How to Log in to Buckingham U3A Membership System:

In your browser go to

<u>Buckinghamu3a.org.uk</u> and
click on the Membership
Page - then on Existing
Members Login:



Membership

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Click on Existing Members Login:

Follow The Link To Existing Members Login:



Existing Members Login

Existing members can login to see and amend their personal details.

You will receive an email from the membership secretary giving your user name, alternatively you may use your membership number.

You will be prompted to reset your password if you do not already have one. You will receive an email from the membership secretary with details of how to proceed.



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If you do not know your user name the Membership Secretary can send it to you with instructions.

It is usually your surname and first initial – e.g. BloggsF

This is the Login Page – this is where you will need your personal User Name and Password to access the site:





Login

Log in to Buckingham U3A Membership System with your user name and password. If you do not know your user name please contact the Membership Secretary by email. You will find a Help Guide here.

Don't forget to Log Out using the link once you have finished.

Do we have your correct contact details? Please review your profile regularly, to make sure it is up to date.

Recently we added a section for your contact information, in case of emergency. Please add these contact details as requested.

Username		Enter User Name here:
Password		
☐Show Password		
	Log In	
Create/I	Reset Password	

Next: If you are logging in for <u>the first time</u>, enter your User Name and click on "Create/Reset Password". You will receive an email with a reset link. Follow the link to set up or change your password:

If you don't know your user name you can ask the Membership Secretary via the email link.





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BloggsF

Membership Secretary Email link

Enter User Name here

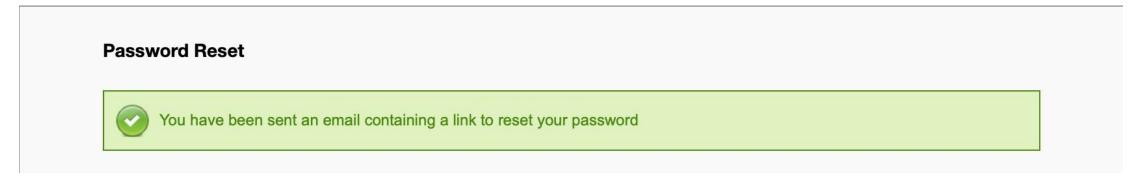
Show Password

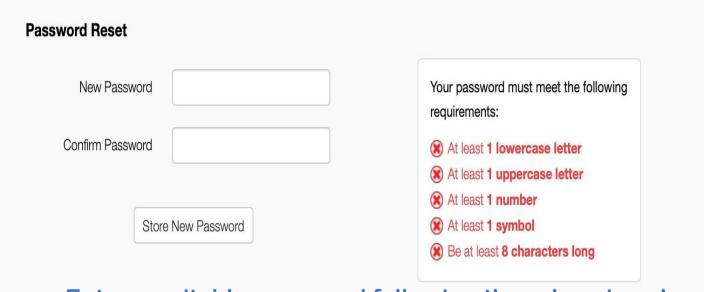
Log In

Create/Reset Password

Either enter Password and then Log In or click to change it or create a new one

The Password Set/Reset Screen – follow link in email from Membership Secretary – check Spam folder if not arrived:





Your password must meet the following requirements:

At least 1 lowercase letter

At least 1 uppercase letter

At least 1 number

At least 1 symbol

Be at least 8 characters long

Enter a suitable password following the rules given here – they will all turn green with a tick when correct. Don't forget to Save the Password.

Logging In – Final Step – Log in by following the Link:

Password Reset



Your password has been reset. Please click here to login with the password you specified.

Logged In Screen: Menu Items Now Visible for you to Access





Please click here if you want to logout.

Menu Items List:

- ➤ Home return to BU3A website this keeps you logged in to the membership site – please don't forget to go back and log out.
- Welcome access to a Welcome Letter with useful information.
- Profile your personal profile please check and make sure it's up to date. You can add emergency contact details too.
- My Calendar this is your personal calendar which will show which groups you are in, with date/times of meetings.

It will update automatically each month.

- ➤ Meetings Calendar this shows all the general U3A activities, and the groups with their meeting days/times.
- ➢ Groups listing of all groups with details and contact information for each of them. The categories tab includes new/proposed groups, and groups by type, and day/times of the meetings. If you are interested in joining a group, you can email the leader.
- ➤ Events –the Open Meetings are listed here, and there are other sections for Group Meetings etc. Note: you will need to be one of the group members to attend a specific Group event.
- Logout self-explanatory please remember to log out when you have finished.

Profile Page

- Please check your profile information is correct.
- You can make amendments as necessary, then click on Save Changes.
- If anything changes later, you can update the details as necessary.
- You are also requested to add Emergency Contact information here.

