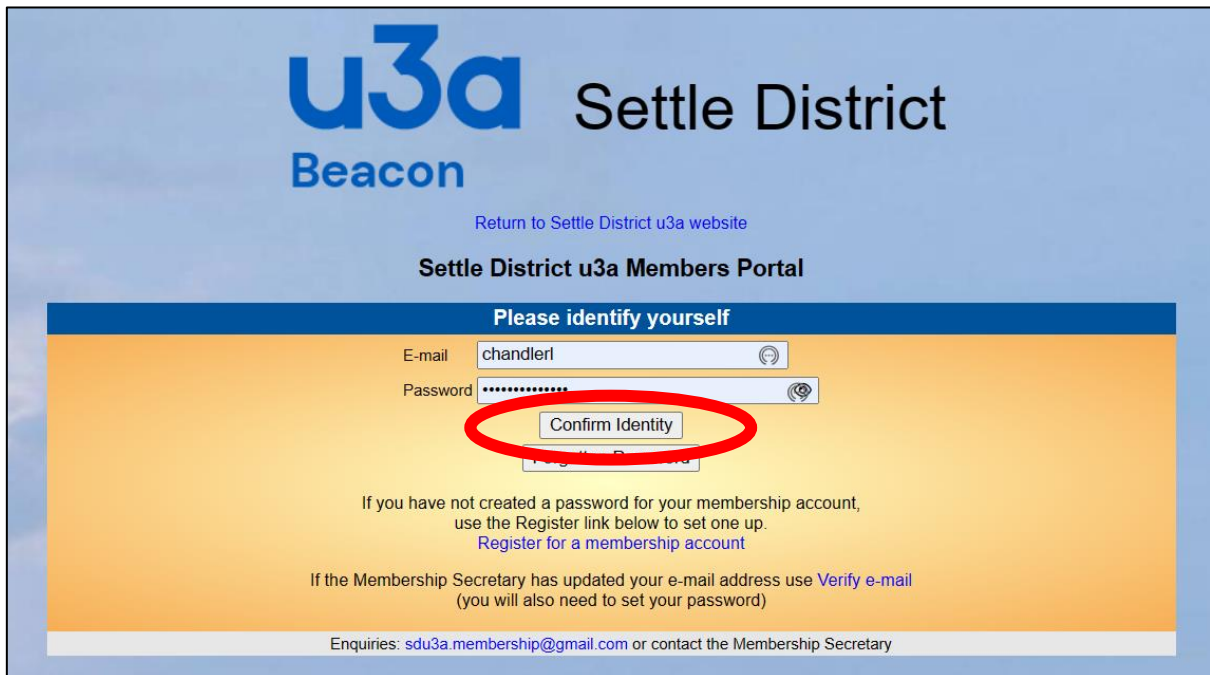


## SETTLE DISTRICT u3a – UPDATING YOUR PERSONAL DETAILS ON THE BEACON SYSTEM

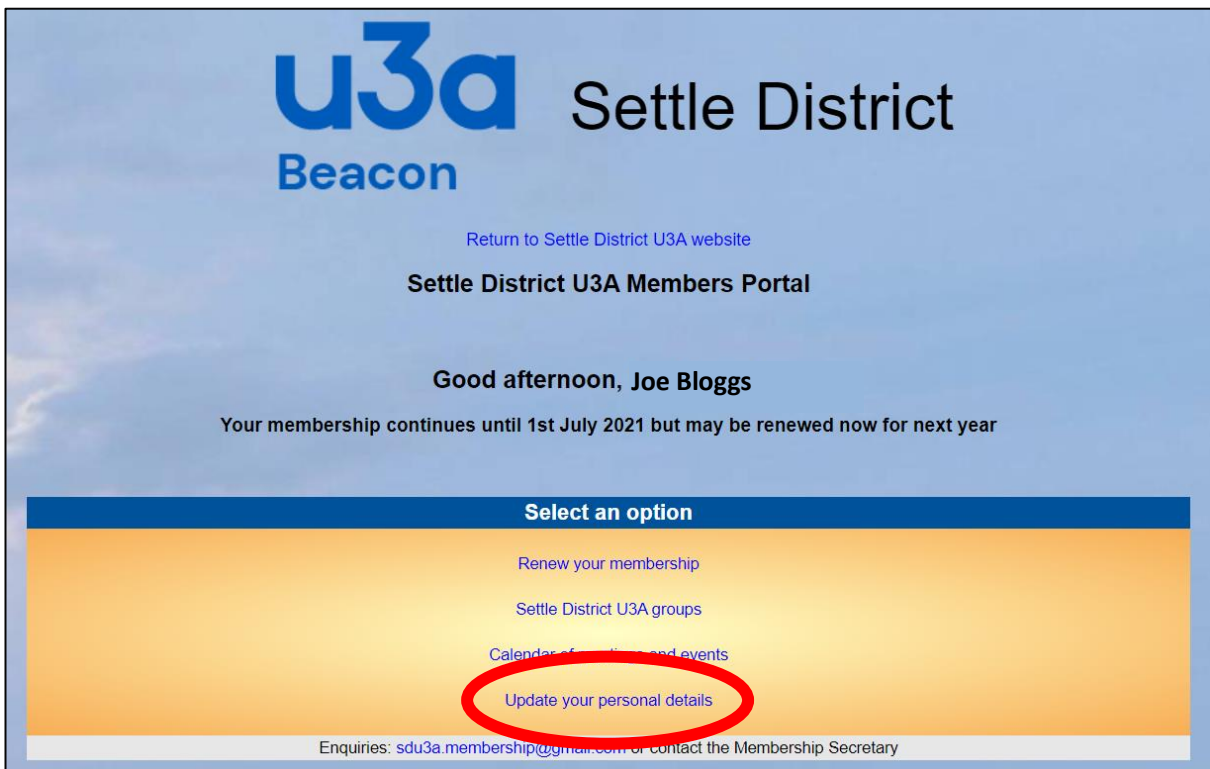
1. Click on this [link](#) to go to the Members Portal form and when it comes up click on Confirm Identity:



The screenshot shows the 'Settle District u3a Members Portal' login page. At the top left is the 'u3a Beacon' logo. To the right of the logo is the text 'Settle District'. Below the logo is a link: 'Return to Settle District u3a website'. The main heading is 'Settle District u3a Members Portal'. Below this is a blue bar with the text 'Please identify yourself'. Underneath, there are two input fields: 'E-mail' with the value 'chandlerl' 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'. Another line of text 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, 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](mailto:sdu3a.membership@gmail.com).

2. Click on Update your personal details:



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

3. On this screen you can change any of the information in the white fields (boxes) as appropriate. When you are happy with the changes that you have made click on Update Personal Details at the bottom of the form:

**u3a Beacon** Settle District

[Return to Settle District u3a website](#) [Members Portal](#)

### Update Personal Details

**i** To change your class of membership or if you have any queries, please contact the membership secretary

#### About Yourself

Name Title  Forenames  Surname   
Known as  Suffix  Initials   
Mobile  E-mail   
Emergency contact  Name/s and telephone  
 Hide contact details from group leaders  
Photo Upload new photo  No file chosen   
jpg, png, gif, bmp. Max size 2MB  
Provide a square format image (aspect ratio 1:1) as other formats will not suit the membership card layout

#### Where You Live

Address No/Name  Street/Building   
Additional lines   
Town  County  Postcode   
Telephone

#### Your preferences

u3a Matters not required

#### Update Password

Password  Confirm Password   
**Bad match**

If you change your email address you will be sent an email from [membership@u3abeacon.org.uk](mailto:membership@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.

Your personal details have now been recorded on the Beacon system.

Note: you cannot use this form to change your class of membership on the Beacon system. If you want to change from Joint to individual membership or vice versa please contact the Membership Secretary on [sdu3a.membership@gmail.com](mailto:sdu3a.membership@gmail.com).