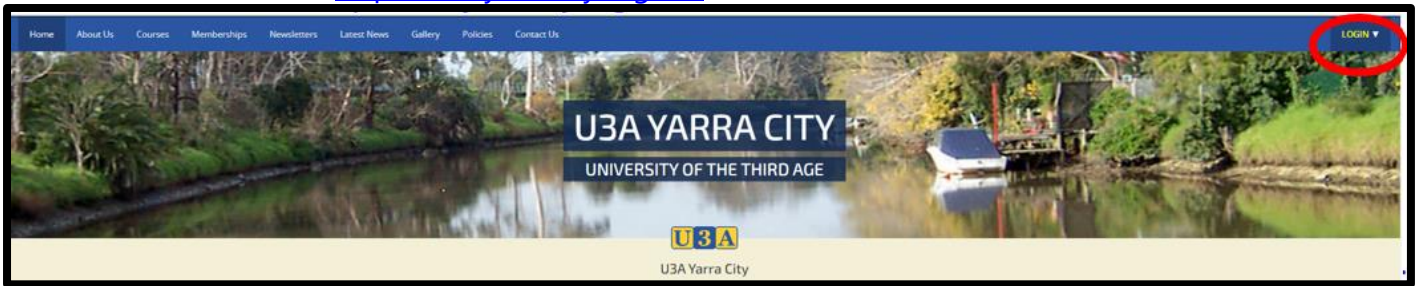# How to Enrol for 2023

Below are the instructions for enrolling in U3A Yarra City for 2023.   In summary the steps are:
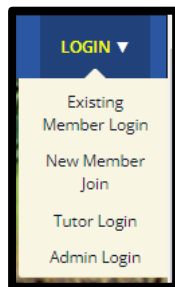
- Login to the system,
- Select a course,
- Checkout the course using the "cart", which will create an invoice,
- Pay the invoice by one of the options offered.

DETAIL

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

2. **Select the menu item Login** (Top right hand corner) circled in red
Click "New member Login" in the check box below.

3. **Login.** Click "New Member Join" and the Login page for U-MAS U3A Yarra City will appear as below.

Enter Details into the form and click next and proceed through subsequent screens.

1

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

4   **Join a course.** To enrol for 2023 you will need to join a course. To Enrol in Courses, from the menu on the left of the screen then click "Courses"
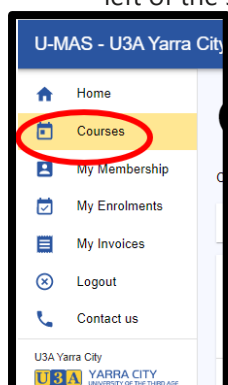
This will display all courses as shown in partial display below. (The courses shown below are the 2022 courses, but from 28/11/2022 you will be able to see and enrol in the 2023 courses.)

To enrol in a course, click the button "V" on the right of the course. In the example below "Christmas Quiz - Lunch" has been selected.

If you wanted to enrol in this course, you would click "ADD TO CART" button at bottom of screen.

5   Checkout Cart

Once you have navigated through the course menu and selected the courses you want you MUST confirm the selections you have made by selecting the "Cart" option. In the example screen below it can be seen that the Forum previously selected appears in the Cart. (Note to enrol for 2023 membership you only need to enrol in one course. You can enrol in other courses later after you have finalised your membership payment.)

If you Click the Cart option in the above screen you would see that there are two items.

To lock in the course, you then need to select the CHECKOUT option. At which point you should get the screen below.
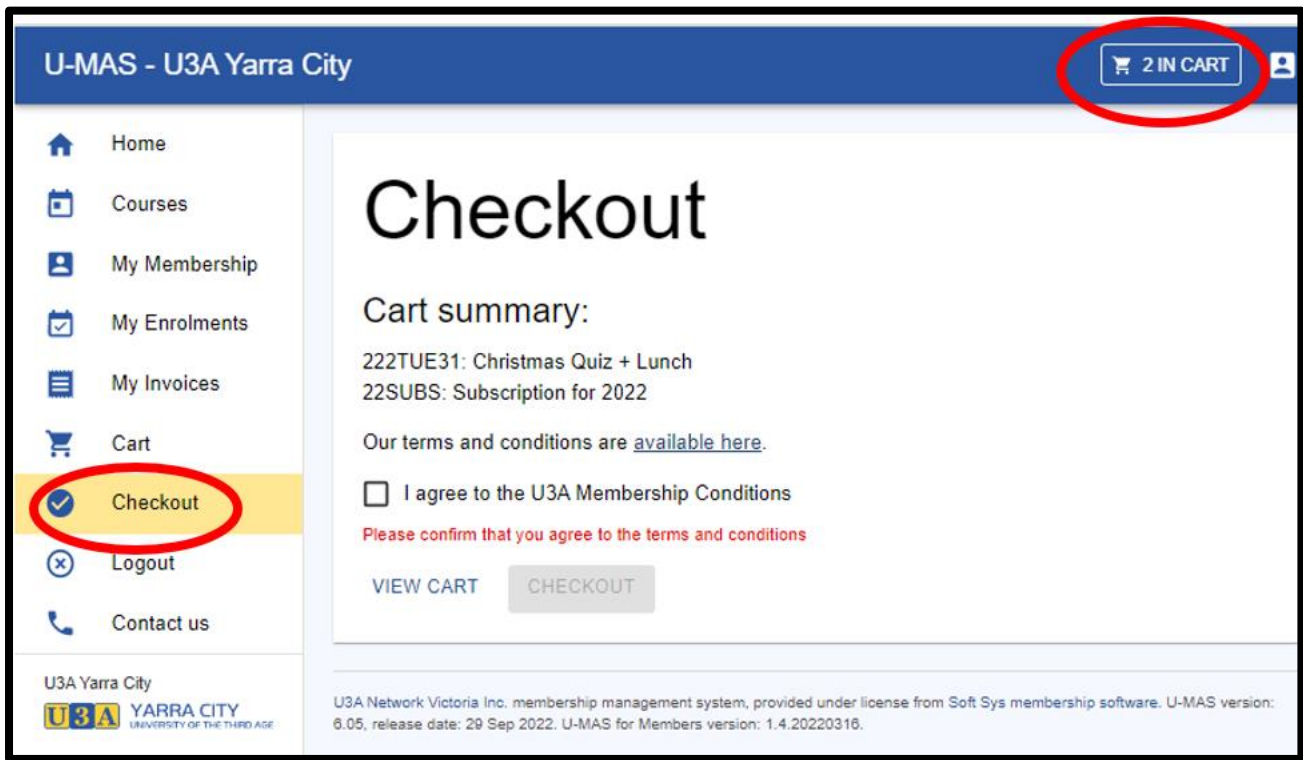
Notice that although only 1 course was selected there are two items in the cart. In the example above the "22SUBS" item has been added by the system. This is the subscription fee for 2022. When you enrol for 2023 the item will be "23SUBS".

You must then tick the "I agree to the U3A Membership Conditions" check box as below then you can click the "CHECKOUT" button.
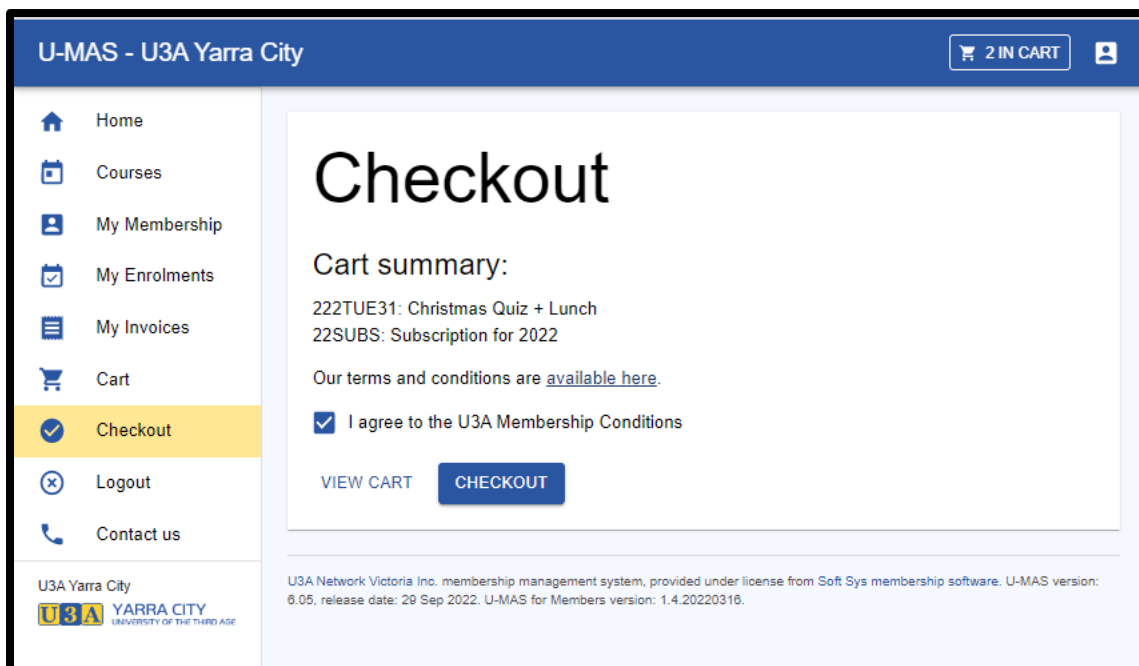
The screen below shows the Checkout has been a success, and an Invoice has been generated.

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.

6   Pay the invoice

After paying by one of the payment options your invoice will show the checkout was a success see example below which shows the "$0.10" invoice has been paid.

The course you selected will now appear on your course list.

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.

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