

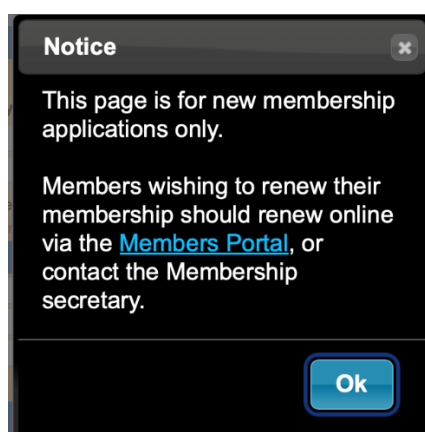
SVu3a - Online Joining

Joining Online

1. The application process is usually initiated by clicking a link in our 'Join Us' website.

For new members they will proceed with OK

If you an Existing Members you can select to go to the Membership Portal :



2. Select the type of membership that you require at the top of the page, the default will be individual, the fee will be determined by the month you are joining:

A form titled "Please select the type of membership you require". It contains two radio button options: "Associate" with a fee of £8.00 and "Individual" with a fee of £10.00. A red arrow points to the "Individual" option. At the bottom, there is an information icon and a message: "Membership paid today continues until 1st June 2025".

Please select the type of membership you require

☐	Associate	£8.00
☒	Individual	£10.00

i Membership paid today continues until 1st June 2025

3. Fill in the details about yourself and your address

:

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

No/Name Street

Additional lines

Town County Postcode

Telephone

4. Read the information about *Gift Aid* before ticking one of the boxes to indicate whether you would like SVu3a to claim tax relief on your subscription:

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.

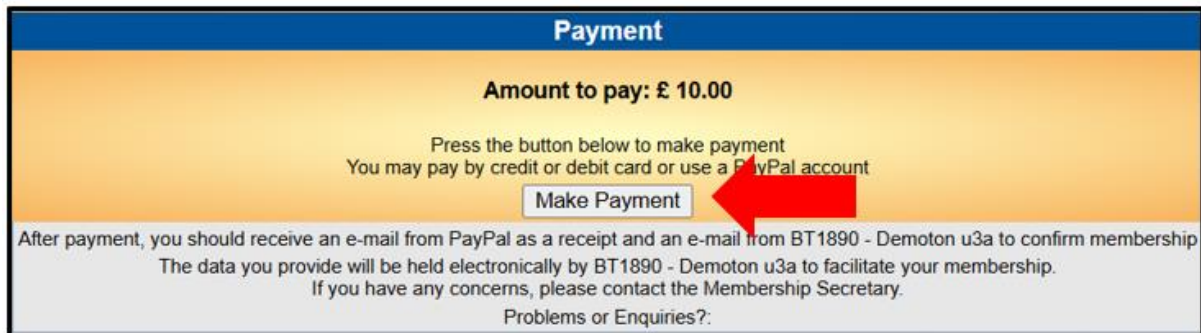
Please notify us if you:

- 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.

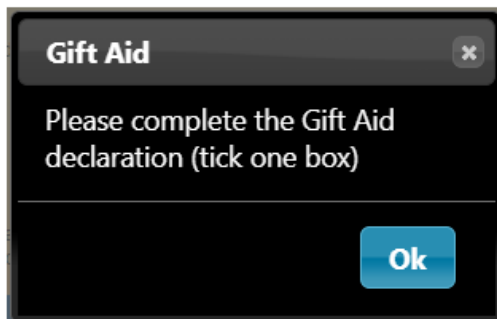
*Note: For Gift Aid claims to be processed, you must fill in a **Title** as this is required by HMRC.*

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



The screenshot shows a 'Payment' window with a blue header. Below the header, it states 'Amount to pay: £ 10.00'. The text 'Press the button below to make payment' and 'You may pay by credit or debit card or use a PayPal account' is displayed. A 'Make Payment' button is shown with a red arrow pointing to it. Below the button, there is a disclaimer: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from BT1890 - Demoton u3a to confirm membership. The data you provide will be held electronically by BT1890 - Demoton u3a to facilitate your membership. If you have any concerns, please contact the Membership Secretary. Problems or Enquiries?.'

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



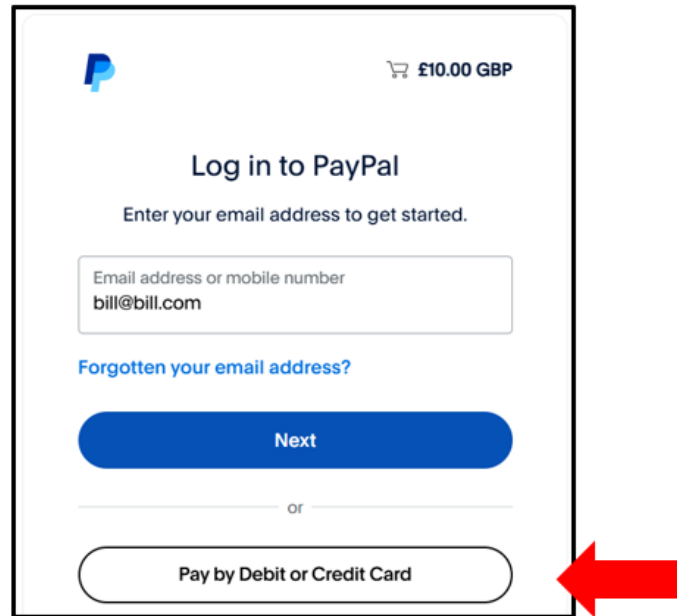
The screenshot shows a 'Gift Aid' pop-up window with a close button (X) in the top right corner. The text inside says 'Please complete the Gift Aid declaration (tick one box)'. At the bottom right, there is an 'Ok' button.

At this point you have 2 payment options:

- Pay by **Debit** or **Credit** card (see [A](#) below), or
- Pay by **PayPal** (see [B](#) below)

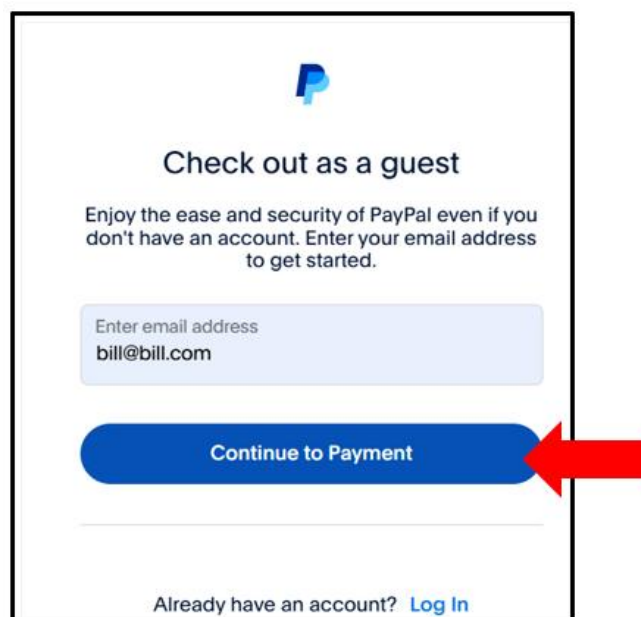
A) Paying with your Debit/Credit Card

1. To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**



The image shows a PayPal login screen. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it, the text says "Enter your email address to get started." There is a text input field containing "Email address or mobile number" and "bill@bill.com". Below the input field is a link that says "Forgotten your email address?". There are two buttons: a blue "Next" button and a white "Pay by Debit or Credit Card" button. A red arrow points to the "Pay by Debit or Credit Card" button.

2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**



The image shows a PayPal checkout screen. At the top is the PayPal logo. The main heading is "Check out as a guest". Below it, the text says "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." There is a text input field containing "Enter email address" and "bill@bill.com". Below the input field is a blue "Continue to Payment" button. A red arrow points to the "Continue to Payment" button. At the bottom, there is a link that says "Already have an account? Log In".

Check out as a guest

×

It looks like you already have a PayPal account

bill@bill.com

Log In

Continue as a guest

3. Enter the details of your payment card and your contact details

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region

United Kingdom

▼

Email address

bill@bill.com

Phone type

Mobile

▼

Phone number

07701234567









Card number

0789 1234 2244 6677



Expiry date

10 / 26

Security code



Billing address

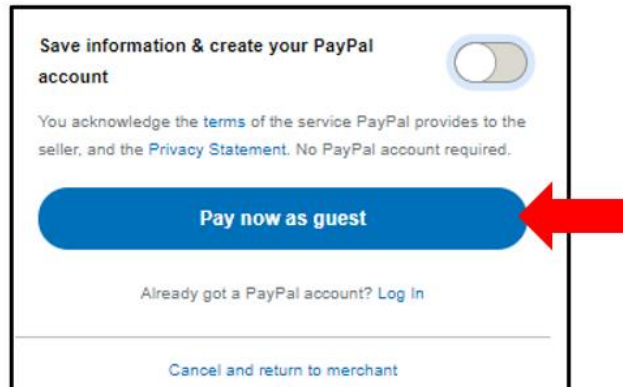
First name

Bill

Last name

Cooper

4. Press **Pay now as guest**



Save information & create your PayPal account ☐

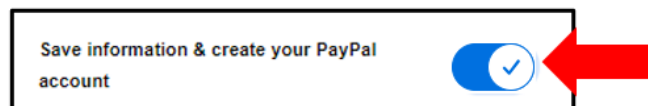
You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by

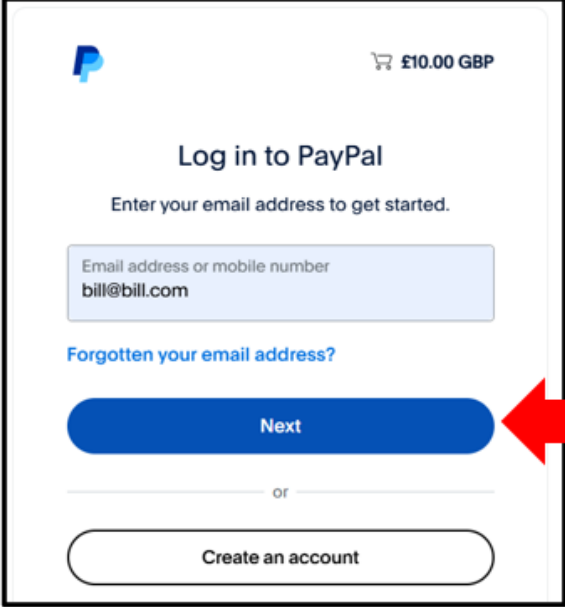


Save information & create your PayPal account ☒

5. Now skip **Section B** and continue to **Section C (Confirmation of Payment)** below

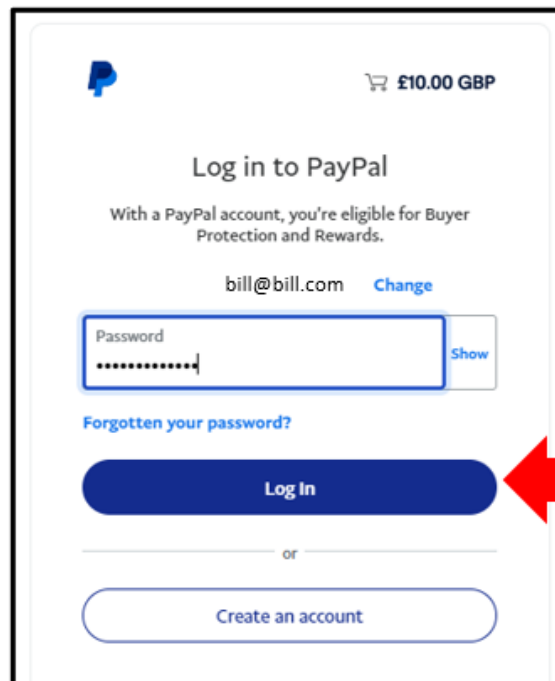
B) Paying with PayPal

1. To pay with you own PayPal account, enter your email address and press **Next**

A screenshot of the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text '£10.00 GBP'. The main heading is 'Log in to PayPal', followed by the instruction 'Enter your email address to get started.' Below this is a text input field containing 'bill@bill.com'. A link 'Forgotten your email address?' is positioned below the input field. A large blue button labeled 'Next' is centered below the link. A red arrow points to this 'Next' button. Below the 'Next' button is a horizontal line with the word 'or' in the center. At the bottom is a button labeled 'Create an account'.

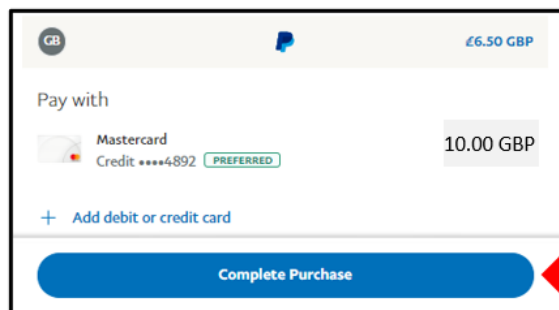
Note: if you don't have a PayPal account, but would like to create a new one - follow the steps described in [section A](#) above until the final step when there is an option to create a PayPal account using the details that you have already entered.

2. Enter your PayPal password and press **Log in**



The image shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below this, it says "With a PayPal account, you're eligible for Buyer Protection and Rewards." The email address "bill@bill.com" is displayed with a "Change" link. There is a password field with a "Show" button. Below the password field is a link "Forgotten your password?". A large blue "Log In" button is highlighted with a red arrow pointing to it from the right. Below the "Log In" button is a horizontal line with the word "or" in the center, and a button labeled "Create an account".

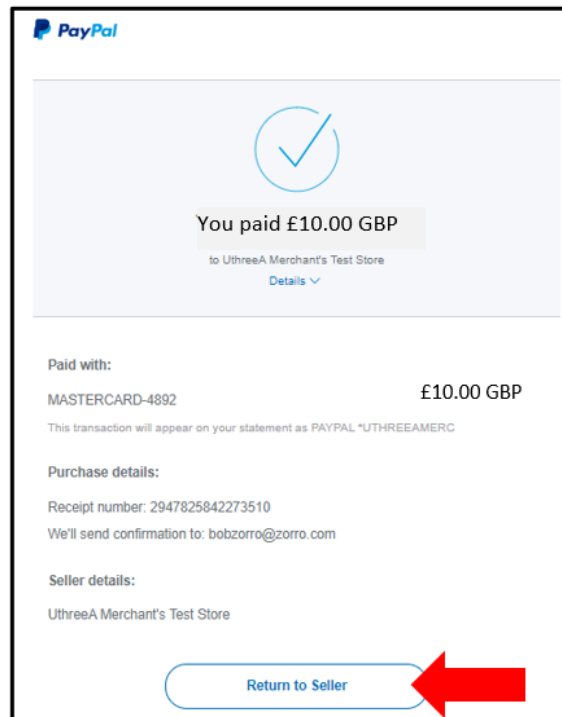
3. Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**



The image shows the PayPal payment selection screen. At the top left is a "GB" button, and at the top right is the PayPal logo and the text "£6.50 GBP". The heading is "Pay with". Below this, a Mastercard is listed with the text "Credit ****4892" and a "PREFERRED" badge. To the right of the card details is a box showing "10.00 GBP". Below the card details is a link "+ Add debit or credit card". A large blue "Complete Purchase" button is highlighted with a red arrow pointing to it from the right.

C) Confirmation of Payment

After receiving confirmation of payment, click **Return to Seller** to return to the SVu3a website



You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from SVu3a. This will have your membership card attached.