

## How to renew your Cottingham u3a membership

When can I renew my membership?

You can renew your membership in the period from the start of the advanced renewal period onwards. (Between 1<sup>st</sup> March and 1st June)

If you ARE in the time period when you can renew, you will see a screen like this:



If you are NOT in this period when you can renew, you will see a screen like this one:



If your membership has Lapsed then you cannot renew using this method and will need to contact the membership Secretary for your u3a.



## Renewing Your Membership

1. Log-in to the Members Portal and click **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year:

**Gift Aid**

Gift Aid 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 BT1851 - Demoton u3a reclaims on your subscription and donations in a tax year.

£7.50 of your £10.00 subscription qualifies for Gift Aid.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demoton 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.

3. What you see next depends on the type of membership that you have. This is a typical screen that you will see if you are an **Individual** member:

**Payment**

Your membership class is Individual

**Renewal fee is £10.00**

**Amount to pay: £10.00**

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](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Cariton & Gedling U3A to confirm renewal

4. If another u3a member lives at your address, you have the option to pay the other member's subscription at the same time:

**Payment**

Your membership class is Individual

**Renewal fee for yourself and Maria Zorro is £20.00**

Untick if you do not wish to renew for Maria Zorro

**Amount to pay: £20.00**

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](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Cariton & Gedling U3A to confirm renewal

5. If you don't wish to pay for the other member, untick the box and the amount to pay will update:



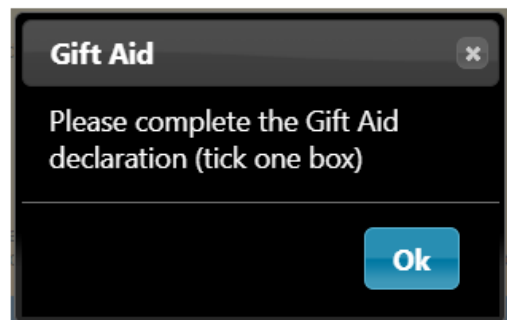
The screenshot shows a 'Payment' section with a blue header. Below the header, it states 'Your membership class is Individual'. A red box highlights the text 'Renewal fee for yourself only is £ 10.00'. Below this is a checkbox with the label 'Untick if you do not wish to renew for Maria Zorro'. The amount to pay is listed as '£ 10.00'. Below the amount, there is a 'Make Payment' button. At the bottom, a note says 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

6. Press the **Make Payment** button:



This screenshot is similar to the previous one, but the 'Make Payment' button is highlighted with a red arrow pointing to it from the right.

If you did not select a box in the Gift Aid section you will be prompted to do so:



The screenshot shows a dark grey dialog box titled 'Gift Aid' with a close button (X) in the top right corner. The text inside reads 'Please complete the Gift Aid declaration (tick one box)'. At the bottom right, there is a blue 'Ok' button.

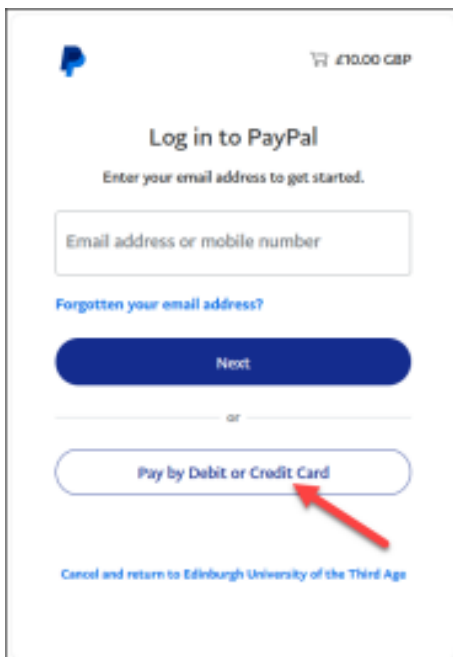
## Making a payment on the PayPal website.

You now have two possible options:

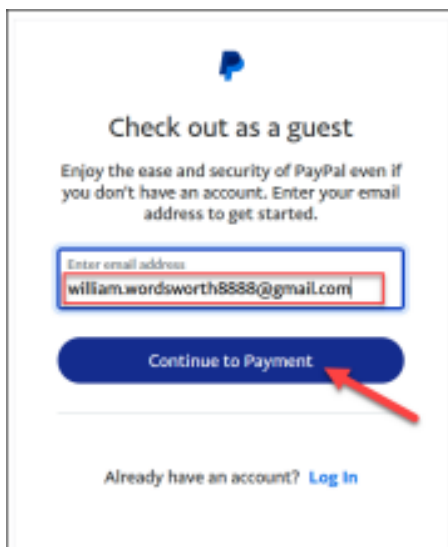
- You can pay by debit or credit card & check out as a **guest, without** logging in to PayPal. **OR**
- You can log in to your PayPal account, if you have one, and make payment.

## 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.

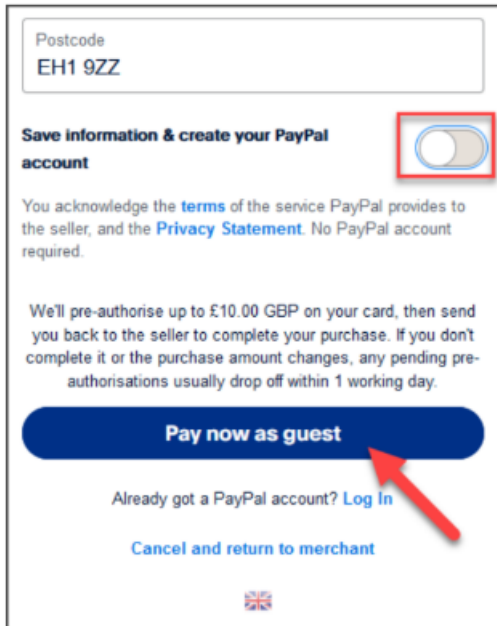
- However, you will still be able to **check out as a guest** on the next screen.
- You now need to enter your email address on this screen. **(This is needed for a receipt only)**
- Click on the “Continue to Payment” button.

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

**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.

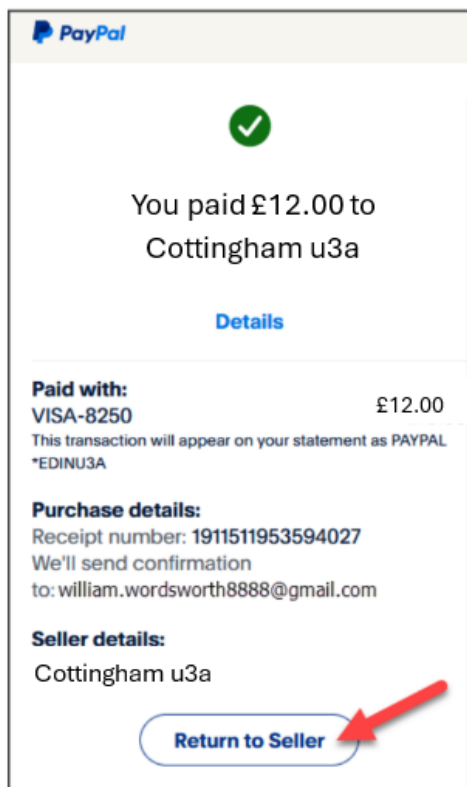
## Pay now as guest.



- 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 Members Portal

**Membership Renewal is complete.**



The screenshot shows a web interface for membership renewal. At the top, a light blue banner contains the text "Your membership continues until 1st April 2027". Below this is a dark blue header with the text "Select an option". The main content area has a yellow-to-orange gradient background and lists four options in blue text: "Cottingham u3a groups", "Calendar of meetings and events", "Update your personal details", and "E-mail Replacement Membership Card".

You will receive 2 emails:

- A confirmation of payment from PayPal
- A confirmation from Cottingham u3a. This will have your membership card attached.