## How to create a Tring u3a Members Portal Account

You will need:

- Your Membership Number
- Your Forename and Surname
- Your Email address
- Your Post Code

On the Tring u3a Membership page (tringu3a.org.uk/membership.php) click on **Membership Portal** and follow the instructions below:

Please identify yourself		
E-mail		
Password		0
	Confirm Identity	
	Forgotten Password	
use the	ted a password for your me Register link below to set o ster for a membership acco	ne up.

## Click on "Register for a membership account". IGNORE EVERYTHING ELSE.

Register for a membership account and password			
Membership number	All fields must be completed		
Forename			
Surname			
Postcode			
E-mail			
	of and the state		
Co	onfirm Identity		

Fill in the form then click on "Confirm identity".

Please note: the **Postcode must have a space** between the first and second part, e.g. HP23 9ZZ <u>not</u> HP239ZZ

You will be asked to create a password.

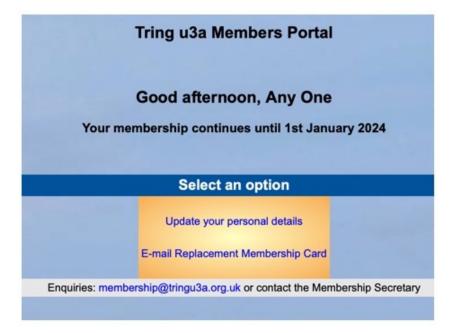
It must be 10 or more characters and a mix of upper and lower case letters and numbers (you can change the password later if you wish).

## Click on **Update Account**.

Check your email inbox for a confirmatory email. Click on the link in the email to verify that it is you setting up the account.

Tring u3a Members Portal			
Your email address	has been verified. You can now use it to login to the members portal.		
Please identify yourself			
E-mail			
Password	<b>©</b>		
Confirm Identity  Forgotten Pass ford  If you have not created a password for your membership account, use the Register link below to let one up. Register for a membership account  If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your pass yord)			
Enquiries: membershi	p@tringu3a.org.uk or contact the Melabership Secretary		

Log in to the Members Portal using your email address and new password and click on **Confirm Identity** 



You may now choose to update your details or, from 1<sup>st</sup> October, renew your membership.

We no longer use Membership Cards so please ignore this option.