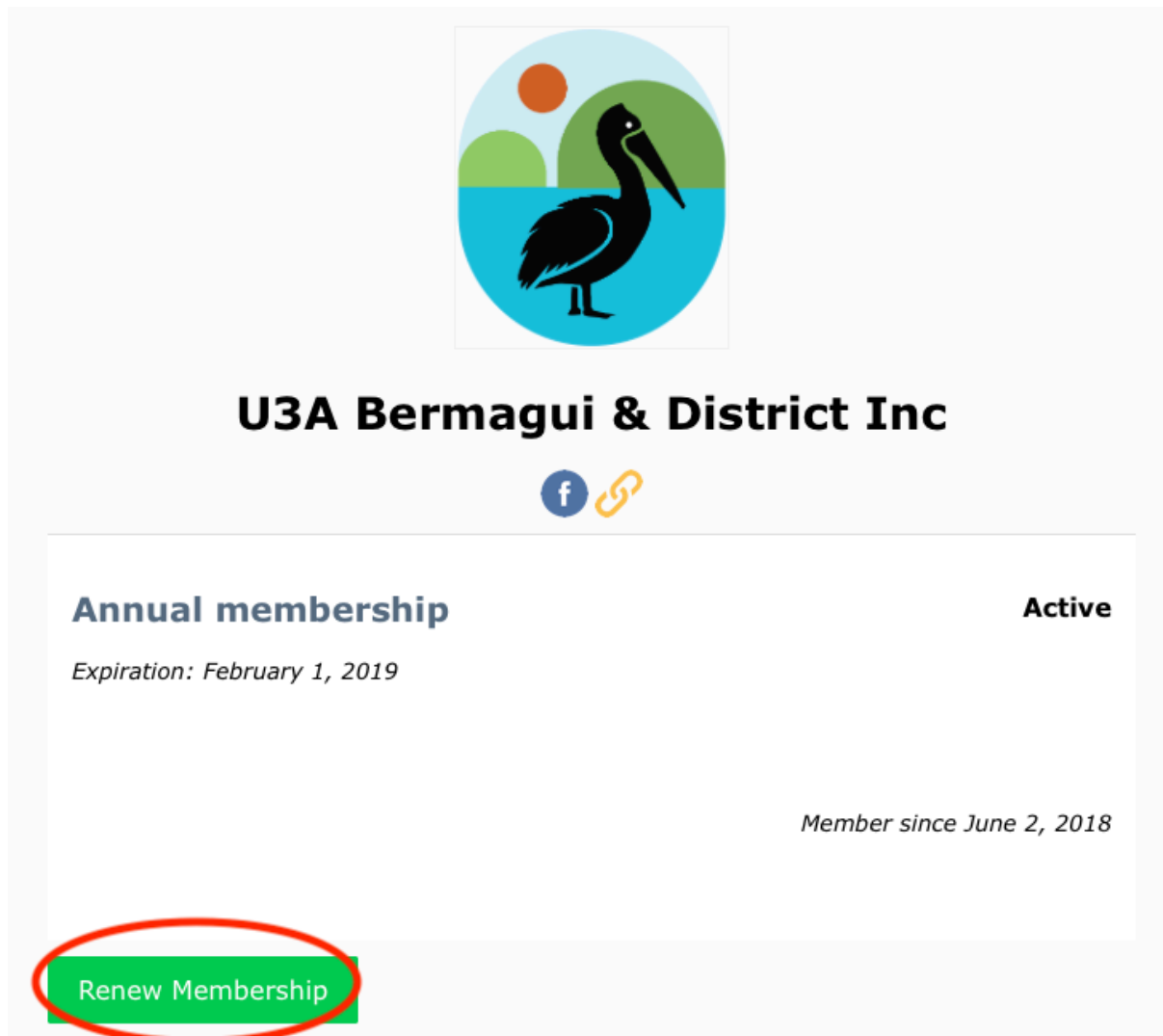


How to Guide for Online Membership Renewals

From an email

You may receive an email from U3A Bermagui when your membership is due for renewal. The email will look similar to this image



Click on "Renew Membership"

From the Internet

If you do not receive an email advising you that your membership is due for renewal, you can renew from the U3A Bermagui membership site at <https://www.joinit.org/o/u3a-bermagui>

The U3A Bermagui site will display in your *browser* similar to the following:

The screenshot shows the homepage of U3A Bermagui & District Inc. At the top right, there is a link "ALREADY A MEMBER? LOG IN" circled in red. Below the header, there is a logo of a pelican on the left and the organization's name "U3A Bermagui & District Inc" on the right. Underneath the name is an "ABOUT" section with a paragraph of text. To the right of the text are social media icons for LinkedIn and Facebook, and a "CONTACT US" button. Below this is a "MEMBERSHIP OPTIONS" section with two rows. The first row shows a price of "\$25.00" and a "JOIN" button, with options for "ANNUAL" and "AUTOMATICALLY RE-BILLS", and a note "Annual membership with newsletters by email". The second row shows a price of "\$30.00" and a "JOIN" button, with the same options and a note "Annual membership when you would prefer to have the newsletter delivered by post".

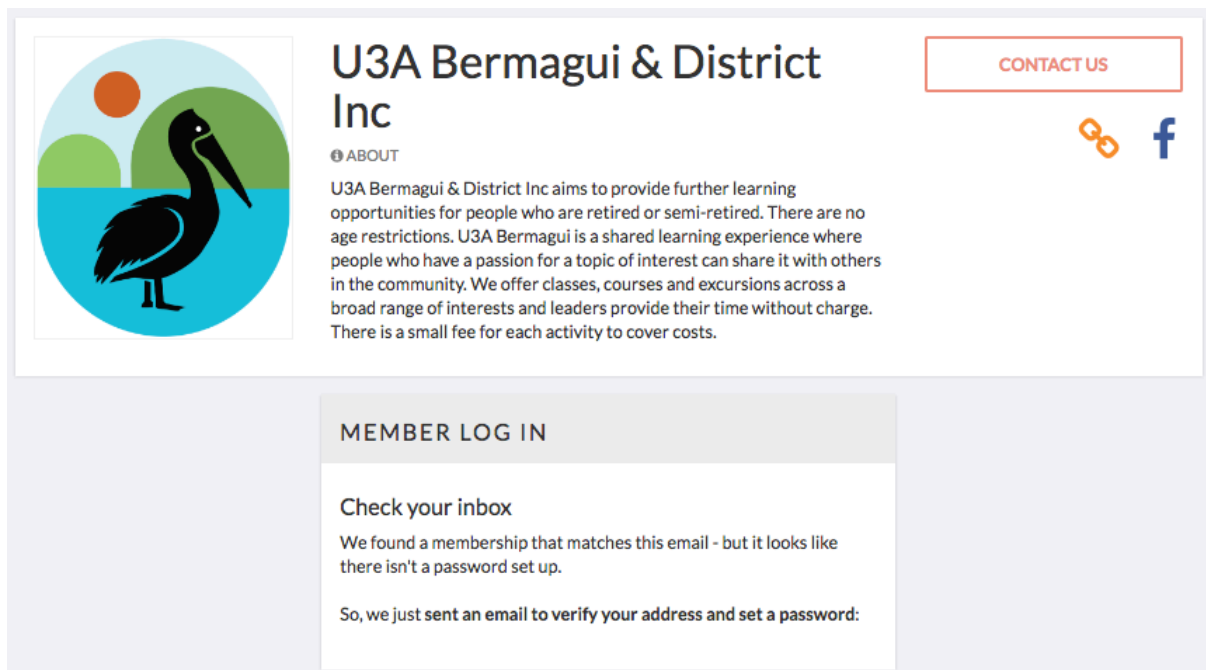
Click on "ALREADY A MEMBER? LOG IN"

The following screen will appear if you have not logged in as a member previously.

The screenshot shows the same homepage as above, but with a "MEMBER LOG IN" form overlay. The form has a title "MEMBER LOG IN" and a sub-header "U3A Bermagui & District Inc". Below the header is a paragraph of text. The form itself contains a heading "MEMBER LOG IN", a sub-heading "EMAIL", and a text input field labeled "Email" which is circled in red. Below the input field is a green "LOOKUP EMAIL" button.

Type in your email address and click on "LOOKUP EMAIL"

The following screen will appear:



U3A Bermagui & District Inc

ABOUT

U3A Bermagui & District Inc aims to provide further learning opportunities for people who are retired or semi-retired. There are no age restrictions. U3A Bermagui is a shared learning experience where people who have a passion for a topic of interest can share it with others in the community. We offer classes, courses and excursions across a broad range of interests and leaders provide their time without charge. There is a small fee for each activity to cover costs.

CONTACT US

MEMBER LOG IN

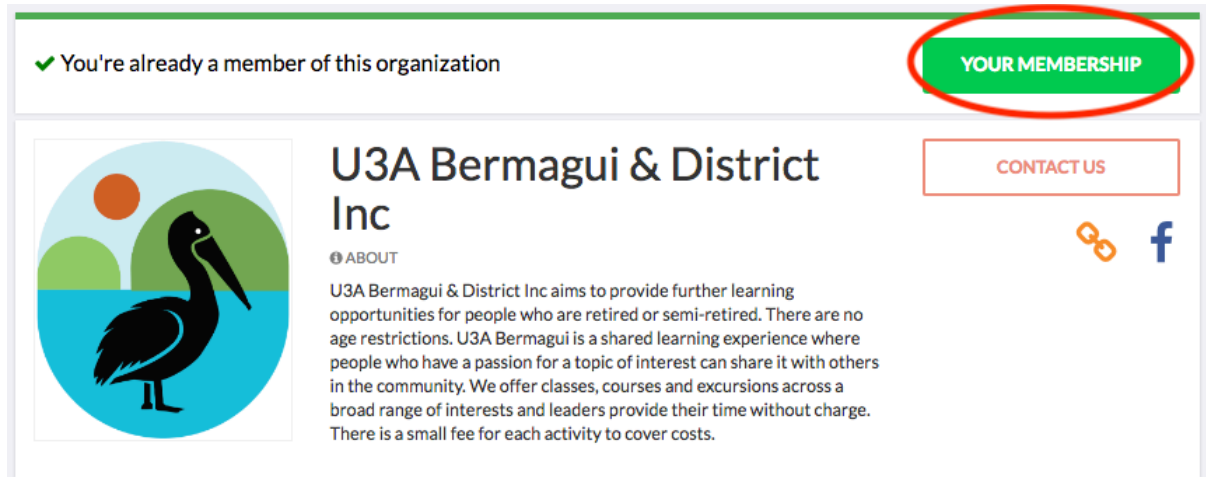
Check your inbox

We found a membership that matches this email - but it looks like there isn't a password set up.

So, we just sent an email to verify your address and set a password:

You will receive an email asking you to click on a link to go back to the U3A Membership site. When you click that link you will be returned to the membership site and you will be asked to create a password and confirm that password.

When you have done that, the following will display:



✓ You're already a member of this organization

YOUR MEMBERSHIP

U3A Bermagui & District Inc

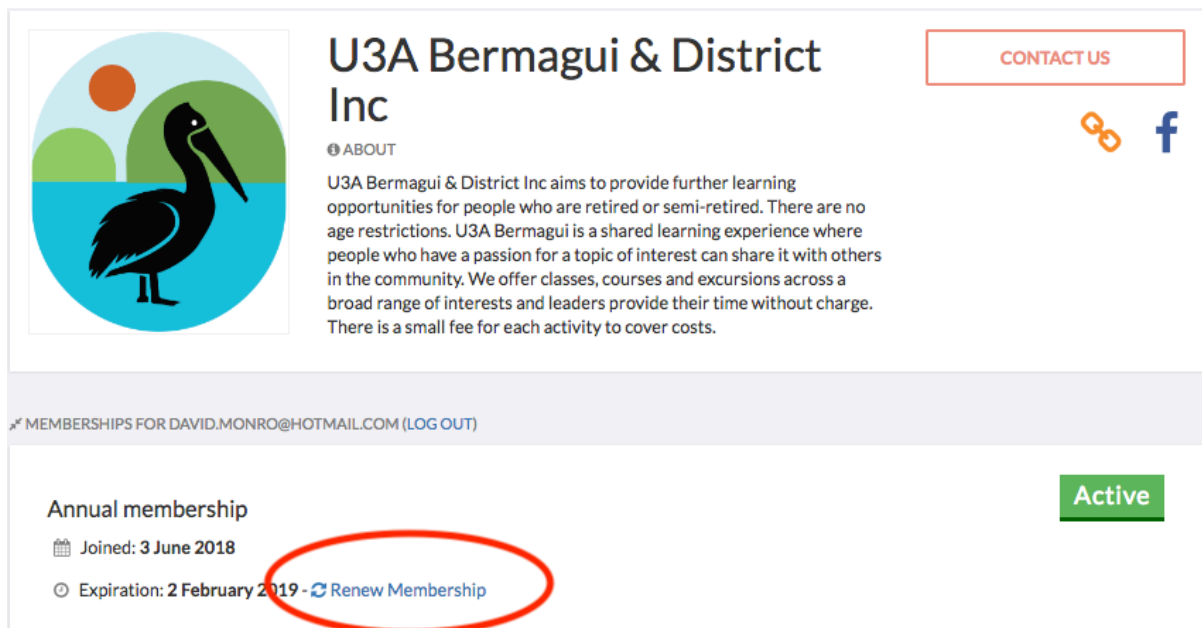
ABOUT

U3A Bermagui & District Inc aims to provide further learning opportunities for people who are retired or semi-retired. There are no age restrictions. U3A Bermagui is a shared learning experience where people who have a passion for a topic of interest can share it with others in the community. We offer classes, courses and excursions across a broad range of interests and leaders provide their time without charge. There is a small fee for each activity to cover costs.

CONTACT US

Click on "YOUR MEMBERSHIP"

The following screen will display.



U3A Bermagui & District Inc

CONTACT US

ABOUT

U3A Bermagui & District Inc aims to provide further learning opportunities for people who are retired or semi-retired. There are no age restrictions. U3A Bermagui is a shared learning experience where people who have a passion for a topic of interest can share it with others in the community. We offer classes, courses and excursions across a broad range of interests and leaders provide their time without charge. There is a small fee for each activity to cover costs.

MEMBERSHIPS FOR DAVID.MONRO@HOTMAIL.COM (LOG OUT)

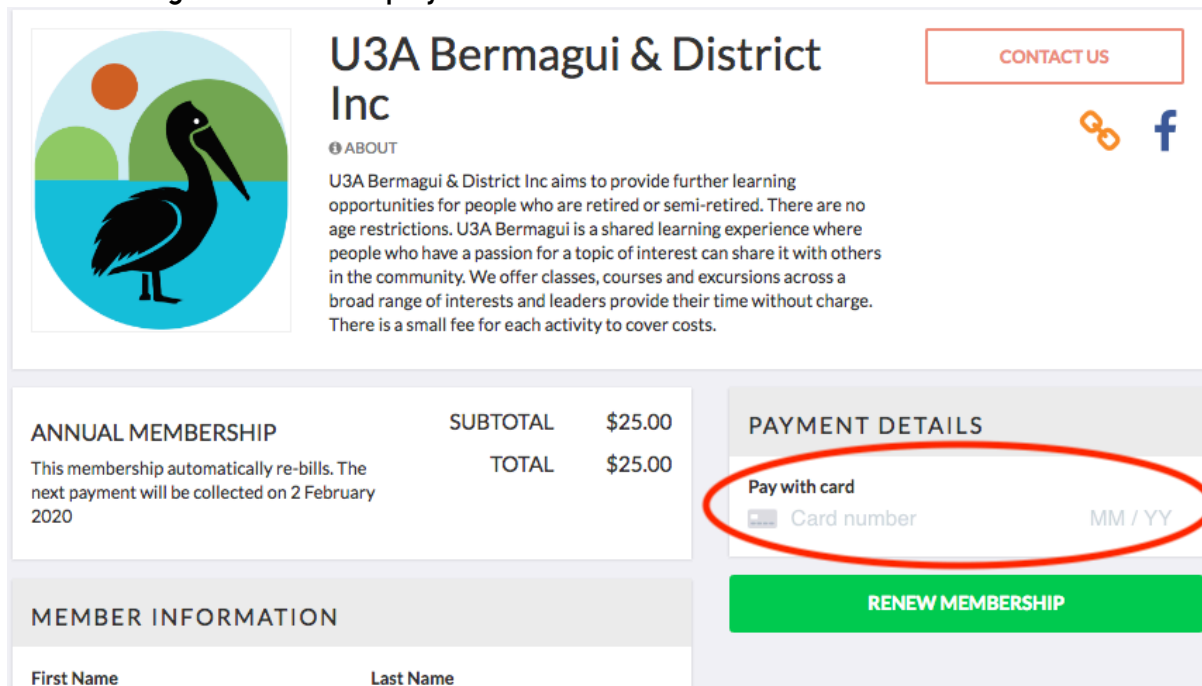
Annual membership **Active**

Joined: 3 June 2018

Expiration: 2 February 2019 - [Renew Membership](#)

Click on "Renew Membership"

The following screen will display:



U3A Bermagui & District Inc

CONTACT US

ABOUT

U3A Bermagui & District Inc aims to provide further learning opportunities for people who are retired or semi-retired. There are no age restrictions. U3A Bermagui is a shared learning experience where people who have a passion for a topic of interest can share it with others in the community. We offer classes, courses and excursions across a broad range of interests and leaders provide their time without charge. There is a small fee for each activity to cover costs.

ANNUAL MEMBERSHIP	SUBTOTAL	\$25.00
This membership automatically re-bills. The next payment will be collected on 2 February 2020	TOTAL	\$25.00

PAYMENT DETAILS

Pay with card

Card number MM / YY

RENEW MEMBERSHIP

MEMBER INFORMATION

First Name Last Name

If you want to pay your 2019 Annual Membership by Credit or Debit Card, complete the **PAYMENT DETAILS** Section and click "**RENEW MEMBERSHIP**".

If you do not wish to pay by Credit or Debit card, please make your payment at the next I&R day.

You can now safely logout of the membership system.