

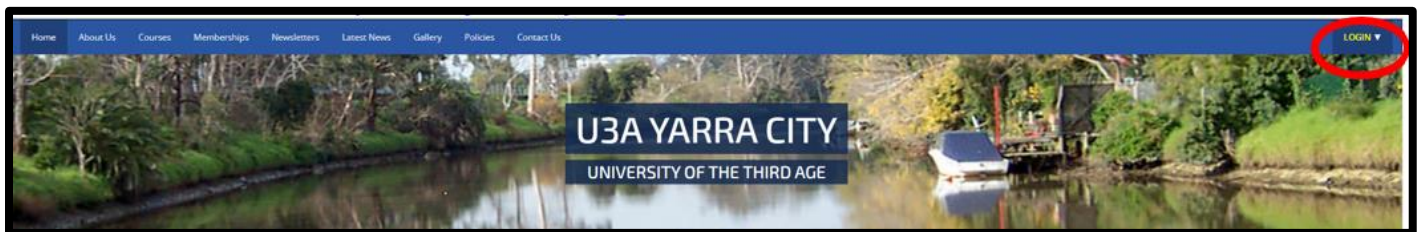
How to Enrol for 2023

Below are the instructions for enrolling in U3A Yarra City for 2023. In summary the steps are:

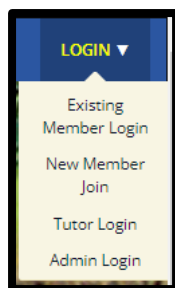
- Login to the system,
- Select a course,
- Checkout the course using the “cart”, which will create an invoice,
- Pay the invoice by one of the options offered.

Steps

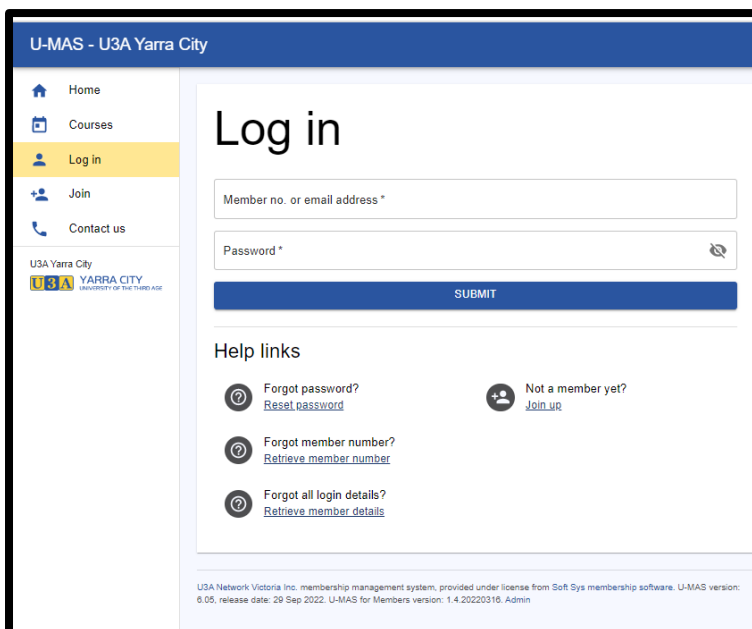
1. **Go to the website** <https://u3ayarracity.org.au/>



2. **Select the menu item Login** (Top right hand corner) circled in red
Click “Existing Member Login” in the check box below.



3. **Login.** The Login page for U-MAS U3A Yarra City will appear as below.
Enter your “Member no.” and “Password” and click the “Submit” button. If you’ve forgotten or haven’t yet reset your password, use the Reset button now or one of the Retrieval buttons below to ask for help.



How to Enrol for 2023

Logging in successfully will take you to the **My Membership** page which allows you to view and edit your details (Example below).

My Membership

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](#) and [invoices](#).

Member Number	Member Type
Membership Active	Membership Expiry
Yes	31 Dec 2022

First name * Surname *

Preferred name

Street *

Suburb * Postcode *

RICHMOND 3121

State *

VIC

Email * Phone home

Mobile phone

Year of birth * Gender *

Previous Occupation

Emergency Contact Person * Contact number *

Relationship

Are you fully vaccinated against COVID-19?

Member links

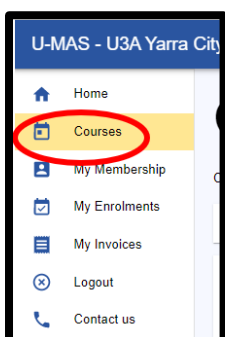
Enrolments
[View enrolments](#)

Password
[CHANGE PASSWORD](#)

Invoices
[View and pay invoices](#)

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.05, release date: 15 Sep 2022. U-MAS for Members version: 1.4.20220316.

- Join a course.** To enrol for 2023, you will need to join a course. Go to the menu on the left of the screen, then click "Courses"



How to Enrol for 2023

This will display all courses as shown in partial display below. (The courses shown below are the 2022 courses, but from 28/11/2022 you will be able to see and enrol in the 2023 courses.)

The screenshot shows the 'Courses' page for U-MAS - U3A Yarra City. The page title is 'Courses' and it shows the current timetable for Monday (1 Jan 2022 - 30 Dec 2022). The page includes a navigation menu on the left with options like Home, Courses, My Membership, My Enrolments, My Invoices, Cart, Checkout, Logout, and Contact us. The main content area displays a list of courses for Monday, with columns for Course, Course code, and Dates. The courses listed are:

Course	Course code	Dates
Art For All	221MON02	28 Mar 2022 - 12 Dec 2022
Richmond Walking Group	221MON03	14 Feb 2022 - 12 Dec 2022
Monthly Music on Mondays	221MON04	7 Mar 2022 - 5 Dec 2022
Israeli Folk Dance for Beginners	221MON05	31 Jan 2022 - 12 Dec 2022
Cycling 2: Yarra Easy Riders	221MON06	31 Jan 2022 - 19 Dec 2022
Israeli Folk Dance for Beginners Plus	221MON07	31 Jan 2022 - 12 Dec 2022
Memoir Writing 2	221MON08	7 Feb 2022 - 19 Dec 2022
Monday Movies	221MON11	16 May 2022 - 19 Dec 2022

To see a course description, click the down arrow "V" on the right of the course. In the example below "Christmas Quiz - Lunch" has been selected and further course details are shown.

The screenshot shows the 'Courses' page for U-MAS - U3A Yarra City, displaying the details for the 'Christmas Quiz - Lunch' course. The course code is 222TUE31, and the date is 13 Dec 2022. The course details are as follows:

Course code	222TUE31
Category	Forums: Wide ranging topical talks
Course type	None
Detail	This is the return of Wendy's famous quiz. It is also our return to the Collingwood Library Meeting Room. Please bring a plate of food to share at lunch.
Tutor	Wendy Hall
Tutor 2	None
Venue	Collingwood Library Meeting Rm 11 Stanton Street Abbotsford 3067
Timetable	None Day: Tuesday, 10:30 AM - 1:00 PM Date: 13 Dec 2022
Availability	Accepting enrolments? Yes Capacity: 50, enrolled: 17, available: 33, waitlisted: 0
Full fee	\$0.00

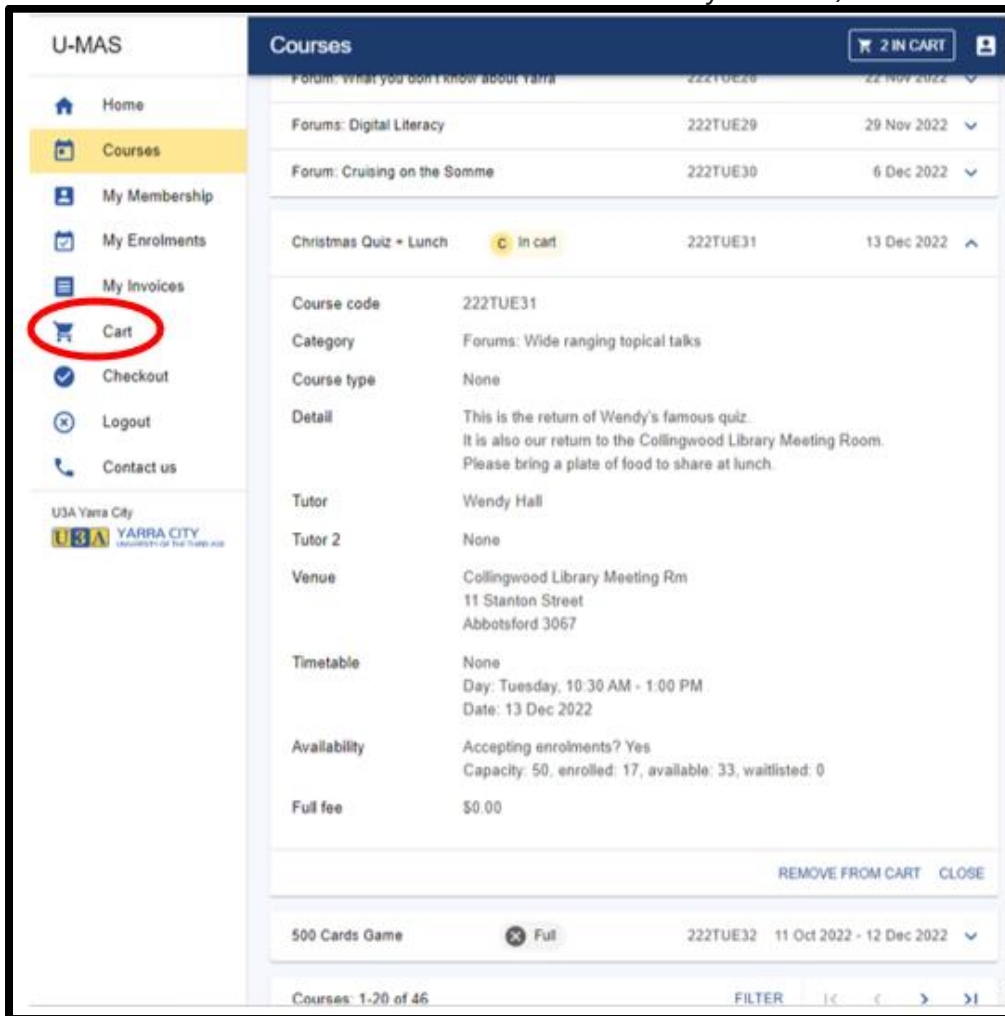
An 'ADD TO CART' button is highlighted with a red circle at the bottom right of the course details section.

How to Enrol for 2023

If you wanted to enrol in this course, you would click the "ADD TO CART" button at the bottom of screen. Then click close and scroll for further courses.

5 Checkout Cart

Once you have selected the courses you want, you MUST confirm the selections you have made by selecting the "Cart" option. In the example below it can be seen that the Forum previously selected appears in the Cart. (To renew your 2023 membership you only need to enrol in one course. You can enrol in other courses later if you wish.)





If you click the Cart option in the above screen you would see that there are two items, the chosen course and the membership subscription).

How to Enrol for 2023

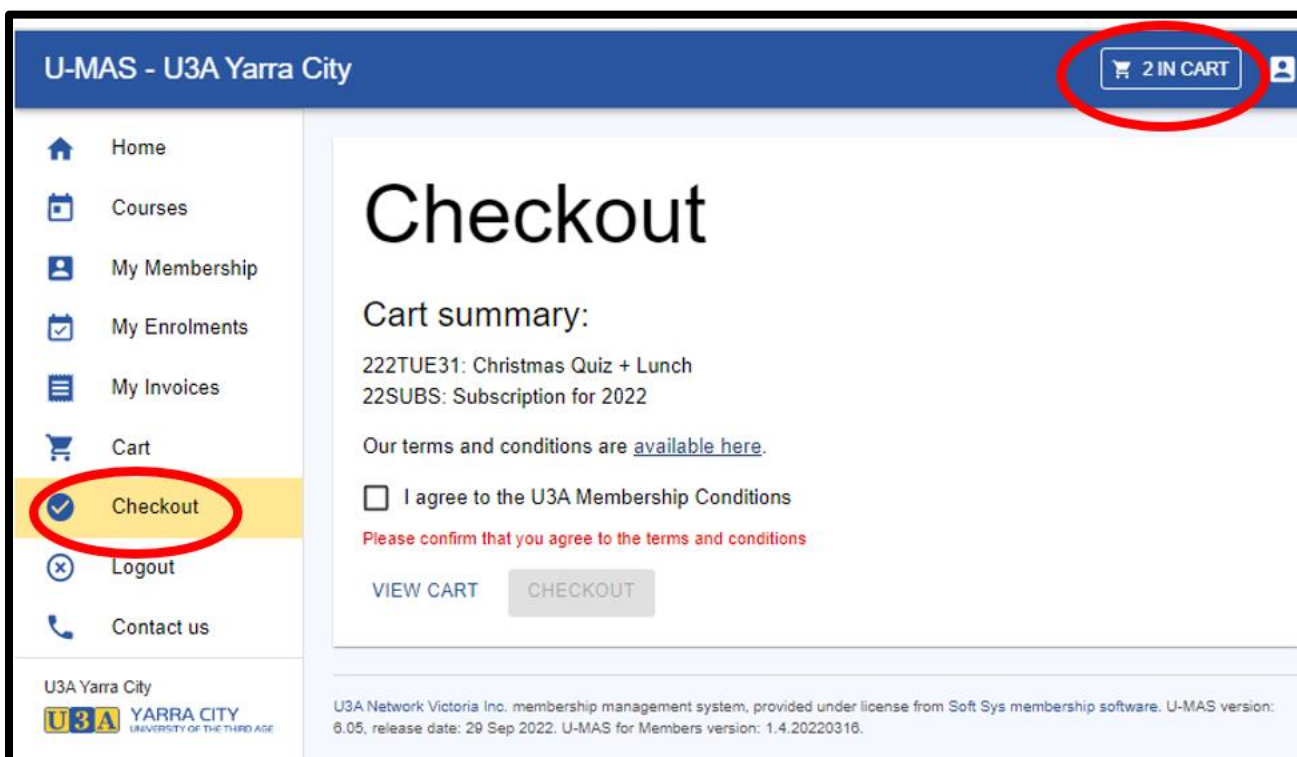
Cart

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
	222TUE31	Christmas Quiz + Lunch	13 Dec 2022	OK	\$0.00
	22SUBS	Subscription for 2022	1 Jan 2022	OK	\$0.10
Total					\$0.10

[CLOSE](#) [CLEAR CART](#) [CHECKOUT](#)

To lock in the course, you then need to select the CHECKOUT option. At which point you should get the screen below.



U-MAS - U3A Yarra City

2 IN CART

Checkout

Cart summary:

222TUE31: Christmas Quiz + Lunch
22SUBS: Subscription for 2022

Our terms and conditions are [available here](#).

I agree to the U3A Membership Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#) [CHECKOUT](#)

U3A Yarra City
U3A YARRA CITY
UNIVERSITY OF THE THIRD AGE

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.05, release date: 29 Sep 2022. U-MAS for Members version: 1.4.20220316.

Notice that although only 1 course was selected there are two items in the cart. In the example above, the "22SUBS" item has been added by the system. This is the subscription fee for 2022. When you enrol for 2023 the item will be "23SUBS".

How to Enrol for 2023

Tick the "I agree to the U3A Membership Conditions" check box as below, then you can click the "CHECKOUT" button.

U-MAS - U3A Yarra City

2 IN CART

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

Checkout

Cart summary:

222TUE31: Christmas Quiz + Lunch
22SUBS: Subscription for 2022

Our terms and conditions are [available here](#).

I agree to the U3A Membership Conditions

[VIEW CART](#) [CHECKOUT](#)

U3A Yarra City
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UNIVERSITY OF THE THIRD AGE

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How to Enrol for 2023

The screen below shows the Checkout has been a success, and an Invoice has been generated.

The screenshot shows the U3A Yarra City website's checkout success page. The page title is "Checkout" and it displays "Checkout success" with a total due of \$0.10. A sidebar on the left contains navigation links: Home, Courses, My Membership, My Enrolments, My Invoices, Cart, Checkout (highlighted), Logout, and Contact us. The main content area features a large "INVOICE" heading and a "DOWNLOAD PDF" button. The invoice details include:

- Invoice ID: 1193-19861
- Date: 11 Nov 2022
- Bill to: Frank Test, Member no: 1193, 1 test st, test suburb, VIC 3999, E: test@com.au, Mob: 9977 733 334
- U3A Yarra City Inc: Incorporation: A0047181K, ABN: 46 346 099 724, 17 Stanton Street, Abbotsford, Victoria 3067

Code	Name	Start date	Status	Fee
222TUE31	Christmas Quiz + Lunch	13 Dec 2022	Enrolled	\$0.00
228UBS	Subscription for 2022	1 Jan 2022	Enrolled	\$0.10
Total				\$0.10
Paid				\$0.00
Due				\$0.10

Payment options are listed at the bottom:

- PayPal or credit card:** Use the PayPal button above this invoice. You can use a credit card even if you don't have a PayPal account.
- Bank transfer:** Bendigo Bank, BSB: 633000, Acc: 142095694, Use reference: 1193-19861
- Other payment methods:** Cheque at the office, Cash at the office, Cheque by mail, sent to: U3A Yarra City Inc, 17 Stanton Street, Abbotsford, Victoria 3067

If paying by cheque, please make it out to U3A Yarra City Inc, and write Invoice ID 1193-19861 on the back.

Notice that the Subs invoice is for \$0.10 as this was a test transaction. The 2023 invoice will be either \$15 for Associate and \$30 for a Full member.

How to Enrol for 2023

6 Pay the invoice

To pay online immediately, use the Paypal/credit card option as described here. **[If you prefer one of the different payment options offered, go to Note *** at the end of these instructions.]**

Click the Paypal box above the Invoice and follow the instructions to use Paypal or scroll down to use a credit card. (When you see the words "Save information and create your Paypal account", if you don't wish to join Paypal, you can untick the button shown and continue as a guest).

When your payment is complete, your invoice will show the checkout was a success. See example below which shows the "\$0.10" invoice has been paid.

U-MAS - U3A Yarra City

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

U3A Yarra City
U3A YARRA CITY
UNIVERSITY OF THE THIRD AGE

Checkout

Checkout success

Total due is \$0.00.
Checkout is complete.

[DOWNLOAD PDF](#)

INVOICE

Invoice ID: 1193-19861
Date: 11 Nov 2022

Bill to:
Frank Test
Member no: 1193
1 test st
test suburb
VIC 3999
E: test@com.au
Mob: 9977 733 334

U3A YARRA CITY
UNIVERSITY OF THE THIRD AGE

U3A Yarra City Inc
Incorporation: A0047181K
ABN: 46 346 099 724
17 Stanton Street
Abbotsford
Victoria 3067

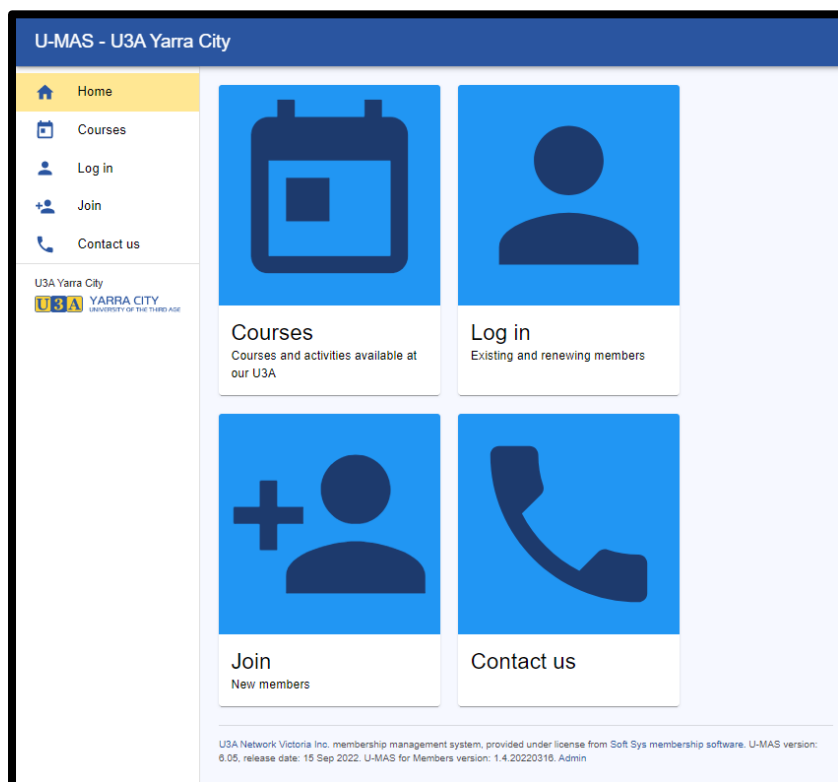
Postal address:
17 Stanton Street,
Abbotsford,
Victoria 3067

Code	Name	Start date	Status	Fee
222TUE31	Christmas Quiz + Lunch	13 Dec 2022	Enrolled	\$0.00
22SUBS	Subscription for 2022	1 Jan 2022	Enrolled	\$0.10
Total				\$0.10
Paid				\$0.10

If you click My Enrolments from the menu on the left, your subscription will be shown and scrolling down you will see the courses you have selected.

- 7 Logout** To Logout of the system click the 'Logout' button on the left of the screen. You will then get the screen below. You can Login again from here by clicking the "Login" button.

How to Enrol for 2023



If you want to join further courses you can do so without incurring further payment.

Note * If you prefer to use a different payment option**

- You can use the Download PDF button above the invoice details to save a copy of the invoice. You can also print it out, if you wish.
- Logout from U-MAS (using the Logout button on the left) and take the relevant steps to pay from the options shown on the invoice.
- Ensure you use the unique Invoice Id number for reference on electronic transfers or on the back of a cheque.
- Your course enrolments are secure but a U3A admin volunteer will need to verify your payment, possibly taking a day or two if done remotely.
[If we receive no payment by the end of two weeks, the course enrolments may lapse]
- When payment is complete, you can return to U-MAS, logging in as before to check that your record shows you have paid and that your course enrolments are recorded. **You can add more courses if you wish without further payment.**