

Cottingham u3a – New Membership Application Instructions

New application for Membership of Cottingham u3a

This document assumes that you have **never** been a member of Cottingham u3a before and that you want to join for the first time.

If you are already a member, these instructions do not apply, so please click [here](#)

Apply for Cottingham u3a Membership.

Annual fee is £12 for individual membership including our bi-monthly newsletter by email. An extra £8 is payable if you want to receive our newsletter by post. An extra £4 is payable if you want to receive the National u3a Matters (TAM) quarterly magazine. The fee for associate members (ie. already a member of another u3a) is £8.

You first need to select the correct “**Individual**” option.



Cottingham u3a Membership Application

Please select the type of membership you require

<input type="radio"/>	Associate		£8.00
<input checked="" type="radio"/>	Individual 1	Membership	£12.00
<input type="radio"/>	Individual 2	Membership + Printed Newsletter	£20.00
<input type="radio"/>	Individual 3	Membership + TAM magazine	£16.00
<input type="radio"/>	Individual 4	Membership + Newsletter + TAM magazine	£24.00

Membership paid today continues until 1st April 2027

Then enter the following information. Fields in **bold** are mandatory.

About Yourself

Title **Forename** **Surname**

E-mail **Verify E-mail**

Mobile **Known as**

Emergency contact

Upload photo (optional) No file chosen jpg, png, gif. Recommended max size 2MB
Provide a square format image (aspect ratio 1:1) as other formats will not suit the membership card layout

Your Address

House no/Name **Street**

Additional lines

Town **County** **Postcode**

Home telephone

- Fill in your name, email, address and phone details.
- Fields in **bold** are mandatory.
- You can upload a photo if you want but this is optional.

Cottingham u3a – New Membership Application Instructions



Gift aid options.

The next section of the same screen displays two alternative gift aid options.

The screenshot shows a form with two main sections: "Gift Aid" and "Payment".

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Cottingham u3a reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Cottingham u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Payment

Amount to pay: £ 12.00

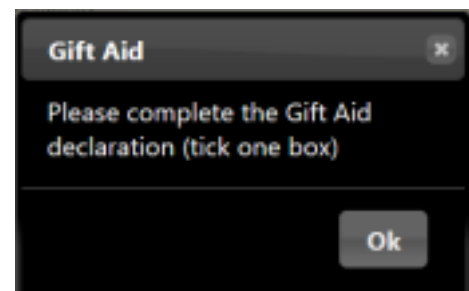
Press the button below to make payment
You may pay by credit or debit card or use a PayPal account

- Read the information about Gift Aid before ticking **one** of the boxes to indicate whether or not you would like Cottingham u3a to claim tax relief on your subscription in the current year.
- When you are ready, click on the **“Make Payment”** button.

No Gift Aid option selected.

If you clicked on the **“Make Payment”** button without selecting a gift aid option, you will see the following error message.

- Press **“Ok”**
- Select either of the two gift aid check boxes.
- Click on the **“Make Payment”** button again.



Cottingham u3a – New Membership Application Instructions



Continue with payment.

The next screen confirms the amount that you are about to pay.



Please be aware that:

- o You will be able to check out with a debit or credit card as a **guest** on PayPal.
- o You will **NOT** have to log in to PayPal when paying by debit or credit card.
- Click on the “**Continue to PayPal to complete payment**” button.
- You will now be directed to the PayPal website.

Cottingham u3a – New Membership Application Instructions



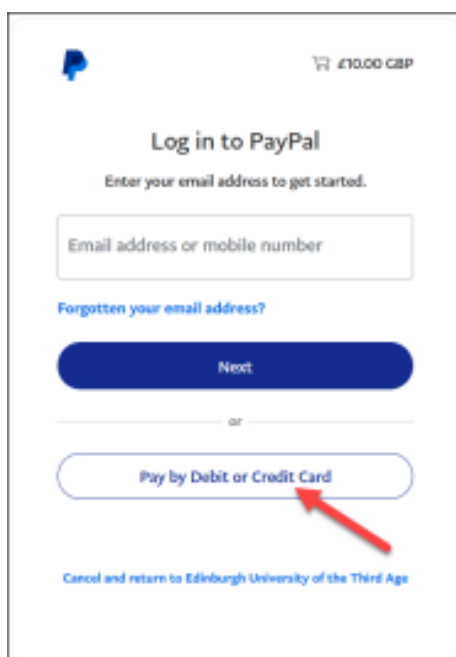
Making a payment on the PayPal website.

You now have two possible options:

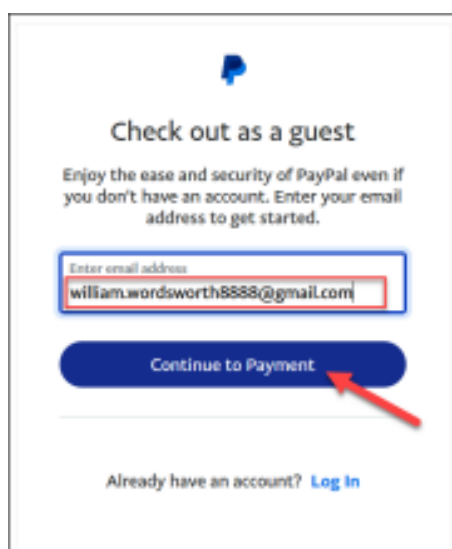
- You can pay by debit or credit card & check out as a **guest, without** logging in to PayPal. **OR**
- You can log in to your PayPal account, if you have one, and make payment.

Paying by Debit or Credit card, as a guest, without logging in to PayPal

You should now be viewing the PayPal screen.



- You can ignore the email address text box.
- You can ignore the “Next” button.
- Click on the “Pay by Debit or Credit Card” button.



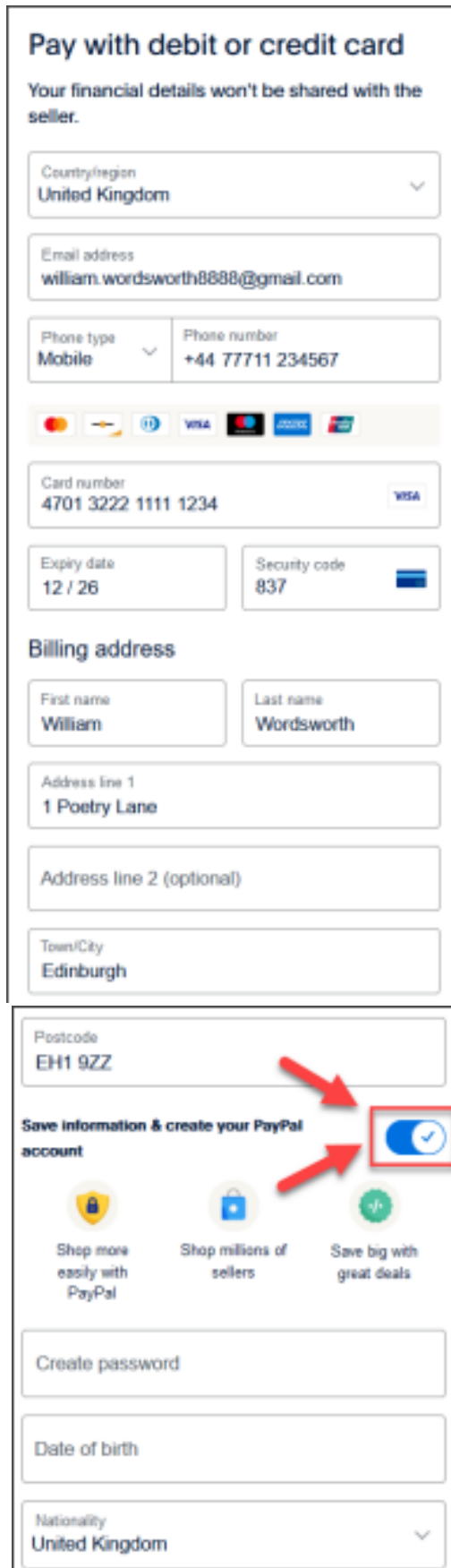
Check out as guest.

You may not see this screen, sometimes proceeding directly to the next screen.

- However, you will still be able to **check out as a guest** on the next screen.
- You now need to enter your email address on this screen. **(This is needed for a receipt only)**
- Click on the “Continue to Payment” button.

Cottingham u3a – New Membership Application Instructions

Enter your Debit or Credit card details on the PayPal screen.



The screenshot shows the PayPal payment interface. At the top, it says "Pay with debit or credit card" and "Your financial details won't be shared with the seller." Below this are fields for Country/region (United Kingdom), Email address (william.wordsworth8888@gmail.com), Phone type (Mobile) and Phone number (+44 77711 234567). There are icons for various payment methods including Mastercard, American Express, UnionPay, Visa, and others. The card details section includes Card number (4701 3222 1111 1234), Expiry date (12 / 26), and Security code (837). The Billing address section includes First name (William), Last name (Wordsworth), Address line 1 (1 Poetry Lane), Address line 2 (optional), and Town/City (Edinburgh). Below this is a Postcode field (EH1 9ZZ). A section titled "Save information & create your PayPal account" features a toggle switch that is currently turned on (checked). Below the toggle are three icons: a lock for "Shop more easily with PayPal", a shopping bag for "Shop millions of sellers", and a green plus sign for "Save big with great deals". At the bottom, there are fields for "Create password", "Date of birth", and "Nationality" (United Kingdom).

Note that you are paying by debit or credit card.

- Change the country to United Kingdom.
- Enter your email address.
- Enter your phone number.
- Enter your card details.
- Enter your address details.

• **Un-tick** this button unless already unticked

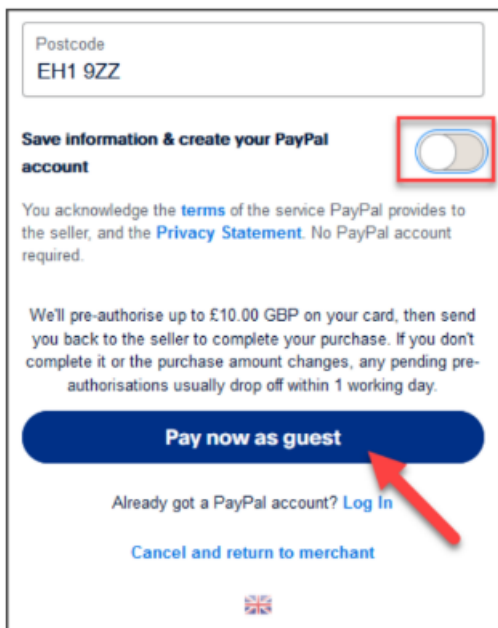
• Un-ticking this button disables PayPal log in.

• **YOU MUST DO THIS TO CHECK OUT AS A GUEST!**

(Yes, we know that PayPal make this bit awkward !)

• Do **not** fill in Password, Date of Birth or Nationality.

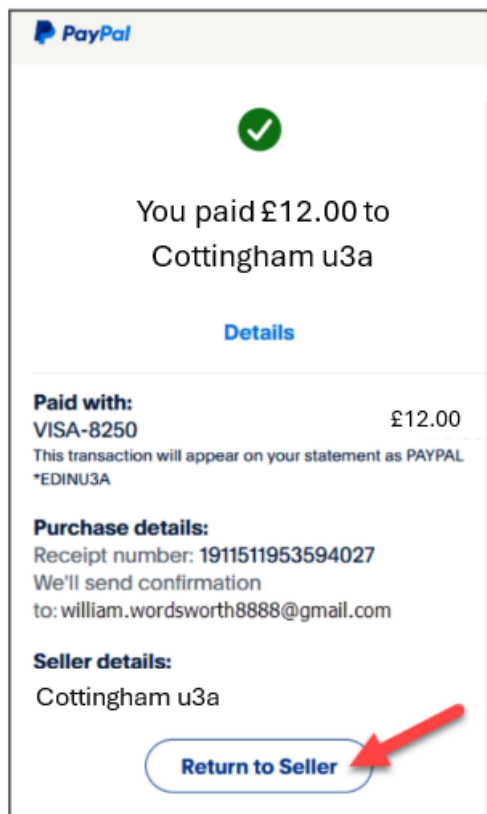
Pay now as guest.



- The “**Save information & create your PayPal account**” button is no longer active, and the tick is gone.
- You should now be able to see the “**Pay now as guest**” button.
- If you cannot see this button, repeat the previous un tick instruction.

When you press the “**Pay now as guest**” button, your Bank might require confirmation that you agree to this payment. Follow the instructions that appear – the process is different for each Bank.

Payment confirmation.



- This screen confirms that you have paid successfully.
- Click on the “**Return to Seller**” button which will take you back to the Cottingham u3a website.

Membership Application is complete.

Cottingham u3a – New Membership Application Instructions



You have completed the new membership application process.



You will receive an email confirming your membership renewal.

Dear New Member,

Thank you for joining Cottingham u3a.

Your membership card is attached.

You should receive a separate acknowledgement of payment from PayPal.

Your Membership number is 000

PLEASE RETAIN THIS EMAIL AS CONFIRMATION OF YOUR MEMBERSHIP

Please check that the following details are correct:

Address:

345

Cottingham

HU16 1AB

E-mail: abcdefgh@gmail.com

Telephone:

Mobile: 07123456789

Our [Website](#) has lots of information about the organisation .This includes up-to-date information on Cottingham u3a Groups as well as contact details for Group Leaders. This will enable you to make contact with any group that you may be interested in joining.

You will receive the bimonthly newsletter by email; this will keep you up to date with what is happening.

In due course, you will be invited to a new members' meeting so that you can meet new members and find out more about Cottingham u3a.

If you have any questions please contact [the membership secretary](#)

We hope you enjoy your membership and look forward to meeting you.

Best wishes from Cottingham u3a Executive Committee.

You will also receive a receipt email from PayPal.

You have now completed your Cottingham u3a New Membership Application.