



CU3A User Guide for Members - Pictorial

August 2020

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To login
use and save this link

<https://www.chiltern-u3a.org.uk/>

Login and create a password for the first time

1. Use this link

<https://www.chiltern-u3a.org.uk/>

2. Click **Login**

Chiltern



Learn, laugh, live

Home

About us

Our groups

Login

Join us

[Click here](#) for the user guide to this website and how to manage your membership.

3. Arrive here to login to the **Members section** of the website

Username

Password

Log In

[Click here if you need help to log in](#)

[Create/Reset Password](#)

4. Type **Username** here (usually Surname with first letter of First name. e.g. **MasonS** for Susan Mason).
If this doesn't work try **MasonSu**

5. Click here to set up **password** for the first time

Password Reset

1. Arrive at **Password Reset** page

2. Click to **Reset Password**

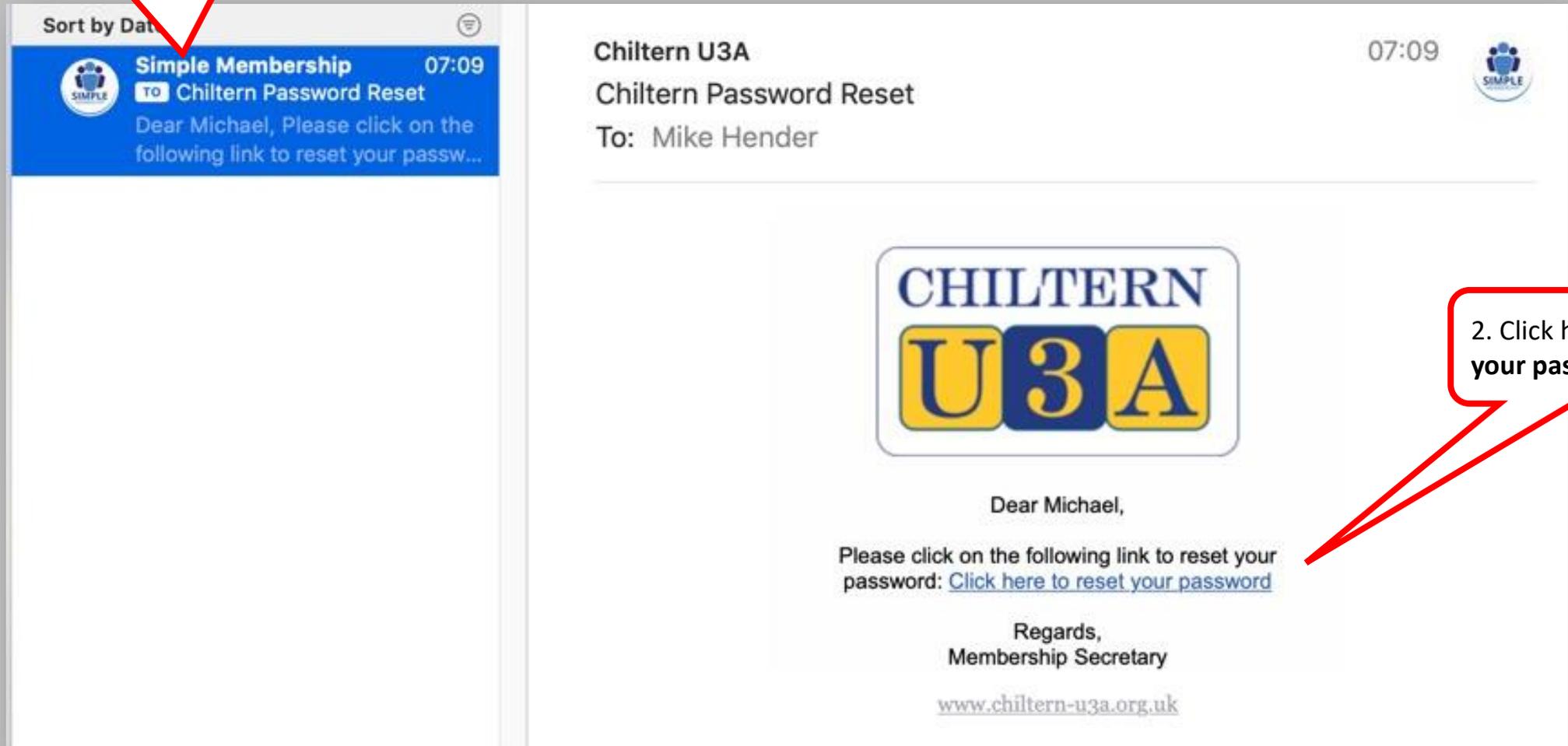
Password Reset

 You have been sent an email containing a link to reset your password

3. Arrive at **Password Reset** page

4. Now go to your **Email inbox**

1. Select the **Password Reset Email** in your email inbox



The screenshot shows an email client interface. On the left, a list of emails is displayed. The top email is highlighted in blue and has a red callout box pointing to it. The email header shows 'Simple Membership' and 'Chiltern Password Reset'. The main content of the email is visible on the right, showing the sender 'Chiltern U3A', the recipient 'Mike Hender', and the body text which includes the Chiltern U3A logo, a greeting 'Dear Michael,', and a link to reset the password. A second red callout box points to the link.

Sort by Date

Simple Membership 07:09
TO Chiltern Password Reset
Dear Michael, Please click on the following link to reset your passw...

Chiltern U3A 07:09
Chiltern Password Reset
To: Mike Hender

CHILTERN
U3A

Dear Michael,

Please click on the following link to reset your password: [Click here to reset your password](#)

Regards,
Membership Secretary

www.chiltern-u3a.org.uk

2. Click here to **reset your password**

Password Reset

New Password

Confirm Password

Store New Password

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

1. Arrive at **Password Reset** page

2. **Enter** and **confirm** password

3. Follow these instructions for an acceptable new password

Password Reset

New Password

Confirm Password

Store New Password

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

5. Finally, **save the password** and don't forget to **make a note of it!**

4. Provided you have followed the instructions above, all will turn green

Chiltern



Learn, laugh, live

Login

Password Reset



Your password has been reset. Please click [here](#) to login with the password you specified.

2. You can now **Login** to the **Members section** of the website

1. You're all done

<https://www.chiltern-u3a.org.uk/>

3. You may wish to store this link as a bookmark

[Click here](#) for the user guide to this website and how to manage your membership.

Click to **login**
once you've set
up your password

→ Username

→ Password

→ Log In

If you've forgotten or want
to change your password

[Click here if you need help to log in](#)
[Create/Reset Password](#)

If you already have a password

1. Enter Username
2. Enter Password
3. Click Log In

Home

About us

Our groups

Events

Members

Convenors

Logout

Join us

For members

newsletter

eBulletin

audio-visual equipment

WELCOME

N USA

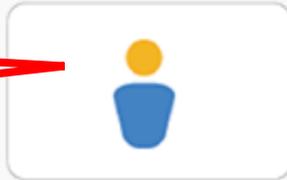
Register

1. After **login** arrive at **Home page**

2. Click on **For members** to get to the **Members section**

Contact us

Join us



[My profile](#)



[My calendar](#)



[Renew membership](#)



[All groups](#)

Click on
My Profile

[Click here to see what these icons mean](#)

(depending on how your browser is set up, this file may appear in your downloads folder, rather than opening immediately)

While physical meetings are cancelled due to coronavirus, some groups are meeting by Zoom or Skype. If you are interested in joining these meetings as an observer, please email the convenor to ask if this will be possible. Even groups that have reached their physical limit for the room in which they usually meet may have vacancies for on-line virtual meetings. However, once physical meetings resume, there may still be a waiting list for this group.

My Profile - your Personal Details

The screenshot shows the 'My Profile' page for Mike Hender (667) on the Chiltern U3A website. The page has a blue header with the Chiltern U3A logo and the slogan 'Learn, laugh, live'. A yellow navigation bar contains links for Home, About us, Our groups, Events, Members, Convenors, Logout, and Join us. Below the navigation bar, there are tabs for Personal Details, Groups, Events, Payments, and Emails. The 'Personal Details' tab is active, showing a form with fields for Title (Dr), Initials (MA), First Name(s) (Michael), Known As (Mike), Surname (Hender), and Year Of Birth (1944). There are also radio buttons for 'Is your spouse/partner a member of Chiltern U3A?' (Yes/No). The 'Membership' section shows Status: Active, Membership Level: Standard Membership, and Membership No: 667. The 'Contact' section has fields for Email, Home Phone, Mobile Phone, Preferred Phone (Home/Mobile), Emergency Contact Name, Emergency Contact Relationship, and Emergency Contact Number. The 'Address' section has fields for Address 1 and Address 2. A 'Save Changes' button is highlighted with a red box. A red callout box points to the 'Members' link in the navigation bar, another points to the 'Save Changes' button, and two others point to the 'Email' and 'Emergency Contact' fields in the contact section.

Chiltern U3A You are currently logged in as **Mike Hender (667)** Logout

Chiltern U3A Learn, laugh, live

Home About us Our groups Events Members Convenors Logout Join us

Personal Details Groups Events Payments Emails

Save Changes Cancel

Personal

Title: Dr

Initials: MA

First Name(s): Michael

Known As: Mike

Surname: Hender

Year Of Birth: 1944

Is your spouse/partner a member of Chiltern U3A?: Yes No

Membership

Status: Active

Membership Level: Standard Membership

Membership No: 667

Contact

Email:

Home Phone:

Mobile Phone:

Preferred Phone: Home Mobile

Emergency Contact Name:

Emergency Contact Relationship:

Emergency Contact Number:

Address

Address 1:

Address 2:

Don't forget to save any changes you make

Click on **For members** to get back to the **Members** section

Update your **Personal Details**

Add **Emergency Contact Details**

My Profile - your Groups

Chiltern **U3A** You are currently logged in as **Mike Hender (667)** [Logout](#)

Chiltern **U3A** Learn, laugh, live

Home About us Our groups Events Members Convenors Logout Join us

Personal Details **Groups** Events Payments Emails

GROUP	CONVENOR?	
Apple Mac Computers	✓	
Apple New Technology	✓	
Computers Advanced	✗	
Mindfulness (Plus)	✓	
Photography	✗	
Walkers	✗	

Click on **For members** to get back to the **Members section**

Click here to open a **Group** you are a **Member** of

Download to my personal calendar is not working yet

My Profile - Group

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

Home About us **Our groups** Events Members Convenors Logout Join us

Photography



Time - 14:30
Week - First
Day - Friday
Contact - email: u3aphotography@chiltern-u3a.org.uk
Venue - Large Barn Hall
Vacancies - 34

Group Convenors

FIRST NAME	SURNAME	PHONE
David	Pearson	07928 350160
David	Bender	01494 722450

Events

NAME	DATE	TIME
 No events other than regular meetings		

 This group has vacancies.

While physical meetings are cancelled due to coronavirus, this group is meeting by Zoom. If you are interested in joining these meetings as an observer, please email the convenor to ask if this will be possible. Even groups that have reached their physical limit for the room in which they usually meet may have vacancies for on-line virtual meetings. However, once physical meetings resume, there may still be a waiting list for this group.

Click on **For members** to get back to the **Members** section

Email the **Group Convenors**

My Profile – your Events

Chiltern U3A You are currently logged in as **Mike Hender (667)** Logout

Chiltern U3A Learn, laugh, live

Home About us Our groups Events Members Convenors Logout Join us

Personal Details Groups **Events** Payments Emails

EVENT	GROUP	ORGANISER?	
Archaeology Test 1	Archaeology		

Click on **For members** to get back to the **Members** section

Click on any **Event** you're signed up for to view the details

Download to my personal calendar is not working yet

My Profile – your Payments

Click on **For members** to get back to the **Members section**

Chiltern **U3A** You are currently logged in as **Mike Hender (667)** ✕ Logout

Chiltern U3A Learn, laugh, live

[Home](#) [About us](#) [Our groups](#) [Events](#) [Members](#) [Convenors](#) [Logout](#) [Join us](#)

[Personal Details](#) [Groups](#) [Events](#) [Payments](#) [Emails](#)

DATE	CATEGORY	VALUE	TYPE	GIFT AID?
03 Feb 2020	Renewal	£26.00		<input checked="" type="checkbox"/>

My Profile – your Emails

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A **Learn, laugh, live**

Home About us Our groups Events Members Convenors Logout Join us

Personal Details Groups Events Payments **Emails**

DATE	SUBJECT	SEND/RECEIVE
29 Jul 2020	Chiltern Password Reset	
28 Jul 2020	Computers Advanced Group Message about Roger's Digital Card	
27 Jul 2020	CU3A Cuppa at 5pm and more information about Wednesday's general meeting	
27 Jul 2020	Walkers Group Message	
26 Jul 2020	CU3A General Meeting Wednesday 29th July 14.30	
26 Jul 2020	Walkers Group Message	
25 Jul 2020	21st July Computer Advanced Group Discussion	
25 Jul 2020	Computers Advanced Group Message	
24 Jul 2020	Computers Advanced - 21st July Meeting Report	
24 Jul 2020	eBulletin 185	

Received

Sent

Click to view any email sent or received via the website

Click on **For members** to get back to the **Members section**

My calendar

Click on **For members** to get back to the **Members section**

Groups you attend (in blue)

Events you have joined (in red)



Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

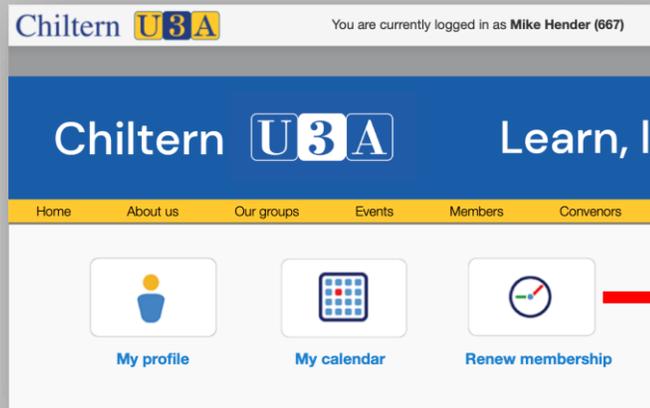
Home About us Our groups Events **Members** Convenors Logout Join us

Please Edit

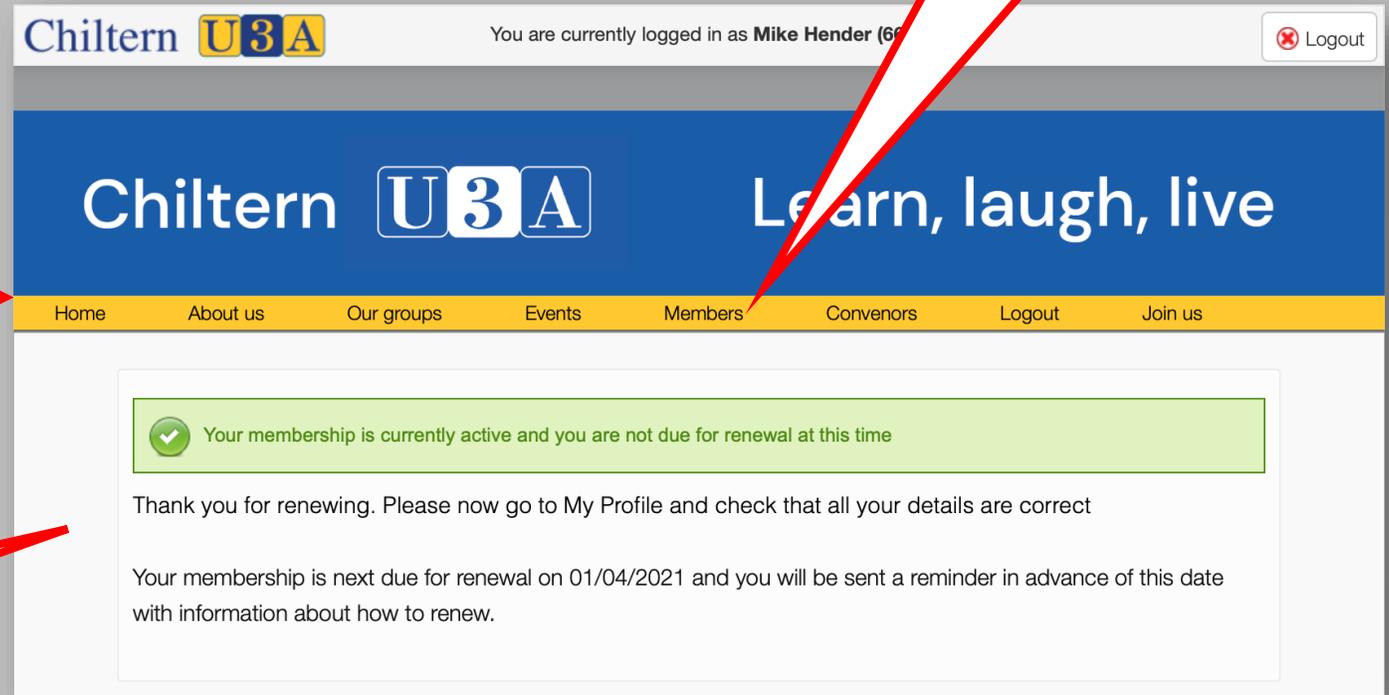
Jul-2020 **Aug-2020** Sep-2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug
					No U3A Activity	No U3A Activity
03-Aug	04-Aug	05-Aug	06-Aug	07-Aug	08-Aug	09-Aug
Apple New Technology 1:45 PM	No U3A Activity	No U3A Activity	No U3A Activity	Photography 2:30 PM	No U3A Activity	No U3A Activity
10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug
No U3A Activity	No U3A Activity	No U3A Activity	No U3A Activity	No U3A Activity	No U3A Activity	No U3A Activity
17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug
No U3A Activity	Computers Advanced 10:00 AM	Mac Group Test Event 10:30 AM	No U3A Activity	Archaeology 10:00 AM	No U3A Activity	No U3A Activity
24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug
No U3A Activity	No U3A Activity	Apple Mac Computers 10:00 AM	No U3A Activity	No U3A Activity	No U3A Activity	No U3A Activity
31-Aug	01-Sep	02-Sep	03-Sep	04-Sep	05-Sep	06-Sep
Archaeology Test 1 10:00 AM						

Renew membership



Details about your membership renewal



[Home](#)

[About us](#)

[Our groups](#)

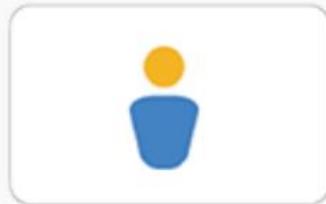
[Events](#)

[Members](#)

[Convenors](#)

[Logout](#)

[Join us](#)



[My profile](#)



[My calendar](#)



[Renew membership](#)



[All groups](#)

Click here to see a list of
all **Groups**

Group Details

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

Home About us **Our groups** Events Members Convenors Logout Join us

Groups

[Group Details](#) [Summary By Category](#) [Summary By Day](#) [Groups With Vacancies](#)

GROUP NAME	WEEK IN MONTH	DAY	TIME
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Ancient Cultures	Third	Tuesday	14:00
Android Helpshop	First	Monday	16:00
Android Users	Third	Thursday	10:00
Antiques and Collectables	Second	Thursday	14:00
Apple Mac Computers	Fourth	Wednesday	10:00
Apple New Technology	First	Monday	13:45
Archaeology	Third	Friday	10:00
Architecture & Applied Art & Fine Art	Fourth	Monday	14:00
Art Appreciation	Fourth	Tuesday	10:00
Aspects of India	First	Monday	14:00
Autism and Asperger's Support	First	Friday	10:30
Ballroom Dancing	Second + Fourth	Thursday	14:00

Click on **For members** to get back to the **Members** section

Click on **Group name** to go to **Group** details

Summary By Category

Click on **For members** to get back to the **Members section**

The screenshot shows the Chiltern U3A website interface. At the top, the logo 'Chiltern U3A' is displayed on the left, and the user is logged in as 'Mike Hender (667)' on the right. A navigation bar below the logo contains links for 'Home', 'About us', 'Our groups' (highlighted with a red box), 'Events', 'Members', 'Convenors', 'Logout', and 'Join us'. The main content area is titled 'Groups' and features four tabs: 'Group Details', 'Summary By Category' (underlined with a red line), 'Summary By Day', and 'Groups With Vacancies'. Below the tabs is a grid of group categories and their respective group names. A red callout box points to the 'Members' link in the navigation bar, and another red callout box points to the 'Group name' in the grid.

Art, craft and literature	Excursions and outings	Languages	Outdoor activities and sport
Antiques and Collectables	Excursions	French	Boules/Pétanque
Architecture & Applied Art & Fine Art	Garden Interest	French Conversation	Bowls - Green Outdoor
Art Appreciation	London Walks	French Improvers	Croquet
Craft		French Refresher 2	Golf
Embroidery	General Groups	French Study	Ornithology 1
Knitting	General meetings	German Conversation	Ornithology 2
Painting & Drawing 1		Italian Conversation	Sailing (Dinghy)
Painting & Drawing 2	History, culture and current affairs	Latin for Fun	Striders
Patchwork & Quilting	Ancient Cultures	Latin Language	Strollers
Photography	Archaeology	Russian for Near Beginners	Tennis

Click on **Group name** to go to **Group details**

Summary By Day

Click on **For members** to get back to the **Members section**

Chiltern U3A You are currently logged in as **Mike Hender (667)** [Logout](#)

Chiltern U3A Learn, laugh, live

[Home](#) [About us](#) **[Our groups](#)** [Events](#) [Members](#) [Convenors](#) [Logout](#) [Join us](#)

Groups

[Group Details](#) [Summary By Category](#) [Summary By Day](#) [Groups With Vacancies](#)

Monday morning	Tuesday afternoon	Thursday morning	Friday afternoon
Boules/Pétanque	Ancient Cultures	Android Users	Bowls - Indoor Short Mat
Computing for the Less Experienced	Bridge	Latin for Fun	French Study
German Conversation	Chess	Local History 1	Italian Conversation
Golf	Current Affairs	Local History 2	Money Matters
Political Thinking	Embroidery	Railway Appreciation	Painting & Drawing 2
Racketball/Squash57	English Folk Dancing	Readers 1	Photography
Russian for Near Beginners	Painting & Drawing 1	Readers 3	Rummikub & Upwords
Sustainability	Tai Chi	Reading Shakespeare's Plays	
	Yoga	Table Tennis	Saturday morning
Monday afternoon		Table Tennis Extra	M.O.T.O. [Members on Their Own]
Android Helpshop	Wednesday morning	Tennis	
Apple New Technology	Apple Mac Computers		Various morning

Click on **Group name** to go to **Group details**

Groups With Vacancies

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

Home About us **Our groups** Events Members Convenors Logout Join us

Groups

Group Details Summary By Category Summary By Day ~~Groups With Vacancies~~

GROUP NAME	WEEK IN MONTH	DAY	TIME
Ancient Cultures	Third	Tuesday	14:00
Android Helpshop	First	Monday	16:00
Android Users	Third	Thursday	10:00
Antiques and Collectables	Second	Thursday	14:00
Apple Mac Computers	Fourth	Wednesday	10:00
Apple New Technology	First	Monday	13:45
Archaeology	Third	Friday	10:00

Click on **For members** to get back to the **Members section**

Not accurate until all **Groups** have been set up

Group Member's view of Event

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

Home About us **Our groups** Events Members Convenors Logout Join us

Archaeology

←

Time - 10:00
Week - Third
Day - Friday
Contact - email: u3aarchaeology@chiltern-u3a.org.uk
Venue - Pottery Room
Attendance Fee - £1.00
Vacancies - 8

Group Convenors

FIRST NAME	SURNAME	PHONE
David	Jobson	01494 771569

Events

NAME	DATE	TIME
Archaeology Test 1	31 Aug 2020	10:00

 **Archaeology** The Group covers all areas of British and International archaeology. Members are encouraged to do presentations on their own choice of topic. There are regular updates on the increasing number of archaeological finds being made around the world. We also have visiting speakers.

Event is now listed on **Group** page in **Our Groups** – click on the **Event name** to go to the **Event details**

Members can click on **Events** to see all **Events** listed

Events List

Chiltern U3A You are currently logged in as Mike Hender (667) Logout

Chiltern U3A Learn, laugh, live

Home About us Our groups **Events** Members Convenors Logout Join us

Events

If an event appears on a red-brown background in this table, it means that this event has been cancelled, but not yet deleted. An Event can only be deleted by an Administrator on request.

EVENT NAME	DATE	TIME	DURATION	LOCATION	
Winter Convenor Meeting	29 Jan 2020	14:00	2 hours	Large Barn Hall	
Mac Group Test	19 Aug 2020	10:30		Zoom	
Archaeology Test 1	31 Aug 2020	10:00	3 hours	Amersham Museum	
Veg Patch September meeting	01 Sep 2020	14:30		White Lion Allotment	
GIG Coach trip to Kenilworth and Cliffe Walled Garden	08 Sep 2020	09:00	all day	Kenilworth and Cliff gardens	
Veg Patch last of season meeting	07 Oct 2020	14:30		Members' Homes	
GIG talk	09 Oct 2020	14:00	2 hours	Large Barn Hall	

Click on **EVENT NAME** to put list in alpha order

Click on the **info icon** to view the **Event** details

Click on the **Event name** to go to **Event details**

Any highlighted **Event** has been cancelled

Mac Group Test Event



Event Details

Date: 19 Aug 2020
Duration (hours):
Group: Apple Mac Computers
Maximum Attendees: 25
Attendance Fee: £1.00

Time: 10:30
Location: Zoom
Meal Included?: Yes
Guests Allowed?: Yes

Visit external Website

Click to go to the website associated with the Event

Event Organisers

FIRST NAME	SURNAME	PHONE
Mike	Hender	07787122244

Event Sign Up

[View Members Currently Attending](#)

Group Members can click View Members Currently Attending

Next Page

You are signed up to this event

View Members Attending

View Members Attending

The screenshot shows a web application interface for an event titled "Mac Group Test Event". The navigation bar includes links for Home, About us, Our groups, Events, Members, Convenors, Logout, and Join us. The event details section includes fields for Date, Duration, Group, Maximum, and Attendance. A modal window titled "Event Details - Mac Group Test" is open, displaying a table of attendees with columns for Firstname, Surname, and Town. A red callout box points to the table with the text "View Group Members attending with the town they live in".

Firstname	Surname	Town
Mike	Hender	Amersham
Jenny	Jobson	Chesham

View **Group Members** attending with the town they live in

Self sign-up

When the **Event Organiser** selected **Self Sign-up, Group Members** can sign up for an **Event**

4. Are you bringing **Guests?**
Are they having a **Meal**

5. Click **Submit**

Event Sign Up

[View Members Currently Attending](#)



[Show/Hide Sign In Options](#)

To Sign In please choose ONE of the following options then click 'Submit'



I would like to attend this event.

I would like to book a meal:



My Partner and I would like to attend this event.

I would like to book a meal:

My partner is:

My partner would like to book a meal:

Guests

Guests participating in Event: and of those having a meal:

Guests having meal only:



I can't attend this event

1. click on **Show/Hide Sign in Options**

2. Choose your **Option**

3. Or this **Option**

Email the Event Organisers

Chiltern U3A

Learn, laugh, live

Home About us Our groups **Events** Members Convenors Logout Join us

Mac Group Test Event

Event Details

Date: 19 Aug 2020	Time: 10:30
Duration (hours):	Location: Zoom
Group: Apple Mac Computers	Meal Included?: <input checked="" type="checkbox"/> Yes
Maximum Attendees: 25	Guests Allowed?: <input checked="" type="checkbox"/> Yes
Attendance Fee: £1.00	

Event Organisers

FIRST NAME	SURNAME	PHONE
Mike	Hender	07787122244

Event Sign Up

[View Members Currently Attending](#)

 You are signed up to this event

Click on the **Green Arrow** or **Events** to go back to the **Events list**

From **Event** page all Members can **email** the **Event Organisers & Group Convenors**

My Profile – your Events

Or click on **Events** to see
the full list of **Events**

Click on **For members** to
see the **My Profile** icon in
the **Members** section

Chiltern U3A You are currently logged in as Jenny Jobson (1051) Logout

Chiltern U3A Learn, laugh, live

Home About us Our groups **Events** Members Convenors Logout Join us

Personal Details Groups **Events** Payments Emails

EVENT	GROUP	ORGANISER?
Archaeology Test 1	Archaeology	
Mac Group Test	Apple Mac Computers	

From **My Profile > Events**
click on an **Event you are
attending** – this will take
you to the **Event** details

Log Out

And when you've finished, don't forget to **Log Out!**

The screenshot shows the Chiltern U3A website interface. At the top left, the logo 'Chiltern U3A' is displayed. To its right, a message states 'You are currently logged in as Mike Hender (667)'. The main header is a blue banner with 'Chiltern U3A' on the left and the slogan 'Learn, laugh, live' on the right. Below the banner is a yellow navigation bar with the following links: Home, About us, Our groups, Events, Members, Convenors, Logout, and Join us. The 'Logout' link is highlighted with a red box. The main content area features the heading 'WELCOME TO CHILTERN U3A' and the text 'Registered Charity 1082794'. At the bottom, there are two blue buttons: 'Contact us' on the left and 'Join us' on the right.