

## Cheltenham u3a Renewals 2026– Guidance Notes

Your Jan/Feb magazine, which you will receive in December either online or, if requested by post, will contain a Renewal Form for 2026.

You can download this, as a PDF, from the Flipbook version by selecting the appropriate pages. If you receive the posted version, you can pull out the pages. Alternatively download the renewal form from [cheltenhamu3a.co.uk](http://cheltenhamu3a.co.uk).

There are three ways you can renew your u3a membership – Online, paying by Bank Transfer (BACS) or by Post using the Renewal Form.

It is easier, and simpler, for the Membership Secretary if you renew online, as renewals are processed more quickly with you have full control over the process. However, we appreciate this is not possible for all our members, so please choose whatever method suits you best.

### Online Renewals

In 2025 about three-quarters of our members renewed Online or by Bank Transfer 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.

Last year, the 'u3a Beacon Administration system' which we use, changed the sign on procedure.

All of you who paid online last year will have, already, setup the email/password sign on. You are referred to, in Beacon parlance, as 'Portal Registered'. I have sent you an email to say that you are registered and should sign on using your email and password.

If you have not set up the password you will have to, initially, input the 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 [cheltenhamu3a.org.uk](http://cheltenhamu3a.org.uk)

**Step 2.** 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 shown above.

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.

## **Bank Transfers (BACS)**

In 2024 we implemented BACS payments for renewals. It is simple, and you don't have to sign-in to the system. If you use an electronic device for payments, then set up the u3a renewal account and make the payment. The Membership Secretary will do the rest.

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.

## Postal Renewals

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

1. A completed renewal form (which will be in the Jan/Feb 2025 magazine 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 - £16.00 for a single, £24.00 for joint membership, dated and signed. For associate members the fees are £9.00 for a single and £10.00 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.