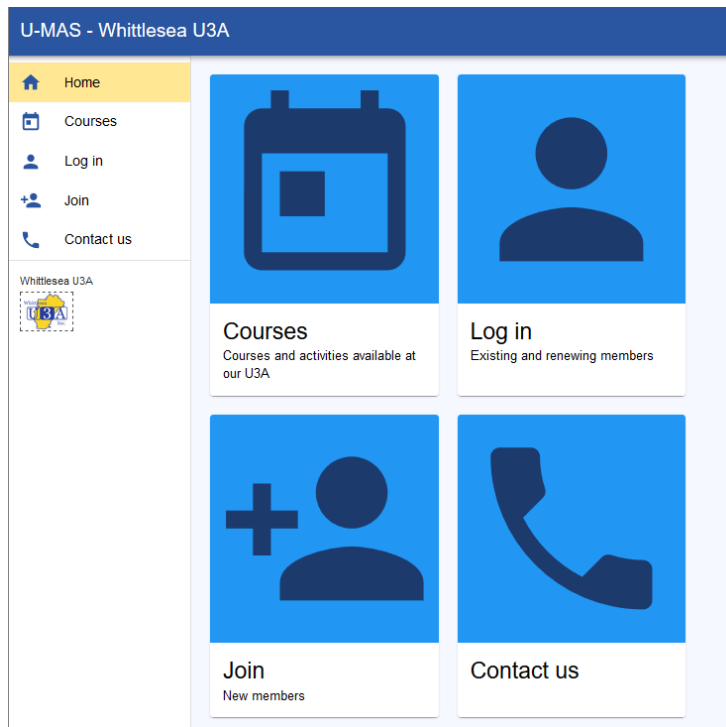


## Member Guide

Instructions for New & Existing Members

1. Go to [www.u3a.org.uk](#) website and click on **Member Login** top right of the menu
2. The following page appears



**Tip.** You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login

The screenshot shows the login page of the website. The page has a white background with a dark blue header. The main heading is 'Log in' in a large, bold, black font. Below the heading are two input fields: 'Member no. or email address \*' and 'Password \*'. The password field has a small eye icon to its right. Below the input fields is a dark blue 'SUBMIT' button. Underneath the button is a section titled 'Help links' with four links, each preceded by a question mark icon: 'Forgot password? Reset password', 'Not a member yet? Join up', 'Forgot member number? Retrieve member number', and 'Forgot all login details? Retrieve member details'.

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see My Membership details (incomplete screen shown)

# My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your **PASSWORD** and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 17147	Member Type Full Member
Members hip Active No	Members hip Expiry 28 Feb 2019

---

First name \*  Surname \*

Preferred name

---

Street \*

Suburb \*  Postcode \*

State \*

Tip. Check your Membership Details are correct.

6. Click on Courses in the Menu on the left

### Tips

Courses are arranged in block of 20 Courses

Tip Use the arrows at the top < > to move between blocks of courses

>I takes you to the last block of courses

I< takes you back to the first block of courses

**Filter** allows you to narrow the selection

### Course Display Settings

---

**Show Timespan**  
 Current timetable ▾

---

**Exclude**

Finished courses

Full courses

Closed courses

**Sort By...**  
 Day of week ▾

---

**... Then By**  
 Course code ▾

---

**Show Categories**

**ART:** Art activities

**BUS TRIP:** Bus trip

**COMPUTER:** Computing

**CRAFT:** Craft

**CULTURAL:** Multicultural activities- information

**DANCE:** Dancing

**Email:** Remote classes offered online

**EXERCISE:** Exercise

**GAMES:** Games

Filter aids in navigating the course offerings. Note the defaults are shown above but you can adjust the filter and click **Apply Changes**. The selection below is a portion of courses using Category "Online" sorted by Day of the Week.

ZOOM Listening to Your Story	03ONL04	15 Jul 2020 - 25 Nov 2020	▾
ZOOM Wednesday Chat with Friends	03ONL05	15 Jul 2020 - 25 Nov 2020	▾
ZOOM Introduction to Genealogy	03ONL06	15 Jul 2020 - 25 Nov 2020	▾
Office Use Only	20ZZZ14	1 Jul 2020 - 29 Oct 2020	▾
Day of week <b>Thursday</b>			
Course	Course code	Dates	
ZOOM Technology and Computers for Senior	04ONL01	16 Jul 2020 - 26 Nov 2020	▾
ZOOM Singing For Joy	04ONL02	16 Jul 2020 - 26 Nov 2020	▾

## 7. Course Selection

If you are interested in a Course click on that Course eg: Office Use Only to bring up the details as part shown below:

<b>Timetable</b>	None Day: Wednesday, 12:00 PM - 3:00 PM Dates: 1 Jul 2020 - 29 Oct 2020 Next date: 26 Aug 2020
<b>Availability</b>	Accepting enrolments? Yes Capacity: 5, enrolled: 4, available: 1, waitlisted: 0
<b>Full Fee</b>	\$0.00

[ADD TO CART](#) [CLOSE](#)

8. To select this click on ADD TO CART
9. If you are re-enrolling or enrolling for the first time the Cart will show 2 items as the Subscription will be included in the Cart



10. Click on Cart. The selected course/s will be shown as well as the Subscription Fee (note the fee may change from year to year. If you made an error selecting the course you can remove it and reselect from the Courses menu

Cart					
You do not have a current membership: A membership subscription will be automatically added to your cart if required.					
Code	Name	Start date	Status	Fee	
20ZZZ14	Office Use Only	1 Jul 2020	OK	\$0.00	
20SUBS	Subscription for 2020	1 Jan 2020	OK	\$30.00	
<b>Total</b>				<b>\$30.00</b>	

[CLOSE](#) [CLEAR CART](#) [CHECKOUT](#)

11. Click on Checkout. You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the Website.

# Checkout

## Cart summary:

20ZZZ14: Office Use Only

20SUBS: Subscription for 2020

Our terms and conditions are [available here](#).

I agree to the Membership Terms and Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#)

[CHECKOUT](#)

12. Once you have ticked the "I agree to the Membership Terms and Conditions, click Checkout and the Invoice will appear.

# Checkout

## Checkout success

Total due is \$30.00.

Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#)

## INVOICE

Invoice ID: 17147-8875

Date: 23 Aug 2020

**Bill to:**

Manny TEST

Member no: 17147

2080 My Road

LALOR

VIC 3075

E: member.test@gmail.com

Mob: 0419 123 456

Code	Name	Start date	Status	Fee
20SUBS	Subscription for 2020	1 Jan 2020	Enrolled	\$30.00
20ZZZ14	Office Use Only	1 Jul 2020	Enrolled	\$0.00
Total				\$30.00
Paid				\$0.00
Due				\$30.00

**PayPal or credit card:**

Use the PayPal button above this invoice. You can use a credit card even if you don't have a PayPal account.

**Bank deposit / EFT:**

Westpac Bank  
BSB: 033 137  
Acc: 189765  
Reference:  
17147-8875

**Other payment methods:**

- Cheque by mail, made out to Whittlesea USA Inc, and sent to:  
PO Box 1157,  
Lalor, Vic, 3075

Examples only



13. If paying offline you can close the invoice and logout to make your payment. Note, you will not be an Active Member till payment is received and your Member Details are updated

## Symbols next to Courses

When you are logged in, any courses in which you are currently enrolled or waitlisted will be marked with a blue letter E or W respectively:



Any course that is currently in your cart will be marked with a yellow letter C:



Some courses may have an additional icon, depending on their status:

Closed to new enrolments: Grey lock icon.

Full and only accepting waitlist enrolments: Grey crossed icon.

New (recently added to the timetable): Blue star icon.

