

My Profile and My Calendar Areas

First you will need to log in – see the How to Login Guide for more information.

Login with your Username and Password at the Login/Logout Page on the Hertford u3a website - <https://www.hertfordu3a.org.uk>

Hover over the Members Area menu tab and go down to the My Profile or My Calendar tab.

My Calendar

When you have logged in and clicked on the My Calendar menu (under Members Area) you will see an online calendar.

Members can view their personal calendar showing their u3a groups and events in My Calendar.

 You are currently logged in. Please [click here](#) to logout

Mar-2024

Apr-2024

May-2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01-Apr No U3A Activity	02-Apr No U3A Activity	03-Apr No U3A Activity	04-Apr No U3A Activity	05-Apr No U3A Activity	06-Apr No U3A Activity	07-Apr No U3A Activity
08-Apr No U3A Activity	09-Apr No U3A Activity	10-Apr No U3A Activity	11-Apr No U3A Activity	12-Apr No U3A Activity	13-Apr No U3A Activity	14-Apr No U3A Activity
15-Apr No U3A Activity	16-Apr No U3A Activity	17-Apr No U3A Activity	18-Apr No U3A Activity	19-Apr No U3A Activity	20-Apr No U3A Activity	21-Apr No U3A Activity
22-Apr No U3A Activity	23-Apr No U3A Activity	24-Apr Gardens 2 14:00	25-Apr No U3A Activity	26-Apr No U3A Activity	27-Apr No U3A Activity	28-Apr No U3A Activity
29-Apr No U3A Activity	30-Apr No U3A Activity	01-May	02-May	03-May	04-May	05-May

This calendar is your personal calendar and only shows Hertford u3a activities that you have booked. The example above does not have any activities shown. However, if you belong to a group or have booked onto any events using the database booking system then these activities will appear on your personal calendar.

My Profile

When you have logged in and clicked on the My Profile menu (under Members Area) you will see a page with five tabs on it:

- Personal Details
- Groups
- Events
- Payments
- Emails
- Personal Details

Personal Details tab

This displays the Personal Details you have provided.

SIMPLE

MEMBERSHIP

Control Panel

Home > My Profile

Personal Details

Groups

Events

Payments

Emails

Save Changes

Cancel

Personal

Title:

Initials:

First Name:

Known As:

Last Name:

Email:

Mobile Phone:

Home Phone:

Member No:

Status: Active

UserName:

Join Date:

Renewal Date: 02 Jan 2024

Address

House Number/Name:

Address Line 1:

Address Line 2:

Town:

County:

Postcode:

Membership Information

Other u3a?: ☐ Yes ☒ No

Other u3a name & number:

Communication

Information By: ☐ Post ☒ Email

Contact Newsletter: ☐ Post ☒ Email

Third Age Magazine: ☐ No ☒ Yes

Gift Aid

GiftAid?: ☒ Yes ☐ No

Photos/Videos

Photos/Videos: No

Volunteering

Can You Volunteer?: ☐ Yes ☒ No

Membership Details

Partner Name:

Save Changes

Cancel

Most of the fields on this page can be amended by you, if required; however, some fields will be 'locked' and you will not be able to change these directly. Please ensure that your details are correct, and complete any missing information, as required. If you wish to make changes to any of the fields that have been locked, please contact the Membership Secretary.

NOTE: if the 'Partner' field is blank, and you wish to add your partner's name there, the system will allow you to do this, and will tell you it has saved it. The Membership Secretary will then need to create the link between you and your partner within the system. Once this has been done your partner's membership number will appear in the top of the two partner fields, and their name will appear in the field below.

To make any amendments click on the relevant field, make the changes required, and then click on 'Save Changes' in the top/bottom right of the page. If you make a mistake either simply overwrite it with the correct data or click the 'Cancel' box in the top/bottom right of the page. Your changes will only be saved once you have clicked 'Save Changes'.

If you make an entry (e.g. phone number) which doesn't satisfy the 'rules' set within the system you will see a red asterisk next to the relevant box, and the system will not allow you to save the change. Please amend the entry in the format requested and try again.

Once you have saved the changes successfully you will see a green banner message on the screen confirming this.



Groups tab

Clicking on the Groups tab shows which Groups you are a member of or on the Waiting List for, and whether you are the leader of any of them.

The screenshot shows the 'SIMPLE MEMBERSHIP' Control Panel. The navigation bar includes 'Home > My Profile' and tabs for 'Personal Details', 'Groups' (highlighted with a red circle), 'Events', 'Payments', and 'Emails'. Below the tabs is a table with columns 'Group' and 'Leader?'. The table lists three groups: 'Group Name 1', 'Group Name 2', and 'Group Name 3'. Each group has a red 'X' icon in the 'Leader?' column, indicating the user is not the leader. There are also small icons to the right of each group name.

Clicking on the name of a Group will take you to a page that gives key details of that Group.

The screenshot shows the 'Name of Group' page. It features a header with a laptop and envelope icon. Below the header, there is a list of details: Time (14:00 to 16:00), Week (Fourth), Day (Wednesday), Group Leader(s) (Group Leader details shown here), Venue (Venue details shown here), and Vacancies (8). To the right of these details is a table for 'Events' with columns 'Name', 'Date', and 'Time'. Below the table is a yellow box with a warning icon and the text 'There are currently no events scheduled for this group'.

October to April inclusive – afternoon talks arranged by a small committee, offer a varied programme including plant knowledge, aspects of cultivation and

In the top right hand corner of each Group's page is an icon that will allow you to email the group leader(s). (Leaders have additional icons visible, details of which can be found in the Guide for Leaders).



To exit a Group page use the 'back arrow'. This will take you back to your Profile.

NOTE: Only Group Organisers or the Groups Advisor can create or modify group memberships. If you are not shown as a member of any group to which you belong or have any concerns regarding the details shown for a group, please contact the Group Organiser in the first instance.

Events tab

Clicking on the Events tab shows any Events (i.e. trips) you are signed up for, or on the Waiting List for, and whether you are the Event Organiser. Clicking on an Event name will show you details of the event. You may also able to apply to join the Event or email the Event Organiser from the Event List page.

If you are signed up to an event you will see the green tick.

The screenshot shows the 'Events' tab in the SIMPLE MEMBERSHIP Control Panel. The navigation bar includes 'Personal Details', 'Groups', 'Events' (highlighted with a red circle), 'Payments', and 'Emails'. Below the tabs is a table with columns 'Event', 'Group', and 'Organiser?'. The table is empty. To the right of the table is a green box with a checkmark icon and the text 'You are signed up to this event'.

Payments tab

This page shows your record of membership and other payments. It cannot be edited by Members. If you have any concerns regarding the details on this page, please contact the Membership Secretary, in the first instance.

Personal Details	Groups	Events	Payments	Emails
Date	Category	Value	Type	Gift Aid?
03 Jan 2023	Renewals	£15.00	Standing Order	

NOTE: This screen also shows whether or not you have signed up for Gift Aid on your subscription. If your tax status has changed, please ensure that you change this on your Personal Details (see above).

Emails tabs

Clicking on the Emails tab shows recent emails that you have sent or received through the system. Clicking on the symbol on the right hand side of the list against each item will reveal the details of the email.

Personal Details

Groups

Events

Payments

Emails

Date	Subject	Send/Receive
28 Nov 2023	December Contact Newsletter	 