

## ONLINE JOINING OF LANCASTER & MORECAMBE u3a

This guide is for people joining the Lancaster and Morecambe u3a for the first time or **rejoining** after a lapse in membership. It describes how to join online and pay using a credit/debit card or PayPal.

If you made a payment , online or by cash/cheque, to the u3a in July or August this year, your membership is up to date and valid until September next year. You should not continue any further. If you have any questions about your current membership please contact the membership secretary

<mailto:lm3amembership@gmail.com>

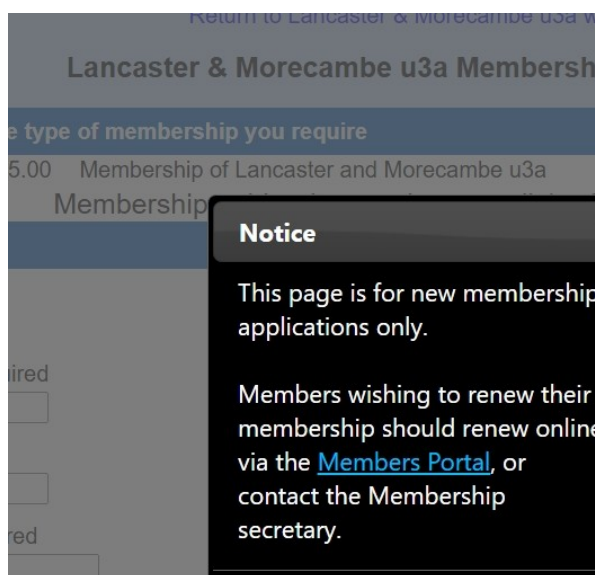
Full details and further information about Membership can be found at

<https://lancaster-morecambe.u3asite.uk/new-members-page/>

However, the link on that website is to an out of date guide. It will be updated soon but in the meantime please use the following as it is **the Most Up-To-Date Guide**

### STEP BY STEP GUIDE

1. Click on <https://u3abeacon.org.uk/u3ajoin.php?u3a=117&sc=THJZ>
2. Press **OK** on the Notice that appears only if you are joining for the first time or have a Lapsed membership.



3. Enter your personal details on the application form. The Postcode must be in capitals and with a space between the 2 parts (LA2 2DT not la22dt)

Please note, if you select Gift Aid you must fill in a Title as this is required by HMRC for the claim to be processed.

## Lancaster & Morecambe u3a Membership Application

### Please select the type of membership you require

☒ Individual £15.00 Membership of Lancaster and Morecambe u3a

Membership paid today continues until 1st September 2021

### About You

Title

Forename - required

Known as

Surname - required

Email - required

Verify Email - required

Mobile

Emergency contact (Name and 'phone number)

Upload photo (optional)

No file chosen

jpg, png, gif. Recommended max size 2MB

Provide a square format image (aspect ratio 1:1) as other formats will not suit the membership card layout

### Your Address

House no/name - required

Street

Additional line 1

Additional line 2

Town - required

County

Postcode - required

Home telephone

### Gift Aid

Are you a UK taxpayer? Through Gift Aid, we can reclaim the tax of 25p for every £1 of your dc membership subscription.

**The membership fee is £15.00 and we can claim Gift Aid on this amount.** This pays for me only and does not give you the personal right(s) to use facilities or services provided by this u3 groups may incur costs which need to be covered by the members of those groups.

☐ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations to Lancaster & Morecambe u3a, unless I notify you otherwise. I understand that if I pay less Income Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to make good the difference.

☐ I do not wish to Gift Aid my subscriptions and donations.

4. Now press the Continue to Payment Options button.

We use PayPal to manage online payment methods but **you do not need a PayPal account**. *You will not be personally charged for using this online membership service but the u3a will have a small commission fee deducted from your payment by PayPal*

5. You are presented with 2 payment options:

- **Debit or Credit card** (continue from A below)
- **PayPal** (continue from B below)

A) To pay with a Debit or Credit card, press **Pay by Debit or Credit Card**

This opens a screen to Checkout as Guest and requests your email address for sending a receipt of payment to.

*If you already have a PayPal account linked to that email address then you may find you are given no option other than to use PayPal. As your account is linked to your cards, this isn't normally a concern for users. However, if you want to make the use of PayPal optional:*

1. *Login to your PayPal account*
2. *Go to your Profile and Settings.*
3. *Click Website payments on the left.*
4. *Click Update across from "Website preferences." Select On below "PayPal account optional"*

Complete the form requesting your credit/debit card details as far as entering your Postcode

Pay with debit or credit card

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

Country/region

United Kingdom

Email address

kubicki.carol@gmail.com

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

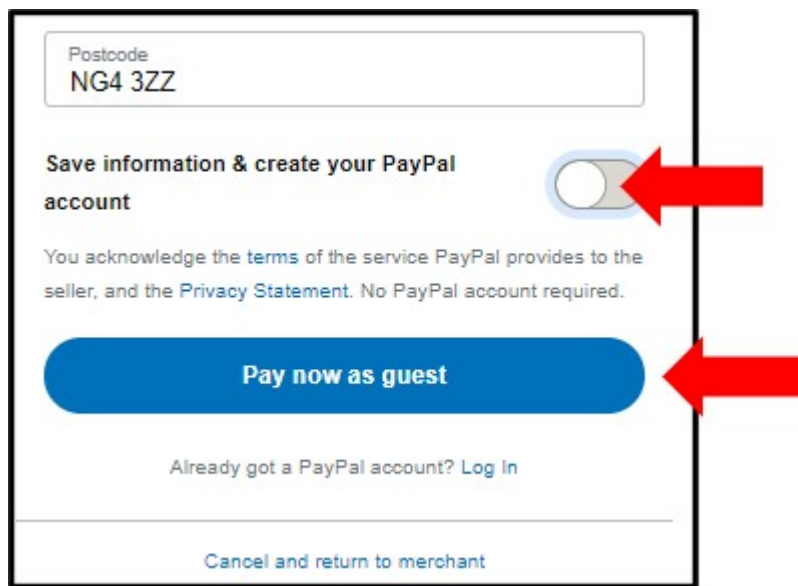
Address line 2 (optional)

Town/City

County (optional)

Postcode

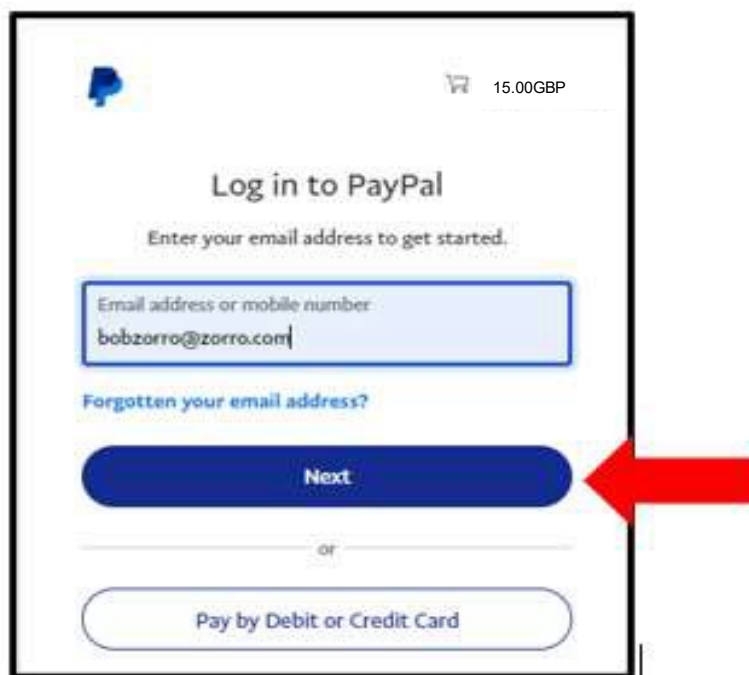
After entering your Postcode untick the box next to **Save information& create a PayPal account**. and click on the now visible **Pay now as guest**



The screenshot shows the PayPal checkout interface. At the top, there is a 'Postcode' field containing 'NG4 3ZZ'. Below this is a toggle switch for 'Save information & create your PayPal account', which is currently turned on. A red arrow points to this toggle switch. Below the toggle, there is a link to 'terms' and a 'Privacy Statement'. A large blue button labeled 'Pay now as guest' is highlighted with a red arrow. Below this button is a link for 'Already got a PayPal account? Log in'. At the bottom, there is a link for 'Cancel and return to merchant'.

If you do want to create a PayPal account, leave the Save Information button ticked and complete the remaining boxes with a password, date of birth etc. Then pay with your new PayPal account by pressing **Create Account & Pay Now**.

**B) If you have an existing PayPal account, enter your email address and press Next**



The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with '15.00GBP'. The main heading is 'Log in to PayPal'. Below this is the instruction 'Enter your email address to get started.'. There is a text input field for 'Email address or mobile number' containing 'bobzorro@zorro.com'. Below the input field is a link for 'Forgotten your email address?'. A large blue button labeled 'Next' is highlighted with a red arrow. Below this button is a horizontal line with the word 'or' in the center. At the bottom, there is a button labeled 'Pay by Debit or Credit Card'.

## CONFIRMATION OF PAYMENT

After receiving confirmation of payment from PayPal click **Return to Seller** to return to the Lancaster and Morecambe u3a website.

After payment, you should receive two emails: a confirmation of payment from PayPal and a confirmation from Lancaster & Morecambe u3a to confirm membership and your Membership Number

The data you provide will be held electronically by Lancaster & Morecambe u3a to facilitate your membership. If you have any questions or concerns, please contact the Membership Secretary <mailto:lm3amembership@gmail.com>.

## NEXT STEPS: Setting up your Members Portal Account

Your Members Portal Account gives you access to the contact details of all our Group Leaders and an up to date Calendar. You can also amend your personal details, for example if you move. In addition, you will be able to easily renew your membership online next year. However, you **must** enter your details exactly as you gave them to us otherwise the system won't recognise you

To register go to <https://lancaster-morecambe.u3asite.uk/members-portal>

NB If you are a Lapsed member who was Portal registered before, you will now have a new membership number and will need to register again for the Portal using this number.