

# Online Enrolments

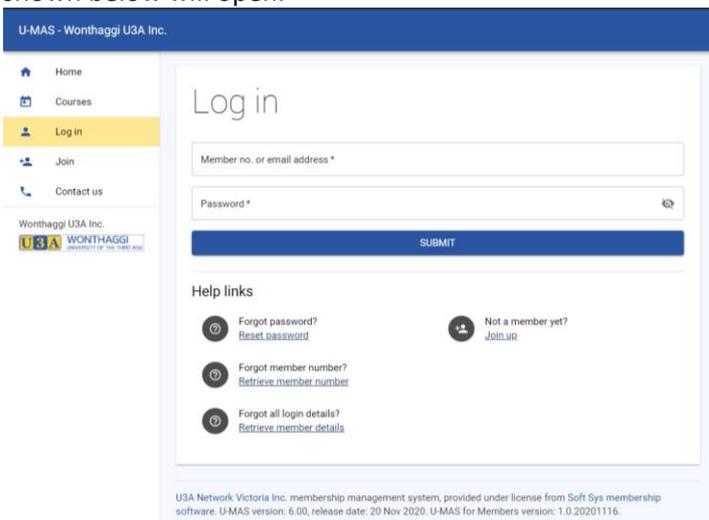
## Instructions for Ongoing Members

All ongoing members are asked to log into the database

- (a) to update personal details, and
- (b) to enrol for 2022 when enrolments open on 28 November 2022.

**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**. Select **Existing Member Login** from the drop-down menu and the login screen shown below will open.

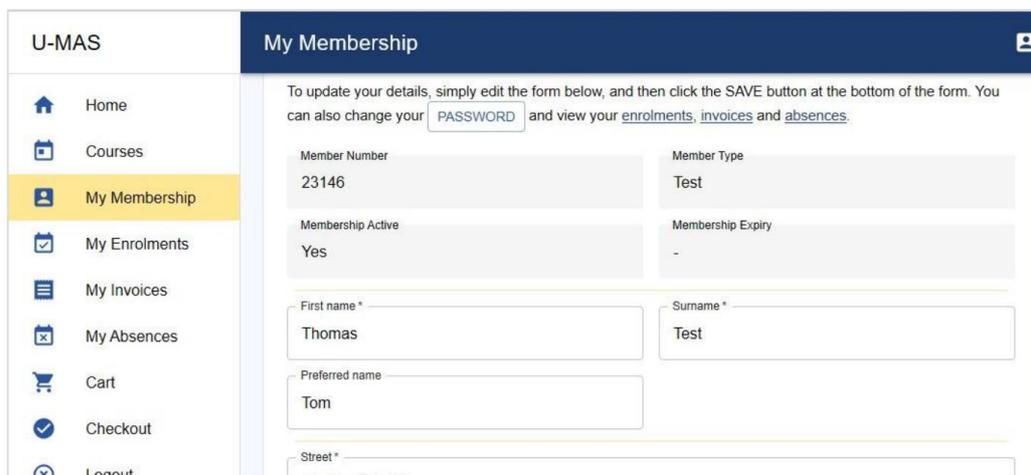


The screenshot shows the U-MAS login interface. At the top, there is a navigation menu with 'Home', 'Courses', 'Log in' (highlighted), 'Join', and 'Contact us'. Below the menu is the 'Log in' form with fields for 'Member no. or email address \*' and 'Password \*', and a 'SUBMIT' button. There are also 'Help links' for 'Forgot password?', 'Forgot member number?', and 'Forgot all login details?'. A 'Not a member yet? Join us' link is also present. At the bottom, there is a small footer with technical information.

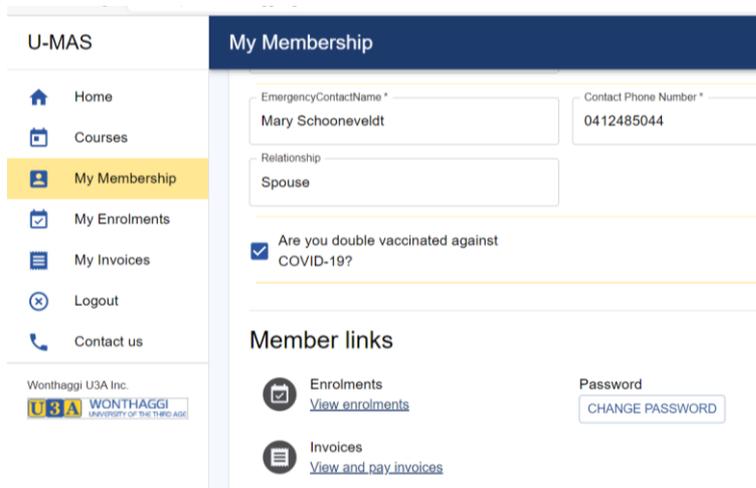
**TIP**  
If you do not know your password click on **Reset password** and you will receive email instructions.

3. Enter your email address (or membership number) and password and click on **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.

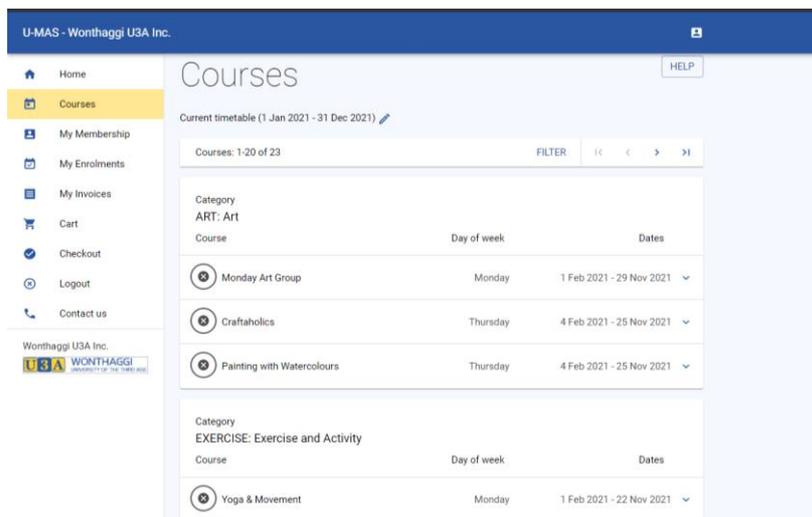
Go to the bottom of the screen and click on **SAVE**.



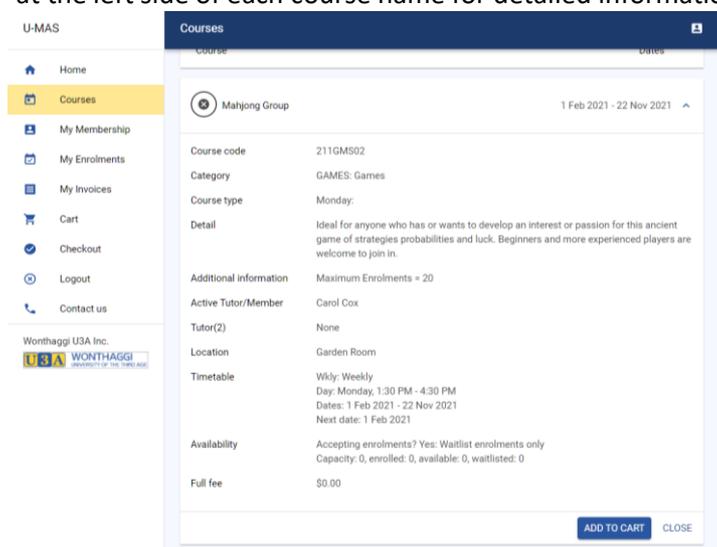
The screenshot shows the 'My Membership' screen. It has a navigation menu on the left with 'Home', 'Courses', 'My Membership' (highlighted), 'My Enrolments', 'My Invoices', 'My Absences', 'Cart', 'Checkout', and 'Logout'. The main content area has a heading 'My Membership' and a sub-heading 'To update 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](#).' Below this are several form fields: 'Member Number' (23146), 'Member Type' (Test), 'Membership Active' (Yes), 'Membership Expiry' (-), 'First name \*' (Thomas), 'Surname \*' (Test), 'Preferred name' (Tom), and 'Street \*' (40 Alameda Rd).



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 each course name for detailed information about each 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 on **CART** on the left side menu to see a summary of your selections, as shown below.

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
	20HIS005	Australian History	14 Feb 2020	OK	\$0.00
	SUBS2020	Subscription for 2020	1 Jan 2020	OK	\$1.00
<b>Total</b>					<b>\$1.00</b>
<a href="#">CLOSE</a> <a href="#">CLEAR CART</a> <a href="#">CHECKOUT</a>					

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 "2023 Full members" will be \$50. Note that Active Tutors/Members is \$25 and Life Members \$0 and invoice will be adjusted by Admin. 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 the final checkout. The Terms and Conditions are on the website - go to the **About Us** tab on the top menu bar.

U-MAS - Wonthaggi U3A Inc. 2 IN CART 

- Home
- Courses
- My Membership
- My Enrolments
- My Invoices
- Cart
- Checkout**
- Logout
- Contact us

# Checkout

**Cart summary:**  
215EXC06: Tai Chi  
SUBS2021: Subscription for 2021

I agree to the U3A Wonthaggi Inc. Terms and Conditions

Please confirm that you agree to the terms and 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: 20 Nov 2020. U-MAS for Members version: 1.0.20201116.

Wonthaggi U3A Inc.  


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 where you would usually pay the Full Member subscription fee \$50. Note that Invoices will be adjusted by Admin for Active Tutors (\$25) and Life Members (free).
15. Your enrolment is complete and you can close down U-MAS.
16. You will receive an email confirming the status of your enrolments and a further confirmation prior to classes commencing at the end of January.

# 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.

- **Mary 0412 485044**
- **Lynn 0493 471 254**
- **John 0412 025 666**
- **Gary 0438 999 495**