

Melton Mowbray u3a Membership

Helpful Henry's step-by-step guide to renewing your membership online

Hello, I'm Helpful Henry!

If you're already a Melton Mowbray u3a member, you can now renew online. There are two simple stages. First, if you have not already done so, you will create your one-off account in our Beacon Members' Portal. Then you will sign in and complete your membership renewal and payment.

I'll stay with you from start to finish, pointing out what to click, what to look for and what happens next. Take it one screen at a time and we'll have you renewed for another year.



Before you begin Have your membership number, email address and payment card to hand. If you already have a Beacon Members' Portal account, you can skip the account-creation section and go straight to Renew Online.

First, create your Members' Portal account

This is a one-off registration in Beacon

Beacon is the membership management system behind the Members' Portal. Once your account is created, you can sign in securely to view your membership information and use the online renewal service.

1

Open the Melton Mowbray u3a Members' Portal.

2

On the Beacon opening screen, select Register for a membership account.

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



Henry says You only need to register for a Members' Portal account once. In future years, simply sign in with your email address and password.

Confirm your identity

Match the details held on your membership record

3

A registration window will open.

4

Enter your membership number, forename, surname, postcode and email address exactly as they appear on your membership record. These are confirmed on your Membership email.

5

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 for '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 fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note states 'All fields must be completed'. A 'Confirm Identity' button is located at the bottom of the form. At the very bottom, there is a line of text: 'Enquiries: membership@u3ameltonmowbray.org.uk or contact the Membership Secretary'.

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

Create your password

Complete the email verification promptly

6

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.

7

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.

Verify your email and sign in

Your Beacon account is almost ready

8

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

9

When Beacon confirms that your email address has been verified, return to the Members' Portal.

10

Enter your email address, select Confirm e-mail, then enter your password when prompted.

u3a Melton Mowbray
Beacon

[Return to Melton Mowbray u3a website](#)

Melton Mowbray u3a Members Portal

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

Please enter your E-mail address

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](#)

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

[Help](#)

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

u3a Melton Mowbray
Beacon

[Logout and return to Melton Mowbray u3a website](#)

Melton Mowbray u3a Members Portal

Good afternoon, Demo User

Member number 1234

Select an option

[Renew your membership](#)

[Melton Mowbray u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[Help](#)

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

Ready to renew Once you can see your Members' Portal home screen, your one-off registration is complete. Now we can renew your membership.

Renew your membership online

Sign in to the Members' Portal

1

Enter the email address registered to your membership and press Enter/Return or select Confirm e-mail.

u3a Beacon Melton Mowbray

[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

2

Enter your password and continue into the Members' Portal.

3

You are now in Beacon. Check that the name and membership number shown are yours.

u3a Beacon Melton Mowbray

Melton Mowbray u3a Members Portal

Good afternoon, Demo User

Member number 1234

Your membership has expired - please renew

Member number 2570

Your membership expired on 31st August 2026 - please renew

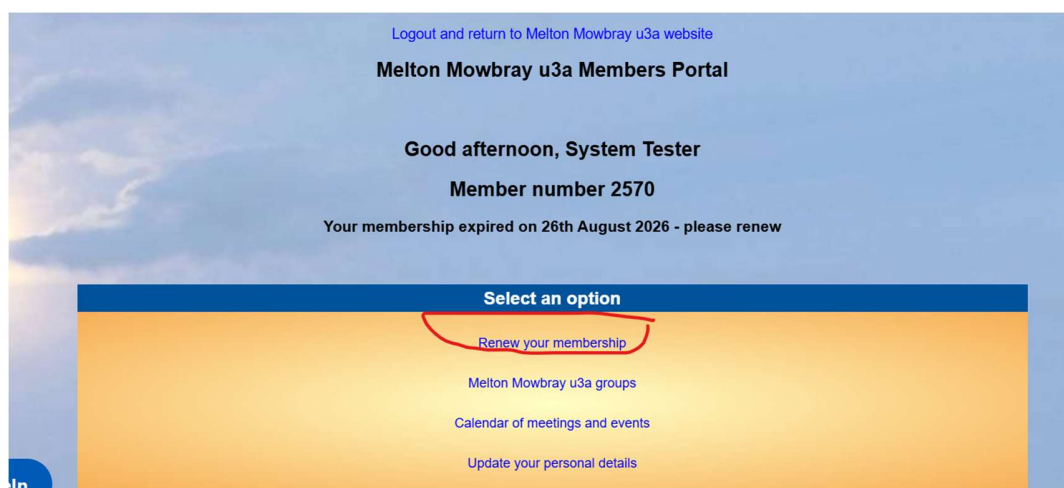
Henry says If several members share the same email address, Beacon may ask you to choose which member is signing in. Select your own name before continuing.

Choose Renew your membership

Check the renewal details before paying

4

From the Members' Portal home screen, select Renew your membership.



5

The membership renewal screen will show the renewal options and amount due. Read the information carefully and choose the appropriate renewal option.

6

Continue to the payment screen when you are happy with your selection.

Please note Each member renews their own membership. If two members share an email address, complete one member's renewal, then return to the portal and select the other member.

Make your renewal payment

Pay securely by PayPal or as a guest by card

7

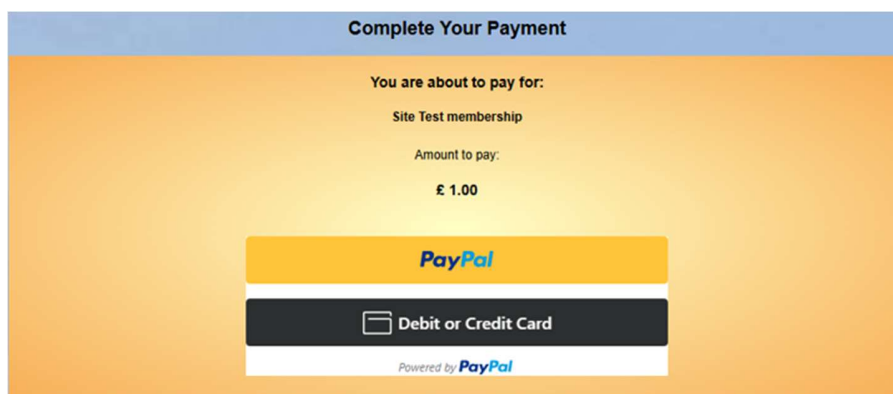
The payment process will open in PayPal.

8

If you have a PayPal account, you can sign in and pay in the usual way.

9

If you prefer to pay by debit or credit card, scroll to the bottom and choose Pay by Debit or Credit Card. You do not need to create a PayPal account.



Choose your preferred option – PayPal Account or Debit/Credit Card

PayPal

Enter your email address to get started.

Email address or mobile number

[Forgot email address?](#)

Next

or

Pay with Debit or Credit Card

[Cancel and return to Melton Mowbray u3a](#)

English

Henry's tip Look for the Pay by Debit or Credit Card option. This lets you continue as a guest without signing into PayPal.

10

Complete the card details requested and select Pay now as guest or Agree & Pay through your PayPal Account

PayPal

£1.00

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address

Phone type
Mobile

Phone number
+44



Card number

Expiry date

Security code

Billing address

First name

Last name

We'll use the name you enter to create your account.

Address line 1

Address line 2 (optional)

Town/City

Save information & create your
PayPal account



Shop more
easily with
PayPal



Shop millions
of sellers



Save big with
great deals

Create password

Date of birth

Nationality

United Kingdom



Country of tax residency

United Kingdom



[+ Add country of tax residency](#)

You agree to PayPal's [User Agreement](#) and [Privacy Statement](#). For more information, see your [Right of Withdrawal](#).

By continuing, you also certify that the information provided is accurate and complete to the best of your knowledge. You agree to notify PayPal if any of this information changes, and understand that your information may be shared with relevant tax information authorities.



You agree to receive marketing communication.
You can change this at any time in your settings.

We'll pre-authorise up to £1.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

Agree and Pay

Payment complete

Return to Beacon and finish your renewal

11

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

Thank you for joining Melton Mowbray u3a

We are currently processing your membership. You should receive a welcome email within a few minutes.

12

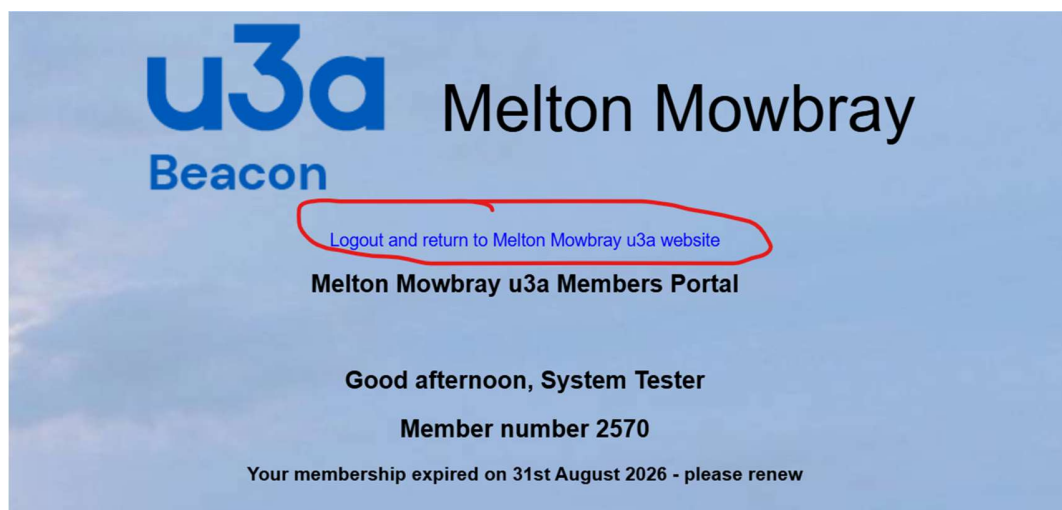
Select Return to Seller. This returns you to the Melton Mowbray u3a Beacon membership system.

13

Beacon will show your membership information again. Check that the renewal has been completed.

14

When finished, use Logout and return to Melton Mowbray u3a website.



Henry says Keep your payment confirmation for your records. Your online renewal is now complete.

You're renewed!

Welcome back for another year

All done.

Your Beacon Members' Portal account is ready for future visits and your membership renewal has been completed. Keep your membership number and login details somewhere safe. Next time you renew, the journey will be even shorter because your Beacon account is already set up.

Helpful Henry has guided you through the digital doorway once again. We look forward to another year of learning, laughing and living with Melton Mowbray u3a.



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.