

Enrolment Details 2021

Due to COVID-19, the Committee of Management has decided that all enrolments for 2021 will be completely online. Government and Council restrictions mean that it will NOT be possible to have any members at the Office for the foreseeable future. The result from the recent Special General Meeting means that the 2021 enrolment fee has been set at \$35 per member.

Online enrolment commences at **10am on Monday, 7th December** when the website is open for enrolments. Prior to that, you can view the courses but not enrol. Anyone who has saved the old courses login on their computer or tablet will need to return to the main website, www.u3acroydon.org.au (**you will need to refresh the page to get the latest version**) and then choose the **Login** tab followed by **Existing Member Login**. The new website for members is available for anyone using a computer, tablet or smartphone and the pages have been made suitable to be read on all devices. The process of choosing courses and saving to a cart would be familiar to anyone who has spent time online shopping. It would be a good idea to check out the website before enrolment day as this will make it easier when it comes to enrolling. For those members who do not have Internet access, can you arrange to buddy with maybe a friend or family member to help with your enrolment? You are encouraged to enrol online yourself or with your buddy. Full instructions on how to enrol are the last 6 pages at the end this email. They are also available on the main website under the **Membership** section.

Courses

You can download a copy of the complete 2021 course list, including description and pre-requisites from the main website www.u3acroydon.org.au under the **Courses & Activities** tab. Changes to the COVID restrictions are happening regularly. At this stage we are uncertain how many of the courses will be indoors and what restrictions the Government and Council will have on the numbers in each class. Many of the courses are Zoom based and some activities are being conducted outdoors. We suggest you enrol in your preferred courses as usual and wait until next year to hear how the classes will operate. If you wish to enrol as a member without any courses at this stage, then you enrol in 21ZZZ002 (Course For No Course) and pay your membership fee. When more courses become available you will be notified by further emails. Then to enrol you will only need to login to the website and add them to your cart.

Passwords

It is essential that members know their U3A membership number and password before commencing enrolment. Many members have their Surname (in lower case) as their password so try this before going through the process of changing your password. If you have forgotten your password it can be changed in UMAS using the instructions later in this letter. All current passwords are valid but if you need to change or create a new password it must have at least 8 digits: a mixture of uppercase, lowercase and numbers.

Website Support

If you have already started your online enrolment but need to ask for some help, you can ring one of the Online Trouble-shooters: Monday 7th December 10am – 3pm, Tuesday 8th December 10am – 3pm, Wednesday 9th December – 10am – 12noon

Trevor: 9729 9308 Joy: 0418 556 236 Marg: 9729 6457 Sue: 0411 380 688

Payment Options for 2021

Due to COVID-19 the Committee of Management has been looking at the different payment options available to our members for 2021 (considering the closure of the U3A office). These are: -

- **PayPal** – either with a personal PayPal account or 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 OR Phone number. 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. If not, your membership will not be valid and you will not be enrolled in any courses.

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

Features of the new-look U3A Membership System

1. New screen layout


The screen display of the new UMAS Member interface adapts to PCs, laptops, tablets and smartphones, whereas the old system was not easy to use on tablets or smartphones.

2. New course display

Courses are displayed in blocks of 20. If you are interested in a specific Course Category, clicking on **FILTER** in **Courses** allows you to view just that particular Category or Categories. If you wish to find out what classes are running on a particular day you can use **FILTER** to sort by Day.

3. New 'shopping cart' for enrolment

To enrol in a Course, click on the down arrow by the Course you wish to select to bring up the Course Details. Click on **Add to Cart** at the bottom and that will appear in your Shopping Cart

When you Close Course Details you will see the symbol  beside the Course you have put in your Shopping Cart.

When you have selected all of the Courses you want to attend and have added them to your **Shopping Cart**, click on the Cart symbol at the top of the screen. This will show the Courses you have selected plus a Subscription Fee if you are enrolling at the start of the year or as a new member.

If you have completed your Course selections, click on **Checkout**.

This will take you to **Checkout Success** which will show what Course/s you have selected.

My Invoice shows any outstanding amounts to pay.

My Enrolments shows all the Courses you are enrolled in including any Wait Listed Courses, even if you have selected your Courses at different times.

If you are joining for the first time, you will be required to have an eight-digit password. Existing Members can continue to use their current password (which may be shorter) but if you want to change password you will need to enter a new eight-digit password.

4. Symbols by Courses:



This Course is full. If you select this Course you will be Wait Listed.



This Course is in your Shopping Cart



You have successfully Enrolled in this Course



You have been Wait Listed for this Course

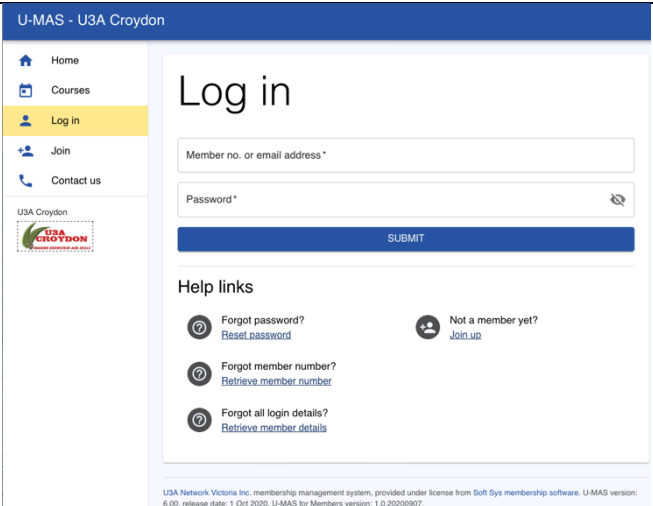


This course is closed to new enrolments



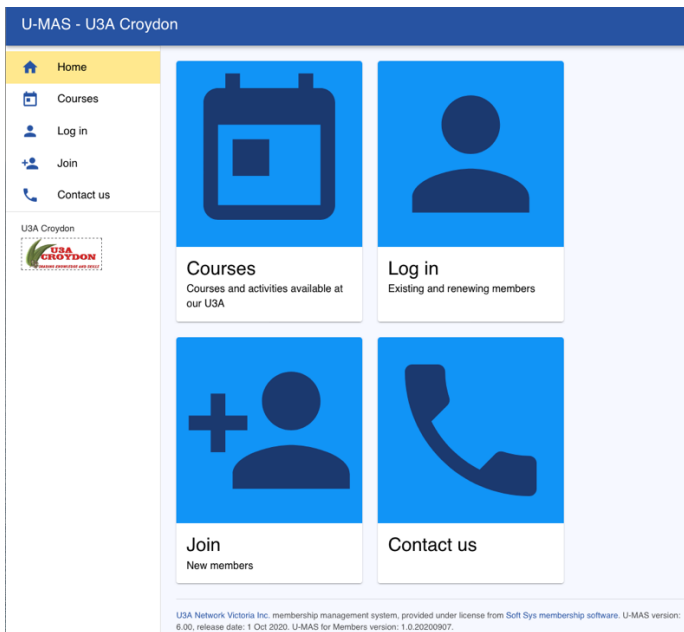
This course is new (recently added to the timetable)

Membership System (U-MAS and U-MAS for Members) - How to Reset a Password

<p>1. Select “Reset password” on the LOGIN screen before login</p> <p>A new screen will open “You can reset your password here”</p>	
<p>2. Enter your Member Number and Surname</p> <p>3. Click “Submit” button</p> <p>4. A message is sent to the email address we have recorded in our membership system. Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder</p>	<h2>Request password reset</h2> <p>Fill out and submit this form in order to receive a password reset authorisation code by email. If you already have an authorisation code, you can ENTER IT HERE.</p> <p>Member number *</p> <p>Surname *</p> <p>SUBMIT</p>
<p>5. Copy the authorisation code in the email and paste it into the Reset Password “Authorisation code”</p> <p>6. Enter your new password. Note: this must be at least 8 digits long: a mixture of uppercase, lowercase and numbers</p> <p>7. Confirm your new password</p> <p>8. Submit</p>	<h2>Reset password</h2> <p>Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for 20 minutes from the time it was sent: If your code has expired, you can REQUEST A NEW CODE.</p> <p>Member number * 14030</p> <p>Authorisation code * aee4bba6</p> <p>New password *</p> <p>Confirm new password *</p> <p>SUBMIT</p>
<p>9. A “Success” message will be displayed as shown</p> <p>10. Select login</p> <p>11. Login with your Member Number and new Password</p>	<h2>Reset password</h2> <p>Password updated.</p> <p>Success: Your password has been updated. Would you like to login?</p>

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

Log in

Member no. or email address *

Password *

SUBMIT

Help links

- Forgot password? [Reset password](#)
- Forgot member number? [Retrieve member number](#)
- Forgot all login details? [Retrieve member details](#)
- Not a member yet? [Join up](#)

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

Membership Active

No

Membership Expiry

28 Feb 2019

First name *

Manny

Surname *

TEST

Preferred name

Street *

2060 My Road

Suburb *

LALOR

Postcode *

3075

State *

VIC

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

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
 	


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: trevorbellingery@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