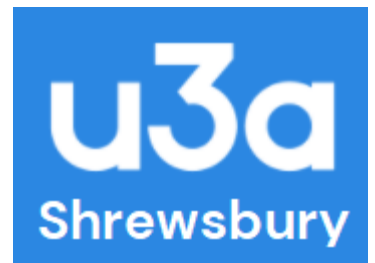


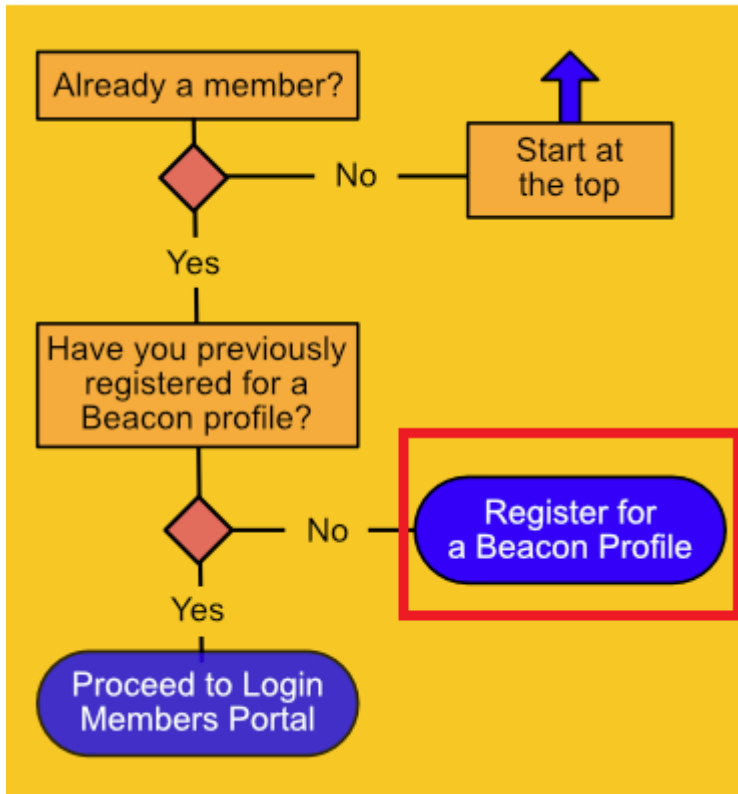
## Registration for a Beacon Profile



See also this [Beacon Article](#).

You need a Beacon Profile to manage your own details: Telephone No, email address, postal address and the like. When membership renewal is due you can pay online here too.

**Step 1.** We provide a link to get to the “Members Portal” from the “Membership” page of our [website](#) click the “Register for a Beacon Profile” blue button link near the bottom of the page



Which takes you to:

**Shrewsbury u3a Members Portal**

**Register for a membership account and password**

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: [membership@shrewsburyu3a.org.uk](mailto:membership@shrewsburyu3a.org.uk) or contact the Membership Secretary

**Step 2.** You need the **exact details that we already hold about you**. (Even if they aren't what you are using right now). Capital Letters should be a Capital Letter, the Post code should be all UPPERCASE with a single space between the two elements and so on.

Click “Confirm Identity” If these match our records we go to the next screen, create a password. Note the requirements. Tip: the longer the better

**Step 3.** Enter a password (twice) and click “Update Account”. You’ll see the “Sign up Successful” screen. See that the banner is pink. Read it.

#### **Step 4. Check your inbox**

You should have received an email with the Subject line: “Shrewsbury u3a Beacon password confirmation”

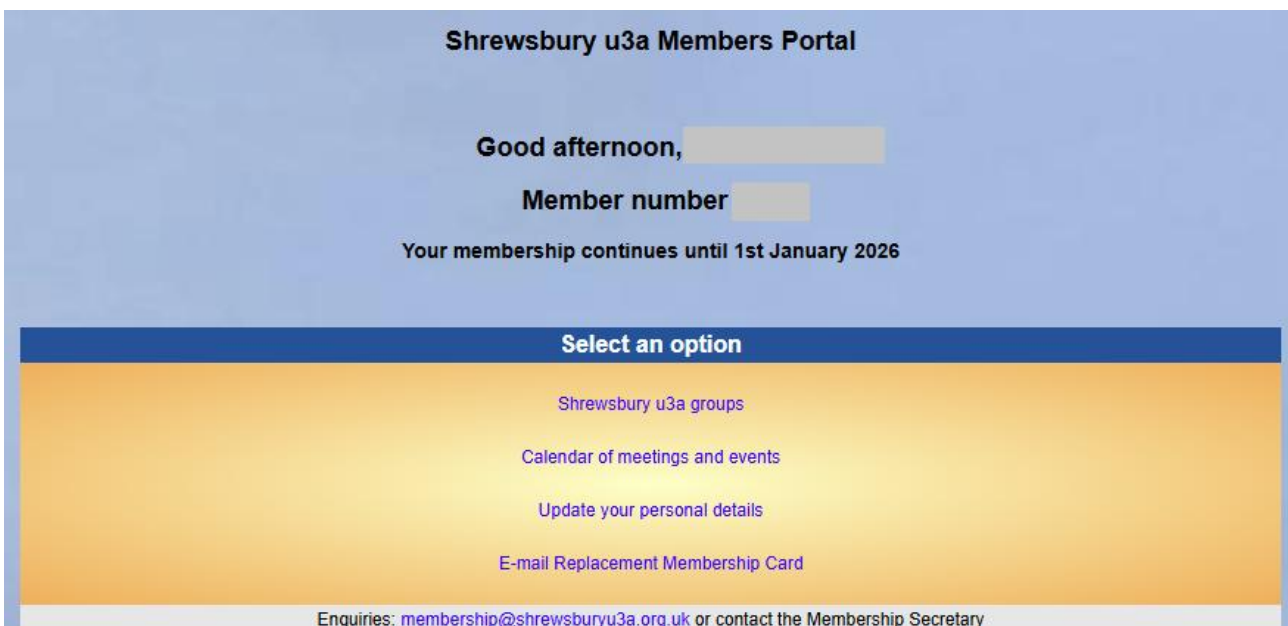
Read the email. Click the link in the email to confirm your email address. You need to do this.

Once you have done that the page on the Members Portal will update and you will now see a green banner



**Step 5.** Green is good, you can now log in

Success.



Tip: Now go the “Update your personal details” and check that everything is in order. Change it if it isn’t. Remember to click Save to save your changes.

End of tutorial