

ENROLMENT FOR THE 2017-18 SESSION & REGISTERING FOR GROUP MEMBERSHIP

On, or shortly after, **Monday 19th June**, all existing Members will receive an e-mail message inviting them to renew their membership and enrol for the 2017-18 session by paying their annual subscription of £20 (or £16.50 for those who are currently paid-up members of another U3A).

If you do not receive the renewal e-mail message then, after checking that it has not fallen into your Spam or Junk folder, please contact the **Membership Secretary** who will send you another copy.

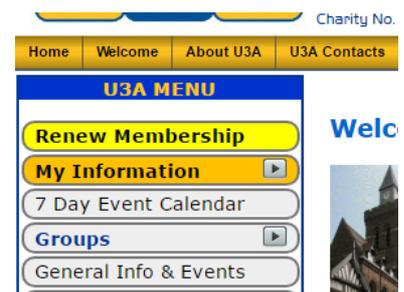
You can pay your subscription either online, through the website, or by sending a cheque (with a copy of the renewal e-mail) to the Treasurer at the address given in the renewal e-mail message. Please try to make your payment before **15th July**, in good time for Registration Day at Eaton Bank Academy on **Tuesday 15th August**.

Last year about half of U3A members renewed by **online payment**. We would encourage members to take advantage of this easy-to-use facility to reduce the workload on the Treasurer who currently has to receive, log and bank some 700 cheques and possibly deal with some cash payments as well.

To pay on online, login to the website, using your membership number and password, where you should see, at the top of the left-hand menu, a link to **Renew Membership** –

Clicking on the link will take you to the payment page where you can pay your subscription securely using your credit or debit card. Note that the system does not retain any details of your card once the payment has been processed.

Once your payment has been accepted by the Treasurer, the Renew Membership entry will disappear from your menu – this is also the case where you send a cheque directly to the Treasurer.



After you have successfully enrolled for 2017-18, you will be able to **register** for membership of whichever Groups you would like to join. Again, you will be able to do this online once the relevant Groups are opened for registration, or in person at Registration Day 2017, at Eaton Bank Academy on 15th August, starting at 10.00am. Watch for further details in due course in the Bulletin and on the website.

If you have your Membership Number but cannot remember your password, click on the **Forgotten Password** link shown when you click **Login** on the gold bar at the top of the page.

Carefully type your e-mail address and Membership Number into the appropriate boxes, then click the green **Submit** button. A new password will be e-mailed to you. This will be a random mix of eight letters and numbers but, once you have used it to login to the website, you can change it to a password of your own choice by clicking on the **Change Password** button which will appear on the gold bar at the top of the page. Type the supplied password into the Previous Password box, enter your new chosen password into each of the two other boxes, then click the green **Submit** button.

If you have lost or forgotten your Membership Number then you will need to send an e-mail request to the Membership Secretary to send it to you (by return e-mail). Do this by clicking on the following link – **Membership Secretary**. Please ensure that you include your correct e-mail address in the message, together with your full name and address (or we will be unable to contact you).

Once you have succeeded in logging-in to the website, visit the **Help & FAQs** page for assistance in finding your way around the information available to you about Congleton U3A and its activities.