

MEMBER INSTRUCTIONS – HOW TO USE THE ONLINE MyU3A SYSTEM

Please keep for future reference

1. LOGIN

Go to the website
www.u3amelbcity.org.au/myu3a

Preferred Internet browsers are:
Google Chrome
Mozilla Firefox
Apple Safari

Existing members go to 1.2

1.1 NEW MEMBERS

- a. Click on **New members**
- b. **Very important** - Read the information about membership very carefully!
- c. Complete the personal details in the next screen to create your new login details.

myu3a01.myu3a.net/home/www/u3amcl

Join Up On Line OR **Already a Member**

Do not use the browser back button while in this portal

Please Note:

*1. If you do not have an operational email address, you will not be able to use the online facilities. Please click on the **Exit** button below now and phone or call into the office.*

Given Name

Family Name

Email Address

Verify Email

Year of Birth

Apply for Membership 2020

- d. You are then asked to select your membership type. Note that there is a one-time joining fee for full membership. If Associate membership is chosen then details of existing membership at another U3A must be entered.

myu3a01.myu3a.net/home/www/u3amcp

Type of Membership Requested:

Please Note:

*If you proceed you will be required to pay the specified fee on line by credit card or your Paypal account. If you are not prepared to do this, click **Cancel** or **Exit** now.*

Please select a Membership Grade for 2020

☒ Full (\$95.00+20.00) May enrol in any available classes

☐ Associate (\$75.00) Current members of other U3As who join this U3A

U3A: Id: Receipt: Verified: ☐

Would you like to support your U3A further? Nominate your preference:

☐ No thanks ☐ Benefactor (\$500) ☐ Patron (\$100) ☐ Supporter (\$50)

Will you help us by making a donation?

\$ Whole dollars only. **do not enter your membership fee amount here.**

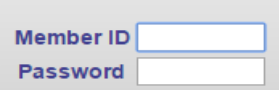
☐ I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.

Join **Exit** u006(6)

- e. If you wish to support U3A Melbourne City with ongoing annual patronage please select the level of patronage. For more information see <http://www.u3amelbcity.org.au/sites/default/files/Patrons'%20Program%202019%20V2.pdf>
- f. If you wish to make a one-off donation enter the amount in the blank box provided.
- g. Tick the agreement box.
- h. Click on **Join**.
- i. Complete all personal details in the form provided. All fields with * are mandatory fields.
- j. Check the details displayed in the Membership Status screen and if anything needs to be changed click on **Update Profile**. Otherwise click on **Next**.
- k. **GO TO** section 3 for payment details.

1.2 EXISTING MEMBERS

N.B. To use the online member portal you must have advised the office of your email address. 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.

a. Click on Existing/renewing members	
b.  Enter your 4 digit ID and the password you were emailed.	If you have forgotten your password you can click on Forgot Password/Id . You will then be asked to enter your ID and email address and click on Send Password . You will be emailed a password for you to login with. If you wish to change this you can do this via the Update Profile function in section 5.
c. Click on Log in . You can then renew your membership or change your class enrolments or enter an apology.	If you have NOT already renewed your membership for 2019 go to section 2 . If you have already renewed your membership go to section 4 .
d. If you wish to change your password you can use the Update Profile function described in section 5 .	

2 RENEW MEMBERSHIP

- a. After you login you will be see your membership status. To renew your membership click on **Renew Membership 2020**.
- b. Then you need to:
- Select the relevant membership type (defaults to FULL)
 - Note: if you wish to become an Associate Member you will need to enter:
 - i. The name of the other U3A you are a member of
 - ii. Your ID number at the other U3A
 - iii. The receipt number you received when you paid your membership at the other U3A.
 - Tick any patronage boxes if you wish to become a regular donor. For more information see <http://www.u3amelbcity.org.au/sites/default/files/Patrons%20Program%202019%20V2.pdf>
 - OR enter a one-time donation amount (in whole dollars), if you would like to support this wonderful organisation. DO NOT enter the membership fee here.

myu3a01.myu3a.net/home/www/u3amcp

Type of Membership Requested:

Please Note:
If you proceed you will be required to pay the specified fee on line by credit card or your Paypal account.
If you are not prepared to do this, click **Cancel** or **Exit** now.

Please select a Membership Grade for 2020

☒ Full (\$95.00) May enrol in any available classes
☐ Associate (\$75.00) Current members of other U3As who join this U3A

U3A: Id: Receipt: Verified: ☐

Would you like to support your U3A further? *Nominate your preference:*
☐ No thanks ☐ Benefactor (\$500) ☐ Patron (\$100) ☐ Supporter (\$50)




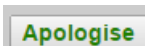
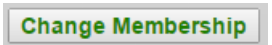


Will you help us by making a donation?
 \$ Whole dollars only. **do not enter your membership fee amount here.**

Last Year: Full Member Donation: \$10.00
☐ I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.

Proceed **Cancel** **Exit** u006(6)

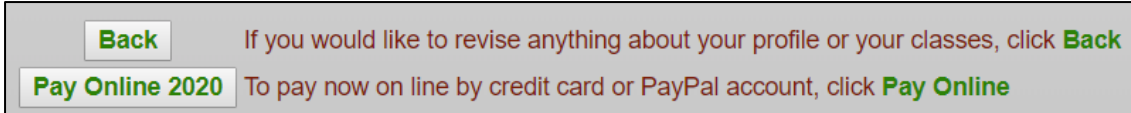
- c. You will also need to tick the agreement box at the bottom.


Then click on **Proceed**.


- 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 currently available classes. See **section 4** for more details OR
 - Click on  if you wish to change any personal details. See **section 5** for more details OR
 - Click on  if you wish to enter an apology for class absence. See **section 6** 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  field.
- g. When you are ready to complete your payment click on .


3 MEMBERSHIP PAYMENT

- a. **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.
- b. At the bottom of the screen is the link to the secure trusted PayPal option to complete your online transaction **via credit card OR your PayPal account** (if you have one).




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

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

- c. When 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).

- d. You will first see this screen:




myu3a01.myu3a.net/home/www/u3amcp


Initiate on line payment of fees for 2020 Membership year

You will be transferred now to the Paypal system.
You are paying 95.00 for 2020 membership

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



- Click on the **PayPal button** to confirm you wish to pay by PayPal account **or credit card**.
- e. This takes you to the PayPal website and provides a view of the transaction you are paying for.


\$95.00 AUD

Log in or pay as a guest

[Forgotten your password?](#)

☐ Stay logged in for faster purchases [?](#)

Log In

or

Pay with a Card

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

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

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

Pay with a Card





h. 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

Expires

CVV

First name

Last name

Pay Now

i. Finally click on Pay Now at the bottom of the screen. PayPal will automatically return you to MyU3A when the payment has been completed.

j. 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.

k. The system will log you out after this.

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

4 MEMBER OPTIONS – CLASS ENROLMENTS

- If you have just renewed your membership you will need to login again to be able to enrol in classes.
- You will now see a **Classes 2019** button.

*If you want to enrol in 2019 classes click the **Classes 2019** button.*

- Click on that button and you will see your enrolments for that year.
- For information regarding **Delete classes** go to Section 7.
- To enrol in further classes click on **Classes**.
You will get a full list of all classes on offer for you to select from. E.g.

Around the World in 30 Days: Travellers Tales

This course is designed to share the pleasure of reading travellers' tales, both modern and old, followed by discussion. Both the adventurous and armchair traveller can come together to discuss writers and their works - books, blogs, diaries, memoirs in a friendly, relaxed group. Each month a different country will be selected. Different writers will be chosen by the tutor, with particular books selected for class reading. For example, India is the country for the first session in March: selected writers are William Dalrymple, VS Naipaul, Paul Theroux, Vanessa Able and Sarah MacDonald. Books for discussion include William Dalrymple, City of Djinns: A Year In Delhi; VS Naipaul, An Area of Darkness; Paul Theroux, The Great Railway Bazaar; Vanessa Able, Never Mind the Bullocks: One Girl's 10,000 km Adventure around India in the World's Cheapest Car and Sarah MacDonald, Holy Cow. The class format will be book critiques followed by discussion. Future sessions will involve students' input in selection of countries and writers. Enthusiasm, a love of reading and discussion are the only requirements.

Prerequisites: Studied and/or interested in history and literature.

Class Materials: Buy, find second hand or borrow books from libraries.

1139-01 2019 **Tue** wk2 12/3-12/11

Terms: 1234

Open

☐ Tutor1: Margaret Smith Enquiries: 03 9639 5209

Request 10:00am-12:00pm Multicultural Hub Studio Room 506 Elizabeth Street Melbourne

Classes: 12/3 9/4 14/5 11/6 9/7 13/8 10/9 8/10 12/11

- Each class includes a ☐ box above the word **Request**. If you wish to enrol in a class you must do this by clicking in this box.
- 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).
- You can select up to 2 year-long classes in the initial period in November when enrolments are released, after which you can enrol in additional classes.
- Note that Foreign Language Policy rules restrict the number and type of language classes you can enrol in. See <http://www.u3amelbcity.org.au/Policies#Foreign%20Language%20Policy>.

j. VERY IMPORTANT: You must now scroll all the way down to the bottom of the class list to get to the action button.

- Click on **Next** to complete your class selections. If you haven't clicked on **Next** then your enrolment will not have been registered.
- This returns you to your class enrolments screen and now includes rows about the classes you have been enrolled in or waitlisted in.
- You can now choose another action or you can click **Next** to continue to the next screen.

5 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.

6 APOLOGIES

- 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)

- Enter the start date (in the format d/m. e.g. 1/3 for 1st March AND the end date. They can be the same date.
- 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...

Apologise

Class	Course	From: 01/03/2019 To: 08/03/2019
616-01 Let's Do Movies Registrations		<input checked="" type="checkbox"/> 5/03
624-01 Let's Do Galleries, Museums etc Registrations		<input checked="" type="checkbox"/> 7/03
898-01 Let's Do Music Registrations		<input checked="" type="checkbox"/> 4/03
947-01 History of New France		<input checked="" type="checkbox"/> 7/03

You are apologising for these dates.
If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

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

7 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
- 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 one.

8 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) – 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.