

How to Renew Your Perth u3a Membership – Online

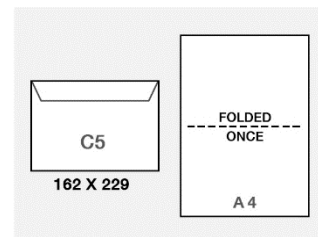
1. This renewal option uses our Beacon Members portal to let you renew and pay for your membership using a credit/debit card. You can find a link to the Members Portal on our website or by clicking this link: <https://u3abeacon.org.uk/u3aportal.php?u3a=98&sc=DYFX>
2. The first time that you access the Portal you will need to register for a membership account and set up a password. You will need your renewal email for your membership number and other details from Beacon. (Thereafter you sign in with your email address and password.) If you need help with setting up your Portal access, read this [Perth u3a members portal guide](#).
3. *Committee Members & Group Leaders only:*
*You may already use a Beacon System User account. The Members Portal is different, and will have a different User id and Password. **Caution** The Portal screen may default to your usual Beacon login depending on cache memory settings. Note this:*

*The Beacon System User id is **never** your email address*
*The Members Portal User id is **always** your email address.*
4. You will need your email address, Members Portal password, credit or debit card, your mobile number, and may need your mobile phone to receive 6 digit codes (OTP) to confirm your identity to your card issuer.
You do **not** need a PayPal account and you do not need to set one up. Look for a small icon on the page where you enter details for PayPal to switch off or on the creation of an account.
5. The steps in the process after you link to the Members Portal are:
 - a. Enter your email address and click confirm
 - b. Enter your Members Portal password and click confirm
 - c. If login is successful you will see your name and Member number. If your name is linked with another member at the same address you may go ahead and pay for both at the same time, or untick to pay just for you. Click on [Renew your membership](#).
 - d. You will see a confirmation of what you are about to pay. Click to *Continue to PayPal*.
 - e. PayPal opens a screen where you can login to PayPal account or to **Pay with a card**: Enter your data including your mobile phone number. Click on [Agree and Pay](#).
 - f. Your card issuer will now also usually do an identity check before it will confirm payment, and if so they will send a 6 digit OTP, and may also ask you to enter your email address to confirm your identity.
 - g. PayPal will display a payment successful screen (and send you a receipt by email.) Click on [Return to Seller](#) and finally on the next screen [Return to merchant](#) and that will return you to the Perth u3a website.
 - h. Perth u3a's Beacon System will also send you an email to confirm your renewal.
6. Note that you can't opt in or out of receiving the magazine, *Third Age Matters*, through the portal. If you want to change, email the membership secretary: dave.pj.smith@btinternet.com
7. You will receive a Programme and Meeting Dates sheet from me by email shortly afterwards. If you would like a printed programme, send a C5 envelope (A4 folded in half) with 2nd class stamp affixed. Write 'online renewal' on this envelope. Use a second envelope to send your envelope to:

Perth u3a Membership Secretary, 8 The Glebe, Dunning, PERTH, PH2 ORF

How to Renew Your Perth u3a Membership – By Post

1. Print off the first page of the renewal e-mail from Perth u3a. Check that your address, phone numbers and e-mail address are correct. Correct them if necessary so we can keep our records up-to-date. Add your emergency contact information if you want Perth u3a to keep it. You must tell your contact that you have given us their details.
2. Tick whether or not you want *u3a matters* magazine.
3. If you don't have a printer, write your full name and other details on a sheet of plain paper, and copy the statement about *u3a matters* magazines that applies to you.
4. Write a cheque (or buy a PO) for £28 payable to **Perth u3a**. Remember to sign it.
5. Get a size C5 envelope, address it to yourself and attach a second class stamp.
6. A C5 envelope is 162mm x 229mm (6.4 inches x 9 inches) – designed to fit a sheet of A4 paper folded in half. We will use this envelope to send you our programme, it won't fit in a smaller envelope. If you only have an envelope larger than C5, fold it until it is C5 size otherwise you'll need a "Large Letter" 2nd class stamp.)
7. Use a second envelope to send to me at this address:
Perth u3a Membership Secretary, 8 The Glebe, Dunning, PERTH, PH2 ORF
 - a. your details (amended if necessary)
 - b. the cheque or PO for £28 payable to Perth u3a
 - c. the stamped, self-addressed, size C5 envelope
8. We'll post your programme as soon as we can after we receive your form, payment and envelope, but not before early August – the programme isn't ready till then.
9. Even if you didn't renew online, you might want to use the members' portal to get information in future. You need your membership number to access the portal, so make a note of it now.



How we use your data

Please note that, to facilitate your membership, Perth u3a uses and shares your data as follows, under the lawful basis of *legitimate interest* defined in the UK GDPR and the Data Protection Act 2018:

- for administration, planning and management of Perth u3a
- to allow communication between group leaders and their group members
- to communicate information likely to be of interest to members of Perth u3a, for example:
 - news about Perth u3a
 - notices about meetings and events
 - information from the Third Age Trust and u3a Scotland.
- to share with the suppliers of our external membership management system and with the suppliers of services such as the printing of renewal invitations (if you do not have email).
- to send your name and address to the printers of *Third Age Matters* if you have opted to receive it (see selection boxes above) so they can send the magazine directly to you by post.

The minimum data required to enable your membership is your name, postal address and phone number. You can ask for your data to be corrected or ask not to receive *Third Age Trust* magazine by contacting a committee member (you can find their contact details in our printed programme.)