

Melton Mowbray u3a Membership

Step-by-step guide to registering as a new member online

Hello, I'm Helpful Henry!

I'll stay with you throughout Parts 1 and 2, showing you what to click, what to look out for and what happens next. Take the process one step at a time and you'll soon be ready to enjoy everything your u3a membership offers.

Part 1 - Join online and make your membership payment

Part 2 - Create your Members' Portal account



Before you begin Have your email address and payment card to hand. If two people in the same household use the same email address, read Henry's notes carefully as you work through the guide.

Part 1 - Join Online

Start your new membership application

1

From the Melton Mowbray u3a website, choose New Member from the main menu.

2

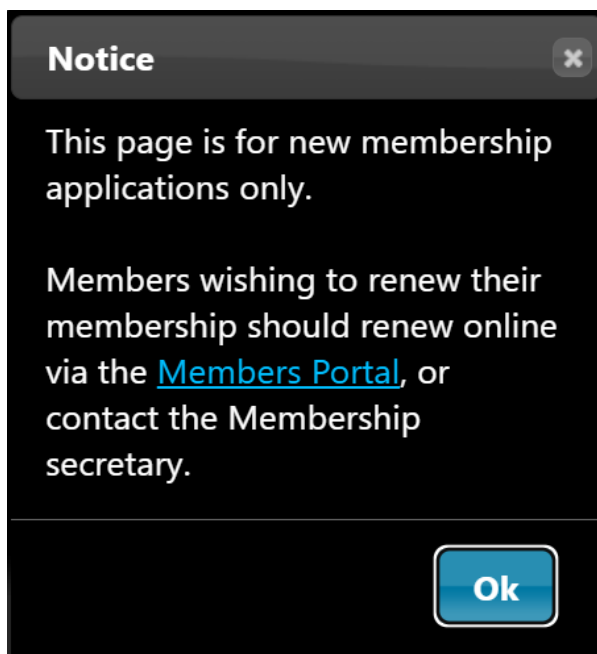
Select JOIN ONLINE.

3

A notice window will open. This confirms that the page is for new membership applications.

4

Select OK to continue.



5

The online membership application will now open. You are ready to begin entering your details.



Melton Mowbray

[Return to Melton Mowbray u3a website](#)

Melton Mowbray u3a Membership Application

Please select the type of membership you require

- | | | |
|---|--------|---|
| ☐ Associate | £9.00 | Only if you belong to another u3a |
| ☒ Individual | £9.00 | 1 person with e-newsletter |
| ☐ Individual NL Mag | £33.15 | Individual + post newsletter + u3a Magazine |
| ☐ Individual u3a Mag | £18.15 | Individual + u3a Magazine |
| ☐ Individual with NL | £29.00 | 1 person + post newsletter |
- Membership paid today continues until 1st January 2027

About You

Title

Forename - required

Part 1 - Your Details

Complete the membership application carefully

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Enter your details in each section of the form, including the Gift Aid section where appropriate.

Henry's tip Check your entries as you type. The use of capital letters at the start of your forename for example and enter your postcode in uppercase with a space in the middle, for example LE13 0FA. The information you enter creates your membership record.



Melton Mowbray

[Return to Melton Mowbray u3a website](#)

Melton Mowbray u3a Membership Application

Please select the type of membership you require

☐ Associate	£9.00	Only if you belong to another u3a
☒ Individual	£9.00	1 person with e-newsletter
☐ Individual NL Mag	£33.15	Individual + post newsletter + u3a Magazine
☐ Individual u3a Mag	£18.15	Individual + u3a Magazine
☐ Individual with NL	£29.00	1 person + post newsletter

Membership paid today continues until 1st January 2027

About You

Title

Forename - required

7

When you are happy that your details are correct, select Continue to payment options. You can pay by debit or credit card, or use a PayPal account.

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

Continue to payment options

Please note Each member of a couple or household must register and pay individually. Members may share the same email address; if they do, the same password will also be shared.

Part 1 - Payment

Choose how you would like to pay

8

After selecting Continue to payment options, a PayPal payment window will open.

9

PayPal manages the membership payment process, but you do not need a PayPal account and you do not need to create one.

10

Scroll to the bottom of the PayPal window and select Pay by Debit or Credit Card.

Log in to PayPal

Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)

Email address or mobile number

Password

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card



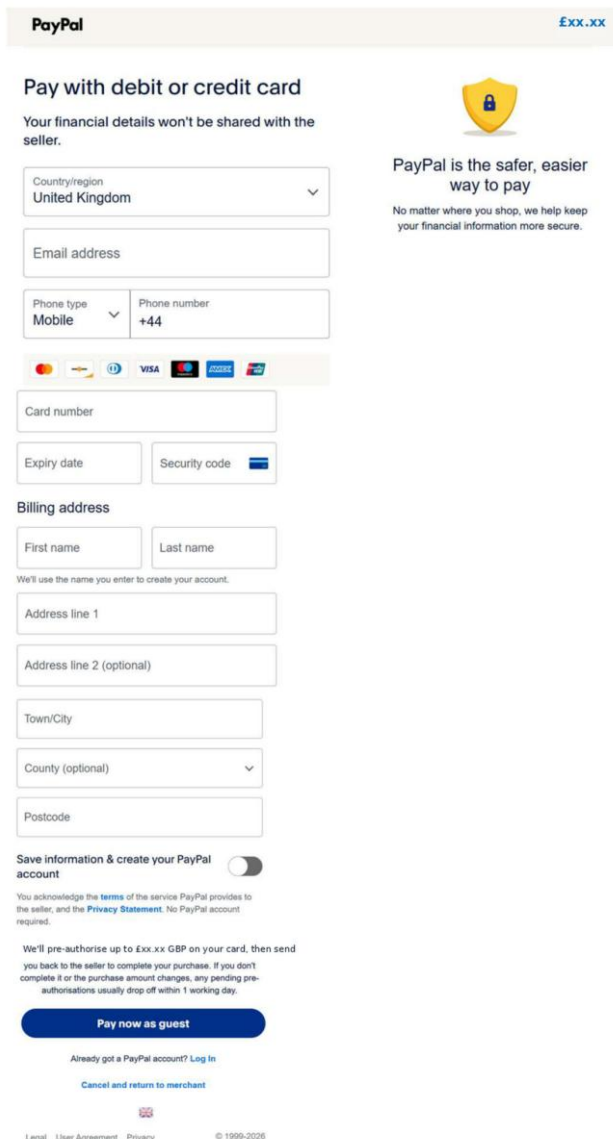
Henry says Look for the Pay by Debit or Credit Card button highlighted above. This lets you continue as a guest without signing into PayPal.

Part 1 - Pay by Card

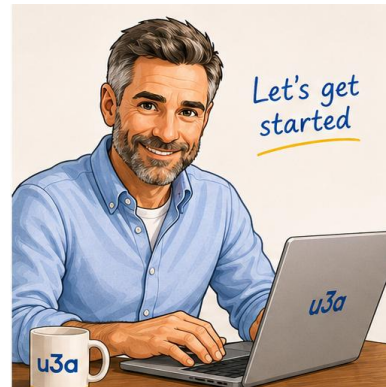
Complete the secure payment screen

11

The debit or credit card payment screen will open. Complete the relevant boxes, then scroll to the bottom and select Pay now as guest.



The screenshot shows the PayPal payment interface. At the top, it says 'PayPal' and '£xx.xx'. The main heading is 'Pay with debit or credit card'. Below this, it states 'Your financial details won't be shared with the seller.' There are several input fields: 'Country/region' (set to 'United Kingdom'), 'Email address', 'Phone type' (set to 'Mobile'), and 'Phone number' (set to '+44'). Below these are icons for various payment methods including Visa, Mastercard, and American Express. There are fields for 'Card number', 'Expiry date', and 'Security code'. A section for 'Billing address' includes fields for 'First name', 'Last name', 'Address line 1', 'Address line 2 (optional)', 'Town/City', 'County (optional)', and 'Postcode'. At the bottom, there is a toggle switch for 'Save information & create your PayPal account'. Below this, there is a disclaimer about the terms of service and a note about pre-authorisation. The main action button is 'Pay now as guest'. There are also links for 'Already got a PayPal account? Log In' and 'Cancel and return to merchant'.



Important You do not have to open a PayPal account. If you see an option to save your information or create a PayPal account, leave it switched off unless you personally want that service.

Part 1 - Payment Complete

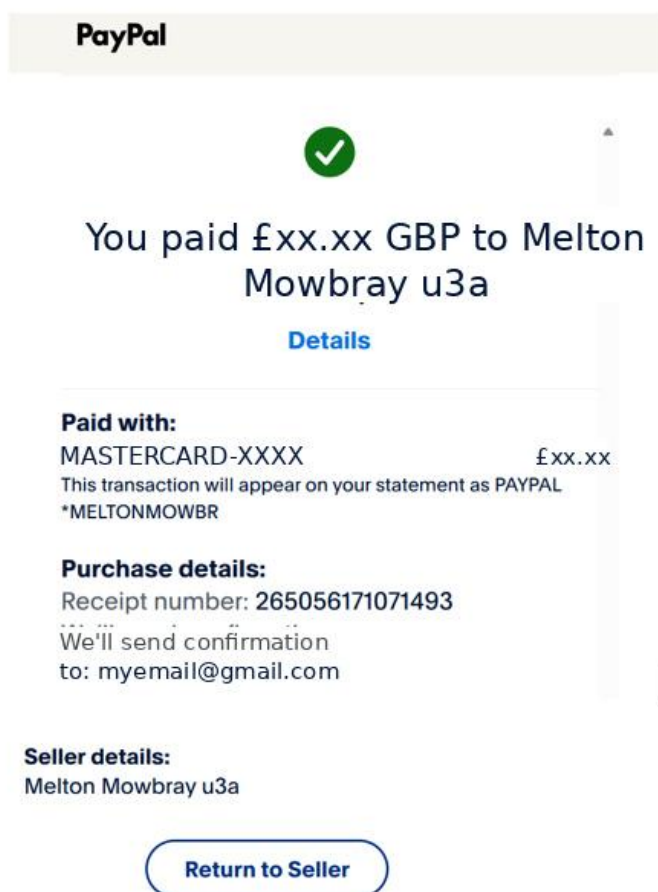
Return to Melton Mowbray u3a

12

When your payment has been accepted, a PayPal confirmation screen will appear.

13

Select Return to Seller. This returns you to the Melton Mowbray u3a Beacon membership system.



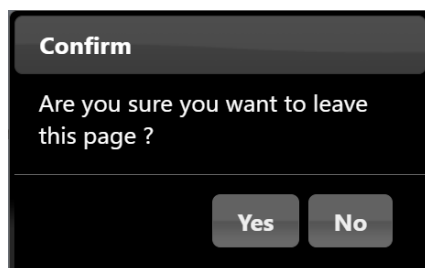
14

On the Melton Mowbray u3a confirmation page, select Return to Melton Mowbray u3a website. The return instruction is circled below so it is easy to spot.



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If your browser asks whether you are sure you want to leave the page, select YES.



Part 1 Complete!

Your membership application and payment are now complete

Well done!

You should now be back on the Melton Mowbray u3a landing page. Your next step is a one-off registration to create your account in the Beacon Management System, known as the Members' Portal.

After Part 1, you will receive your membership card by email. This includes your unique membership number and an invitation to complete your Members' Portal registration.

Keep that email handy. You will need the details it contains for Part 2.



Next Create your Members' Portal account. This is where you will be able to access your membership information and other online services.

Part 2 - Create Your Account

Set up access to the Beacon Members' Portal

Please visit the u3a Members' Portal and follow the on-screen instructions. Once your account is created, you will be able to access your membership information and other online services.

1

Select the Members' Portal button.

2

The Beacon opening screen will appear.

3

The first time you use the service, select Register for a membership account.

u3a Melton Mowbray Beacon

[Return to Melton Mowbray u3a website](#)

Melton Mowbray u3a Members Portal

Please enter your E-mail address

E-mail

[Confirm e-mail](#)

[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: membership@u3ameltonmowbray.org.uk or contact the Membership Secretary



Part 2 - Confirm Your Identity

Match the details from your membership application

4

A registration window will open.

5

Enter the requested information exactly as you entered it on your new member application, then select Confirm Identity.

The screenshot shows the 'Melton Mowbray u3a Members Portal' registration page. At the top, it features the 'u3a Beacon' logo and the text 'Melton Mowbray'. Below this are links to 'Return to Melton Mowbray u3a website' and 'Sign in with email'. The main heading is 'Melton Mowbray u3a Members Portal'. The registration form is titled 'Register for a membership account and password' and includes the following fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note states 'All fields must be completed'. At the bottom of the form is a 'Confirm Identity' button. Below the form, it says 'Enquiries: membership@u3ameltonmowbray.org.uk or contact the Membership Secretary'.

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After confirming your identity, you will be asked to create a password.

Households sharing one email address If more than one member uses the same email address, those members will need to share the same password. Beacon recognises the different names registered to that email and will ask who is logging in on future visits.

Part 2 - Create Your Password

Complete the email verification promptly

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Enter and confirm a password that meets the on-screen requirements, then select Update Account.

Melton Mowbray u3a Members Portal

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 mandyrc13@gmail.com

Password

Confirm Password

[Update Account](#)

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.

8

Beacon will send an email containing a link for you to confirm your email address.

u3a Beacon **Melton Mowbray**

[Members Portal](#)

Melton Mowbray u3a Members Portal sign up successful

You have been 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 link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

Henry's important tip The verification link is valid for only 1 hour. Complete this step straight away if possible. If the link expires, you may need to use the Forgotten Password route.

Part 2 - Verify and Sign In

You are almost there

9

Open the verification email and follow the link to confirm your email address.

10

After verification, you will see confirmation that your email address has been verified. You can now sign in to the Members' Portal for the first time.

The screenshot shows the 'Melton Mowbray u3a Members Portal' login page. At the top, it says 'u3a Beacon Melton Mowbray'. Below this is a link 'Return to Melton Mowbray u3a website'. A green message box states: 'Your email address has been verified. You can now use it to login to the members portal.' The main section is titled 'Please enter your E-mail address' and contains an 'E-mail' input field, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Below these are instructions: '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' and 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, there is a 'Help' button and an 'Enquiries' link: 'membership@u3ameltonmowbray.org.uk or contact the Membership Secretary'.

First sign-in Enter your email address and select Confirm e-mail. Then enter your password and confirm it when prompted.

The screenshot shows the 'Melton Mowbray u3a Members Portal' dashboard. At the top, it says 'u3a Beacon Melton Mowbray'. Below this is a link 'Logout and return to Melton Mowbray u3a website'. The main heading is 'Melton Mowbray u3a Members Portal'. Below this, it says 'Good afternoon, Demo User' and 'Member number 1234'. The main section is titled 'Select an option' and contains four links: 'Renew your membership', 'Melton Mowbray u3a groups', 'Calendar of meetings and events', and 'Update your personal details'. At the bottom, there is a 'Help' button and an 'Enquiries' link: 'membership@u3ameltonmowbray.org.uk or contact the Membership Secretary'.



Welcome aboard!

Your online registration is complete

You are all set.

You are now registered with the Beacon Members' Portal, where you can access other areas and update your personal details.

Keep your membership number and login details somewhere safe for future visits.

Helpful Henry has got you through the digital front door. We hope you enjoy exploring everything Melton Mowbray u3a has to offer.



Need a little help? If you are unsure at any stage, please contact the **Membership Secretary** or speak to us at a monthly meeting. We are happy to help.