

HOW TO RENEW YOUR MEMBERSHIP ONLINE

Before starting your membership renewal online, please note the following:

- You will need to have registered for the online portal – please see our guide “Create a Membership Portal Account” if you haven’t done this yet.
- You DO NOT need to have a PayPal account to renew, payment can be made with a credit or debit card.
- Gift Aid - if you can allow us to claim Gift Aid on your membership payment, you will be asked to reconfirm this when renewing. Please read the important guidance below before proceeding.
- If another member shares your address, you may renew both memberships at the same time (*but please read the notes about Gift Aid claims first*).
- You will not be charged for using online membership renewal, but there will be a small commission fee deducted from your payment by PayPal.

The types of membership and membership fees shown in the pictures below are for example only,

Gift Aid Claims

Claiming Gift Aid does not reduce the amount of your payment – it allows us to claim money back from HMRC.

If you pay online for yourself and another member at the same address, only your subscription will be used for a Gift Aid claim. Therefore, if the other member is eligible to claim Gift Aid and wishes to allow a claim, they must renew their membership themselves.

How to Renew Online

Our renewal date is 1st May and you can renew any time up to 12 weeks before this date. Log in to the Members Portal. You will see a screen similar to this:



Select "Renew your Membership"

You will see a screen asking about Gift Aid – please read carefully before ticking the box to claim.

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 Carlton & Gedling 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 Carlton & Gedling 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.

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 Carlton & Gedling U3A to confirm renewal

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

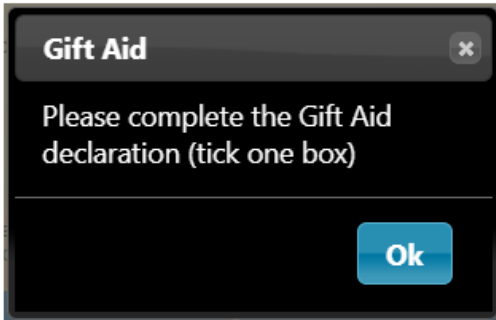
[Make Payment](#)

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

If you don't wish to pay for the other member, untick the box and the amount to pay will update. Click on the **Make Payment** button:

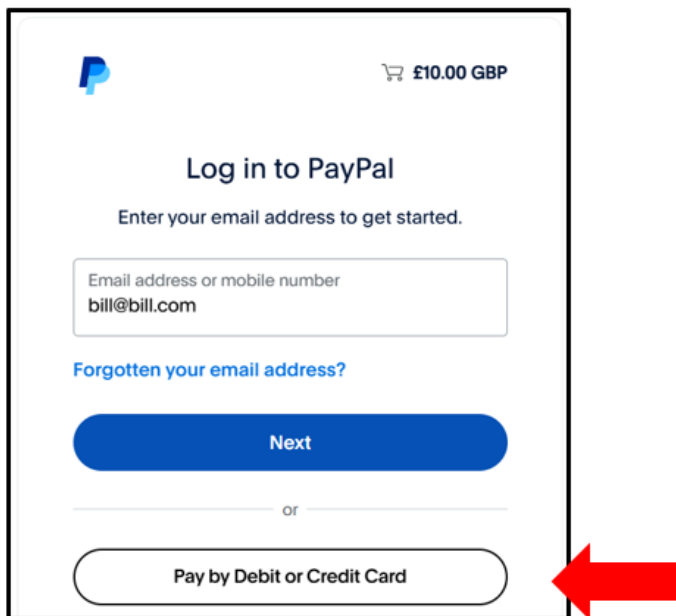


If you did not select a box in the Gift Aid section you will be prompted to do so:




At this point you have 2 payment options:

Pay by **Debit** or **Credit** card , or Pay by **PayPal**. Unless you wish to pay via your own Paypal Account, enter your email address and then click on "Pay by Debit or Credit Card".



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**



Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address
bill@bill.com

Continue to Payment

Already have an account? [Log In](#)

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

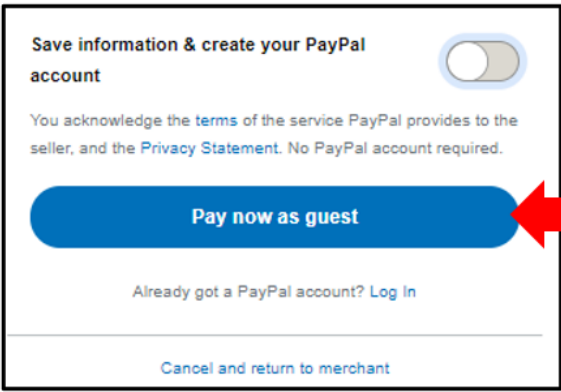
Security code

Billing address

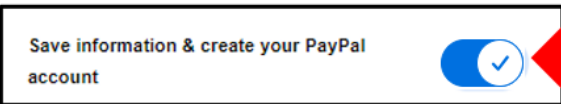
First name
Bill

Last name
Cooper

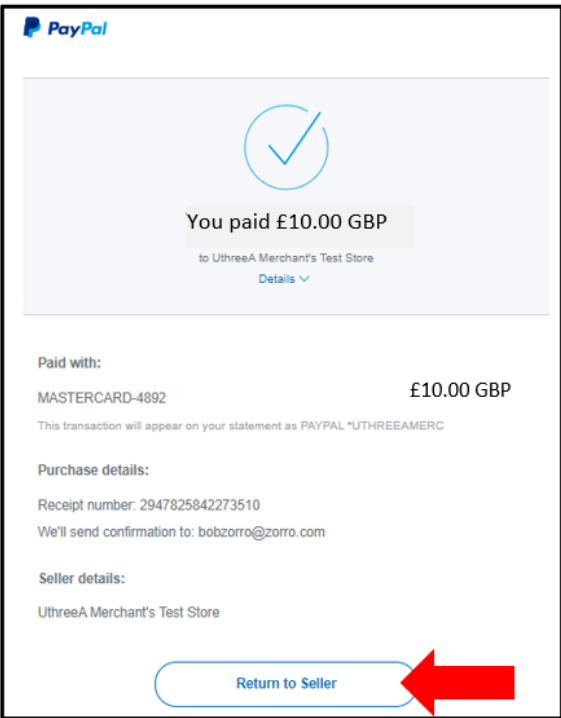
Press **Pay now as guest**. Don't switch on the toggle unless you want to create a **paypal account**. You will get a confirmation of payment screen.



Shows toggle off



Shows toggle on – set to off.



Press **Return to Seller** to return to the to the Members Portal where you will see your updated "membership continues to" date.

Your membership continues until 1st May 2026

Select an option

[Update your personal details](#)

hawkwellvillageu3a2@outlook.com or contact the Membership Secretary

You will receive 2 confirmation emails, A confirmation of payment from PayPal, and a confirmation from Hawkwell Village u3a that you have renewed your membership.

If you click on “**Update your personal details**” you will be able see and to change the details we hold for you.

Hawkwell Village u3a

FEBRUARY 2025