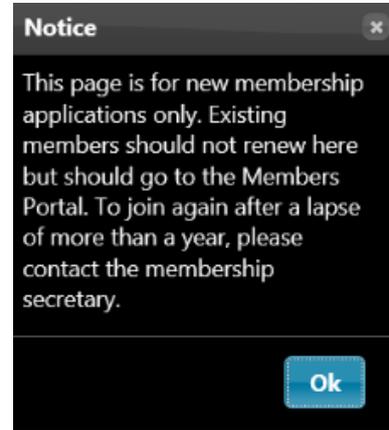


This document describes how to apply for a **NEW** membership of a local U3A (If the U3A has enabled Online Membership applications). If you are an existing U3A member wishing to renew, please refer to 10.2.1

Applying for a new Membership

- The application process is usually initiated by clicking a link on the U3A’s website. Press **OK** on the warning notice to proceed to the Membership Application page:
  - Note: the membership fees shown and the types of membership offered in the pictures below will be different for each U3A – the pictures are for example only.*
  - You will not be charged for using online membership services, although your U3A will have a small commission fee deducted from your payment by PayPal.*



**Please select the type of membership you require**

<input type="radio"/>	Associate	Single member who has paid full membership at another U3A this year	£ 11.50
<input checked="" type="radio"/>	Individual	Single member of Carlton & Gedling U3A	£ 15.00

**i** Membership paid today continues until 1st June 2020

Then enter the following information. Fields in **bold** are mandatory.

**About Yourself**

Title  Forename  Surname   male  female

E-mail  Mobile  Known as

Emergency contact

Upload photo (optional)  Browse... jpg, png, gif. Recommended max size 2MB

Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

**Your Address**

No/Name  Street

Additional lines

Town  County  Postcode

Telephone

**Payment**

**Amount to pay: £ 15.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account

- Select the type of membership that you require at the top of the page.
- Fill in your details using any guidelines that have been supplied by your local U3A.

Your completed form should look something like this:

The screenshot shows a registration form with three main sections:

- About Yourself:** Includes fields for Title (Mr), Forename (Robert), Surname (Zorro), E-mail (bobzorro@zorro.com), Mobile (0777 123 4567), Known as (Bob), and Emergency contact (Mrs Zorro on 0777 999 9999). There is also a checkbox for UK tax and a photo upload option.
- Your Address:** Includes fields for No/Name (999), Street (Foxhill Road), Additional lines (Carlton), Town (Nottingham), County, Postcode (NG4 3ZZ), and Telephone (0115 123 4567).
- Payment:** Shows the amount to pay (£ 12.50) and a 'Make Payment' button.

4. Press the **Make Payment** button to go to the payment screen. There are 2 payment options:

If you have a PayPal account you may log in to your PayPal account by entering your email address and password [A] and pressing **Log in** [B].

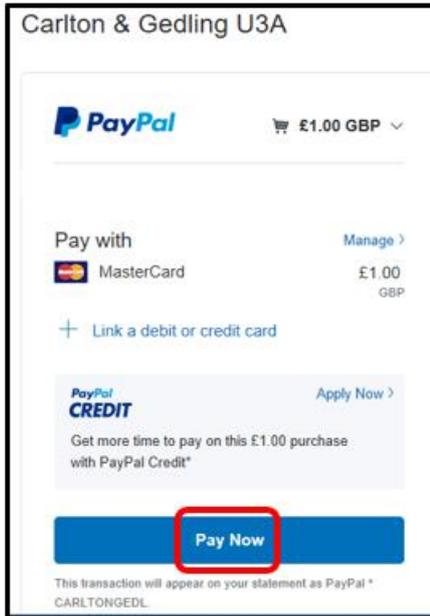
Alternatively, if you wish to pay by card, press **Pay with Debit or Credit Card** [C].

The screenshot shows the 'Log in to PayPal' screen with three key elements highlighted by red boxes and arrows:

- A:** Points to the 'Email address' and 'Password' input fields.
- B:** Points to the 'Log In' button.
- C:** Points to the 'Pay by Debit or Credit Card' button.

## Paying with PayPal

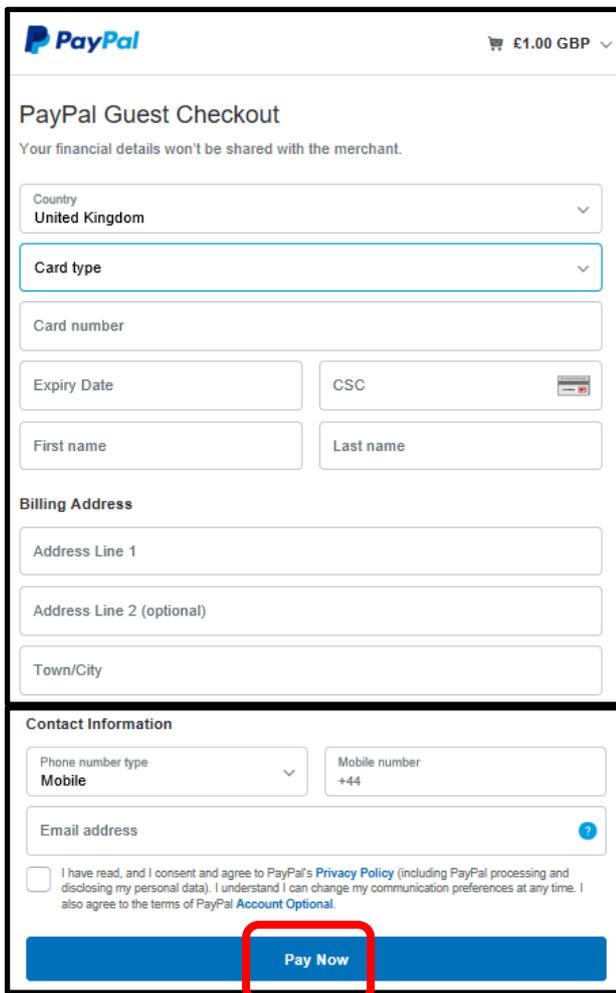
When paying via your PayPal account, you will see a screen similar to this:



Press **Pay Now** to proceed.

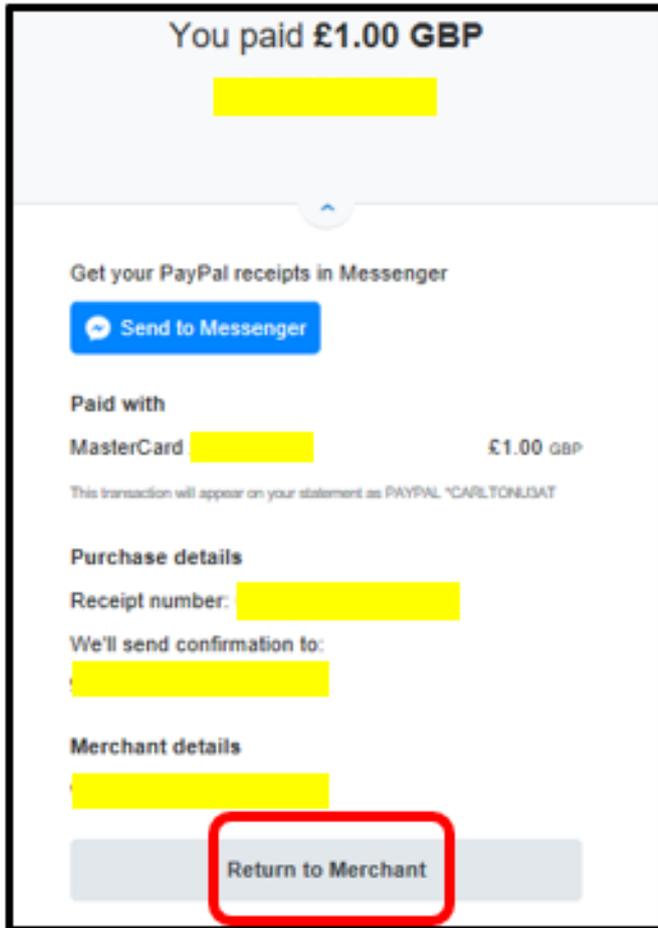
## Paying with your Credit/Debit Card

When paying by credit/debit card, fill in your card and contact details and then press **Pay Now**.

A screenshot of the 'PayPal Guest Checkout' form. It includes a dropdown for 'Country' set to 'United Kingdom', a 'Card type' dropdown, and input fields for 'Card number', 'Expiry Date', 'CSC', 'First name', and 'Last name'. Below these are 'Billing Address' fields: 'Address Line 1', 'Address Line 2 (optional)', and 'Town/City'. The 'Contact Information' section has a 'Phone number type' dropdown set to 'Mobile', a 'Mobile number' field with '+44', and an 'Email address' field. At the bottom, there is a checkbox for terms and conditions and a blue 'Pay Now' button highlighted with a red square.

## Confirmation of Payment

After the transaction has been completed (using PayPal or a card) you will see a confirmation on screen:



Press **Return to Merchant** to return to the to the local U3A website.

You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from your U3A. This may have your membership card attached (if your U3A has chosen to use this facility)