

Louth u3a – Membership Portal Registration Instructions

Before you start, please make sure you know your membership number as you will need it to register.

To register for your member account on Beacon please use this link: [U3A Members Portal \(Beacon\)](#) you will then see this screen:

The screenshot shows the 'Louth u3a Beacon' logo at the top left. Below it is a link 'Return to Louth u3a website'. The main heading is 'Louth u3a Members Portal'. Below this is a blue bar with the text 'Please enter your E-mail address'. The form area has an orange background and contains an 'E-mail' input field, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Below these buttons, 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, it says 'Enquiries: louthu3amemsec@gmail.com or contact the Membership Secretary'.

For this one time only, click on 'Register for a membership account'. You will then see this screen:

The screenshot shows the 'Louth u3a Beacon' logo at the top left. Below it are links 'Return to Louth u3a website' and 'Sign in with email'. The main heading is 'Louth u3a Members Portal'. Below this is a blue bar with the text 'Register for a membership account and password'. The form area has an orange background and contains input fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. To the right of the 'Membership number' field is the text 'All fields must be completed'. Below the input fields is a 'Confirm Identity' button. At the bottom, it says 'Enquiries: louthu3amemsec@gmail.com or contact the Membership Secretary'.

Please enter your membership number followed by your forename, your surname, your postcode and your email address as one final confirmation of your identity. Click on 'Confirm Identity'.

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You will then be asked to choose a password of 10 digits or more containing at least one upper case letter, one lower case letter and one number. Special characters (e.g. ! % & or *) are optional. You might want to jot down your proposed password and put in a safe place for future use.

Once you have entered your password twice click on 'Update Account'.

You will then receive an email from noreply@u3abeacon.org.uk giving you a link which you should click on within one hour to finalise the process.

In future you will only need to enter your email address and password, or if you have forgotten your password, enter your email address and click on 'Forgotten Password').