

SETTLE DISTRICT u3a - JOINING A GROUP ONLINE

1. Click on this [link](#) to go to the Members Portal form and when it comes up click on Confirm Identity:



The screenshot shows the 'Settle District u3a Members Portal' login page. At the top left is the 'u3a Beacon' logo. Below it is a link to 'Return to Settle District u3a website'. The main heading is 'Settle District u3a Members Portal'. A blue bar contains the text 'Please identify yourself'. Below this bar are two input fields: 'E-mail' with the value 'chandlerf' and 'Password' with masked characters. A red circle highlights the 'Confirm Identity' button. Below the form, there is text: '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' and '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, it says 'Enquiries: sdu3a.membership@gmail.com or contact the Membership Secretary'.

If you don't know your membership number contact the Membership Secretary with the e-mail address shown at the bottom of the form: sdu3a.membership@gmail.com.

2. Click on Settle District U3A Groups:

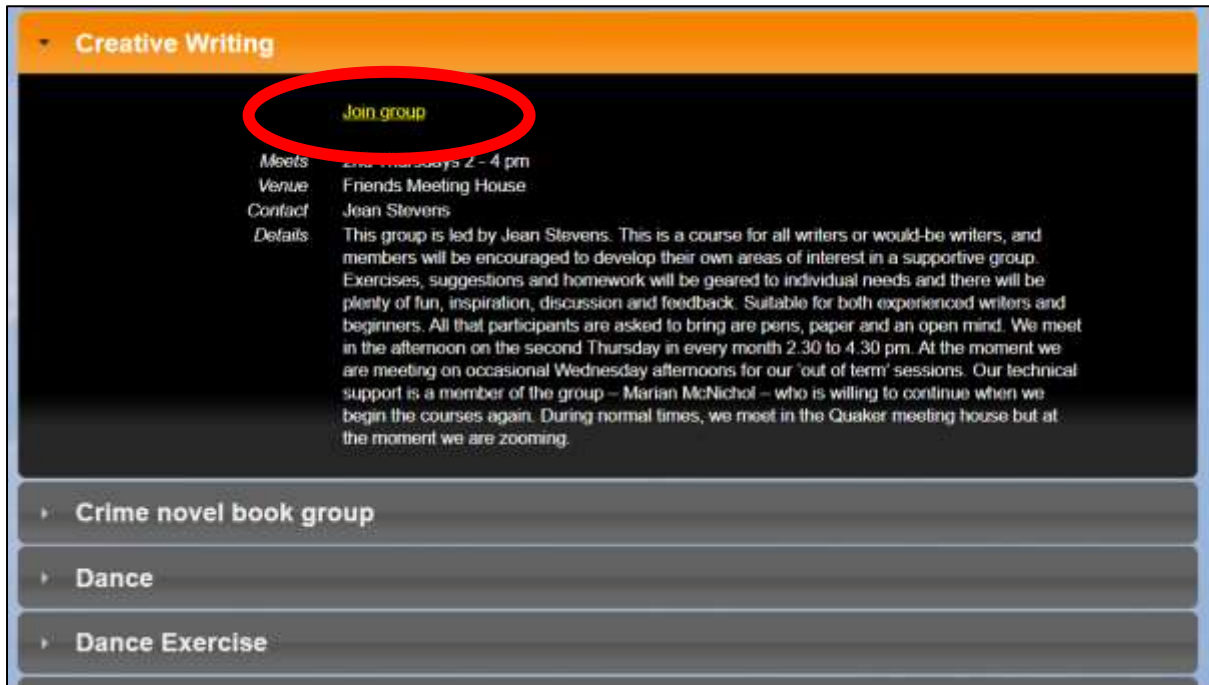


The screenshot shows the 'Settle District U3A Members Portal' dashboard. At the top left is the 'u3a Beacon' logo. Below it is a link to 'Return to Settle District U3A website'. The main heading is 'Settle District U3A Members Portal'. Below this is a personalized greeting: 'Good afternoon, Joe Bloggs' and a message: 'Your membership continues until 1st July 2021 but may be renewed now for next year'. A blue bar contains the text 'Select an option'. Below this bar are four menu items: 'Renew your membership', 'Settle District U3A groups' (highlighted with a red circle), 'Calendar of meetings and events', and 'Update your personal details'. At the bottom, it says 'Enquiries: sdu3a.membership@gmail.com or contact the Membership Secretary'.

3. Pick the group(s) you want to join from the list of groups:



4. And click on Join Group:



You are now a member of the group. The Beacon system will automatically e-mail the Group Leader who should contact you shortly.

If the Group Leader does not contact you within a few days e-mail the Group Coordinator on sdu3a.groupcoordinator@gmail.com.