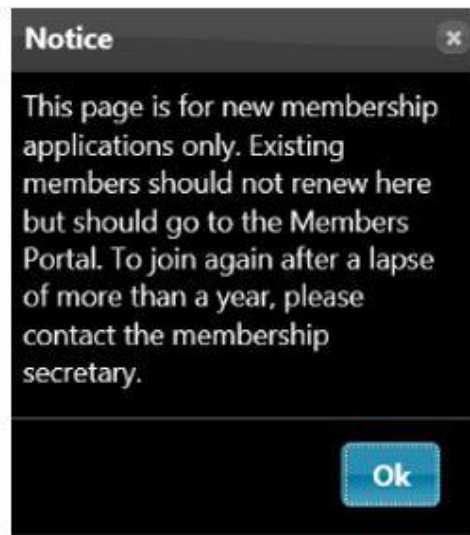


Joining Online

1. The application process is usually initiated by clicking a link on your u3a's website.

U3A RICHMOND ONLINE APPLICATION.

2. Press **OK** on the warning notice to proceed to the Membership Application page:



2. Select the type of membership that you require at the top of the page:

Carlton & Gedling U3A Membership Application

Please select the type of membership you require

<input type="radio"/>	Associate	Single member who has paid full membership at another U3A this year	£6.50
<input checked="" type="radio"/>	Individual	Single member of Carlton & Gedling U3A	£6.50

 **Membership paid today continues until 1st June 2023**

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

3. Fill in the details about yourself and your address using any guidelines that have been supplied by your local u3a:

About Yourself

Name	Title Mr	Forenames Fred	Surname Aardcatt
	Known as Fred	Suffix	Initials F
Mobile	07070 987987	E-mail	john.alexander@beacon.u3a.org.uk
Emergency contact	Name/s and telephone		
	<input type="checkbox"/> Hide contact details from group leaders		
Photo	Upload photo (optional) Choose File no file selected jpg, png, gif. Max size 2MB		

Where You Live

Address	No/Name 12	Street/Building High Street	
	Additional lines		
	Town Demoton	County Demeshire	Postcode DM12 7RA
Telephone			

Please note that if your selecting Gift Aid that you must fill in a Title as this is required by HMRC for the claim to be processed.

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:

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 or capital gains tax at least equal to the amount that Carlton & Gedling U3A reclaims on your subscription and donations in that 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, and 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 I will have 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 donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Press the **Make Payment** button:

Payment

Amount to pay: £ 6.50

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

IGNORE "PayPal" and continue. You can pay with debit or credit card.

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

Gift Aid [X]

Please complete the Gift Aid declaration (tick one box)

Ok

You will be asked to continue by pressing the **Continue to PayPal to complete payment** button:

U3A Membership Application

Continue with payment

You are about to pay £6.50

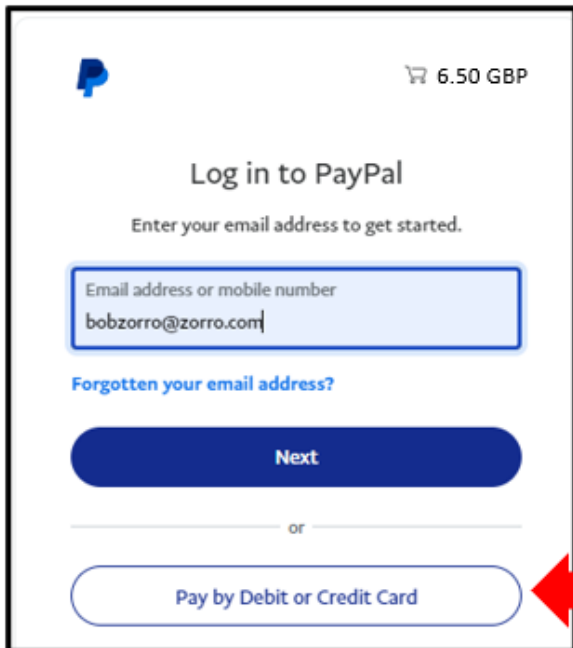
Continue to PayPal to complete payment

IGNORE "PayPal" and continue. You can pay with debit or with credit card.

At this point we recommend payment via **Debit** or **Credit** card (see **A** below)

A) Paying with your Debit/Credit Card

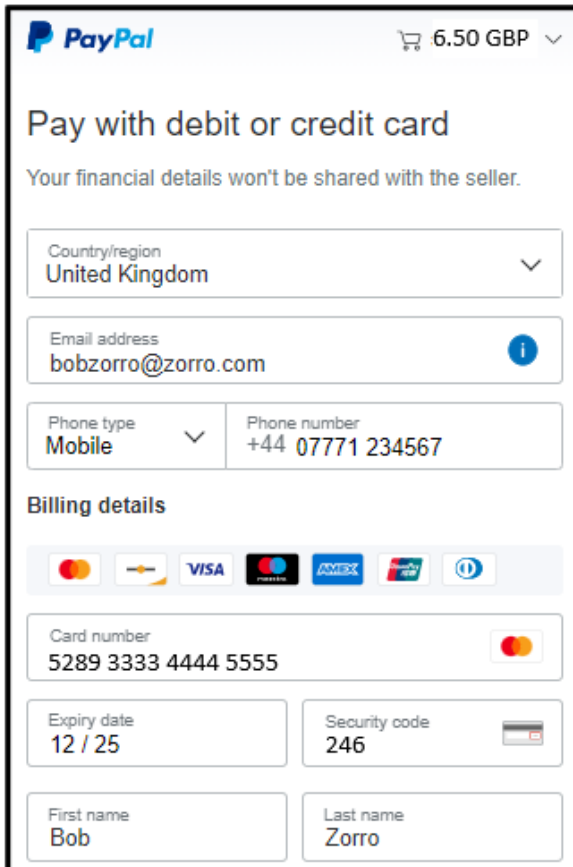
To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**



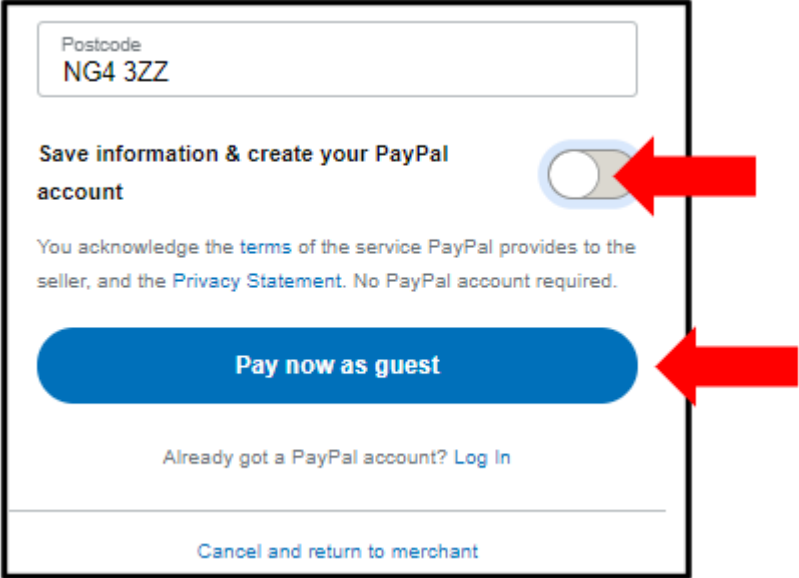
IGNORE "Next" and click on "Pay by Debit or With Credit Card"

Enter your email address again at the next screen and press **Continue to Payment**

Enter the details of your payment card and your contact details

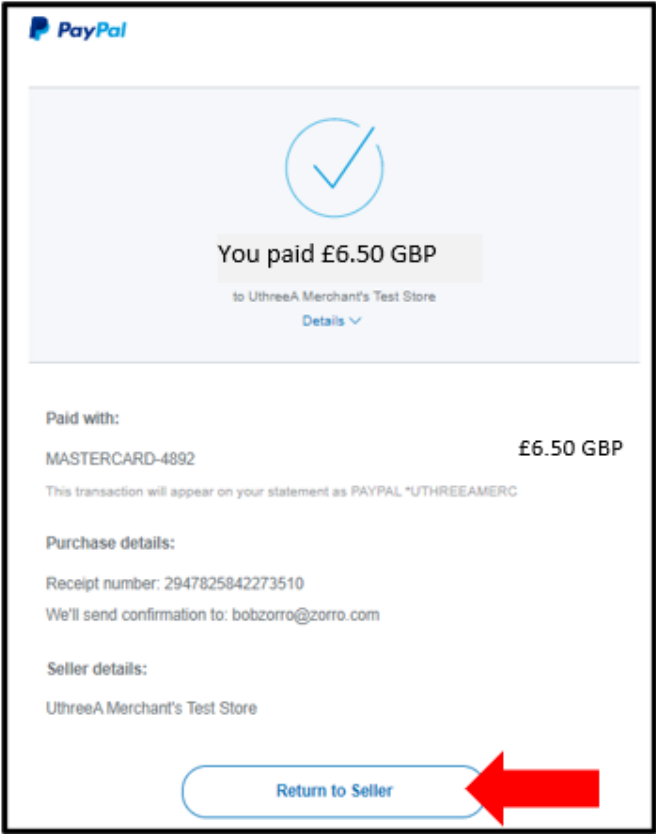


If you still wish to pay by card, **UNTICK** the “**Save information & create your PayPal account**” button and **CLICK** “**Pay now as guest**”



C) Confirmation of Payment

After receiving confirmation of payment, click **Return to Seller** to return to your local u3a website



You will receive 2 confirmation emails:

- A confirmation of payment.
- A confirmation from your u3a. This may have a facsimile membership card attached (U3A Richmond will send you a “for life” card in due course).