

Our **Website** can be accessed at <https://u3asites.org.uk/lancaster-morecambe/welcome>

A **Public version** of our calendar can be accessed through a link on the “Our Groups” page of our website or at <https://u3abeacon.org.uk/u3acalendar.php?u3a=117&sc=THJZ>

Alternatively, Members can log into our detailed on-line diary and group details through our **Member’s Portal**. This can be accessed through the “Our Groups” page of our website or at <https://u3abeacon.org.uk/u3aportal.php?u3a=117&sc=THJZ>

The first time that you log on after 18th April 2023, Click on **“Register for a membership account”**.

Lancaster & Morecambe 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)

You will then be required to identify yourself by providing your Membership number, Name, Postcode and email address. **Details are case sensitive and must exactly match those held in our membership records.** As in the example shown here, Forename and Surname must begin with upper case followed by lower case characters. Email address is lower case.

Lancaster & Morecambe U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Then click on **“Confirm Identity”**.

Create a password of at least 10 characters including a minimum of one upper case, lower case and numeric character.

Password

Confirm Password

Click on **“Update Account”**

You will see the following screen confirming that you have been sent an email with a link and that **you can close this browser window**.

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.

You should receive an email from **noreply@u3abeacon.org.uk** asking you to **CLICK A LINK** to confirm your identity.

DO NOT MISS THIS STEP.

If no email arrives within a few minutes, check your Spam folder.

noreply 18 Apr to me

Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen.

Joe you have just registered for the Members Portal of Lancaster & Morecambe u3a.

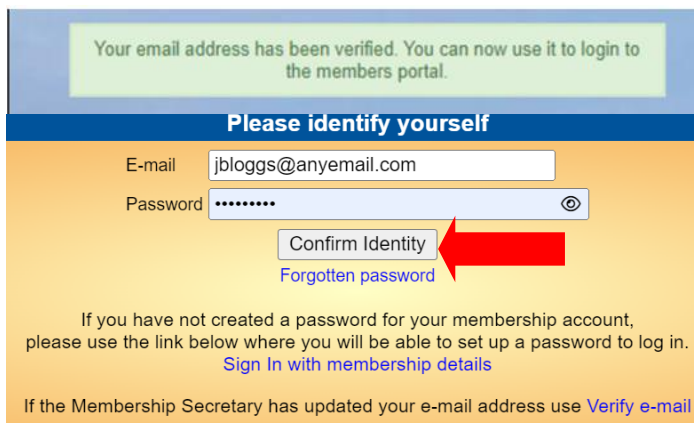
Your email address needs confirmation.

Please confirm using this link: http://prod.u3a.org.uk/stanley/u3aportal/verify_email.php?token=af1d47aa66&u3a=117&sc=THJZ

If you still experience difficulty, please contact your system administrator.

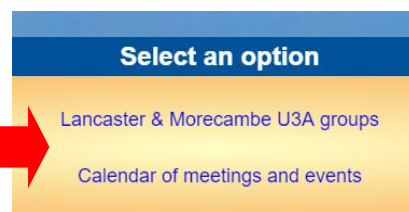
Clicking the link in the email will take you to a new logon screen where there will be a message to say that your email address has been verified.

The confirmation email will expire after 1 hour. However, clicking **Forgotten Password** can be used to request a new confirmation email.

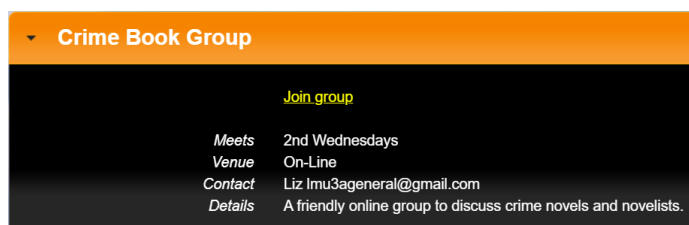
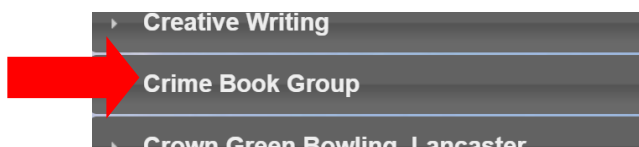


You can now, and in future, use the logon screen to log in to the Members Portal by entering your email address and Password, then clicking **“Confirm Identity”**.

Once you have entered the Member’s Portal you will be able to access the **Groups pages** or **Calendar** by clicking on the appropriate link. Depending on your computer these might take a while to download.

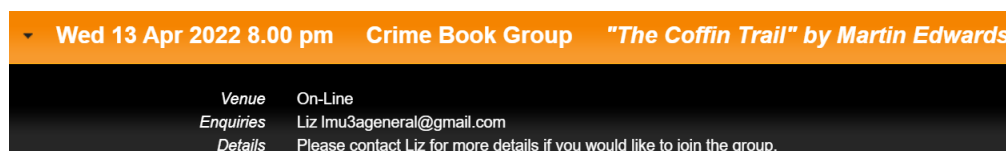


Group details, normal meeting venue and contact details for a specific group can be found by clicking on the group name that appears on the list. This expands to provide more information. E.g:



Contact the Group Leader for further information and to join the group. For some groups and events, online joining is enabled. Click the yellow “Join Group” link to join or to register on a Waitlist.

Calendar details can be expanded for a meeting by clicking on the event



Return to the Lancaster and Morecambe u3a website or the Member’s Portal options by clicking the links at the top of the page

