

Welcome to the Members Portal

To support its members U3A Central Gold Coast (formerly U3A Broadbeach) (U3ACGC) maintains a 'portal' to an online database called 'Member Wizard' (MW). Member Wizard is a storage and information system which supports many of U3ACGC functions.

Logging into the Members Portal gives you access and control over useful functions such as reviewing and changing contact detail, enrolling in classes and events, emailing your class Tutors...etc.

If you haven't already logged into and registered to use the 'Members Portal' the following steps will assist you in that process. If you have any difficulties, please email u3acentralgoldcoast@gmail.com and ask for assistance from a member of the Web Team. This email goes to the U3ACGC Secretary to forward to the appropriate Web Team Member so please also briefly outline your difficulties.


The first time you log into the Members Portal you will need to **register**, after that you will only need to use your **email address** OR **member number** and password.

Please note: You can now use either your existing **sign-in email** or your 'Membership Number' to login. **Your 'Member Number' will be displayed in your 'Members Portal' below your name.** If you don't see your member number there after logging into your members portal, please email u3acentralgoldcoast@gmail.com explain your query and ask for assistance from a member of the Web Team.

STEPS FOR LOGGING INTO MEMBERS PORTAL

1. Use a web browser (e.g. Google) to locate u3abroadbeach.com This will take you to the U3ACGC Website Homepage, and give you interesting links to information such as U3ACGC's Location, Timetable, Newsletters...etc.



2. Next locate and click on the  button located under the U3A Central Gold Coast heading.

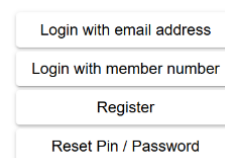
3. *The first time* you log into the Member/Tutor Portal you will need to **register** and set up a password as follows

- Click the **register button** on the right-hand side of the screen.
- You will be asked to enter an email address. This is the one you used when becoming a member.

- For security purposes an email with a registration number will be sent to this email address. Enter the 6-digit number without the space in the box. The security code will be valid for **24 hours**.
- You will then be prompted to enter a password; this password is held securely but not shared with U3ACGC so please **remember** this password for your future use.
- Once logged in you will have access to your **member number** and be able to use it **or** your **email address** when signing into your member portal.

4. ***In future*** when you log into the welcome page:

- select the **Login with email address** button and enter your membership **email** address and password
OR
- select the **Login with member number** button and enter your **member number** and password
- select the Login button, bottom right of the page



You will be taken to the Member Portal home page.

5. What you can do in the Members Portal:

- Change your password
- Review & change your contact details
- View all classes & enroll in them
- See which classes you have enrolled in
- See what events you are registered for
- Renew your membership
- View a statement of money you have paid to or owe U3ACGC....
- View any U3A public documents
- Print a name tag.....
- Access the Tutors Portal if you are a Tutor
- Log out of the Members Portal

