

Why it is important that you use Wild Apricot . . .

Normally around this time of year Lorna, your Membership Secretary, would be starting to open the first of the 2500+ letters that arrive at her house containing the 2500+ cheques for membership renewal for the 3000+ members we now have. She will add each new member's details to the database, update the details of members renewing, issue a new membership number for every one and then send out 2500+ letters or emails to each of those 3000+ people. She then has to take the 2500+ cheques to the bank. Her job is entirely voluntary.

This cannot continue.

With the introduction of the Wild Apricot system each member will be able to manage his or her own renewal and the acknowledgment will be sent automatically. During the year if he/she moves or changes email or phone number he/she can change this on Wild Apricot and there will be no need to inform Lorna or anyone else of the change.

If you ever use a credit/debit card online please use it to renew through Wild Apricot. If not turn to the renewal form on page ??

You will need:

1. Your current membership number

- as printed on the address label inside the envelope that this copy of *Links* came in. If there are 2 numbers for 2 people the first number belongs to the man.

2. Your Login email address(es)

- as given in the email(s) you were sent. If there are two of you sharing an email address one of you will have been given a forwarder, either ending @su3a.org.uk or your own address with a + before the @. Wild Apricot recognises someone@gmail.com and someone+@gmail.com as 2 different Login emails but emails sent to both go to the one email address. This is important as both of your details need to be checked although only one of you will pay for both.

3. Your debit or credit card.

Instructions for renewing through Wild Apricot are on the next page

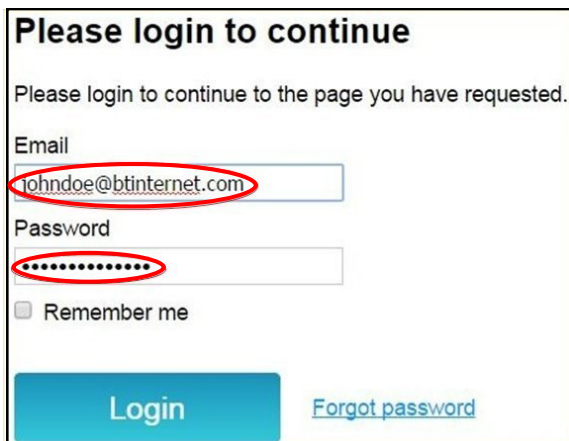
If you have problems please email wa-admin@su3a.org.uk or come to the next Drop in for help.

Step 1: Login

Go to this URL (web address): www.su3a.wildapricot.org/sys/login

Either click on the link in your email or type the URL into your browser.

You will see this screen

A screenshot of the login page titled "Please login to continue". It contains a message "Please login to continue to the page you have requested." Below this are two input fields: "Email" with the value "john.doe@btinternet.com" and "Password" with masked characters. There is a "Remember me" checkbox and a "Login" button. A link "Forgot password" is also present.

Type in the email address you gave us or the forwarder we set up for you.

Type in your password.
If your U3A number is 2300 your password will be sheffieldu3a2300

Click on the **Login** button

A screenshot of the "Accept terms of use" screen. It features a radio button next to the text "I agree to the terms of use for this software". Below this, it says "To log in, you must agree to the terms of use". At the bottom, there are two buttons: "Continue" and "Cancel".

Click in the little box to accept the **terms of use** and click on **Continue**

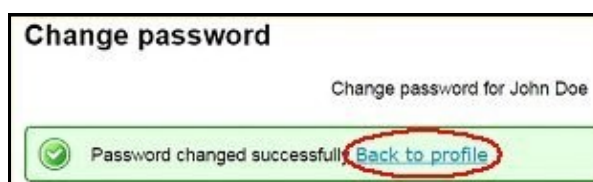
Step 2: Change your password

At the very top of the next screen you will see

your name, Change password and Log out.

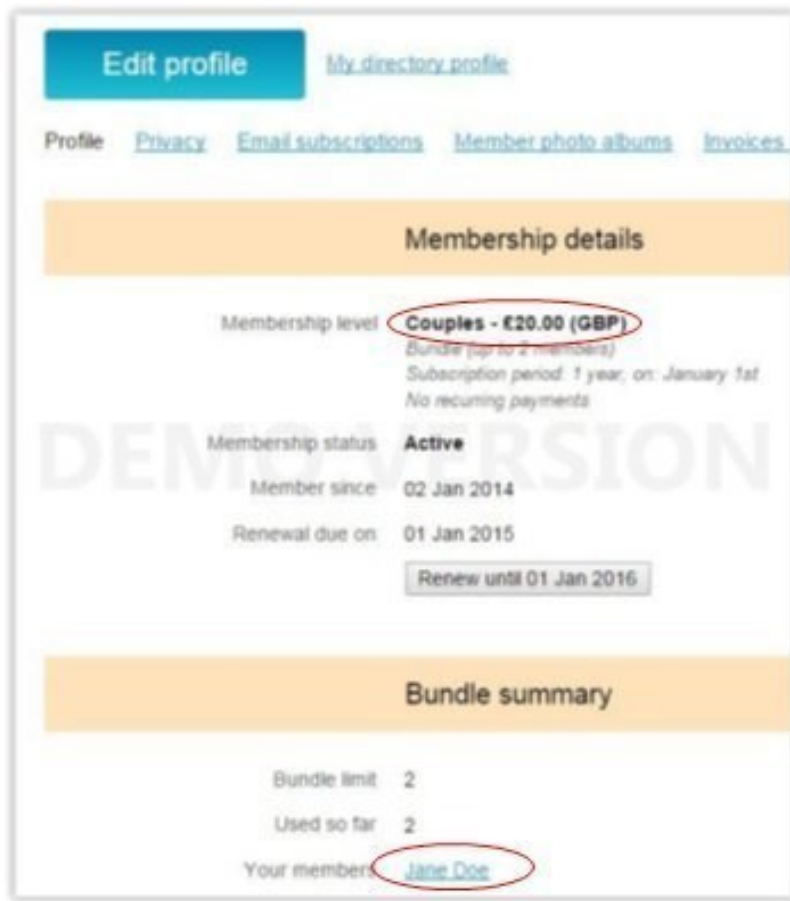
A screenshot of a user profile bar. On the left is the "Sheffield U3A" logo. To the right of the logo is the text "Sheffield U3A". On the far right, there are three links: "John Doe", "Change password", and "Log out".

Click on **Change password** and follow the instructions on the next screen. Your password must be 8 or more letters and numbers long.

A screenshot of the "Change password" confirmation screen. It shows a green success message "Password changed successfully" and a link "Back to profile".

You will get confirmation of the change. Click on **Back to profile**

Step 3: Check your profile



The **Profile** screen shows you the details of your membership. The fictitious John Doe is married and has 'Couples' Bundle membership. His subscription is £20 because he is paying for his wife, Jane Doe, as well.

In most cases we have made the man 'Bundle administrator' which means both subscriptions are paid from his profile.

If the wife would like to do this from her profile we can easily make her administrator- email wa-admin@su3a.org.uk to ask for the change.

If any 2 people who do not have 'Couples' Bundle membership would like to have it or If any couples with 'Couples' Bundle membership do not want it please email wa-admin@su3a.org.uk

Everyone else has '**Regular**' membership and is responsible for his/her own £10 subscription.



To pay on-line click on the **Renew until 01 Jan 2016** button on the screen above.

Scroll right down this next screen and check the details.

Membership renewal

Renewal until01 Jan 2016

LevelCouples - £20.00 (GBP)
Bundle (up to 2 members)
Subscription period: 1 year, on: January 1st
No recurring payments

Current statusActive

Cancel

Update and next

Your profile

* Mandatory fields

Bundle summary

Bundle limit2

Used so far2

Your members[Jane Doe](#) [John Doe](#)

TITLEMr

InitialJ

First nameJohn

Last nameDoe

Addr10 Nowhere Rd

Addr1

Addr2

Town/CitySHEFFIELD

POSTCODES10 083

e-Mailjohndoe@btinternet.com

Phone0114 98753

Mobile

U3A News

[Clear selection](#)

☒ True

☐ False

Links

[Clear selection](#)

☒ True

☐ False

PrevOccBank Manager

DateOfBirth23 Oct 1935

Gift Aid

[Clear selection](#)

☒ Yes

☐ No

In ticking the "yes" box I confirm that in the current tax year I will pay income tax or capital gains of at least the amount of gift aid reclaimable by Sheffield U3A on my subscription (£2.50 on a £10 subscription).

Amount paid£20

Please fill this in. It should be:-
£10 for a Regular Member
£20 if you paid for 2 people
Left empty if you are the 2nd person

Group participationChess
Civil Engineering

Please check we have recorded correctly :-

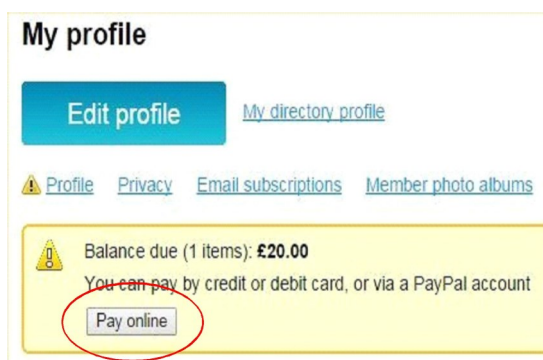
1. Your name, address and contact details.
2. Whether you want '**Links**'. Usually only one of the people living at the same address opts for 'Links'
3. Whether you want '**Third Age Matters**' (the national U3A newsletter). Again usually opted for by only one of the people living at the same address.
4. Whether you have opted for **Gift Aid** and whether the **Amount paid** is correct i.e.
 - £20 for the Couples Bundle Administrator
 - Left empty for the other Couples Bundle member
 - £10 for all Regular members.

If there is anything wrong correct it and click on **Update and next**

Step 4: Pay your subscription



Check this screen also and click on **Confirm**

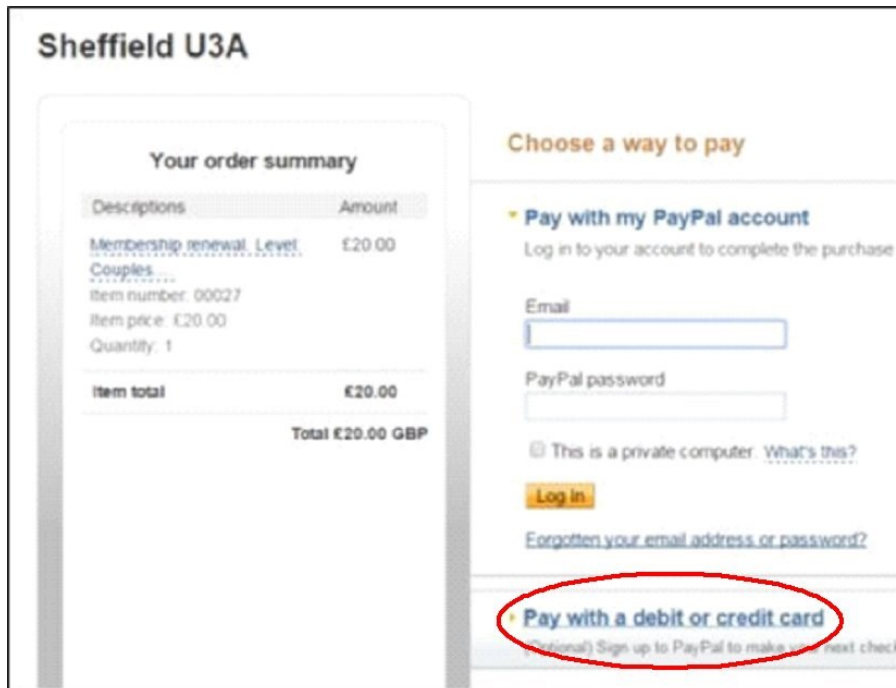


The next screen confirms how much you need to pay and how you can pay.

Click on the **Pay online** button

Step 4: Pay your subscription (continued)

You have now been transferred to the secure payment screen using the PayPal Bank



Sheffield U3A

Your order summary

Descriptions	Amount
Membership renewal, Level Couples	£20.00
Item number: 00027	
Item price: £20.00	
Quantity: 1	
Item total	£20.00
Total	£20.00 GBP

Choose a way to pay

Pay with my PayPal account
Log in to your account to complete the purchase

Email

PayPal password

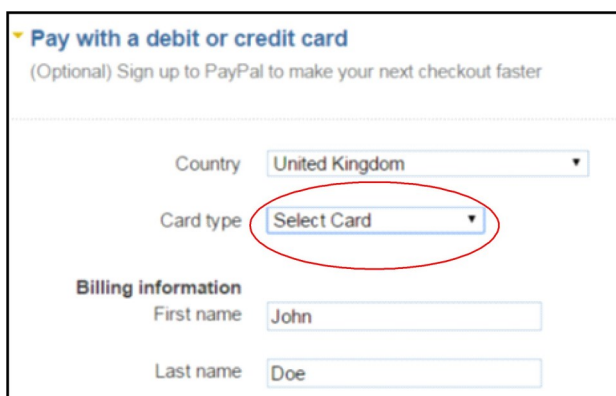
☐ This is a private computer. [What's this?](#)

[Log in](#)

[Forgotten your email address or password?](#)

Pay with a debit or credit card
(Optional) Sign up to PayPal to make your next checkout faster

If you do not have a PayPal account click on **Pay with a debit or credit card**



Pay with a debit or credit card
(Optional) Sign up to PayPal to make your next checkout faster

Country

Card type

Billing information

First name

Last name

Click on **Select Card**

Fill in your card details and the billing information below and click on **Pay**

You will receive an email receipt.

The Committee and all the other people doing SU3A jobs say a big thank you for paying on-line.

When you login to Wild Apricot another time you will need to click on your name at the top right of the screen to get back to your profile.