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).

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

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).

5. Enter you *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*).

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 Polices & 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.

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.

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.

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.

Click on the eWay Logo (indicated).

The following screen will appear.

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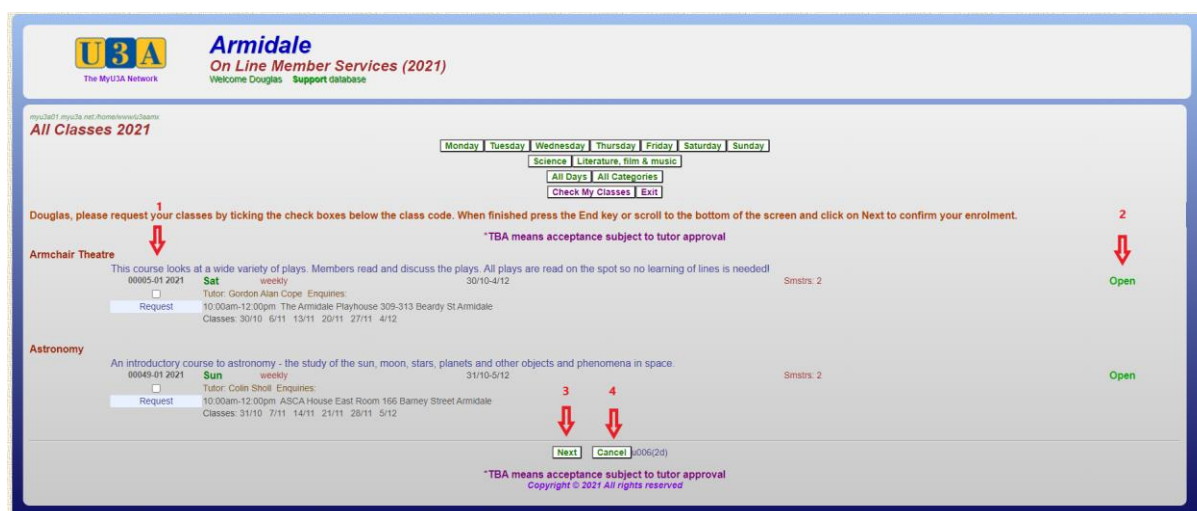
1. To select a Course, select the white 'tick box',
2. The Green 'Open' indicates that there are vacancies within that Course,
3. After making your selection(s) click 'Next' to Proceed to Confirmation, or
4. Click Cancel to exit from this screen and start over.

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

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.

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.

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.

i) From here you may exit MyU3A.

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