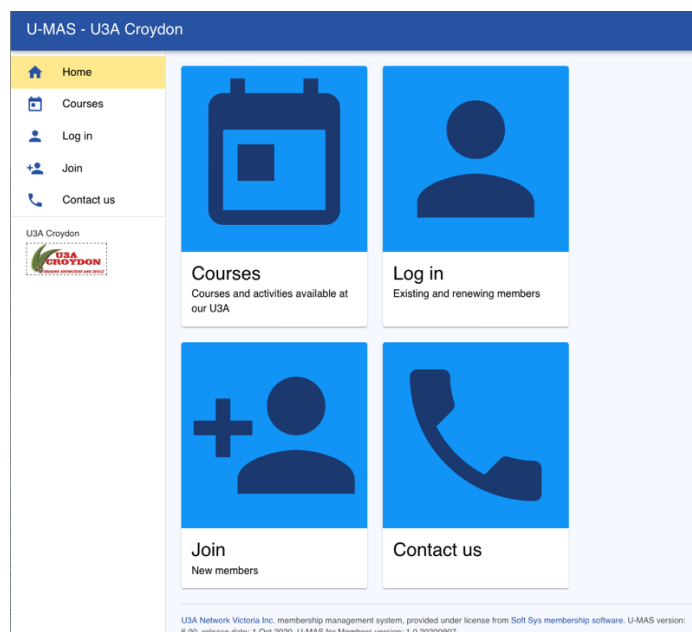


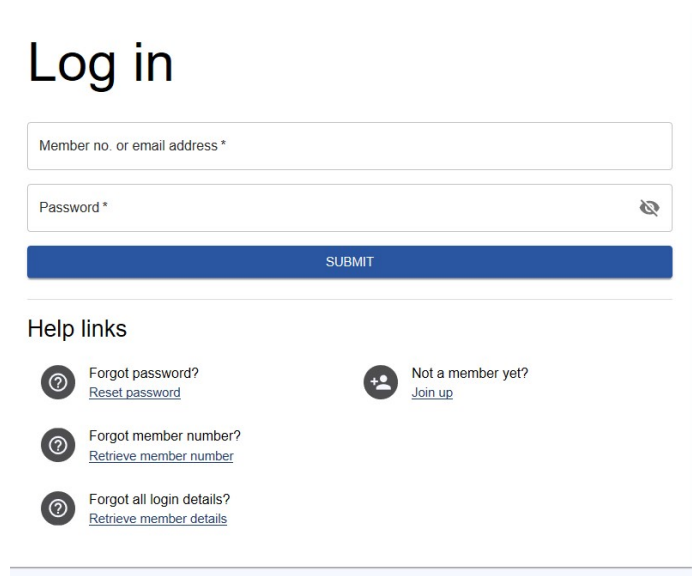
Instructions for Members

1. Go to <https://u3acroydon.org.au/> website and click on **Login** at 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



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

Courses

HELP

Current timetable (1 Jan 2020 - 31 Dec 2020)

Courses: 1-10 of 10 FILTER |< < > >|

Courses are arranged in block of 20 Courses,

Tip: Use the FILTER and arrows at the top

|< takes you back to the first block of courses

< takes you to the next set of courses up the list

> takes you to the next set of courses down the list

>| takes you to the last block of courses



allows you to narrow the selection by category

Select [UNTICK ALL](#) to clear all the Categories then select the category that you wish to enrol in. To display all the courses in your chosen category you then need to APPLY CHANGES from the bottom of the screen.

Course Display Settings

Show Timespan

Current timetable ▾

Exclude

- Finished courses
- Full courses
- Closed courses

Sort By...

Category ▾

... Then By

Course code ▾


Show Parent codes

[TICK ALL](#)

[UNTICK ALL](#)












- AAVOLUNT:** Volunteers
- ART:** Art-sketch & watercolour
- COMPUTER:** Computer-microsoft basics to advanced levels plus ipad
- CRAFT:** Craft-beading,card making,furniture restoration,patchwork,leadlighting
- DANCING:** Dancing-scottish, line & ballroom
- EXERCISE:** Exercise-walking,cycling,swimming,yoga,tai chi etc
- GAMES:** Games-chess, card & board games,mahjong , crosswords
- HISTORY:** History-australian & genealogy
- HUMANITI:** Humanities-book clubs,cinema,digital camera,speechcraft, current affairs etc
- LANGUAGE:** Language-french,german & italian. various levels
- MUSIC:** Music-choir & guitar & ukulele
- SCIENCE:** Science-astronomy & gardening
- ZZZADMIN:** Course for no course
- Other / uncategorised

[CANCEL](#) [APPLY CHANGES](#)

Current timetable (1 Jan 2020 - 31 Dec 2020) 

Courses: 1-10 of 10 FILTER |< < > >|

Category
GAMES: Games-Chess, card & board games,Mahjong , Crosswords

Course	Course code	Dates
Bridge for Beginners-Supervised Play	20GAM004	4 Feb 2020 - 1 Dec 2020 
Bridge for Beginners-Intro to the Game	20GAM005	5 Feb 2020 - 2 Dec 2020 
Hand & Foot a form of Canasta	20GAM010	5 Feb 2020 - 2 Dec 2020 
Chess	20GAM015	6 Feb 2020 - 3 Dec 2020 
Cryptic Crosswords	20GAM022	4 Feb 2020 - 1 Dec 2020 
Mahjong	20GAM025	3 Feb 2020 - 30 Nov 2020 
Mahjong - Social - No Beginners	20GAM026	5 Feb 2020 - 2 Dec 2020 
 Rummikub	20GAM028	6 Feb 2020 - 3 Dec 2020 
Scrabble	20GAM030	5 Feb 2020 - 2 Dec 2020 
500 Card Game	20GAM033	6 Feb 2020 - 3 Dec 2020 

Courses: 1-10 of 10 FILTER |< < > >|

7. Course Selection

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

Timetable	Wkly: Weekly Course Day: Tuesday, 9:30 AM - 11:00 AM Dates: 4 Feb 2020 - 1 Dec 2020 Next date: 10 Nov 2020
Availability	Accepting enrolments? Yes Capacity: 15, enrolled: 14, available: 1, waitlisted: 0
Full fee	\$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 also 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

	Code	Name	Start date	Status	Fee
	20GAM022	Cryptic Crosswords	4 Feb 2020	OK	\$0.00
Total					\$0.00

[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:

20ZZZ002: Course For No Course
SUBS2020: SUBS2020

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

I agree to the U3A Croydon Membership Conditions

[VIEW CART](#) [CHECKOUT](#)

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.00, release date: 1 Oct 2020. U-MAS for Members version: 1.0.20200907.

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

INVOICE



Invoice ID: 4446-9971

Date: 1 Nov 2020

Bill to:

Ferdi Taxidermist
 Member no: 4446
 1 Greenfields St
 Croydon
 VIC 3136
 E: trevorbellinger@yahoo.com.au

U3A Croydon Inc.

Incorporation: A0026437S
 ABN: 12 643 602 869
 PO Box 816
 Croydon
 Victoria 3136 Australia

Code	Name	Start date	Status	Fee
20ZZZ002	Course For No Course	7 Oct 2020	Enrolled	\$0.00
SUBS2020	SUBS2020	1 Jan 2020	Enrolled	\$35.00
Total				\$35.00
Paid				\$0.00
Due				\$35.00

PayPal or credit card:

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

Bank deposit / EFT:

Bendigo Bank
 BSB: 633108
 Acc: 1519-03853
 Reference: 4446-9971

Other payment methods:

- Cheque by mail, made out to U3A Croydon Inc., and sent to:
 PO Box 816
 Croydon
 Victoria 3136 Australia

Note: You must Logout when you have finished.

Payment Options for 2021

- **PayPal** – either with a personal PayPal account or as a guest if you do not have a PayPal account and you still want to use a credit card;
- **Bank Transfer** – this can be done online or at any bank. Some, but not all post offices also offer this service. Our U3A Croydon Inc. Bank details are as follows:-

BSB: 633-108

Account: 1519-03853

Amount: \$35

Reference details:

Reference details must include either membership number OR name. Without reference details we are unable to process your enrolment and you will not be enrolled in any course;

- **Cheques** to be made payable to U3A Croydon Inc. (**please include membership number or name**) and sent to P.O. Box 816, Croydon 3136.

Using one of the above options all fees must be paid by FRIDAY JANUARY 8th 2021.

There will be no Tap'n'Go or cash facilities available until further notice.

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.

