JOINING LANCASTER & MORECAMBE u3a ONLINE

This guide is for people joining the Lancaster and Morecambe u3a for the first time or **rejoining** after a lapse in membership. If you made a payment to the u3a in July or August this year, your membership is up to date and valid until 31st August next year. You should not continue any further. If you have any questions about your current membership please contact the membership secretary mailto:lmu3amembership@gmail.com

Full details and further information about Membership can be found at https://lancaster-morecambe.u3asite.uk/new-members-page/

The following describes how to join online and pay using a credit/debit card or PayPal.

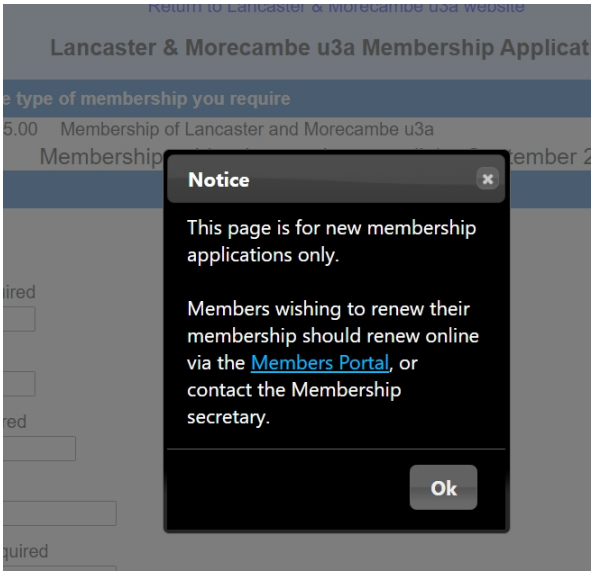
- If you join **before 1 April**, it is **£15** for the period up to the following 31 August
- If you join **after the 1 April**, it is **£10** for the period up to the following 31 August
- If you join in **July or August**, then the fee is **£15.00 but this includes membership for the following year as well (i.e. 13-14 months)**

So the figures you see below are just for demonstration.

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 2027

About You

Title

Forename - required

Known as

Surname - required

Email - required

Verify Email - required

Mobile

Emergency contact (Name and 'phone number)

Upload photo (optional)

Choose File 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 donations and eligible membership subscription.

The membership fee is £15.00 and we can claim Gift Aid on this amount. This pays for membership of this u3a only and does not give you the personal right(s) to use facilities or services provided by this u3a. Some interest 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 that I make to Lancaster & Morecambe u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

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

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Payment

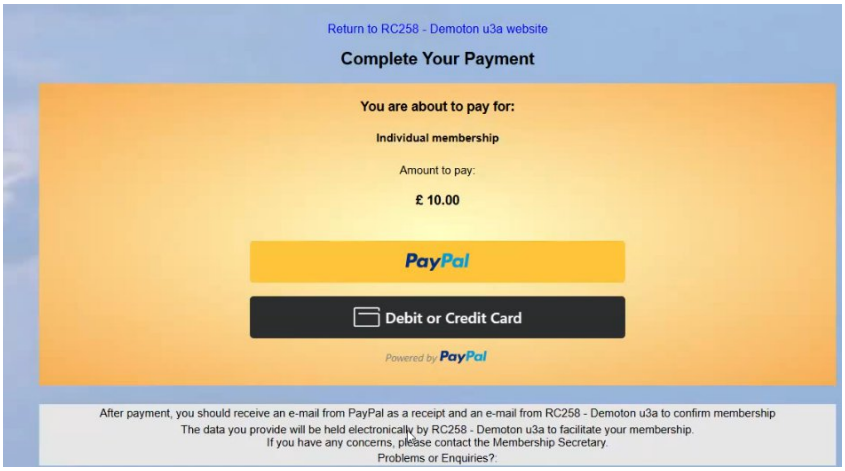
Amount to pay: £ 15.00

Press the button below to proceed to payment options
You may pay by credit or debit card or use a PayPal account

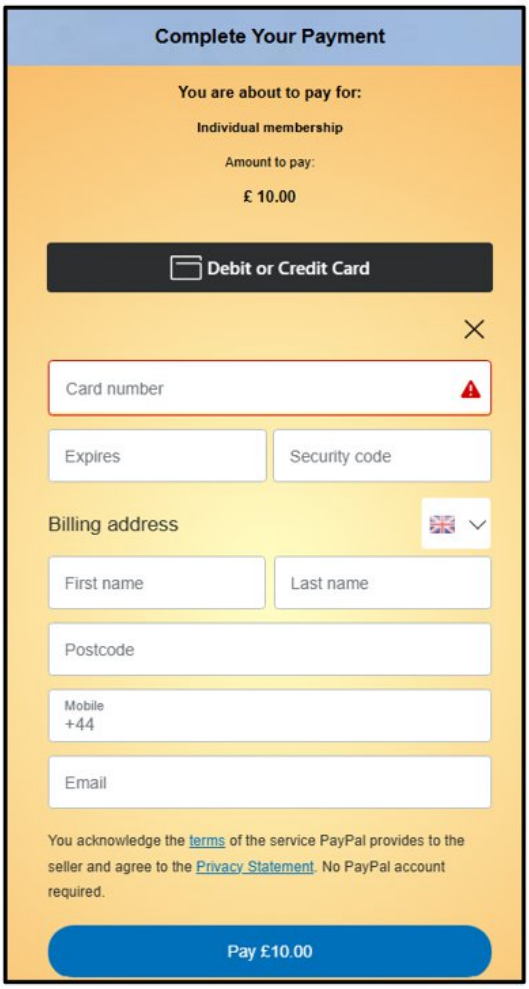
Continue to payment options

4. Now press the Continue to Payment Options button. 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, click on **Debit or Credit Card** and complete the following form. Please note, this is just an example of the process – you will see the Lancaster & Morecambe live screen where the amount to pay is currently £15.00.



An email address is required to send the receipt of payment to and in case of any problem with the payment. We use PayPal to process our online credit/debit card payments - you do not need to have or use a PayPal account.

Please now see section **C. Confirmation emails** below

B) Using PayPal. If you have an existing PayPal account, enter your email address, press Next and login as usual

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

C) CONFIRMATION EMAILS

After completion of the application you will be sent two emails: a confirmation by PayPal of your payment and one from us to confirm your membership and a digital membership card. Here is a guide for Saving your membership card on a phone.

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:lmu3amembership@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.