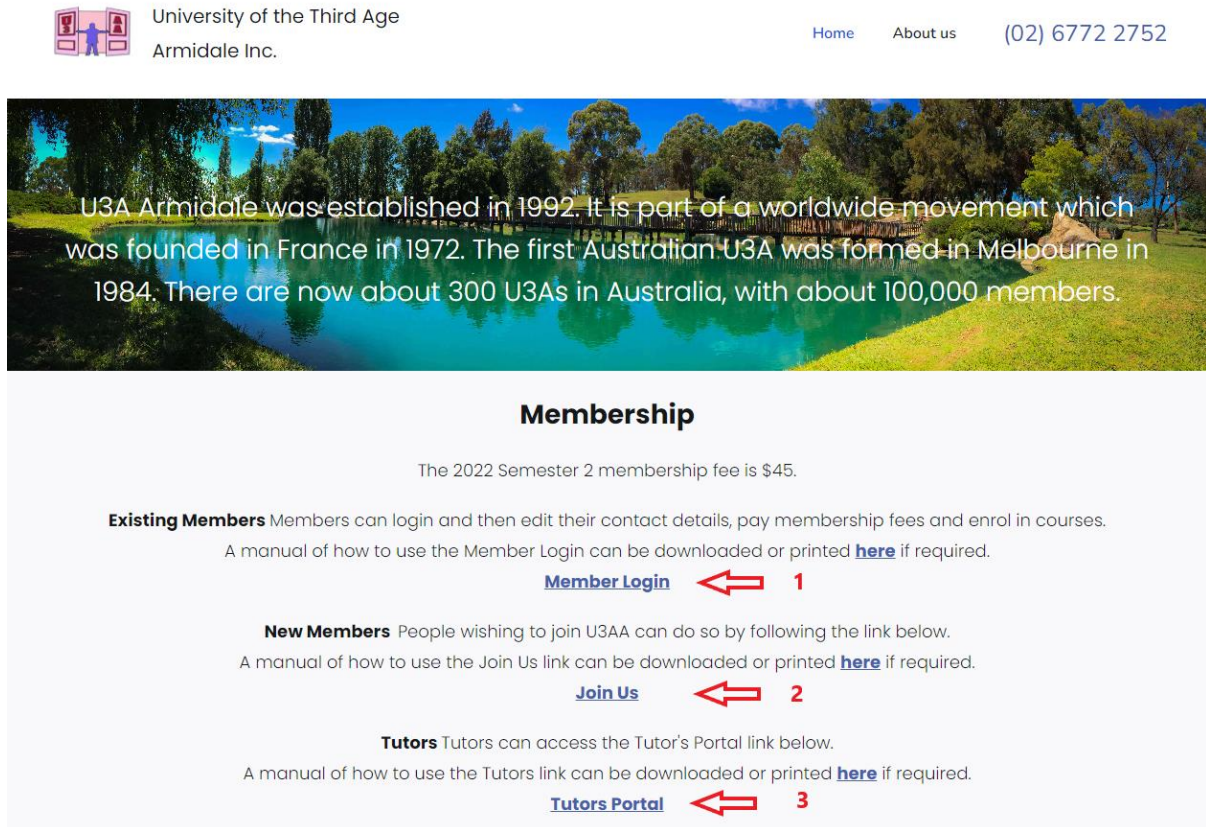


# University of the Third Age Armidale Inc. - MyU3A User Manual

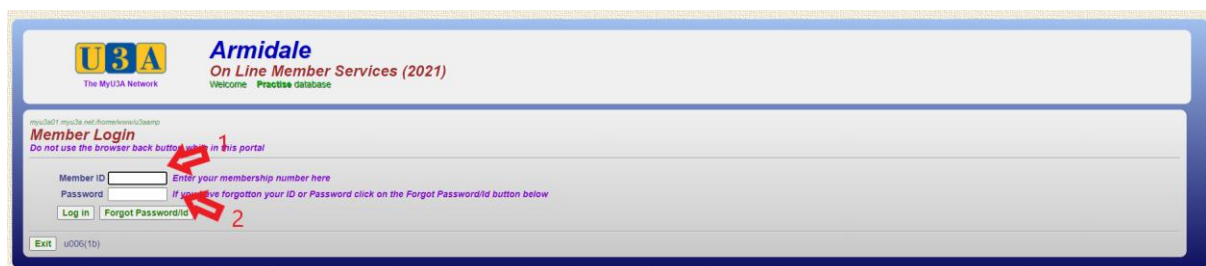
## Existing Member Log In

a) From the U3AA Web page Home Page, click on the *Member Login* (indicated 1. below).



The screenshot shows the homepage of the University of the Third Age Armidale Inc. At the top, there is a navigation bar with the logo, the text "University of the Third Age Armidale Inc.", and links for "Home", "About us", and a phone number "(02) 6772 2752". Below the navigation bar is a large banner image of a lake with trees. Overlaid on the banner is text: "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." Below the banner is a section titled "Membership". It contains the following text: "The 2022 Semester 2 membership fee is \$45." Under the heading "Existing Members", it says "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." Below this is a link "Member Login" with a red arrow pointing to it and the number "1". Under the heading "New Members", it says "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." Below this is a link "Join Us" with a red arrow pointing to it and the number "2". Under the heading "Tutors", it says "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." Below this is a link "Tutors Portal" with a red arrow pointing to it and the number "3".

b) This will take you to the MyU3A Login page:



The screenshot shows the "Member Login" page. At the top, there is a header with the U3A logo and the text "Armidale On Line Member Services (2021) Welcome Practice database". Below the header is a section titled "Member Login" with the text "Do not use the browser back button when in this portal". There are two input fields: "Member ID" and "Password". The "Member ID" field has a red arrow pointing to it and the number "1". The "Password" field has a red arrow pointing to it and the number "2". Below the input fields are two buttons: "Log in" and "Forgot Password". The "Log in" button is highlighted with a green box. At the bottom left, there is a link "EXIT" and the text "U005 (10)".

1. Type in your 4-digit Member number (then <Tab>)
2. Type in your Password, then click on **Log In**

c) You will be presented with your current details, contained in our database.

The screenshot shows the 'Membership Status 2021' page. At the top, there is a warning: 'Warning: Practise Database. Changes will be lost. NB The live data will not have this notice.' The page displays member information for 'Member: 1201' (George XXXXXXXX). Red arrows numbered 1 through 7 point to the following fields: 1. Member name, 2. Address, 3. Phone No., 4. Emergency contact, 5. Membership fees, 6. Update Profile button, and 7. Change Membership button. The page also shows a table of fees: 2021 Membership Fees (\$50.00), Total Due (\$50.00), and Owing (\$50.00). At the bottom, there are buttons for 'Proceed to Payment', 'Update Profile', and 'Change Membership', along with a 'Classes 2021' button and an 'Apologise' button.

1. Check that your name is correctly spelt,
2. Check that your address, telephone(s) and email details are correct,
3. If not already there, insert at least your year of birth (e.g., 01/01/1949),
4. If not already provided, please enter your emergency contact person(s) details,
5. You may then *Proceed to Payment* to pay your subscription and/or course fees,
6. If any errors are detected, you may *Update Profile* to make those corrections,
7. *Change Membership* is usually for special circumstances only.
8. Click on *Classes 20xx* to enrol in a class or classes (**See Course Enrolment later**).

#### d) Proceed to Payment

Payment for Membership may be made in several ways:

1. Online through MyU3A using the eWAY Payment Gateway,
2. By card at the office using the Zeller Terminal,
3. By cash at the office,
4. By cheque in the mail with a completed Membership Form.

#### Online through MyU3A

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

**U3A** The MyU3A Network

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

Member Summary 2021

Member: 1453 Fred Bloggs [bloggre01]  
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 Awaiting 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](#)

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.

**U3A** The MyU3A Network

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

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.

  
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.