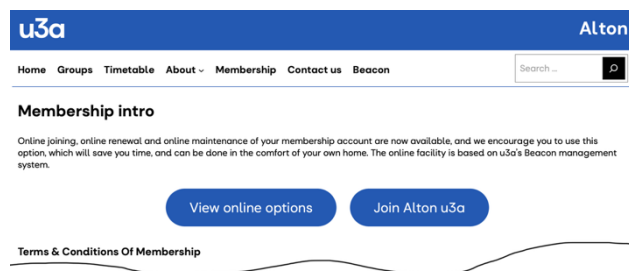


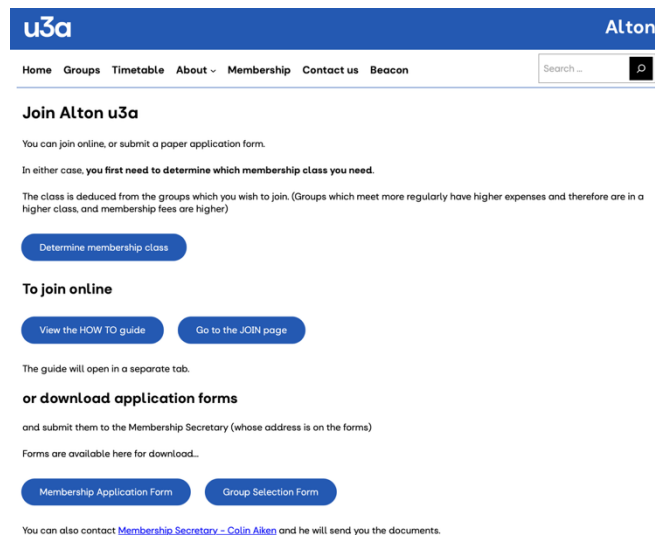


How to join Alton u3a

On the Alton u3a website, select **Membership** from the top menu. This will present the following...



Select “**JOIN ALTON U3A**”, which leads to...



Before proceeding to the u3a Beacon admin system, you need to determine what class of membership you require. This depends on which u3a groups you are to join, as different groups have different classes of membership. You must choose the highest membership class of the groups you wish to join. Click on “**Determine membership class**” for a simple questionnaire to help choose the membership class...



Membership classes

Alton u3a has different classes of membership, which vary according to frequency of activity of the group(s) you join. Your membership class will be that of the highest level group which you wish to join.

Please check the boxes where you wish to join any of the groups listed...

- Gold:** Bridge Club, Choir, Fitsteps fun dancing, Pilates, Recorder group, Scottish country dancing, Tai Chi, Yoga Chair, Yoga Mat.
- Silver:** Bridge: beginners/improvers, Canasta, Creative writing 1, Current affairs, French improvers, Guitar for fun, Line dancing (beginners), Literature: the novel, Mah Jong, Painting for fun, Play reading, Scottish dance workshop, Ukulele for beginners, Ukulele for fun.
- Bronze:** Archaeology, Art appreciation, Backgammon, Board games, Book Club, Books we have enjoyed, Candles, cosmetics, craft and chat, Chess, Craft and chat, Creative writing 2, Cryptic crosswords for beginners, Embroidery beyond cross-stitch, Family history, Finance & economics, Fun maths, Gardening for all, History for beginners, History of Alton, Listening to jazz, Local history projects, MOTO - Members on their own, Music discovery, Photographic Club, Poetry appreciation, Popular science, Puzzles & mind games, Stitched textile art, Vinyl record club.
- Red:** Birdwatching, Book Group, Cycling - people-powered, Exploring epic poems, Luncheon club, Motorcycle group, Piano for pleasure, Rambling.
- POM:** (Paid Outing Membership) Classical concerts, Excursions, Holiday.
- Are you an **Associate member** (ie a full member of another u3a)?
- Do you wish to opt for a subscription to the **u3a magazine** (Associate Members cannot subscribe.)

[Click here to see your membership class](#)

[Return to Alton u3a MEMBERSHIP page](#)

Click on the relevant check-boxes, then “**Click here to see your membership class**”.

Please check the boxes where you wish to join any of the groups listed...

- Gold:** Bridge Club, Choir, Fitsteps fun dancing, Pilates, Recorder group, Scottish country dancing, Tai Chi, Yoga Chair, Yoga Mat.
- Silver:** Bridge: beginners/improvers, Canasta, Creative writing 1, Current affairs, French improvers, Guitar for fun, Line dancing (beginners), Literature: the novel, Mah Jong, Painting for fun, Play reading, Scottish dance workshop, Ukulele for beginners, Ukulele for fun.
- Bronze:** Archaeology, Art appreciation, Backgammon, Board games, Book Club, Books we have enjoyed, Candles, cosmetics, craft and chat, Chess, Craft and chat, Creative writing 2, Cryptic crosswords for beginners, Embroidery beyond cross-stitch, Family history, Finance & economics, Fun maths, Gardening for all, History for beginners, History of Alton, Listening to jazz, Local history projects, MOTO - Members on their own, Music discovery, Photographic Club, Poetry appreciation, Popular science, Puzzles & mind games, Stitched textile art, Vinyl record club.
- Red:** Birdwatching, Book Group, Cycling - people-powered, Exploring epic poems, Luncheon club, Motorcycle group, Piano for pleasure, Rambling.
- POM:** (Paid Outing Membership) Classical concerts, Excursions, Holiday.
- Are you an **Associate member** (ie a full member of another u3a)?
- Do you wish to opt for a subscription to the **u3a magazine** (Associate Members cannot subscribe.)

[Click here to see your membership class](#)

For those selections, your Membership Class will be: **03 Silver (£55.00)**

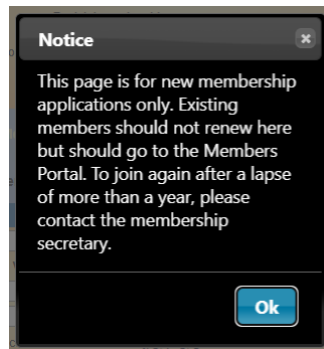
[Return to Alton u3a MEMBERSHIP page](#)

Make a note of the selected class, then click “Return to Alton u3a MEMBERSHIP page”.



Now click on “**Go to the JOIN page**”.

This takes you to the u3a Beacon system, which will first of all show a warning message to ensure that you want the JOINING page.



Click OK to continue.

Firstly, select your membership class, by clicking on the appropriate button...

Type of membership		
<input checked="" type="radio"/>	01 Gold	For members of a Gold group and below e.g., Silver
<input type="radio"/>	02 Gold and Mag	For Gold members who also receive the u3a mag
<input type="radio"/>	03 Silver	For members of a Silver group and below e.g., Bronze
<input type="radio"/>	04 Silver and Mag	For Silver members who also receive the u3a mag
<input type="radio"/>	05 Bronze	For members of a Bronze group and below e.g., Red
<input type="radio"/>	06 Bronze and Mag	For Bronze members who also receive the u3a mag
<input type="radio"/>	07 Red	For members of a Red group
<input type="radio"/>	08 Red and Mag	For Red members who also receive the u3a mag
<input type="radio"/>	09 POM	For members who only go on outings and/or concerts
<input type="radio"/>	10 POM and Mag	For POM members who also receive the u3a mag
<input type="radio"/>	11 Associate Gold	You must be a full member of another u3a branch
<input type="radio"/>	12 Associate Silver	You must be a full member of another u3a branch
<input type="radio"/>	13 Associate Bronze	You must be a full member of another u3a branch
<input type="radio"/>	14 Associate Red	You must be a full member of another u3a branch
<input type="radio"/>	15 Associate POM	You must be a full member of another u3a branch



Then, enter your personal details.

Notes...

Fields where the heading is in bold are mandatory fields.

HMRC require that you enter the *Title* field if you opt to Gift Aid your subscription.

You **MUST** select one of the tick-boxes in the Gift Aid section.

Then enter the following information. Fields in **bold** are mandatory.

About Yourself		
Title	Forename	Surname
E-mail	Verify E-mail	
Mobile	Known as	
Emergency contact		
Upload photo (optional)	Choose File	No file chosen
<small>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.</small>		
Your Address		
No/Name	Street	
Additional lines		
Town	County	Postcode
Telephone		
Gift Aid		
Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Alton Demo22 u3a reclaims on your subscription and donations in a tax year.		
<input type="checkbox"/> I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Alton Demo22 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.		
<input type="checkbox"/> I do not wish to Gift Aid my subscriptions and donations.		
Please notify us if you:		
<ul style="list-style-type: none">• 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: £38.00		
Press the button below to make payment You may pay by credit or debit card or use a PayPal account		
Make Payment		

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Alton Demo22 u3a to confirm membership.
The data you provide will be held electronically by Alton Demo22 u3a to facilitate your membership.
If you have any concerns, please contact the Membership Secretary.
Problems or Enquiries?: alton.u3a.members@gmail.com

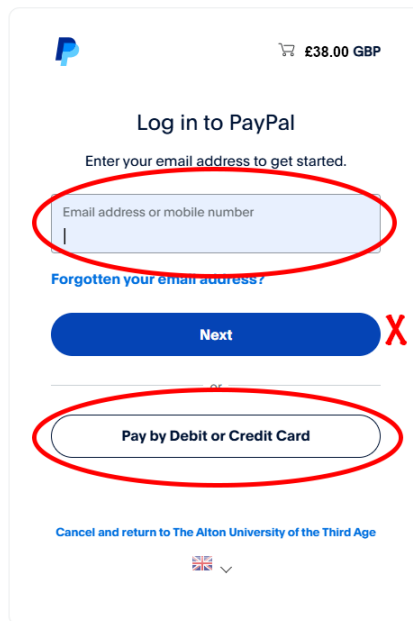
When complete, click the “Make Payment” button.



The u3a Beacon system uses PayPal to process payments.

Whilst the screen wants you to log in to PayPal, you do not need a PayPal account, but if you have one, you can use it.

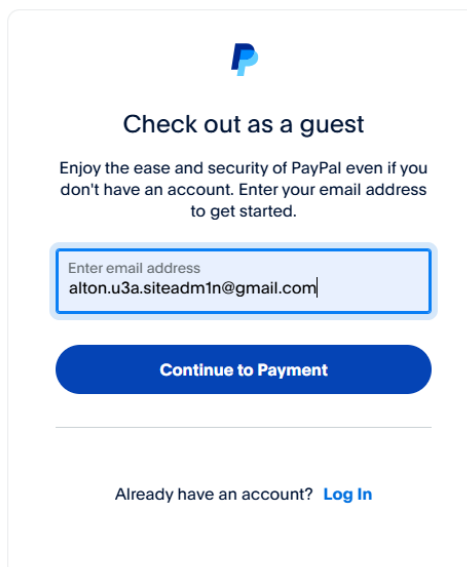
This guide assumes you wish to pay by Debit or Credit card.



You **do** need to enter your email address (so that they can send you your receipt).

But **DO NOT** click “Next”.

Instead, click “**Pay with Debit or Credit Card**”.



Now click **Continue to Payment**



On the next screen, you will be able to enter your debit or credit card details...

The image shows a PayPal payment form titled "Pay with debit or credit card". It includes fields for Country/region (United Kingdom), Email address (joe.bloggs@gmail.com), Phone type (Mobile) and Phone number (+44). Below these are fields for Card number, Expiry date, and Security code. A "Billing address" section contains fields for First name, Last name, Address line 1, Address line 2 (optional), Town/City, County (optional), and Postcode. At the bottom of the form, there is a toggle switch labeled "Save information & create your PayPal account" which is currently turned on. A red circle highlights this toggle. An arrow points from this toggle to a larger, zoomed-in view of the toggle switch on the right, also circled in red. The zoomed-in view shows the toggle is currently in the "on" position (blue with a checkmark).

NOTE: Unless you actually want to create a PayPal account, **switch this button off...**


...which will change the bottom of the page to...

The image shows the bottom of the PayPal payment page. The toggle switch "Save information & create your PayPal account" is now turned off (grey with a white circle). Below the toggle is a paragraph of text: "You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required." Below this text is a large blue button labeled "Pay now as guest". At the bottom, there are two links: "Already got a PayPal account? [Log In](#)" and "[Cancel and return to merchant](#)".

Now click on "Pay now as guest".



The payment will be processed, and the following screen displayed...



**You paid £38.00 GBP to The
Alton University of the Third
Age**

[Details](#)

Paid with:
MASTERCARD-6460 £38.00
This transaction will appear on your statement as PAYPAL
*ALTONUNIVER

Purchase details:
Receipt number: 778938148866552
We'll send confirmation
to: alton.u3a.siteadmin@u3a.org.uk

Seller details:
The Alton University of the Third Age

[Return to Seller](#)

Click on “**Return to Seller**” to return to the u3a Beacon system.