
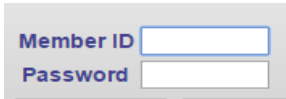
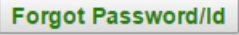
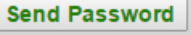






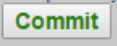


# MEMBER INSTRUCTIONS – HOW TO USE THE ONLINE MyU3A SYSTEM



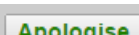
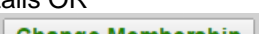
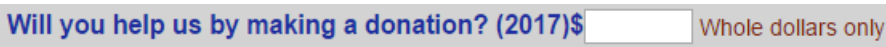
*Please keep for future reference*

1. LOGIN	
<p><b>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.</b></p>	
<p>a. Go to the website <a href="http://www.u3amelbcity.org.au/myu3a">www.u3amelbcity.org.au/myu3a</a></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 2017 <b>go to section 2</b>.  If you have already renewed your membership <b>go to section 3</b>.</p>
<p>e. If you wish to <b>change your password</b> you can use the  function described in <b>section 4</b>.</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"> <li>• select the relevant membership type (defaults to FULL) and</li> <li>• tick any patronage boxes,</li> <li>• OR enter a one-time donation amount, if you would like to support this wonderful organisation.</li> </ul>	
	
<p>c. You will also need to tick the agreement box at the bottom. Then click on .</p>	
<p>d. <b>Personal Details</b> You will now see a screen with your membership details, your address and phone numbers, your email address, emergency contact details, etc.</p>	

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:

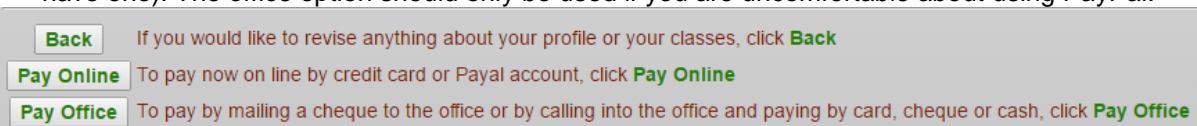
- Click on  to enrol, withdraw or review your classes. See **section 3** for more details OR
- Click on  if you wish to change any personal details. See **section 4** for more details OR
- Click on  if you wish to enter an apology for class absence. See **section 5** for more details OR
- Click on  if 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 .

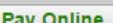
h. **Member Summary screen**

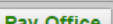
You now get a payment request screen. You can print a copy of your membership details if you wish by clicking on the Print button.


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 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.



**You will be transferred now to the Paypal system.**  
**You are paying 65.00 for 2017 membership**

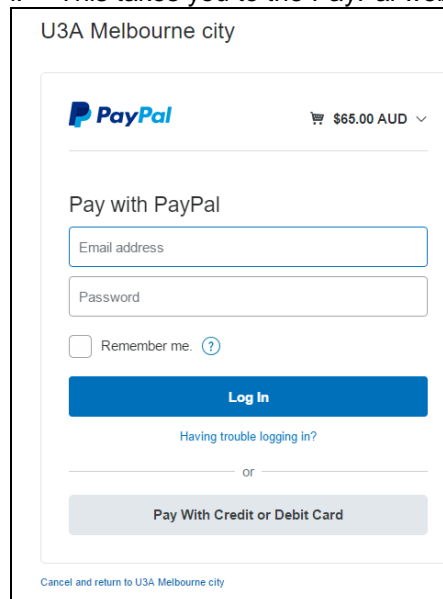
*Please ensure you return from PYPAL to the U3A web site after making your payment*

  
Click here to pay


 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.




U3A Melbourne city

 \$65.00 AUD

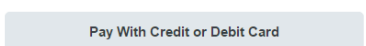
Pay with PayPal

Remember me. 



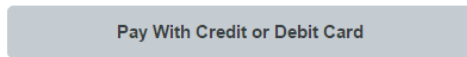
[Having trouble logging in?](#)

or



Cancel and return to U3A Melbourne city

- 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.

**PayPal Guest Checkout**

We don't share your financial details with the merchant.

Country  
Australia

VISA MASTERCARD DISCOVER

Card number

Expires CVW

First name Last name

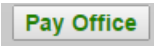
- p. Finally click on  at the bottom of the screen.
- q. If you wish to cancel and not proceed with the payment then click on

[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.](#)**

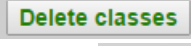

- s. The system will log you out after this.
- t. **Note that you need to collect your new membership card from the office.**

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

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

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 all of the classes you have enrolled in for the year.
- c. For information regarding  go to Section 6.
- d. To enrol in further classes click on . 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	<b>Thu</b>	wk4,5	26/3-26/11	Terms: 1234	<b>Open</b>
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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

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

**4. PERSONAL DATA UPDATES – including passwords**

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

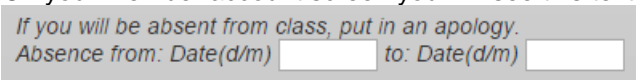
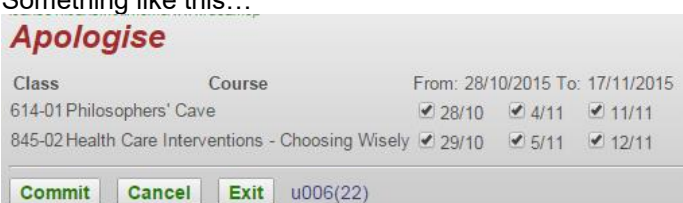
- personal details such as address, phone numbers, email address
- your password (just type over the top of the one that is displayed)
- emergency contact details OR
- tick any boxes of activities you would like to volunteer for.

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

Click on  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:  

2. Enter the start date (in the format d/m. e.g. 4/11 for 4<sup>th</sup> Nov) AND the end date. They can be the same date.
3. Then click on .
4. You will get a screen with your classes and dates that are affected by the apology dates. Something like this...  

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

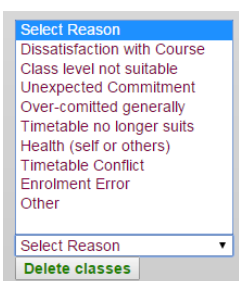
**6. WITHDRAW FROM A CLASS YOU ARE ENROLLED OR WAITLISTED IN**

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 – do this by clicking on row
- Then click on the arrow see the following list of one.
- Then click on

list of classes on your Class Status screen the square button to the left of the class

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



## 7. FINISH

After clicking on  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)
- 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.