

## How to create an account on the Members Portal

All membership and group information is stored on Beacon including personal details, group membership lists, a calendar of events, and financial data

The member's portal collects relevant data. It is available to members via the website – members page ([click link to MEMBERS PORTAL](#)).

You should see the login screen below:

The screenshot shows the 'Chinnor & District u3a Members Portal' login page. At the top, it says 'Please identify yourself'. There is an 'E-mail' input field, a 'Confirm Identity' button, and a 'Forgotten Password' button. Below these, it says: '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](#)' with a red arrow pointing to the link. It also 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: [memchinnoru3a2@gmail.com](mailto:memchinnoru3a2@gmail.com) or contact the Membership Secretary'.

**CLICK ON Register for a membership account** and the screen below will appear:

The screenshot shows the 'Chinnor & District u3a Members Portal' registration page. At the top, it says 'Register for a membership account and password'. There are input fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note says 'All fields must be completed'. At the bottom, there is a 'Confirm Identity' button. At the bottom of the page, it says: 'Enquiries: [memchinnoru3a2@gmail.com](mailto:memchinnoru3a2@gmail.com) or contact the Membership Secretary'.

**ADD YOUR MEMBERSHIP NUMBER AND THE OTHER INFORMATION REQUIRED.** Your membership number can be found on the recent email about the portal. **If you cannot find your number please contact the membership secretary [memchinnoru3a2@gmail.com](mailto:memchinnoru3a2@gmail.com).**

Once the form is complete, **CLICK CONFIRM IDENTITY**.

The data entered here will then be validated against the personal details held in Beacon. Should you get a rejection message it may be because your data needs to be updated. [Please contact the membership secretary so that the necessary checks can be made](#)

Once you have entered the FIVE required pieces of data and confirmed you identify you will be asked to create a password of between 10 and 72 characters including at least one

- upper case,
- lower case
- numeric character.

**ENTER AND CONFIRM YOUR PASSWORD AND CLICK UPDATE ACCOUNT.**

You will then be able to explore the Portal.