

Cheltenham u3a Renewals 2024 – Guidance Notes

Your Jan/Feb newsletter, which you will receive in December will contain a pullout Renewal Form for 2024. There are three ways you can renew your **u3a** membership – online, by post using the Renewal Form or pay through **BACS**. It is easier, and simpler, if you renew online, but we appreciate this is not possible for all our members, so please choose whatever method suits you best.

This year there have been changes made to the sign-on procedure which should make it easier to use in the future.

Online Renewals

In 2023 about three-quarters of our members renewed online and we are hoping to increase the number this year. If you renew online using Debit/Credit card or PayPal the system is updated automatically as soon as your payment is processed and the system emails you a confirmation and your renewal card.

This year, the 'u3a Beacon Administration system', which we use have changed the sign on procedure. You will now have to, initially, input the usual 5 pieces of personal information to identify yourself and it will ask you to register with your email address and a password. This is a 'once off' procedure and from then on you can enter the system with your email address and password. This can be done in advance of the renewal process.

You will need the following 5 pieces of information to create the new password:

Membership Number (4 digits – insert zeros if less than 1000)

Forename (or familiar name if you use this)

Surname

Postcode

Email Address

Step 1. Go to the Cheltenham u3a website www.cheltenhamu3a.org.uk

Step 2. On the Home page, click the '**RENEW**' box (bottom of the left hand column)

Step 3. Or choose Membership from the top menu and select **RENEW**.

The first time you access the renewal screens you will be asked to identify yourself, but as you will not have set up a password, you must click on 'Register for a Membership Account' and on the next screen type in the five pieces of information.

You should then follow the prompts to set up the password. Once you have entered and confirmed the password you will be sent an email with a link to use before you

can sign in. The email should arrive within a few minutes (if not check SPAM) and confirm within 1 hour.

You can obtain a detailed 'Step by Step' explanation of the procedure by clicking on the following link

STEP by STEP

Postal Renewals

When you renew by post, we need the following items:

1. A **completed renewal form** (which will be attached to the Jan/Feb 2024 newsletter or download it from the Membership Page on the website). Please provide as much information as you can e.g. email address, phone numbers, emergency contact, Gift Aid declaration – which must be signed.
2. A **cheque** made payable to **Cheltenham u3a** - £14.00 for a single, £22.00 for joint membership, **dated and signed**. For associate members the fees are £9.00 for a single and £14.00 for joint.
3. If you want a printed membership card then include a **stamped, addressed envelope**. If you have an email address it is easier for us to send you the membership card by email and it saves you buying a stamp.

BACS

This year we are implementing **BACS** payments for renewals.

If paying by this method then you will need to transfer the money to the following account at Lloyds Bank:

Account Name: **Cheltenham u3a**

Sort Code: **30-91-87**

Account No. **35489368**

You must also provide us with the following information (in the sequence specified) or we won't be able to identify the payment. Up to 18 characters can be input into the BACS reference field.

Membership Number

Surname and Forename

As the BACS payments are made outside of the Beacon your details are not updated automatically and there will be a small delay as we process the payment and send out membership cards.