

Simple Membership User Guide for Members

To **Login**, use and save this link <https://www.chiltern-u3a.org.uk>

Step 1 – Login and create a Password for the first time:

- **Login** using the link at the top of the page
- From the website **Home page** click on '**Login**' on the yellow menu bar at the top of the page
- Type in your username (This is your Surname followed by first letter of First name – e.g. **BeaumontH** for Helen Beaumont)
- Click on **Create/Reset Password** to set up password for the first time
- On Password Reset screen click on **Reset Password**
- You'll see: "You have been sent an email containing a link to reset your password"
- Go to your email inbox and find the **Simple Membership** email
- Click on **Click here to reset your password**
- On the Password Reset page, enter and confirm a password which meets the red requirements shown – click **Store New Password**
- Remember to write down your password, but if you forget it you can always reset it again
- Go back to login page and enter **Username** and **Password** and click **Log In**
- On the yellow menu bar at the top of the Home page click on **Members**, and on the drop-down menu - **For members**
- You can click on **Logout** at any time to leave the members' page

The aim of this document is to give you the first few steps of joining the Simple Membership system. We suggest you start with **Step 1** and go as far as feels comfortable.

Step 2 – Check and update all your Personal Details

- **Login** to the Members' page using the instructions in Step 1 and click on the **My Profile** icon
- Check and update **all your Personal Details**
- Enter your **Emergency Contact Details** - your Convenor will then have them in case of an emergency
- When you've finished click **Save Changes**
- On the **My Profile** menu bar click on **Groups** – you will see a list of the **Groups** you belong to (this will not be complete until all Groups have been set up)
- You can click on one of these groups to see the **Group Description**
- Click on the **email icon** (at the top right) if you want to email the Group Convenors
- You can click on **Members - For members** to return to the **Simple icons** at any time
- On the **My Profile** menu bar click on **Events** – you will see a list of the **Events** you have joined
- You can click on one of these **Events** to see the **Event Description**
- On the **My Profile** menu bar click on **Payments** – to see a list of the **Payments** you have made
- **Emails** shows all emails you've sent or received through **Simple**
- You can click on **Logout** at any time to leave the members' page

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Step 3 – When you're ready, other items to explore

- **Login** to the Members' page using the instructions in Step 1
- Click on **My Calendar** to see when your **Groups** meet (only the groups that have been set up will appear for now) and the dates of the **Events** you've joined
- Click on **Members - For members** to return to the **Simple icons**
- Click on **Renew Membership** to find out about renewing your membership
- Click on **Members - For members** to return to the **Simple icons**
- Click on the **All Groups** icon to see a list of **Groups in A to Z** order with details of when they meet
- On the **Groups** menu bar:
 - **Summary by Category** splits the Groups into different types
 - **Summary by Day** shows a timetable of when the Groups meet
 - **Groups with Vacancies** won't work fully until all the Groups have been set up
- On any list you can click on any **Group** to see the **Group Description** and click on the green **+** icon (at the top right) to **Apply to Join the Group**
- Click **Apply to Join This Group** – the **Group Convenors** will be notified and be in touch with you
- From the **Group Description** click on **Our Groups** on the yellow menu bar to return to the list of **Groups**
- To see all the **Events** currently arranged click on **Events** on the yellow menu bar
- Click on the name of any **Event** to see the **Event Description**
- To book a place on a **Group Event** you'll need to be a member of the **Group** - click on 'Show/Hide Sign in Options'; click on 'I would like to attend this event' and 'Submit'

When you've finished always remember to **Logout**

Frequently Asked Questions (FAQ)

Q: What is 'Membership Level'?

A: The great majority of members in Chiltern U3A are 'Standard', a few are 'Life Members'

Q: 'Partner' information

A: Identifying a member's partner allows shared mailing. Partners can only be changed by the CU3A Membership Secretary - email u3amembership@chiltern-u3a.org.uk to update

Q: Groups with vacancies – groups that are full will not be listed.

A: This won't be fully accurate until all groups have been set up

Q: Are Emergency contact details mandatory?

A: No but strongly encouraged so that convenors have these details in case of emergency

Q: What is the Save Changes button?

A: Any changes you have made will not be in effect until you click on 'Save Changes'

Q: Does the Newsletter button default to email delivery?

A: Yes. This will need to be set to your wishes

If you have any more questions or any difficulties with logging on to Simple Membership please contact Helen Beaumont our Membership Secretary on 01494 763516 or u3amembership@chiltern-u3a.org.uk

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