

How to register for a Members Portal Account

You only need to do this once, and it takes around 5 minutes.

You'll be able to:

- renew your membership
- update your personal details
- view your membership information

Before you start

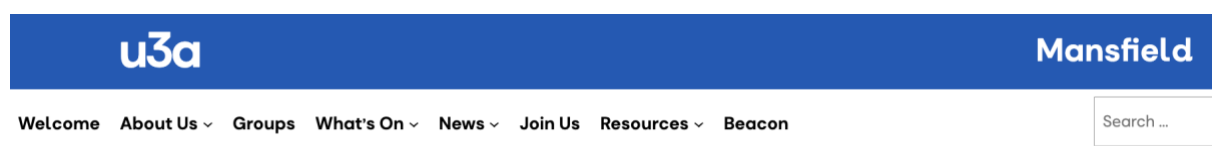
You must already be a member of Mansfield & District u3a to register for a portal account.

Don't worry if you're not confident with computers. Simply follow each step in order.

Step 1 – Go to our website

Go to the Mansfield & District u3a website

Step 2 - Click Beacon



Step 3 – Enter your email address

Enter the email address you used when you joined Mansfield & District u3a, then click **Confirm e-mail**.

u3a Beacon Mansfield & District

[Return to Mansfield & District u3a website](#)

Mansfield & District u3a Members Portal

Please enter your E-mail address

E-mail

[Confirm e-mail](#)

[Forgotten 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)

Enquiries: membership.u3amansfield@gmail.com or contact the Membership Secretary

Step 4 – Confirm Identity

The system will now ask you to confirm your identity. Enter your details exactly as they appear on your membership email. Even small differences (for example, "Chris" instead of "Christopher") may prevent your account from being found.

u3a Beacon Mansfield & District

[Return to Mansfield & District u3a website](#) | [Sign in with email](#)

Mansfield & District u3a Members Portal

Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

[Confirm Identity](#)

Enquiries: membership.u3amansfield@gmail.com or contact the Membership Secretary

Top Tip

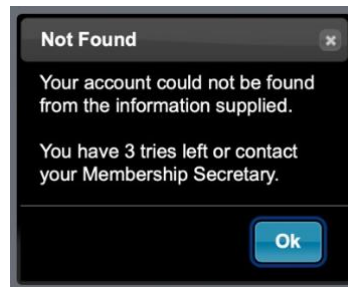
If your account isn't found, check:

- your membership number
- your forename and surname
- your postcode
- your email address

They must all exactly match your membership confirmation email.

Complete all the boxes and click **Confirm Identity**.

If your details don't match our membership records, you'll see this message.



Click *OK*, check your details carefully and try again. If you're still unable to continue after three attempts, please contact the Membership Secretary for assistance.

Step 5 – Create Password

Once your identity has been confirmed, create a password for your account by following the instructions on screen.

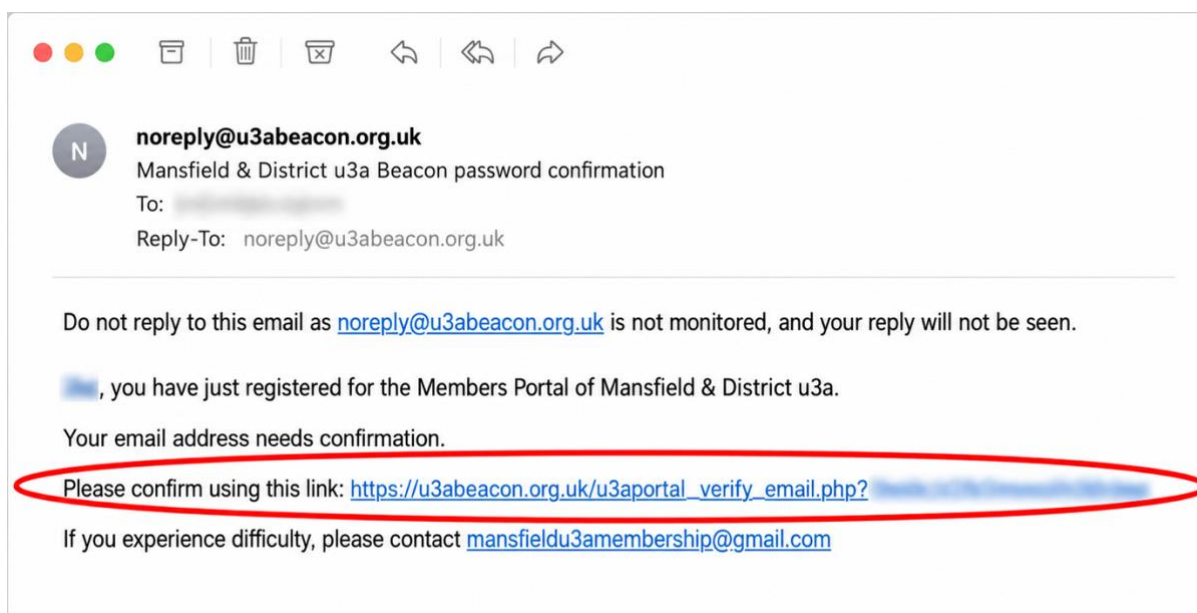
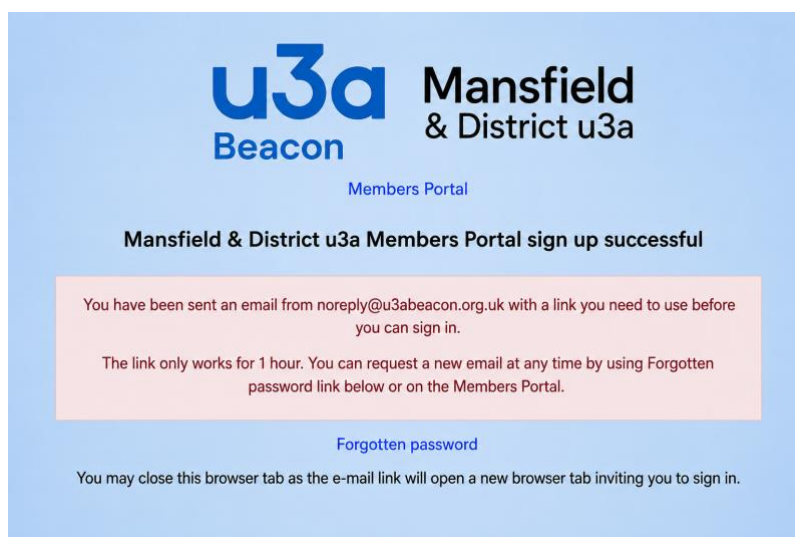


Follow the password requirements shown on screen. Enter your chosen password in both boxes, then click *Update Account*.

Step 6 – Confirm Email

After clicking *Update Account*, this confirmation screen will appear.

You can now close this browser tab. Within a few minutes, you'll receive a confirmation email. Click the link in the email to activate your account and complete the setup.



If the email doesn't arrive within a few minutes, check your Spam or Junk folder.

Note: The confirmation link expires after **1 hour**. If it expires before you use it, return to the Members Portal and select **Forgotten Password** to request a new confirmation email. Please **click on the link**, as indicated in the email.

Your browser will display a confirmation screen. Your account is now active and you can sign in to the Members Portal using the email address and password you have just created.

The screenshot shows the 'Mansfield & District u3a Members Portal' interface. At the top, the logo 'u3a' is displayed next to the text 'Mansfield & District u3a'. Below this, it says 'Members Portal' and 'Mansfield & District u3a Members Portal'. A green message box with a checkmark icon states: 'Your email address has been verified. You can now use it to login to the members portal.' Below this is a blue header bar with the text 'Please identify yourself'. The main content area is orange and contains an 'E-mail' label next to a text input field. Below the input field are two buttons: 'Confirm Identity' and 'Forgotten Password'. Further down, there is text: 'If you have not created a password for your membership account, use the Register link below to set one up.' followed by a blue link 'Register for a membership account'. Below that, it says: 'If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)'. At the bottom, a grey bar contains the text: 'Enquiries: mansfieldu3amembership@gmail.com or contact the Membership Secretary'.

Two Members Share the Same Email Address

If two members share the same email address, the first member should register as described above. The second member should then select *Register for a membership account* instead of *Confirm Identity* and follow the same registration process.

u3a Beacon **Mansfield & District u3a**

[Return to Mansfield & District u3a website](#)

Mansfield & District u3a Members Portal

Please identify yourself

E-mail

[Confirm Identity](#)

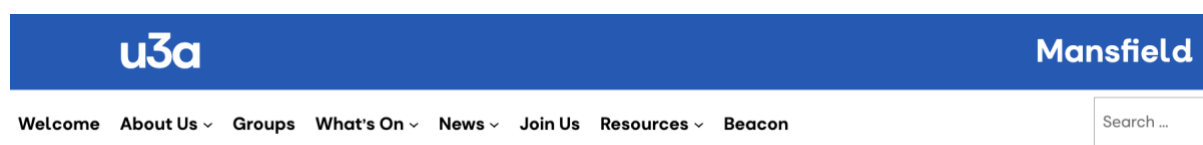
[Forgotten Password](#)

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)

Enquiries: mansfieldu3amembership@gmail.com or contact the Membership Secretary

Whenever you wish to use the Members Portal (for example, to renew your membership, update your personal details or manage your group memberships), simply visit the Mansfield & District u3a website and click *Beacon*.



Congratulations! Your Members Portal account is ready to use. You can now sign in at any time to renew your membership, update your details and manage your group memberships.

Need help?

If you experience any problems setting up your account, please contact the Membership Secretary at:

membership.u3amansfield@gmail.com