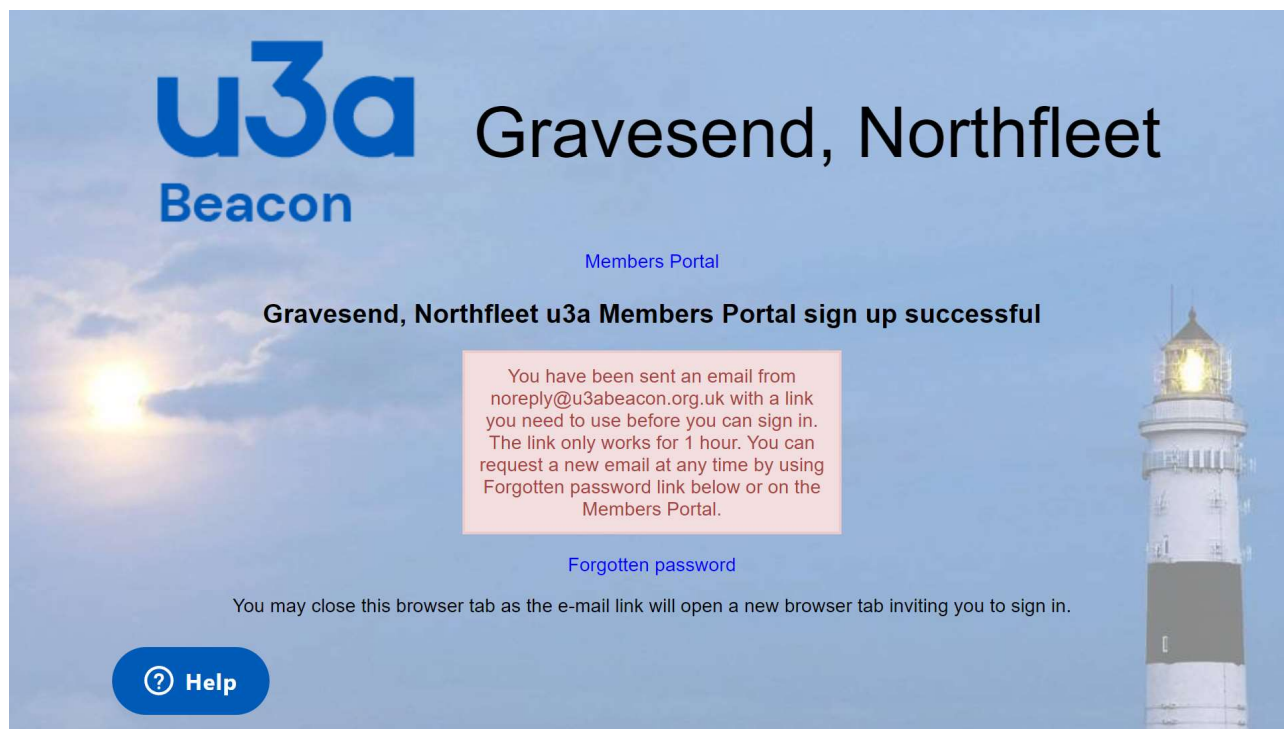
(3) Select '**Register for a membership account**' and enter your five bits of membership information:

The screenshot shows the registration form on the u3a Gravesend, Northfleet website. The page title is "Gravesend, Northfleet u3a Members Portal". Below the title, there are links for "Return to Gravesend, Northfleet u3a website" and "Sign in with email". The main heading is "Register for a membership account and password". The form fields are: Membership number (967), Forename (Ann), Surname (Example), Postcode (DA12 1AB), and E-mail (gandn.u3a@outlook.com). A "Confirm Identity" button is at the bottom of the form. Below the form, there is an enquiry email: "Enquiries: skirwan46@hotmail.co.uk or contact the Membership Secretary". A "Help" button is in the bottom left corner.

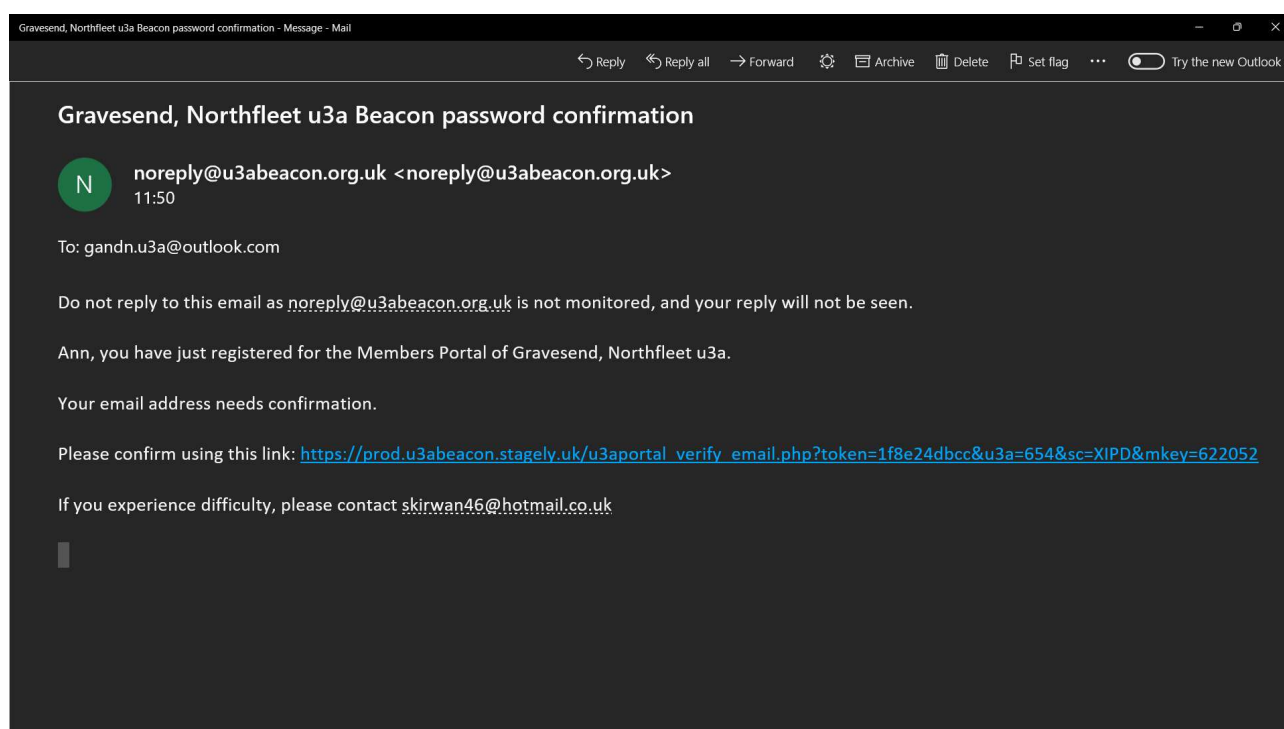
(4) When you have entered your five bits of membership information select '**Confirm Identity**':

The screenshot shows the password creation screen on the u3a Gravesend, Northfleet website. The page title is "Gravesend, Northfleet u3a Members Portal". Below the title, there is a heading: "You must choose a password to continue." The text reads: "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: ! @ # \$ % ^ & *". Below this, it says "Set password for email address gandn.u3a@outlook.com". There are two password input fields: "Password" (Ab12345678) and "Confirm Password" (Ab12345678). An "Update Account" button is at the bottom of the form. Below the form, there is a note: "You will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal." A "Help" button is in the bottom left corner.

(5) Set and confirm a password for your membership account. This needs to be at least 10 characters long and contain capital, lower case letters and numbers. If you lose track of what you have typed for your password, select the eye icon to see what you have typed so far. When you are happy with your password select '**Update Account**':



(6) An email will have been sent to the email address you gave:



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(7) You need to select the link in this email within an hour of it being sent and then you will be taken back to the login screen:

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Beacon

[Return to Gravesend, Northfleet u3a website](#)

Gravesend, Northfleet u3a Members Portal

Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail

Password

[Confirm Identity](#)

[Forgotten 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: skirwan46@hotmail.co.uk or contact the Membership Secretary

[? Help](#)

(8) You should now be able to login using the email address and password that you set:

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[Return to Gravesend, Northfleet u3a website](#)

Gravesend, Northfleet u3a Members Portal

Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail

Password

[Confirm Identity](#)

[Forgotten Password](#)

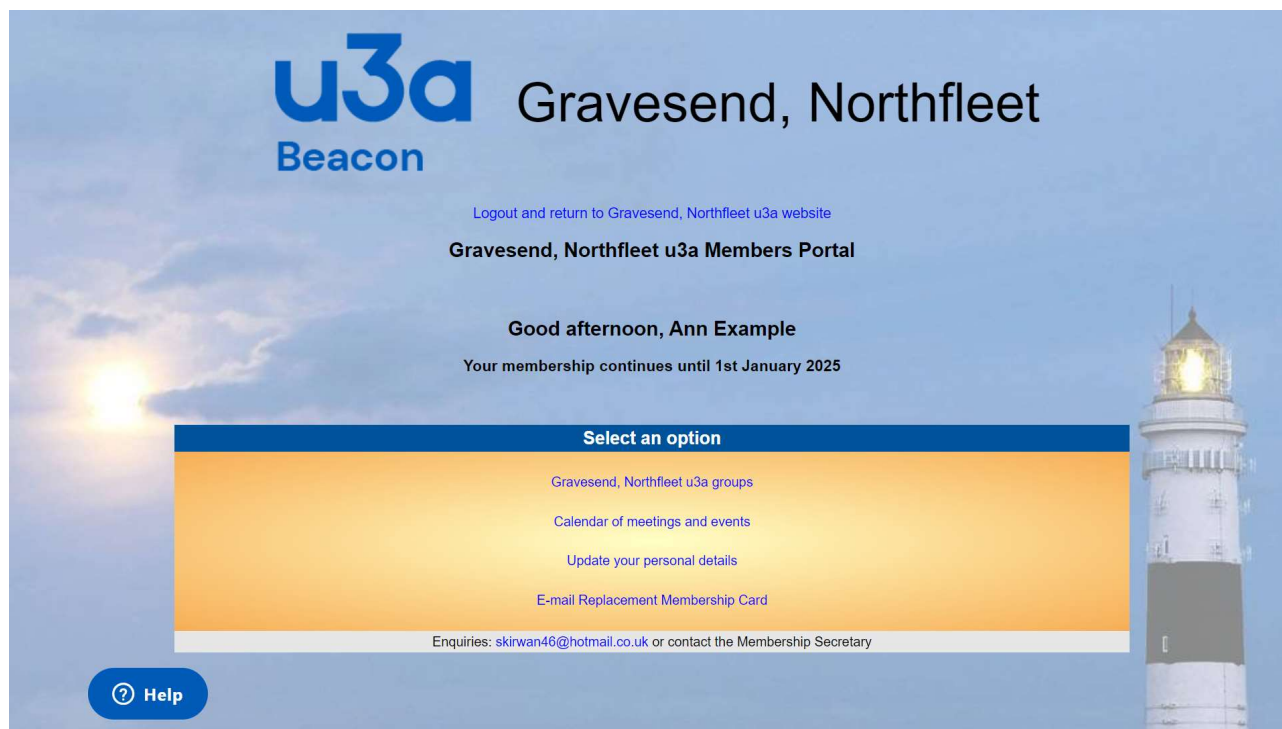
If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: skirwan46@hotmail.co.uk or contact the Membership Secretary

[? Help](#)

(9) You should now be logged in to your membership account where you will be greeted by name:



(10) There are always four options available to you via your **'MEMBERS LOGIN'**, but you will also be able to renew your membership of our u3a on line here too when its membership renewal time.

The other four options shown on the screen above are:

'Gravesend, Northfleet u3a groups' will present you with an alphabetical list of all the active groups available to you as a member of our u3a. It will indicate if you are already a **'MEMBER'** or the **'LEADER'** of the group and selecting the group will provide you with the information that the Group Leader has set up about their group. You may be able to apply to join the group or its waiting list depending on how full the group is and what

its group leader has set up for that group:

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Beacon

[Return to Gravesend, Northfleet u3a](#) [Members Portal](#)

Gravesend, Northfleet u3a Groups

- ▶ **Afternoon Tea**
 - [Click this link to apply to join Afternoon Tea](#)
 - Meets** Wednesday 9 October 2024
 - Venue** North Kent College, Gravesend Campus - [Streetmap](#) - [Google maps](#)
 - Normally starts** 14:00 to 16:00
 - Contact** Gillian.bourke@blueyonder.Co.uk
 - Details** Afternoon teas commence again on Wednesday 9 October at 2pm
The cost will be £11 per person payable at the venue
- ▶ Badminton
- ▶ Bird Watching
- ▶ Bowls (short mat)
- ▶ Bowls on Thursdays
- ▶ Bridge

[? Help](#)

'Calendar of meetings and events' will present you with a chronological list of all the active group meetings and events being held by our u3a. Once again, selecting a meeting will present you with the information that the meeting organiser has provided:

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Beacon

[Return to Gravesend, Northfleet u3a](#) [Members Portal](#)

Gravesend, Northfleet u3a Calendar

Show: All Group Own groups and general meetings

- ▶ **Mon 16 Sep 2024 7.30 pm DANCE - Modern Jive** *Generally 4 easy moves everyone welcome*
 - Venue** Christ Church Hall - [website](#) - [map](#)
 - Enquiries** alanscottm2@hotmail.com
 - Details**
- ▶ Tue 17 Sep 2024 10.00 am Spanish Intermediate
- ▶ Tue 17 Sep 2024 10.00 am Bowls (short mat)
- ▶ Tue 17 Sep 2024 10.30 am Creative Writing 2
- ▶ Tue 17 Sep 2024 12.00 pm Fully Loaded Lunch Club
- ▶ Tue 17 Sep 2024 2.00 pm Genealogy
- ▶ Tue 17 Sep 2024 2.00 pm Reading

[? Help](#)

'Update your personal details' will show you all the information that your u3a hold about you and allows you to correct and update it:

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[Return to Gravesend, Northfleet u3a website](#) [Members Portal](#)

Update Personal Details

i To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name Title Forenames Surname
Known as Suffix Initials
Mobile E-mail
Emergency contact Name/s and telephone
 Hide contact details from group leaders
Photo Upload photo (optional) No file chosen jpg, png, gif. Max size 2MB

Where You Live

Address No/Name Street/Building
Additional lines
Town County Postcode
Telephone

Update Password

Password Confirm Password

If you change your email address you will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

'E-Mail Replacement Membership Card' will send you an email with your membership card attached like you were sent when you joined/renewed.