



Learn, laugh, live

Bognor Regis u3a

Online Renewals

We are offering an online option this year for those that wish renew electronically.

To renew your membership online, you will need to access the facility via your personal Beacon Members Portal. You can register or logon here [Members Portal](#).

If you have difficulty with the members portal, contact the [Beacon Administrator](#) who will be happy to assist.

The Beacon system uses PayPal but **you do not need a PayPal account to use the system. You can pay by debit or credit card as a Paypal Guest.** You can of course pay by using your Paypal Account if you already have one.

Renewing Your Membership

Login to the [Members Portal](#) and click 'Renew your membership'.

If you are in the time period when you can renew (1st February to 31st May) you will see a screen like this:

A screenshot of a web page with a light blue background. At the top, it says "Good afternoon, Jane Administrator" and "Member number 1054". Below that, it states "Your membership continues until 1st September 2025 but may be renewed now for next year". There is a dark blue button labeled "Select an option" which is highlighted in orange. Below the button, the text "Renew your membership" is visible. At the bottom, there is a grey bar with the text "Enquiries: admin@beacon.u3a.org.uk or contact the Membership Secretary".

Good afternoon, Jane Administrator

Member number 1054

Your membership continues until 1st September 2025 but may be renewed now for next year

Select an option

Renew your membership

Enquiries: admin@beacon.u3a.org.uk or contact the Membership Secretary

If you are not in this period when you can renew you will see a screen like this one:



If your membership has Lapsed then you cannot renew using this method and will need to contact the [Membership Secretary](#) for our u3a.



IMPORTANT: Notes about Gift Aid Claims

Claiming Gift Aid does not reduce the amount of your payment – it allows your u3a to claim money back from HMRC.

If you have an 'Individual' membership and you pay online for yourself and another member at the same address, only your subscription will be used for a Gift Aid claim. Therefore, if the other member is eligible to claim Gift Aid and wishes to allow a claim, it is better for their membership to be renewed separately. Read the information about Gift Aid before **ticking one of the boxes** to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year

Gift Aid

Gift Aid can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that BT1851 - Demoton u3a reclaims on your subscription and donations in a tax year.

£7.50 of your £10.00 subscription qualifies for Gift Aid.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demoton u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

What you see next depends on the type of membership that you have.

This is a typical screen that you will see if you are an 'Individual' member:

The screenshot shows a 'Payment' screen with a blue header. The main content area has an orange background. It displays the following information: 'Your membership class is Individual', 'Renewal fee is £10.00', and 'Amount to pay: £10.00'. Below this, it says 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account'. There is a 'Make Payment' button. At the bottom, it states 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

If another u3a member lives at your address, you have the option to pay the other member's subscription at the same time:

The screenshot shows a 'Payment' screen with a blue header. The main content area has an orange background. It displays the following information: 'Your membership class is Individual', 'Renewal fee for yourself and Maria Zorro is £20.00', and 'Amount to pay: £20.00'. There is a checked checkbox with the text 'Untick if you do not wish to renew for Maria Zorro'. Below this, it says 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account'. There is a 'Make Payment' button. At the bottom, it states 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

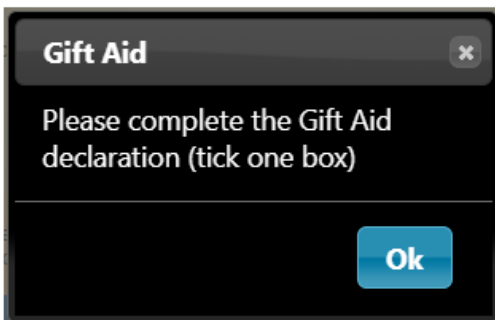
If you don't wish to pay for the other member, untick the box and the amount to pay will update:

The screenshot shows a 'Payment' screen with a blue header. The main content area has an orange background. It displays the following information: 'Your membership class is Individual', 'Renewal fee for yourself only is £ 10.00' (highlighted with a red box), and 'Amount to pay: £ 10.00'. There is an unchecked checkbox with the text 'Untick if you do not wish to renew for Maria Zorro'. Below this, it says 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account'. There is a 'Make Payment' button. At the bottom, it states 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

Press the Make Payment button:



If you did not select one of the box's in the Gift Aid section you will be prompted to do so:



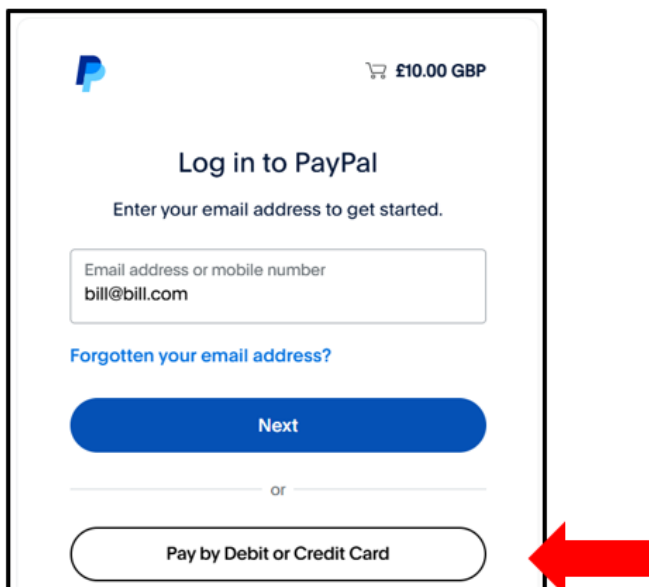
At this point you have 2 payment options:

Pay by 'Debit' or 'Credit' card (see 'A' below), or


Pay by 'PayPal' (see 'B' below)

A) Paying with your Debit/Credit Card

1. To pay with a Debit or Credit card, enter your email address and press 'Pay by Debit or Credit Card'



2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press 'Continue to Payment' followed by 'Continue as a guest'



Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address
bill@bill.com

[Continue to Payment](#)

Already have an account? [Log In](#)

Check out as a guest

It looks like you already have a PayPal account

bill@bill.com

[Log In](#)

[Continue as a guest](#)

3. Enter the details of your payment card and your contact details

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address
bill@bill.com

Phone type
Mobile

Phone number
07701234567

Card number
0789 1234 2244 6677

Expiry date
10 / 26

Security code

Billing address

First name
Bill

Last name
Cooper

4. Press 'Pay now as guest'

Save information & create your PayPal account

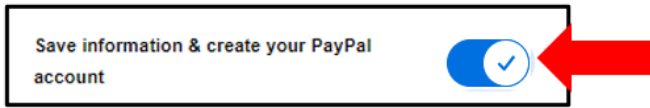
You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

Already got a PayPal account? [Log in](#)

[Cancel and return to merchant](#)

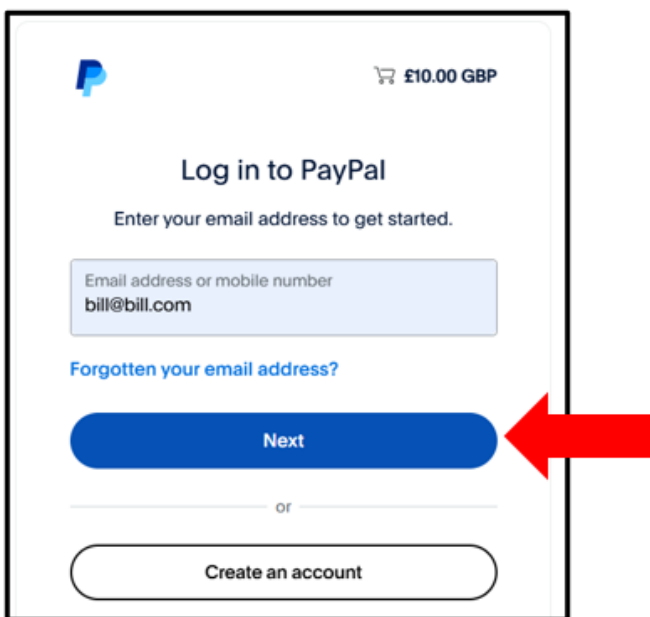
Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by



5. Now skip 'Section B' and continue to 'Section C' (Confirmation of Payment) below

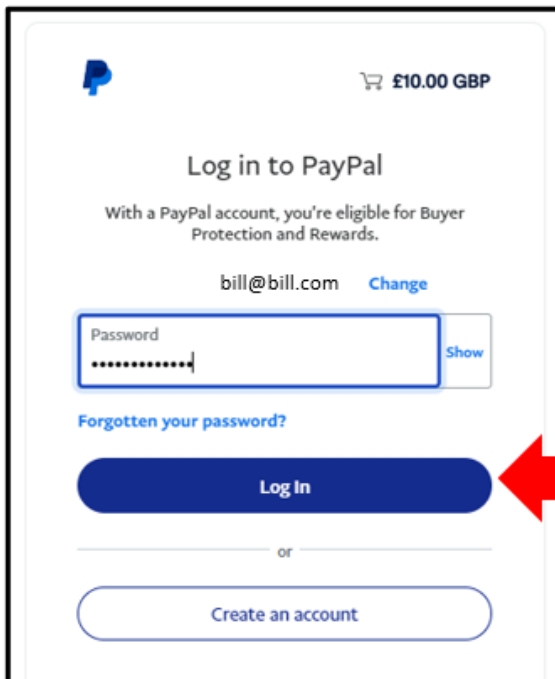
B) Paying with PayPal

1. To pay with you own PayPal account, enter your email address and press 'Next'



Note: if you don't have a PayPal account, but would like to create a new one – follow the steps described in section A above until the final step when there is an option to create a PayPal account using the details that you have already entered.

2. Enter your PayPal password and press Log in



PayPal logo

£10.00 GBP

Log in to PayPal

With a PayPal account, you're eligible for Buyer Protection and Rewards.

bill@bill.com [Change](#)

Password [Show](#)

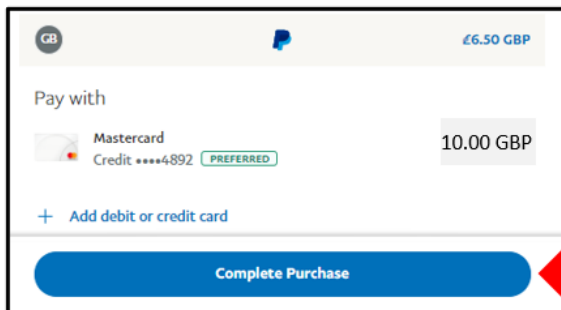
[Forgotten your password?](#)

Log In

or

Create an account

3. Select one of your stored credit cards or click 'Add debit or credit card' if you wish to use a different card, before pressing 'Complete Purchase'



GB

PayPal logo

£6.50 GBP

Pay with

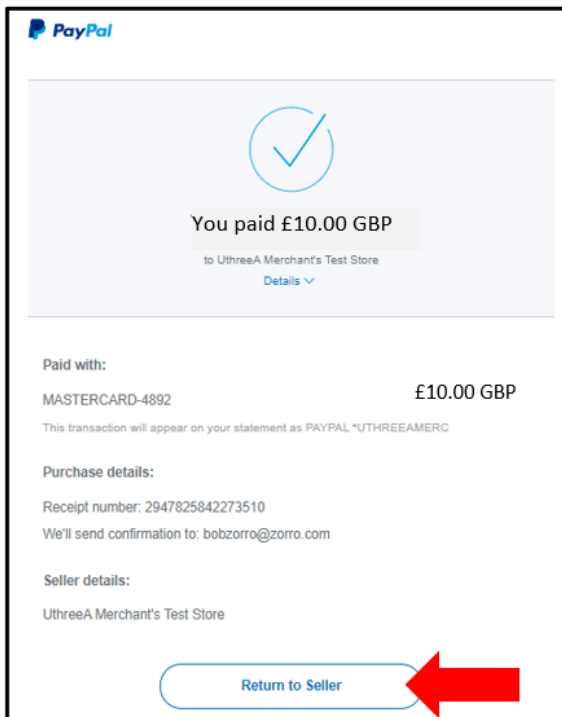
Mastercard
Credit ****4892 PREFERRED 10.00 GBP

+ Add debit or credit card

Complete Purchase

C) Confirmation of Payment

Press 'Return to Seller' to return to the to the Members Portal where you will see your updated "membership continues to" date.



You will receive 2 confirmation emails:

A confirmation of payment from PayPal

A confirmation from your u3a. This will have your new membership card attached