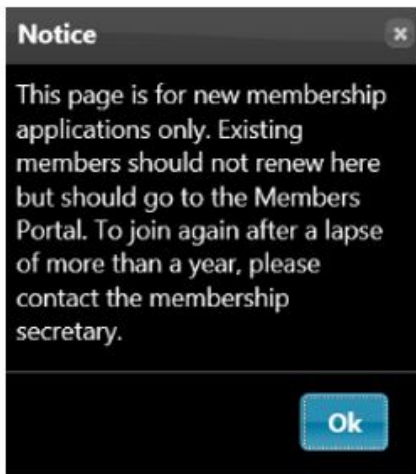


# 10.1 Online Joining

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This page 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](#).

1. The application process is usually initiated by clicking a link on your 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

**Make Payment**

2. Select the type of membership that you require at the top of the page.

3. Fill in your details using any guidelines that have been supplied by your local u3a. Your completed form should look something like this:

**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: £ 12.50**

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

**Make Payment**

4. After pressing the **Make Payment** button, you will be asked to confirm by pressing **Continue to PayPal to complete payment**.

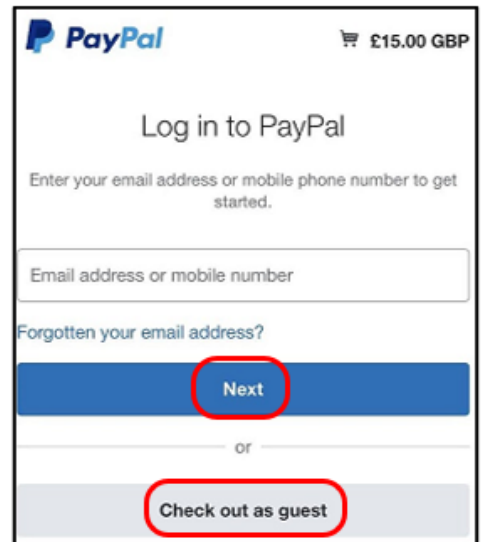
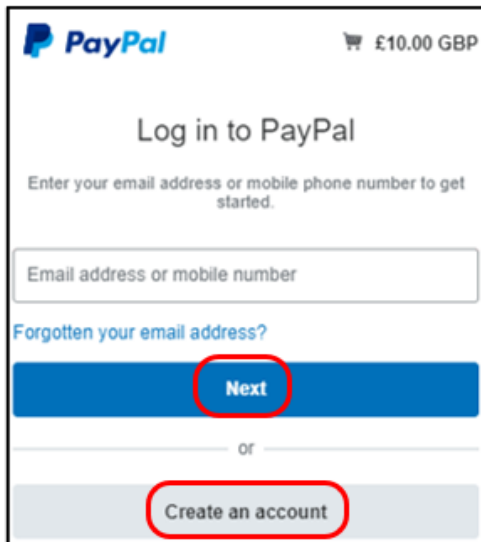
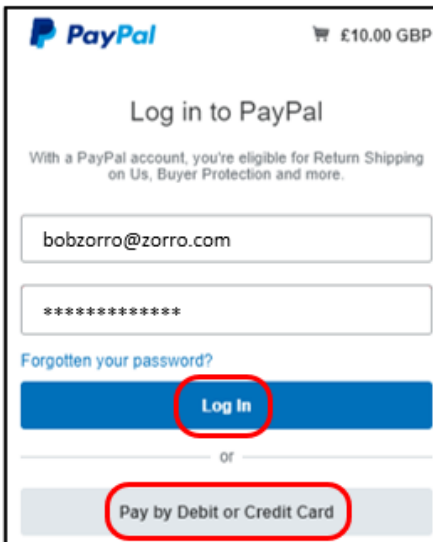


There are 2 payment options:

If you have a **PayPal account** you may log in to your account

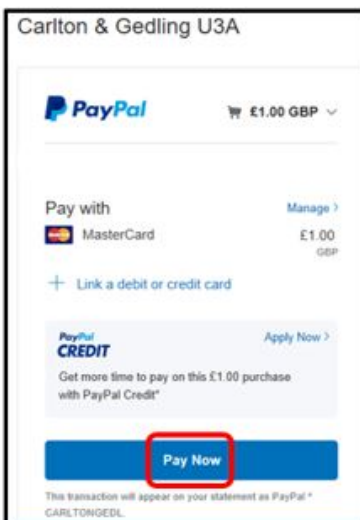
Alternatively, you can pay with a **Debit or Credit Card**

The next screen will vary depending on your device's settings and whether it recognises that you have logged into PayPal previously. There may be options to **Log in** to a PayPal account, to **Create** a PayPal account, to **Pay by Debit or Credit Card** or you can select **Next** to proceed to the "Guest checkout".



## 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**.

**PayPal Guest Checkout**  
Your financial details won't be shared with the merchant.

Country/region  
United Kingdom

Card type

Card number

Expiry date Security code

First name Last name

**Billing Address**

Address line 1

Address line 2 (optional)

Town/City

County (optional) Postcode

**Contact information**

Phone number type Mobile Mobile number +44

We'll text you a security code to confirm this number.

Email address

**Why not create a PayPal account?  
The protection you deserve.**  
Safeguard your eligible purchases and check out faster on millions of websites by signing up for a free PayPal account.

Create a PayPal account? (It only takes a moment)

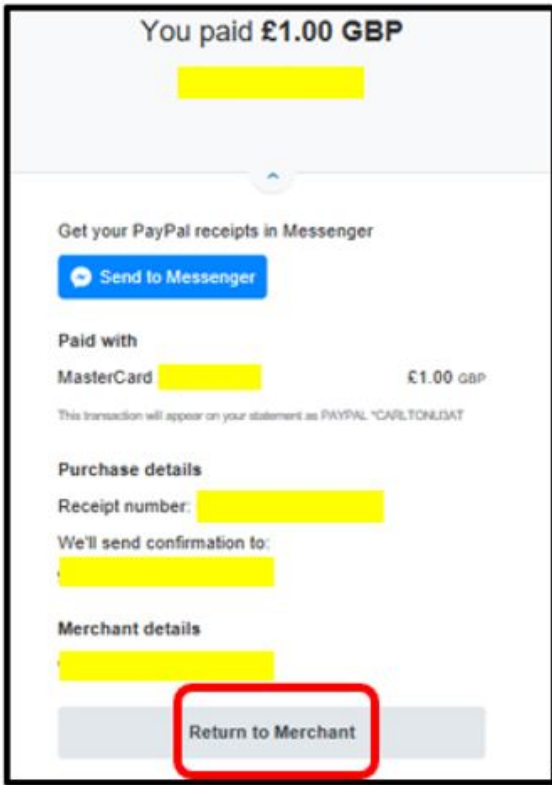
Yes, I'd like to create a PayPal account.  
Password

No, I don't want an account now.

**Pay Now**

## 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 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)

## Revision History

v2 2021-07-12 Graeme Bunting	Updated to show changes to the PayPal screens that are presented during payment.
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