

Using the Beacon Members Portal

The Members Portal will allow you to:

- Renew and pay for your Membership. Please note that you will only be able to renew online between the months of February and May.
- View information about the Groups and add or remove yourself to/from a Group.
- View the Calendar of meetings and events and create your own personalised calendar for the Groups that you belong to.
- View and update your Personal Details and, (if required), upload your photo to be used on your membership card.
- Order a replacement membership card.

Detailed instructions are given below for each of these actions.

Signing in to the Portal

If you have not registered for a Portal account, see the section *Registering for the Members Portal* below.

If you have already registered for a Portal account, click on the Members Portal link in the Members Area of the Devizes U3A website. The screen below will be shown.

1. Enter your email address and press **Confirm Identity**.



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](#)

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

Enquiries: contact the Membership Secretary

2. Enter your password and press **Confirm Identity**.



Please identify yourself

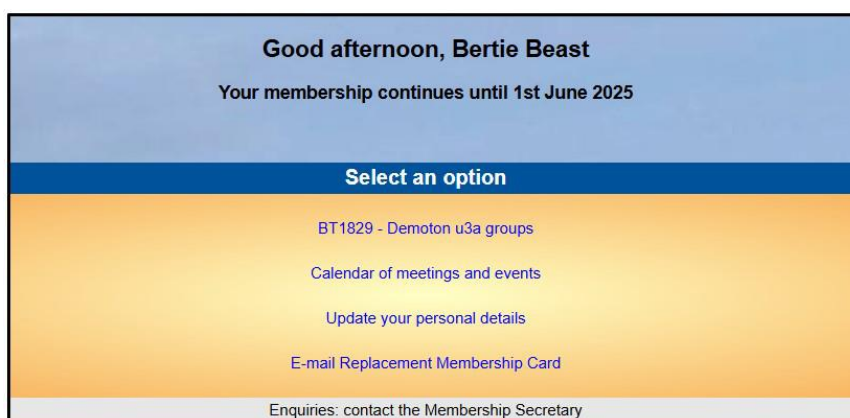
Password

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: contact the Membership Secretary

3. The screen below will be shown.



Good afternoon, Bertie Beast

Your membership continues until 1st June 2025

Select an option

[BT1829 - Demoton u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[E-mail Replacement Membership Card](#)

Enquiries: contact the Membership Secretary

Registering for the Members Portal

The first time that you access the Portal you will need to register for an account as described below. This is a one-off requirement - thereafter signing in to the Members Portal is by entering your email address and a password only.

If you share an email address with another member, see the *Shared Email Address and Password* section below.

Before you start make sure you have your membership number to hand, it is shown on your Membership Card or contact the Membership Secretary.

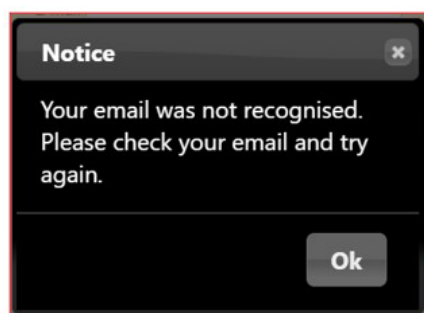
1. Click on the Members Portal link in the Members Area of the Devizes U3A website. The screen below will be shown.



The screenshot shows the 'Devizes & District u3a Members Portal' login page. It has a blue header with the title. Below it is a dark blue bar with the text 'Please enter your E-mail address'. The main area is orange and contains an 'E-mail' label next to a white input field. Below the input field are two buttons: 'Confirm e-mail' and 'Forgotten Password'. Further down, there is text explaining that if a user hasn't created a password, they should use the 'Register for a membership account' link. Another line of text says that if the Membership Secretary has updated the email address, the user should use the 'Verify e-mail' link and also set a password. At the bottom, a grey bar contains the text 'Enquiries: contact the Membership Secretary'.

Enter your email address and press **Confirm e-mail**:

If your email address does not match that held on your records, you will be asked to check your email address and try again.



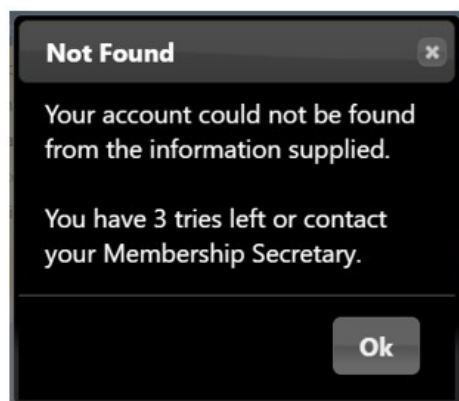
If your email address is still not recognised you will need to contact the Membership Secretary to check the email address held on the system. If your email address is shared with another u3a member who has previously registered for an account, please refer to the shared email address section below.

2. Type in your Membership number, Forename (or Familiar Name), Surname, Post Code and Email Address, then press **Confirm Identity**.

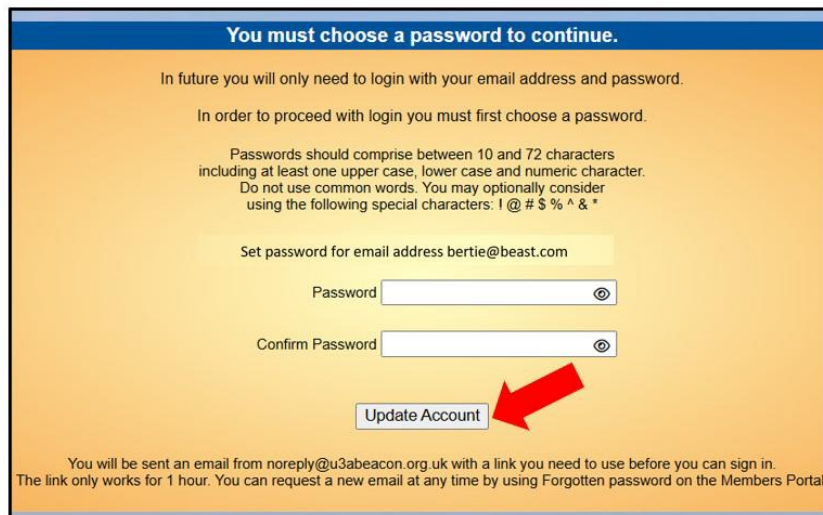


The image shows a web form titled "Register for a membership account and password". It contains five input fields: "Membership number" (666), "Forename" (Bertie), "Surname" (Beast), "Postcode" (DM4 3GH), and "E-mail" (bertie@beast.com). A red arrow points to the "Confirm Identity" button. A note at the top right says "All fields must be completed". At the bottom, it says "Enquiries: contact the Membership Secretary".

Note: The details entered have to exactly match those held by the Membership Secretary, otherwise you will be prompted to try again or contact the Membership Secretary:



After correctly entering the required 5 pieces of data you will be asked to create a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character. Enter your password in the 2 boxes and press **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 bertie@beast.com

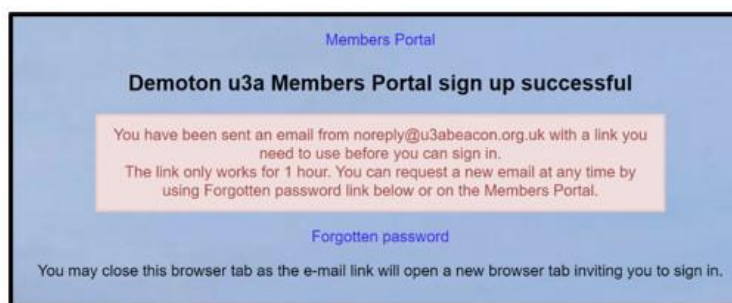
Password

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.

3. You will see the following screen confirming that you have been sent an email with a link and that you can close the browser window because clicking the link in the email will open a new browser.



Members Portal

Demoton 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.

If the email doesn't arrive within a few minutes, check your Spam folder. Note: The confirmation email will expire after 1 hour, although you can return to the Members Portal sign-in page and press **Forgotten Password** to request a new confirmation email.

4. After clicking the link in the email, enter your password and press **Confirm Identity**.



Please identify yourself

Password

[Confirm Identity](#)

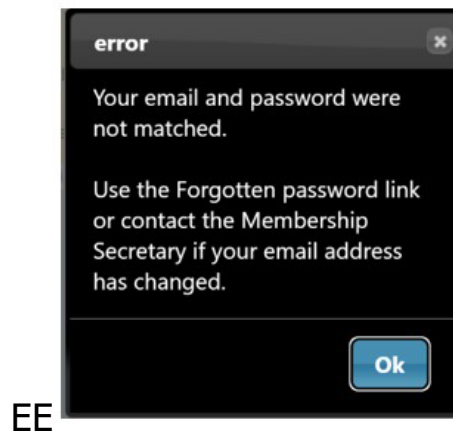
[Forgotten Password](#)

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: contact the Membership Secretary

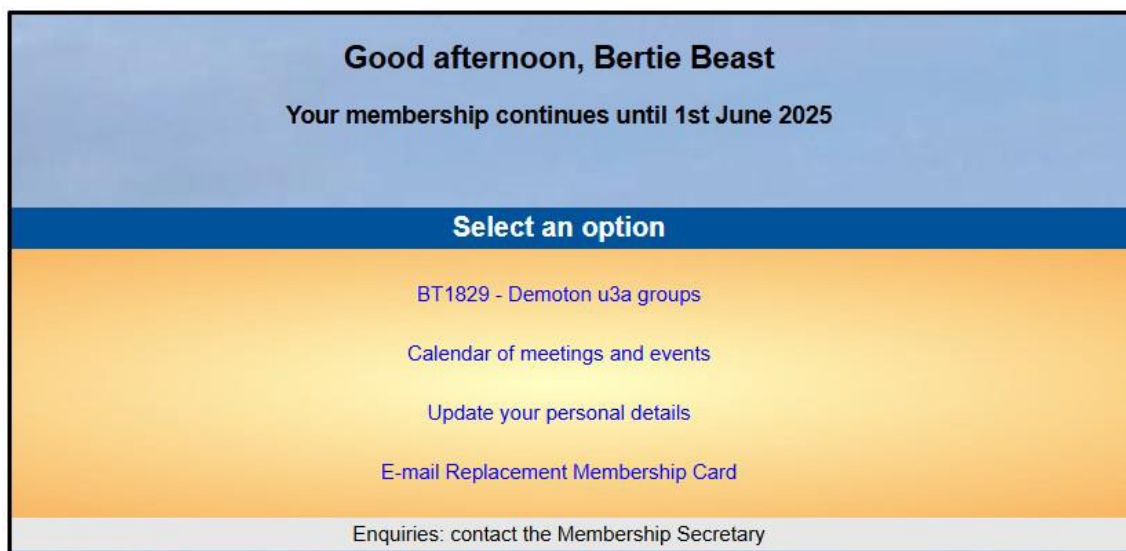
If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact the Membership Secretary.



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Note that the Membership Secretary can neither see nor set your password.

5. After a successful sign-in you will be taken to the Members Portal Home page.



Shared Email Address and Password

Shared Email address

When two members share an email address, the first member may register as described above. However, when the second member wishes to register, they must click the **Register for a membership account** link rather than pressing the **Confirm Identity** button:



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](#)

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

Enquiries: contact the Membership Secretary

After that the registration process continues as described above.

Shared Password

When 2 registered 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.



Please identify yourself

Select member you want to proceed with

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: contact the Membership Secretary

Changing your Password

If you forget your password or wish to change it, click **Forgotten Password** on the sign-in page



Please identify yourself

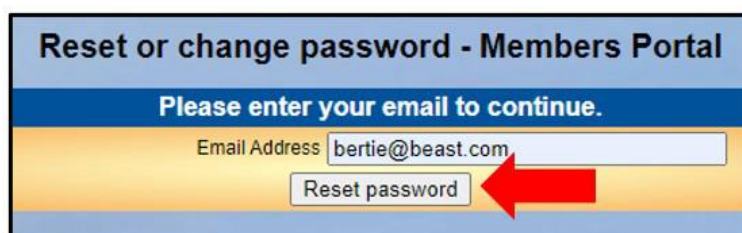
E-mail

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](#)

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

Enquiries: contact the Membership Secretary

Enter your email address and press **Reset Password**.



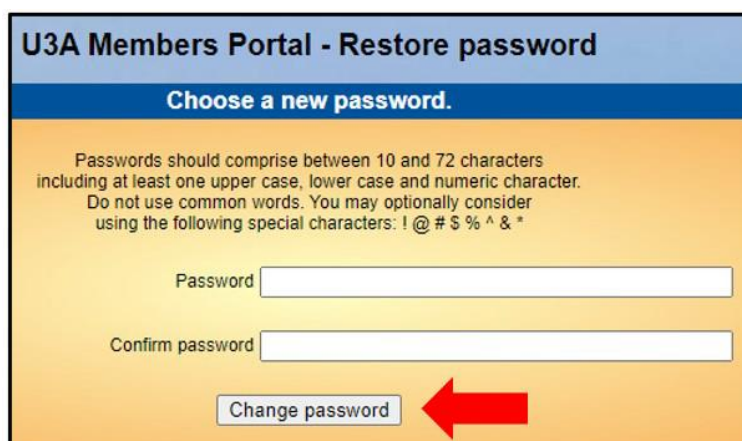
Reset or change password - Members Portal

Please enter your email to continue.

Email Address

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**.



U3A Members Portal - Restore password

Choose a new 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: ! @ # \$ % ^ & *

Password

Confirm password

Changing your Email Address

If you wish to change your email address you have 2 options:

Sign in to the Members Portal using your old email address, select **Update your personal details** and update the email address as described below. You will be sent an email with a link you will need to click to verify that you have the correct email address. Your password will remain unchanged.

Or

Ask the Membership Secretary to update your details on the system. The next time that you wish to sign in to the Portal you will need to click the **Verify e-mail** link on the sign-in page.

Demoton u3a Members Portal

Please identify yourself

E-mail

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)

Update your Personal Details

You may view or update the personal details that we hold by signing in to the **Members Portal** as described above and clicking **Update your personal details**



You may update the following details about yourself:

- Title, Forename & Surname
- Known as (e.g. William may be known as Bill).
- Suffix: an honour, e.g. MBE
- Initials, Mobile phone number and Email address (see below *)
- Emergency Contact – the name and phone number of a friend or relative (make sure that you have permission to share their details).
- There is a box which you can tick if you don't wish to allow the Leader of any Group that you are a member of to see your contact details.
- There is also the option of uploading your photo which will then appear on your next membership card. The picture must be saved as jpg, png, or gif, maximum file size 2MB. A square format photo (aspect ratio 1:1) is advised to suit the space on the membership card. Photos can be cropped to a square using a smartphone app or other photo editing software (if you are unsure how to re-size a photo, send it to your Beacon Admin to upload it for you).

You may update the following details about where you live:

- House Number/Name & Street
- Additional line (for a Village or District name)
- Town
- County (may be blank because a County is not required according to Post office address guidance)

- Home phone number (landline)

You can update your password and update your preferences for things such as receiving the TAT magazine or our newsletter by post.

After making any changes to your details, press **Update Personal Details:**

Update Personal Details

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: House no/Name Street/Building
 Additional lines
 Town County Postcode
 Home 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.

You will receive an email confirming your updated details.