
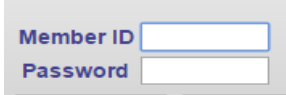
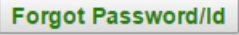
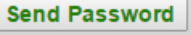

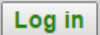


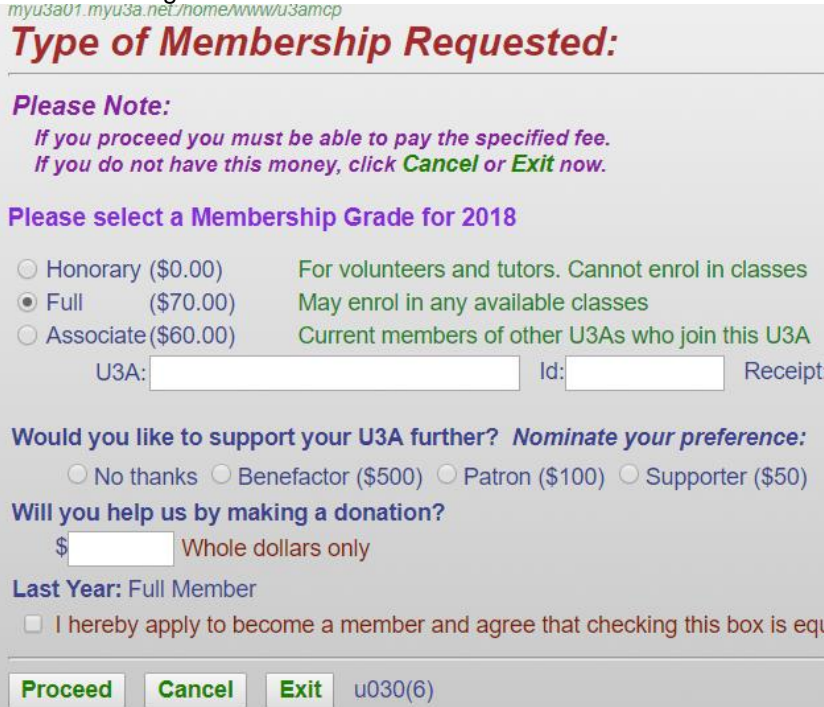



MEMBER INSTRUCTIONS – HOW TO USE THE ONLINE MyU3A SYSTEM

Please keep for future reference

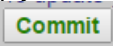
1. LOGIN	
<p>N.B. To use the online member portal you must have advised the office of your <u>email address</u>. If you have not, then please contact the office to update your member details with your email address. The system will then automatically email you a password.</p>	
<p>a. Go to the website www.u3amelbcity.org.au/myu3a</p>	<p>Preferred Internet browsers are: Google Chrome Mozilla Firefox Apple Safari</p>
<p>b. Click on </p>	
<p>c.  Enter your 4 digit ID and the password you were emailed.</p>	<p>If you have forgotten your password you can click on . You will then be asked to enter your ID and email address and click on . You will be emailed a password for you to login with. If you wish to change this you can do this via the  function in section 4.</p>
<p>d. Click on . You can then renew your membership or change your class enrolments or enter an apology.</p>	<p>If you have NOT already renewed your membership for 2018 go to section 2. If you have already renewed your membership go to section 3.</p>
<p>e. If you wish to change your password you can use the  function described in section 4.</p>	
2. RENEW MEMBERSHIP	
<p>a. After you login you will be see your membership status. To renew your membership click on .</p>	
<p>b. Then you need to:</p> <ul style="list-style-type: none"> • select the relevant membership type (defaults to FULL) and • tick any patronage boxes, • OR enter a one-time donation amount, if you would like to support this wonderful organisation. 	
 <p>The screenshot shows the 'Type of Membership Requested' form. It includes a 'Please Note' section with instructions on fees and cancellation. Below that, it asks to 'Please select a Membership Grade for 2018' with three options: Honorary (\$0.00), Full (\$70.00), and Associate (\$60.00). There are also fields for 'U3A:' and 'Id:', and a 'Receipt' button. Further down, it asks 'Would you like to support your U3A further?' with options for No thanks, Benefactor (\$500), Patron (\$100), and Supporter (\$50). It also asks 'Will you help us by making a donation?' with a dollar amount field. At the bottom, it shows 'Last Year: Full Member' and a checkbox for 'I hereby apply to become a member and agree that checking this box is equ'. At the very bottom are buttons for 'Proceed', 'Cancel', and 'Exit', along with the text 'u030(6)'.</p>	

c. You will also need to tick the agreement box at the bottom.

Then click on .



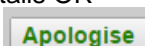

d. **Personal Details**

You will now see a screen with your membership details, your address and phone numbers, your email address, emergency contact details, etc.

e. If any of these are incorrect, or if you would like to apply for volunteering jobs, you should overwrite any details that are incorrect. Then click on .

f. **Membership Status screen**

Before you complete your renewal payment you can:

- Click on  to enrol, withdraw or review your classes for the current year. See **section 3** for more details OR
- Click on  if you wish to change any personal details. See **section 4** for more details OR
- Click on  if you wish to enter an apology for class absence. See **section 5** for more details OR
- Click on  if you have made a mistake with your membership selection or patronage selection.....OR
- Enter a donation amount in the


 Whole dollars only field.

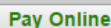
g. When you are ready to complete your payment click on .

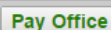
h. **Member Summary screen**

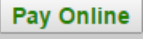
You now get a payment request screen. You can print a copy of your membership details if you wish by clicking on the Print button.

i. At the bottom of the screen are some payment options. We recommend using the secure trusted PayPal option to complete your online transaction **via credit card OR your PayPal account** (if you have one). The 'Pay Office' option should only be used if you are uncomfortable about using PayPal.

 If you would like to revise anything about your profile or your classes, click **Back**

 To pay now on line by credit card or Payal account, click **Pay Online**

 To pay by mailing a cheque to the office or by calling into the office and paying by card, cheque or cash, click **Pay Office**

j. For **Pay Office** go to step u. If you click on  you will be taken to the PayPal website and be able to pay **using either a PayPal account or a credit card** (Visa, Mastercard, Amex only).

k. You will first see this screen with the relevant amount in place of the XXX.

myu3a01.myu3a.net/home/www/u3amcp

Initiate on line payment of fees for 2018 Membership year

You will be transferred now to the Paypal system.
You are paying 70.00 for 2018 membership

On the Paypal site you can pay by credit card or your Paypal account (if you have one).

Please ensure you return from PYPAL to the U3A (Merchant) web site after making your payment



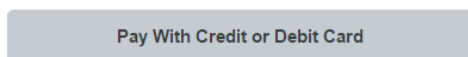
 u006(15)

Click on the **PayPal button** to confirm you wish to pay by PayPal account **or credit card**.

l. This takes you to the PayPal website and provides a view of the transaction you are paying for.

m. If you have a PayPal account then enter your email address and PayPal password and click on Log in.

n. If you wish to pay by credit card instead of using a PayPal account then click on this text further down the screen:



o. You will then be asked to provide your credit card and identification details.

p. Finally click on  at the bottom of the screen.

q. If you wish to cancel and not proceed with the payment then click on

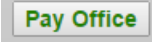
[Cancel and return to U3A Melbourne city.](#)

at the bottom of the screen. You will then need to **contact the office** to pay your membership renewal fee.

r. **Otherwise, after completing the payment details you must click on [Return to U3A Melbourne City.](#)**

s. The system will log you out after this.

t. **Note that you need to collect your new membership card from the office.**

u. If you click on  as the payment option you should pay by one of the following methods:

- Post a cheque to the office ASAP.
- Ring the office and provide them with your credit card details over the phone ASAP.
- Visit the office and pay by cash, cheque or debit/credit card ASAP.

Note that the system will immediately log you out if you choose this option. i.e. you cannot enrol in classes until your payment has been processed.

3. MEMBER OPTIONS – CLASS ENROLMENTS

a. If you have just renewed your membership you will need to login again to be able to enrol in classes.

- b. You will now see either Classes 2017, or both Classes 2017 and 2018, or just Classes 2018, depending on what time of year it is. *Note that 2018 classes will not be available for enrolment until 24/11/17 but you will be able to see them online from around 20th Nov 2017.*

If you want to enrol in 2017 classes click the **Classes 2017** button.

If you want to enrol in 2018 classes click the **Classes 2018** button.

- c. Click on the relevant year and you will see your enrolments for that year.
- d. For information regarding **Delete classes** go to Section 6.
- e. To enrol in further classes click on **Classes 2018**.
You will get a full list of all classes on offer for you to select from. E.g.

Book Discussion Group

Students read and discuss different genres of books. The aim of the course is to encourage a wide range of reading and to enjoy discussion.
Course Materials: Students need to provide their own copies of books from the reading list.

361-01	Thu	wk4,5	26/3-26/11	Terms: 1234	Open
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Tutor1: Sandra Joicey Enquiries/Bookings: 03 9639 5209

Request 01:00pm-03:00pm Ross House 1st Fl Meeting Rm 1 247 Flinders Lane 1st Fl Meeting Rm 1 MELBOURNE

Classes: 29/10 26/11

- f. Each class includes a box you can click on to select it. **If you wish to enrol in a class you must do this by clicking in the box next to the class information.**
- g. At the right-hand end of the line you can see if the class is **Open**, **TBA**, **Waitlisted**, **Closed** or **Cancelled**.
You can select it if the status is Open, TBA (tutor reviews before accepting enrolment) or Waitlisted (class is full).
- h. You can select up to 2 year-long classes in the initial period when enrolments are released.
- i. VERY IMPORTANT: You must now scroll all the way down to the bottom of the class list to get to the action button.**
- j. Click on **Next** to complete your class selections. If you haven't clicked on **Next** then your enrolment will not have been registered.
- k. This returns you to your class enrolments screen and now includes rows about the classes you have been enrolled in or waitlisted in.
- l. You can now choose another action or you can click **Next** to continue to the next screen.

4. PERSONAL DATA UPDATES – including passwords

You can click on **Update Profile** if you wish to change or add:

- personal details such as address, phone numbers, email address
- your password (just type over the top of the one that is displayed)
- emergency contact details OR
- tick any boxes of activities you would like to volunteer for.

Note that any field marked with a * is a mandatory field.

Click on **Commit** to save these changes.

Watch out for error messages in **red text** if your entries have not changed.

5. APOLOGIES

1. On your member account screen you will see this text near the bottom:

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m)

2. Enter the start date (in the format d/m. e.g. 4/11 for 4th Nov) AND the end date. They can be the same date.

3. Then click on **Apologise**.
4. You will get a screen with your classes and dates that are affected by the apology dates. Something like this...

Class	Course	From: 28/10/2015	To: 17/11/2015
614-01 Philosophers' Cave		<input checked="" type="checkbox"/> 28/10	<input checked="" type="checkbox"/> 4/11 <input checked="" type="checkbox"/> 11/11
845-02 Health Care Interventions - Choosing Wisely		<input checked="" type="checkbox"/> 29/10	<input checked="" type="checkbox"/> 5/11 <input checked="" type="checkbox"/> 12/11

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5. You can untick any dates against a class that you will be able to attend.
6. Then click on **Commit** to apply the apologies.

6. WITHDRAW FROM A CLASS YOU ARE ENROLLED OR WAITLISTED IN

If you no longer wish to be attend a class that you are enrolled in, OR
 If you do not wish to stay on the waitlist for a class

- Select the class from the list of classes on your Class Status screen – do this by clicking on the square button to the left of the class row
- Then click on the arrow see the following list of one.
- Then click on

Select Reason

- Dissatisfaction with Course
- Class level not suitable
- Unexpected Commitment
- Over-committed generally
- Timetable no longer suits
- Health (self or others)
- Timetable Conflict
- Enrolment Error
- Other

Select Reason ▼

next to the **Select Reason** box and you will withdrawal reasons. Select the relevant

7. FINISH

After clicking on **Next** from the main member profile screen (also called Class Status) you get a final confirmation and screen (called Member Summary).

This provides you with detailed information about:

- your personal details
- your classes (dates, location, time, tutor) – if you do not see the class enrolment details that you have just entered then **YOU ARE NOT** enrolled. Go back and do it again, because you must have forgotten a step.
- your payment receipts.

Please print this as a copy of your membership and class enrolments. If you do not have a printer then you can always log in again to see these details at any time.

Click on to log out.