

# University of the Third Age Armidale Inc. - MyU3A User Manual

## New Member – Join Us

a) From the U3AA Website, click on the *Join Us* link (indicated 2. below).

University of the Third Age  
Armidale Inc.

Home About us (02) 6772 2752

U3A Armidale was established in 1992. It is part of a worldwide movement which was founded in France in 1972. The first Australian U3A was formed in Melbourne in 1984. There are now about 300 U3As in Australia, with about 100,000 members.

### Membership

The 2022 Semester 2 membership fee is \$45.

**Existing Members** Members can login and then edit their contact details, pay membership fees and enrol in courses.  
A manual of how to use the Member Login can be downloaded or printed [here](#) if required.  
[Member Login](#) ← 1

**New Members** People wishing to join U3AA can do so by following the link below.  
A manual of how to use the Join Us link can be downloaded or printed [here](#) if required.  
[Join Us](#) ← 2

**Tutors** Tutors can access the Tutor's Portal link below.  
A manual of how to use the Tutors link can be downloaded or printed [here](#) if required.  
[Tutors Portal](#) ← 3

b) The next screen seeks your basic details, sufficient for us to identify you.

U3A Armidale  
The MyU3A Network On Line Member Services (2021)  
Welcome Process database

myu3a01 myu3a.net/home/comp  
[Join Up On Line](#) OR [Already a Member](#)  
Do not use the browser back button while in this portal

**Please Note:**  
1. If you do not have an operational email address, you will not be able to use the online facilities.  
Please click on the [Exit](#) button below now.

Given Name  ← 3  
Family Name  ← 4  
Email Address   
Verify Email   
Date of Birth D:  M:  Y:  ← 5  
[Apply for Membership 2021](#) ← 6

[Exit](#) u006(1a)

1. You are given the opportunity, in case of wrong click, to proceed to Online entry or,
2. to proceed to Member Login.
3. Provide your *Given* and *Family Name* in the fields indicated.
4. Provide your *email address* and verify (to check spelling).

**U3A** The MyU3A Network

**Armidale**  
On Line Member Services (2021)  
Welcome Practice database

myu3a01 myu3a.net/home/news/01a.asp

**Join Up On Line** OR **Already a Member**  
Do not use the browser back button while in this portal

**Please Note:**  
1. If you do not have an operational email address, you will not be able to use the online facilities.  
Please click on the **Exit** button below now.

Given Name: Fred  
Family Name: Bloggs  
Email Address: Fred@Bloggs.com.au  
Verify Email: Fred@Bloggs.com.au  
Date of Birth: D: 01 M: 01 Y: 1949

**Apply for Membership 2021**

**Exit** U006(1a)

5. Enter your *Date of Birth* (you may enter 01/01/XXXX if you desire) this is used for statistical purposes only.
6. Click on the *Apply for Membership 20XX*.

c) The next screen asks confirmation of the type of membership requested (generally *Full*).

**U3A** The MyU3A Network

**Armidale**  
On Line Member Services (2021)  
Welcome Practice database

myu3a01 myu3a.net/home/news/01a.asp

**Type of Membership Requested:**

**Please select a Membership Grade for 2021**

☐ Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes

☒ Full (\$50.00) May enrol in any available classes

☐ Associate (\$0.00) Current members of other U3As who join this U3A

USA 1:  Id:  Receipt:  Verified: ☐

☐ Guest (\$0.00) Non members participating in Forums and Social events

☐ By ticking this box I apply to become/renew a member and I agree to abide by the Constitution & any Terms and Conditions or Policies of U3A Armidale.

**Join** **Exit** U006(5)

1. Click on the *Radio Button* for *Full*. Special memberships are only granted after approval.
2. Click to tick your acceptance to be guided by the U3AA Constitution, and the Terms and Conditions set down in our Policies & Procedures.
3. Click *Join* to proceed.
4. Click *Exit* if unsure at this stage and come and see us in the office.

d) The next screen is for you to complete your details for us.

**U3A** The MyU3A Network **On Line Member Services (2021)**  
Welcome **Practise database**

mys3a01 mys3a.net/home/wws3aamp  
**Application Form** Full Membership

**New Application** **NB Complete all relevant details in the fields as below then click Commit**

Entries marked \* must be supplied

Title  \* Sex ☐ M ☐ F All names: add 'I' to override caps check.

\* Given Name  Fred Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name.

\* Family Name  Bloggs Badge Name  Enter a 0 (zero) to clear badge name.

\* Address

\* City/Suburb

Post Code  State  NSW Date of Birth D: 1 M: 1 Y: 1949

\* Phone Numbers

\* Email  fred@blogs.com.au (enter No if no email)

\* Verify Email  fred@blogs.com.au (enter No if no email)

\* Password  Verify password  Required Choose one if you have an email address (prior to retirement)

Occupation

Skills

Interests

In the event of illness, please notify:

Name  Phone

Name  Phone

Are there any medical issues?

Would you like to receive the Newsletter? ☐ No ☐ Post ☐ Email

\* How did you find out about USA?

What is your Country of Origin  Australia

Language at home  English If not English

Would you like to volunteer? Tick preferred positions:

☐ On Call ☐ Committee ☐ Leader ☐ Office ☐ Tutor

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

**Commit** **Cancel** **Exit** u006(7)

**NB** Fields with a red asterisk in the screen above **MUST** be completed to continue.

Complete ALL Relevant fields that pertain to you and then press **Commit**.

If still unsure, press 'Cancel' to cancel entry or 'Exit' to leave entirely.

e) The next screen is a snapshot of your details as they have been entered.

**U3A** The MyU3A Network **Armidaale**  
**On Line Member Services (2021)**  
Welcome **Practise database**

mys3a01 mys3a.net/home/wws3aamp  
**Warning: Practise Database. Changes will be lost.**

**Membership Status 2021**

Member: 1453 Fred Bloggs [bloggf01]

2021 Full member

Renewed: 17/09/2021 Active: 17/09/2021 Expires: 31/12/2021 C/L

Applied: 17/09/2021 updated: 17/09/2021:1248 Last Enrolled: 2021

Address: 15 North Street, Armidaale, NSW, 2350

Phone Nos: 02 5771 1212 0421 123 123 DOB: 01/01/1949

Email: fred@blogs.com.au

Emergency: Freda Bloggs 02 5771 1212 0421 456 456

Country of Origin: Australia

You will be receiving newsletters by email

2021

\$50.00 Membership Fees

\$50.00 Total Due

\$50.00 Owing

Please note: This page covers only membership. Click a Classes button below for class information.

**Proceed to Payment** **Update Profile** **Change Membership**

If you want to enrol in 2021 classes click the **Classes 2021** button **Classes 2021**

If you will be absent from class, put in an apology.

Absence from: Date(ddm)  to: Date(ddm)  **Apologise**

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1. Double check the details are correct, that the Membership type is correct and amount for that membership is correct.
2. If details are incorrect click on *Update Profile*.
3. If Membership is incorrect click on *Change Membership*, else
4. Click on *Proceed to Payment*.

**NB** Other options on this screen will be addressed later.

f) When you click on *Proceed to Payment* (while online), the following screen is displayed.

Payment for Membership may be made in several ways:

Online through MyU3A using the eWAY Payment Gateway,

By card at the office using the Zeller Terminal,

By cash at the office,

By cheque in the mail with a completed Membership Form.

The screenshot shows the 'Member Summary 2021' for Fred Bloggs. It lists personal details, membership status, and fees. A success message prompts the user to print the page. Navigation links at the bottom include 'Back', 'Pay Online 2021', and 'Pay Office', each with a red arrow pointing to it.

**U3A** The MyU3A Network  
**Armidale** On Line Member Services (2021)  
Welcome Fred Practice database

mys3a01.myu3a.net/homeview/3a.asp  
**Member Summary 2021**

Member: 1453 Fred Bloggs [blogfre01]  
2021 Full member  
Renewed: 17/09/2021 Active: 17/09/2021 Expires: 31/12/2021 O/L  
Applied: 17/09/2021 updated: 17/09/2021 1248 Last Enrolled: 2021  
Address: 15 North Street, Armidale, NSW, 2350  
Phone Nos: 02 6771 1212 0421 123 123 DOB: 01/01/1949  
Email: fred@bloggs.com.au  
Emergency: Frieda Bloggs 02 6771 1212 0421 456 456  
Country of Origin: Australia  
You will be receiving newsletters by email  
Highlights: Withdrawn /Awai/Acceptance

2021  
\$50.00 Membership Fees  
\$50.00 Total Due  
\$50.00 Owing

**Success!**  
Print: Please print this page as your record if you have a printer or capture it on your smartphone.  
Record your member ID and password so you can come back here at any time.

[Back](#) If you would like to revise anything about your profile or your classes, click [Back](#)  
[Pay Online 2021](#) To pay now on line by credit card, click [Pay Online](#)  
[Pay Office](#) To pay by mailing a cheque to the office or by calling into the office and paying by cheque or cash, click [Pay Office](#)

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1. You are prompted to *Print* the page, or at least take a snapshot of it with your camera phone or pressing <Shift><PrintScrn> to take a screen shot to save to your computer.
2. If you find any errors you can go *Back* to make corrections, or
3. *Pay Online* (using the eWAY Gateway), or
4. Pay by coming into the office and paying by cash, cheque, or card.

### Paying Online via eWAY

After selecting *Pay Online* (above) you are directed to the following screen.

The screenshot shows the eWay payment interface. It includes the eWay logo and a button labeled 'Click here to pay'. A red arrow points to the button. The page also displays the text 'Initiate on line payment of fees for 2021 Membership year' and 'You will be transferred now to the eWay system. You are paying \$50.00 for 2021 membership. On the eWay site you can pay by credit card.'

**U3A** The MyU3A Network  
**Armidale** On Line Member Services (2021)  
Welcome Fred Practice database

mys3a01.myu3a.net/homeview/3a.asp  
**Initiate on line payment of fees for 2021 Membership year**

You will be transferred now to the eWay system.  
You are paying \$50.00 for 2021 membership  
On the eWay site you can pay by credit card.

**eWay**  
Click here to pay


eWay Interface coding donated by CCA Software Pty Ltd  
[Exit](#) u006(15)

Click on the eWay Logo (indicated).

The following screen will appear.

### Transaction

Merchant Details



**MyU3A Inc.**  
eWAY - payments made easy

Customer Details

First Name	Fred
Last Name	Bloggs
Email	fred@bloggs.com.au
Address	15 North Street
City	Armidale
State/ Province/ Region	NSW
Postcode	2350
Country	Australia
Phone #	


Product Invoice Information

Invoice Number	1453-2021
Invoice Description	2021 U3A Fees

### Payment

Purchase Amount **\$50.00 (SAUD)**

Credit Card Details



5412 1234 5678 1234

Fred Bloggs

Month

2021

CCV

Last 3 digits on back of your credit card

Cancel

**PAY NOW**

1. Check that your details are correct in the *Customer Details* area,
2. Type in the *Card Number* as indicated,
3. Type in the *Cardholder Name* as indicated from the card,
4. Select the *Expiry Date Month* from the dropdown list,
5. Select the *Expiry Date Year* from the dropdown list,
6. Enter the 3-digit *ccv number* from the reverse of the card,
7. The *Invoice Number* and *Description* are generated automatically,
8. If all is correct, press *PAY NOW* to make the payment from your card.

**Note:** If at any time during this process you make a mistake, press **Cancel** to reset.

**Note:** If you use a card other than *Visa* or *Mastercard* you will need to come into the office and use the Zeller Terminal for that transaction.

## Course Enrolment

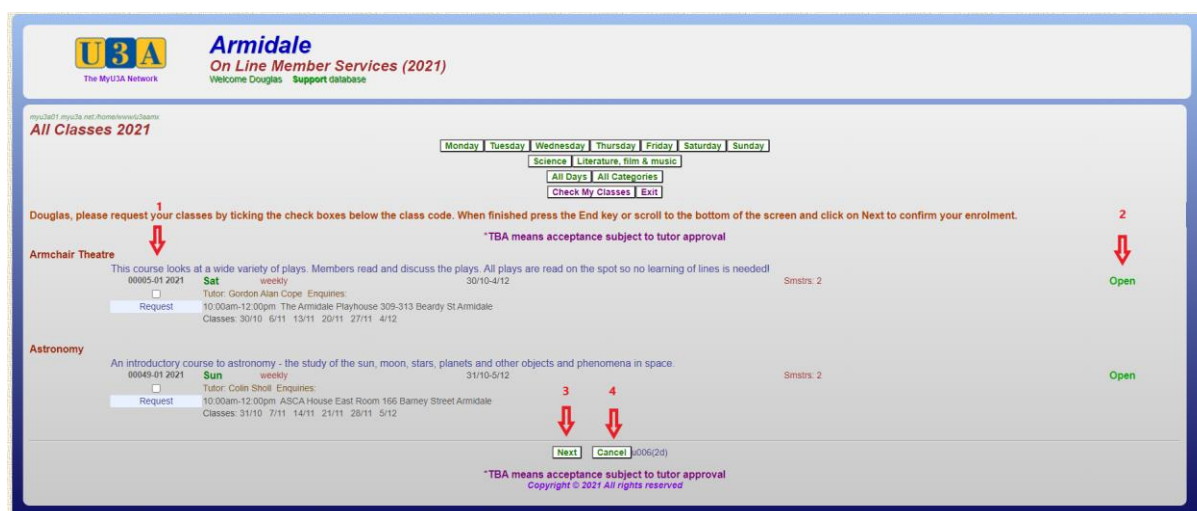
a) To be able to enrol in a Course, you must be logged in to MyU3A. Once logged In, either from the Log In, or Join Us facility, the option to Join a Course is provided by clicking on the Courses 20xx button on your details screen.

The following screen will appear to allow confirmation of this action.

Click on Courses 20xx (1) button again, or if in error then Next (2) to return to your details.



b) When 'Courses 20xx' is clicked, a similar screen to that below will appear.



1. To select a Course, select the white 'tick box',
2. The Green 'Open' indicates that there are vacancies within that Course,
3. After making your selection(s) click 'Next' to Proceed to Confirmation, or
4. Click Cancel to exit from this screen and start over.

c) Once you have made all selections for all Courses you wish to attend, the following screen will appear.

**U3A** The MyU3A Network

**Armidale**  
On Line Member Services (2021)  
Welcome Douglas Support database

mys0a01 mys0a.net/home/members/03a0x

### Class Status 2021

2022 and 2021 Classes (except those you lead)

Class	fee	Status	Date	From/To
00049-01 2021		Enrolled	30/10/2021	31/10-5/12 Tutor: Colin Sholl Astronomy ASCA House East Room 10.00am-12.00pm Sun 166 Barney Street Armidale.

Highlights: Withdrawn Await Acceptance

**To withdraw from one or more of the above classes:**  
 1. Click the square checkbox to the left of the class.  
 2. Select a reason from the dropdown list.  
 3. Click **Delete Class**.

**To select (additional) classes:**  
 1. Click the **Classes 2021** button to list the available classes.  
 2. Alternatively click the **Zoom Classes** button to list only the available Zoom classes.  
 3. Click the square checkbox under each class code to select it.  
 4. Then click **next** at the bottom of this page to return here.  
 (Press the "End" key to get to the bottom)

**Finish:**  
 1. When you have selected/withdrawn all the classes you want, click the **Next** button.

1. The Course(s) you have chosen will be displayed,
2. If there is an error, now is the time to correct that. Select the Course (the white tick box) and the reason (from the dropdown menu), then
3. 'Delete Course' by Clicking on the button,
4. To add other Course(s), Click on Courses 20xx to go back to select them,
5. When completed to your satisfaction, Click Next.

d) The following screen should appear, giving the complete list of Courses you have successfully enrolled in.

**U3A** The MyU3A Network

**Armidale**  
Office Enrolment Process (2021)  
Welcome Douglas George Support database

mys0a01 mys0a.net/home/members/03a0x

### Enrolment Confirmation 2022

Member: 1456 Fred Bloggs [bloggfred01]  
 2021 Full member  
 Renewed: 28/10/2021 Active: 28/10/2021 Expires: 31/12/2021  
 Applied: 28/10/2021 updated: 28/10/2021 0000 Last Enrolled: 2021  
 Address: 1166A Barney Street, Armidale, NSW, 2350  
 Phone Nos: 02 6771 1234 0412 234 234 DOB: 01/01/1950  
 Email: fred@bloggs.com.au  
 Emergency: Freda Bloggs 02 6771 1234; 0412 123 123  
 You will be receiving newsletters by email

2022 and 2021 Classes (except those you lead)

Class	fee	Status	Date	From/To
00005-01 2021		Enrolled	29/10/2021	30/10-4/12 Tutor: Gordon Alan Cope Armchair Theatre The Armidale Playhouse 10.00am-12.00pm Sat 309-313 Beardsy St Armidale; Semester 2: 30/10, 6/11, 13/11, 20/11, 27/11, 4/12.

Highlights: Withdrawn Await Acceptance

**2021**  
 \$50.00 Membership Fees  
 \$50.00 Total Due

Receipt	2021	By	Date	Reference
K543	\$50.00	Cash	28/10/2021	
	\$50.00	Total Paid		
	\$0.00	Owing		

Please print this page as a record of your enrolment

Print Next u030(S)

**NB** If you have a printer connected to your computer, you may click on 'Print' to print out your Course Confirmation.

e) Click on Next to exit the Enrolment process and the following screen should appear.

**U3A** The MyU3A Network **Armidale** On Line Member Services (2021)  
Welcome Douglas Support database

myu3a01 myu3a.net/Account/myu3a01

### Member Summary 2021

**Member: 1211 Douglas Barber [Doug]** [barbedou01]

2021 Full member  
**Renewed:** Active:02/01/2021 **Expires:**31/12/2021 O/L  
**Applied:** 10/08/2021 **updated:** 07/10/2021 0000 **Last Enrolled:** 2014  
**Address:** Unit 1, 156 Marsh Street, ARMIDALE, NSW, 2350  
**Phone Nos:** 02 6771 5893 0439 769 003 **DOB:** 20/08/1947  
**Email:** douglas.barber@bigpond.com  
**Emergency:** Pamela Barber 02 6771 5893; 0417 408 033  
 Suzanne Evans : 0416 085 051

**Country of Origin:** Australia  
 You will be receiving newsletters by email

**2022 and 2021 Classes (except those you lead)**

Class	fee	Status	Date	From/To
00089-01		Enrolled	30/10/2021	31/10-5/12 Tutor: Colin Sholl Astronomy
2021			10:00am-12:00pm	Sun 166 Barney Street Armidale;
ASCA House East Room			Semester 2: 31/10, 7/11, 14/11, 21/11, 28/11, 5/12,	

Highlights: Withdrawn Await Acceptance

**2021**  
**\$50.00 Membership Fees**  
**\$2.00 Donations**  
**\$52.00 Total Due**

Receipt	2021	By	Date	Reference
K410	\$50.00	Cash	02/01/2021	
	\$50.00	Total Paid		
	\$2.00	Owing		

**Success!**  
 Print **Please print this page as your record** (if you have a printer) or capture it on your smartphone.  
 Record your member ID and password so you can come back here at any time.

**Back** If you would like to revise anything about your profile or your classes, click **Back**.  
**Pay Office** To pay by mailing a cheque to the office or by calling into the office and paying by cheque or cash, click **Pay Office**.  
 u006(14)

- f) You are given a further opportunity to 'Print' the confirmation, or
- g) Go 'Back' to correct or change any information in the database about you, or the Courses you have enrolled in,
- h) Having printed out your Confirmation, if there are any fees outstanding, click on 'Pay Office' to return to the Log In screen.

**U3A** The MyU3A Network **Armidale** University of the Third Age

### Practise Database

These links are placed on your own website:

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	All Days
Arts/Craft	Humanities	Languages	Exercise
	Science	Computers	Lifestyle
Forums	Forums	Events this week	
<b>Member Login</b>			
<a href="#">Join us</a> <a href="#">Tutors</a> <a href="#">Admin</a> <a href="#">Startup</a>			

If you click these buttons and nothing happens you are probably using an old version of Internet Explorer on your computer (v9 or later is OK). If you have any version of Firefox, Google Chrome, Safari (or any other browser) on your computer, use that.

- i) From here you may exit MyU3A.

Any Course Fees should be paid at the Office when next there.