

# HOW TO ENROL USING UMAS

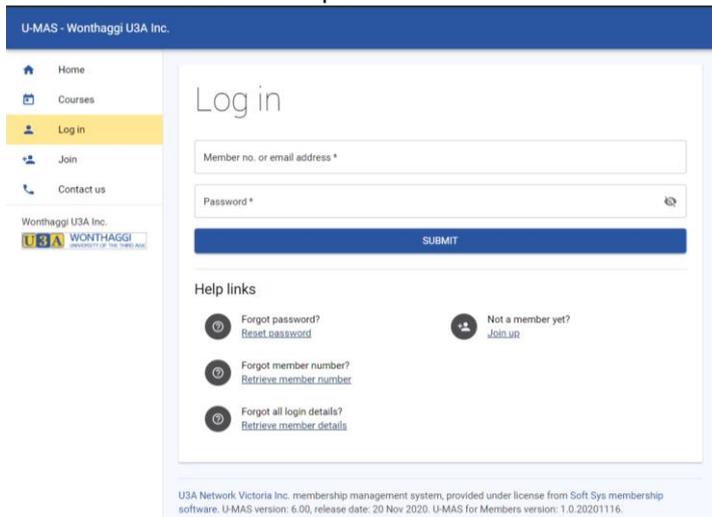
## Instructions for 2020 Members

All ongoing members are asked to log into the database

- (a) to update personal details, and
- (b) to enrol for 2021 before 17 January 2021.

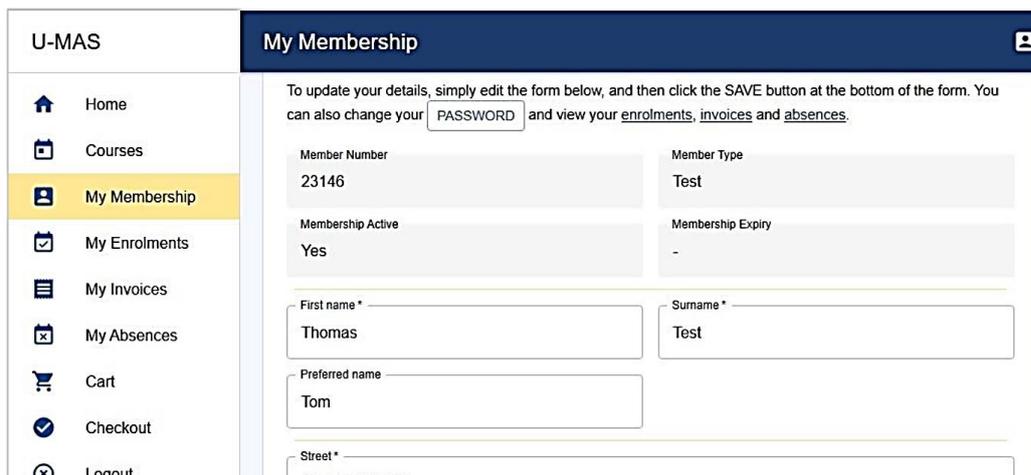
If you need **help** with your enrolment ring the helpline. Details are on the last page.

1. Go to your internet browser and open U3A Wonthaggi's website at [www.u3awonthaggi.org.au](http://www.u3awonthaggi.org.au)
2. Click on **Member Login** and select **Existing Member Login** from the drop-down menu and click, the login screen shown below will open.



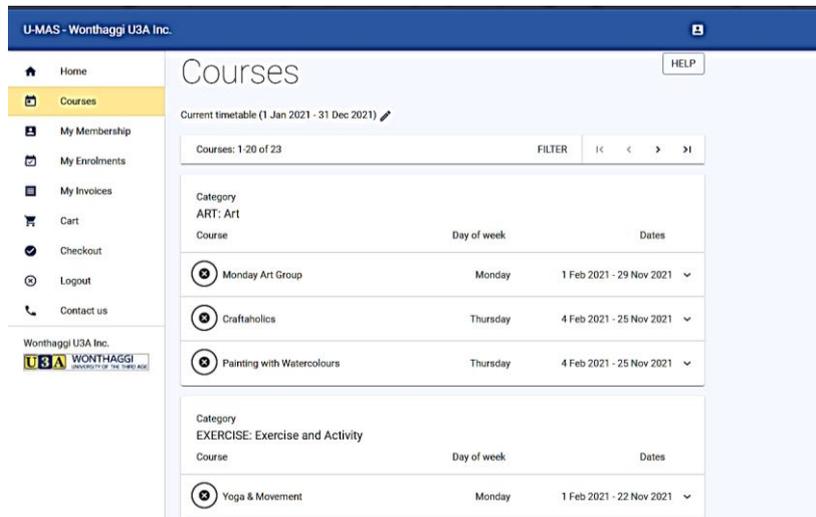
**TIP**  
If you do not know your password click on **Reset password** and you will receive email instructions.

3. Enter your email address (or membership number) and password and click **SUBMIT**.
4. After successfully logging in, you will see the **My Membership** screen. Read through all of your details, correct any errors and complete any empty fields. Go to the bottom of the screen and click **SAVE**.

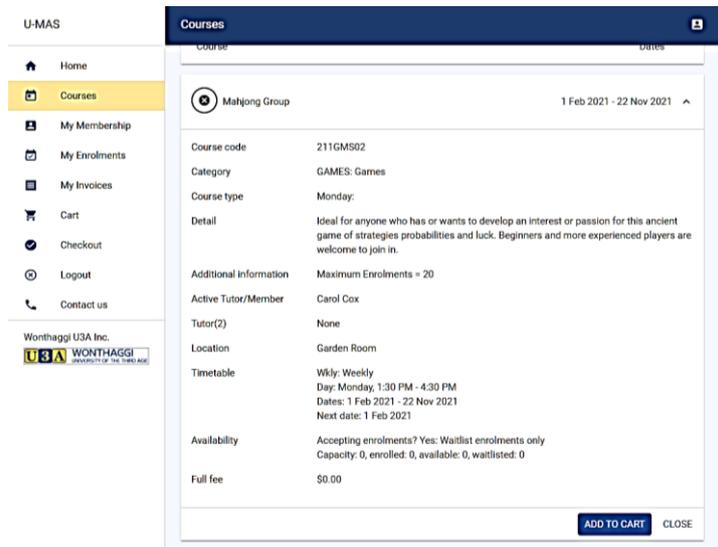


5. To view available courses, click on **Courses** in the menu on the left side of the page.
6. The list of courses will open (see over). Some courses will have an additional icon depending on their status, for example:

-  indicates a course is closed to new enrolments.
-  indicates that enrolments will be waitlisted.
-  indicates a new course or a course recently added to the timetable.



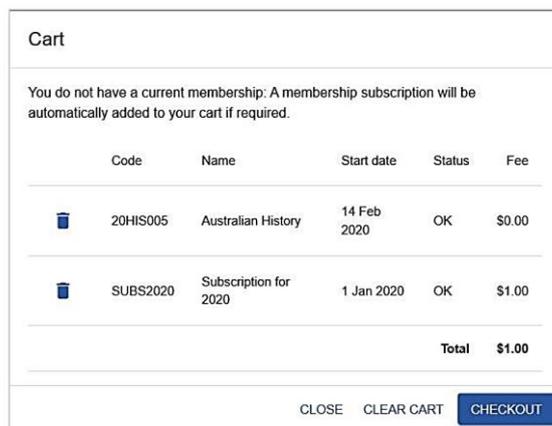
7. Click on the arrow  at the left side of a course name for detailed information about that course.



8. To enrol in a course click **ADD TO CART.**

9. Click on the arrows   at the top of the screen when you need to display more courses.

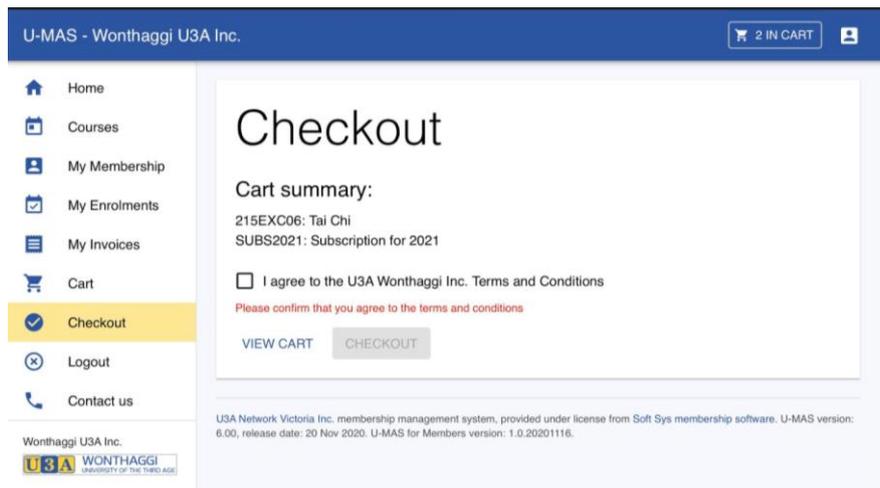
10. When you are finished selecting, click **CART** on the left side menu to see a summary of your selections, as shown below.



11. If you change your mind, you can delete a course/s or close and return to the Courses screen to start again.

12. The fee for "2020 members" will be \$0. Click **CHECKOUT** when you are satisfied with your selections.

13. You need to tick the box on the next Checkout screen, to agree to the **Membership Terms and Conditions** before moving to the final checkout. The Terms and Conditions are on the website - go to the website and click on **About Us** tab on the top menu bar.



14. If you are satisfied with what appears on your CHECKOUT screen and have ticked the Terms and Conditions box click on CHECKOUT and a summary screen will appear. This is where you would usually pay the subscription fee but the amount showing for you to pay will be \$0.
15. Your enrolment is complete and you can close down U-MAS.
16. You will immediately receive an email confirming your enrolment choices and another one in the final week of January to let you know which enrolments have been successful.

## Helpline

A volunteer helpline is available to assist members who experience problems enrolling online.

If you need help you can ring any of the helpline numbers.

If there is no answer when you ring, leave a message requesting a call back or try to reach another helpline number if you don't want to wait.

Please be considerate about your calling time and patient if you need to wait a while for your call back. We will do our best to provide timely assistance.

Lynn Kirk	0411 263 060
Gary Beard	0438 999 495
Mary Schooneveldt	0412 485 044
Robyn O'Sullivan	0438 743 949
Diana Holmberg	0402 893 145 (this number is available until 12 January)