

How to log in to the u3a web site as a member

By logging into our web site, you can see information private to us as members. We need a log in because we do not want the general public to see out email addresses, telephone numbers, photos and membership information, yet we do want potential new members to see restricted information in order to encourage them to join.

We also need to be able to log on in order to pay our subscriptions each year.

Passwords are always a barrier to accessing private information. They are easily forgotten and setting a new password is time consuming to the point that members just can't be bothered log on, which would be a great opportunity, lost. The one-time log in solves this problem.

Step 1. – one-time logging on

Choose the browser app you normally use to connect to internet on your phone/tablet¹ or PC. Head to swheritsu3a.org.uk and menu "Member Access"

There are three choices. Most likely you should choose the third option, but if you are using say a library computer or a non-member computer then choose the public button. This is so that you only get logged on for the period of time you are on the computer, not long term. Be sure to close the browser you use afterwards, so the log on will also close down. You must not log on using another member's computer since this will destroy their log on, replacing it with yours.

¹ On a iPhone or iPad use safari  . On android, use the default browser normally chrome  .

When you click the radio button, you will be asked for your post code and first name initial. After you submit you will be presented with a screen showing your name. This is my screen. If the name on your screen is not yours and you put in the right information, this is an error. This error is extremely unlikely, but we need to know if it happens in case there is a security bug in the web code.

JEFFREY KING:

(not JEFFREY KING? Please [Contact Us](#))

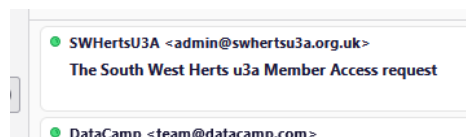
You have requested member access to our site

We have sent an email to the email address you gave us when signing up, with a 6 digit code

Enter the code below to be one-time logged in and have continuous full access to members only sections of the site.

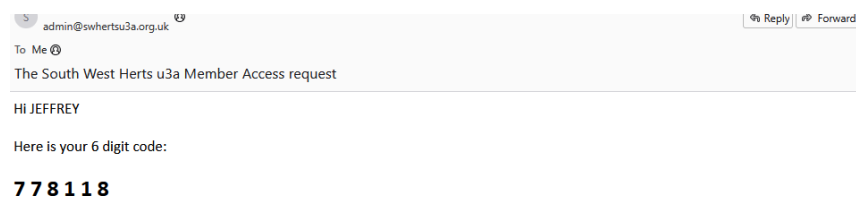
Note: If you do not see the email, check your spam account. It may take a few minutes to get to your email account

As the screen states. You will be sent an email. This screen has changed from the previous version. To solve the problem with multiple browsers, we now use a 6 digit code to log on and this code is only available in the email. Note that at the beginning of this section I said *“Choose any browser app on your phone tablet or PC”*. Now you need to look at your email and come back to this screen to enter it, once you have the code. This is to ensure you come back to the same browser you made the request with if you have multiple web browser apps.



The email should be from admin@swhertsu3a.org.uk. Now this is important: If you make multiple attempts to log in (perhaps you logged in from your phone and then logged in with your pc), YOU NEED TO USE THE MOST RECENT EMAIL

if there are more than one emails showing in your mailbox. You must use the email invoked by your selection of a radio button above. An attempt to use an old email will fail to get you logged on.



Here is the email I got showing the 6 digit code (obviously you will have one with “Hi YOUR NAME”). You can highlight the code and copy it or you can write it down.

Note: this link is valid for 15 minutes, if you do not complete the log in within this time you will need to delete this email and start again.

JEFFREY KING:

(not JEFFREY KING? Please [Contact Us](#))

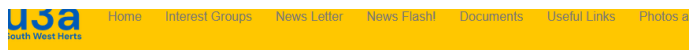
You have requested member access to our site

We have sent an email to the email address you gave us wh

Enter the code below to be one-time logged in and have continuous full acce

Note: If you do not see the email, check your spam account. It may take a fe

Return to your browser and type or paste this code into the box and click “Enter”.



You are logged in!

You are logged in as JEFFREY KING and you have full access to everything. You will remain logged in log in again while you remain a paid up member.

[Admin Login](#)

When you click Enter you will see this! That's it. You can access all member privileged content now. BTW ignore the link "Admin Login" this is for our web administrators only. It is a good idea to

delete the email at this point, you can't use the code again.

On a PC, this step is all you need to do. Just remember that you are only logged on with the browser app you selected at the start of this step, other browsers (if you have installed them) will not be logged in unless you go through this step 1 with all your browsers!

You could put a short cut on your windows home screen (using the browser you logged in with and the SW Herts u3a site active) but it is probably best to save the SW Herts website as a favourite on the browser you logged on with. Up to you.

Step 2. Making the SW Herts web site an app on your phone or tablet

On a phone or tablet, go through Step 1 to log on to the SW Herts web site using Safari for the

iPhone/iPad  and chrome  for Android devices. Many phone users came to me at the interest groups fair to help get them logged on because they had multiple web browsers on their phone (Google Chrome, Safari, Opera, Firefox etc etc.). The new version log on described in step 1 makes log on really easy, even with lots of browsers installed. However, with multiple web browser apps installed, remembering which browser you logged on with is a much bigger problem with a mobile or tablet ("which internet access ICON was it that I clicked to log on to our site and what was the address I used to get to the site"?)

For this reason, you should do this simple Step 2 to make our site an app on your phone. *You need to do this when you get the message below so that you capture this log in and create an app icon on your phone or tablet to use it*

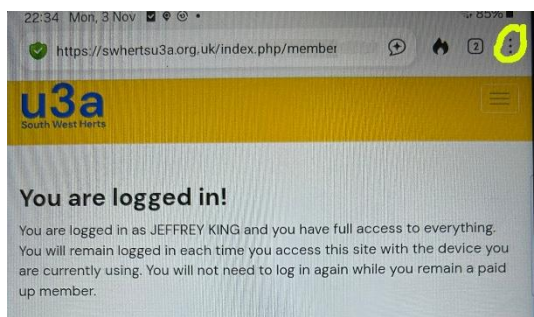


You are logged in!

You are logged in as JEFFREY KING and you have full access to everything. You log in again while you remain a paid up member.

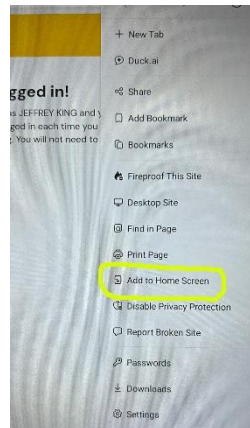
The process for step 2 is slightly different for android and Apple (iPhone and iPad)

Android -creating an SWHerts u3a app using chrome 



Look for the 3 dots (or sometimes 3 lines in
Then “Add to Home Screen”

It will then come up with install -> or just
an ICON like below with ADD next to it (it
varies from phone to phone to tablet)



top right). Click on these.



This is how it will look on your home screen after you have added it. Now you can click this icon and it will take you to the SW Herts u3a web site and you will be logged in. You go to our site, logged in, whenever you click this icon, even if you have powered off the phone and restarted it.

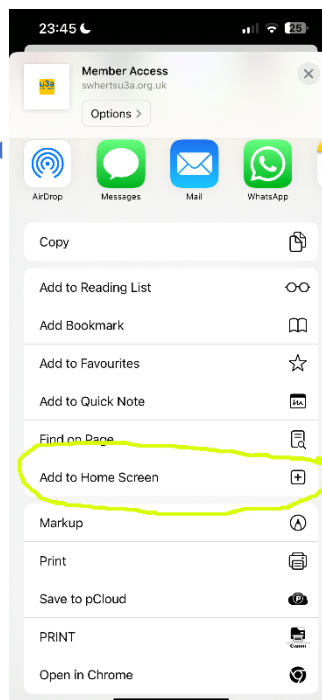
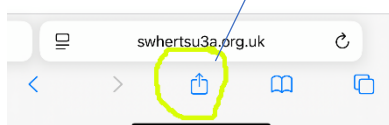
iPhone or Apple tablet – creating an SWHerts u3a app using safari 



You are logged in!

You are logged in as JEFFREY KING and you have full access to everything. You will remain logged in each time you access this site with the device you are currently using. You will not need to log in again while you remain a paid up member.

[Admin Login](#)



With the iPhone, you need to scroll down once you have clicked . The picture left only appears after you slowly slide your finger upwards to scroll down and reveal this menu. When you click “Add to Home Screen”, confirm with “Add” when an ICON like below appears:



² Note: You must use Safari on an iPhone or iPad to create an app. It will not work with other browsers.



Once added, the app will appear amongst other apps on your iPhone or tablet. You go to our site, logged in, whenever you click this icon, even if you have powered off the phone and restarted it.

Now you are set up for subs payment on line as well as having all key member contact phone numbers and emails, schedules, news, pictures, documents, newsletters and archives - everything you need to know about our u3a at your fingertips. We hope to introduce card payment on line and payment at meetings using a card machine for next year's subs payment, which will make renewal very easy!