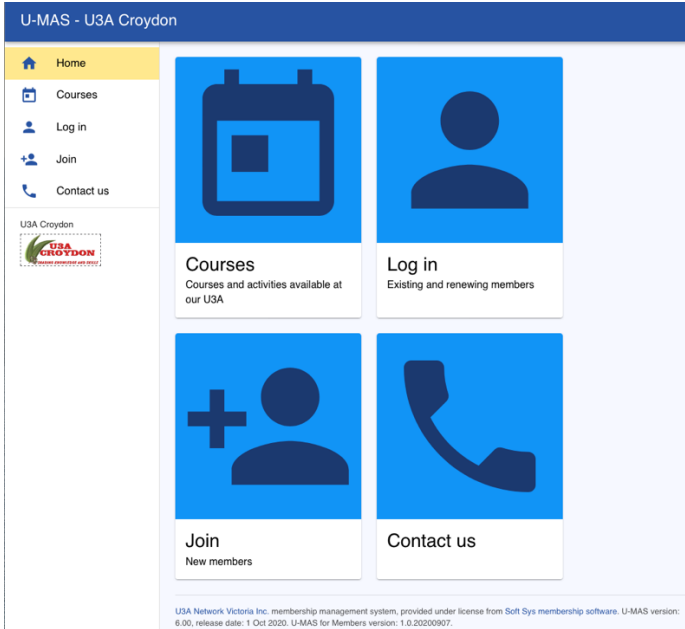


Instructions for Members: How to enrol in courses

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

A screenshot of the U3A Croydon login page. The page has a white background with a blue header. The main heading is 'Log in'. Below the heading are two input fields: 'Member no. or email address *' and 'Password *'. A blue 'SUBMIT' button is located below the password field. Underneath the button is a section titled 'Help links' with four links: 'Forgot password? Reset password', 'Not a member yet? Join up', 'Forgot member number? Retrieve member number', and 'Forgot all login details? Retrieve member details'. Each link is preceded by a question mark icon.

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 screens 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 *
Manny

Surname *
TEST

Preferred name

Street *
2060 My Road

Suburb *
LALOR

Postcode *
3075

State *
VIC

Year of birth *
1953

Gender *
Male

(Past) Occupation
Street Sweeper

Country of Birth
Australia

I agree to photos or videos

Have you been a previous member

Emergency Contact *
Wife

Contact number *
0123 456 789

Relationship
Wife


Are you double vaccinated against COVID-19?

Tip: Check your Membership Details are correct. Including your email address and all phone numbers. Have you checked the double vaccinated box?

6. Click on Courses in the Menu on the left

Courses are arranged in block of 20 Courses,

Tip: Use the FILTER and arrows at the top

<p>I< 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 >I takes you to the last block of courses</p>	 <p>allows you to narrow the selection by category</p>
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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	Show Parent codes
Current timetable ▾	TICK ALL UNTICK ALL
Exclude	<input type="checkbox"/> AAVOLUNT: Volunteers <input type="checkbox"/> ART: Art-sketch & watercolour <input type="checkbox"/> COMPUTER: Computer-microsoft basics to advanced levels plus ipad <input type="checkbox"/> CRAFT: Craft-beading, card making, furniture restoration, patchwork, leadlighting <input type="checkbox"/> DANCING: Dancing-scottish, line & ballroom <input type="checkbox"/> EXERCISE: Exercise-walking, cycling, swimming, yoga, tai chi etc <input checked="" type="checkbox"/> GAMES: Games-chess, card & board games, mahjong, crosswords <input type="checkbox"/> HISTORY: History-australian & genealogy <input type="checkbox"/> HUMANITI: Humanities-book clubs, cinema, digital camera, speechcraft, current affairs etc <input type="checkbox"/> LANGUAGE: Language-french, german & italian. various levels <input type="checkbox"/> MUSIC: Music-choir & guitar & ukulele <input type="checkbox"/> SCIENCE: Science-astronomy & gardening <input type="checkbox"/> ZZZADMIN: Course for no course <input type="checkbox"/> Other / uncategorised
<input checked="" type="checkbox"/> Finished courses	
<input type="checkbox"/> Full courses	
<input checked="" type="checkbox"/> Closed courses	
Sort By...	
Category ▾	
... Then By	
Course code ▾	

CANCEL **APPLY CHANGES**

Current timetable (1 Jan 2020 - 31 Dec 2020) 

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 

7. Course Selection

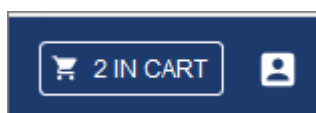
If you are interested in a Course, click on that Course eg: Cryptic Crosswords to bring up the details as part shown below:

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 course, click on ADD TO CART

9. If you are re-enrolling for 2022 or enrolling for the first time the Cart will show 2 items as the yearly 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 will 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: 4446-11673

Date: 30 Oct 2021

Bill to:
Ferdie Taxidermist
Member no: 4446

1 Greenfields St
Croydon
VIC 3136

E: trevorbelling@yadoo.com.au



U3A Croydon Inc.

Incorporation: A0026437S

ABN: 12 643 602 869

PO Box 816
Croydon
Victoria 3136 Australia

Postal address:

PO Box 816
Croydon
Victoria 3136 Australia

Code	Name	Start date	Status	Fee
21AAVOL2	Volunteer for Office	1 Feb 2021	Enrolled	\$0.00
SUBS2021	Subscriptions for 2021	7 Dec 2020	Enrolled	\$35.00
			Total	\$35.00
			Paid	\$0.00
			Due	\$35.00

Bank transfer

Bendigo Bank
BSB: 633 000
Acc: 1519-03853
Use reference: 4446-11673

PayPal or credit card

Pay with PayPal or credit card from the My Invoices page when you are logged in to U-MAS. For detailed instructions, click the Help button near the top right of the My Invoices page.

Other payment methods

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

If paying by cheque, please make it out to U3A Croydon Inc., and write Invoice ID 4446-11673 on the back

Note: This invoice shows the 2021 enrolment fee of \$35. The enrolment fee for 2022 is \$45 and this amount will show on your invoice.

You must Logout when you have finished.