

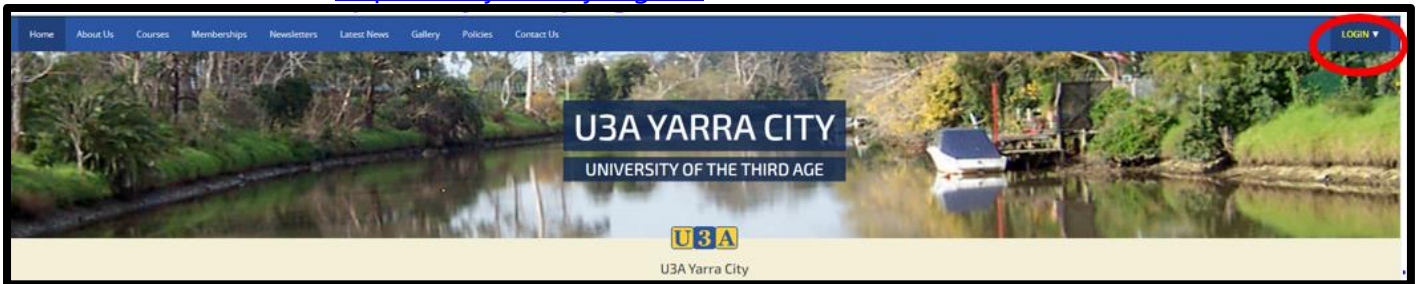
# How to Enrol for 2023

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

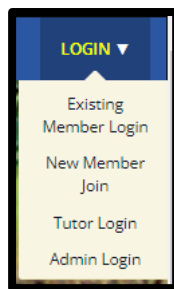
- Login to the system,
- Select a course,
- Checkout the course using the "cart", which will create an invoice,
- Pay the invoice by one of the options offered.

## DETAIL

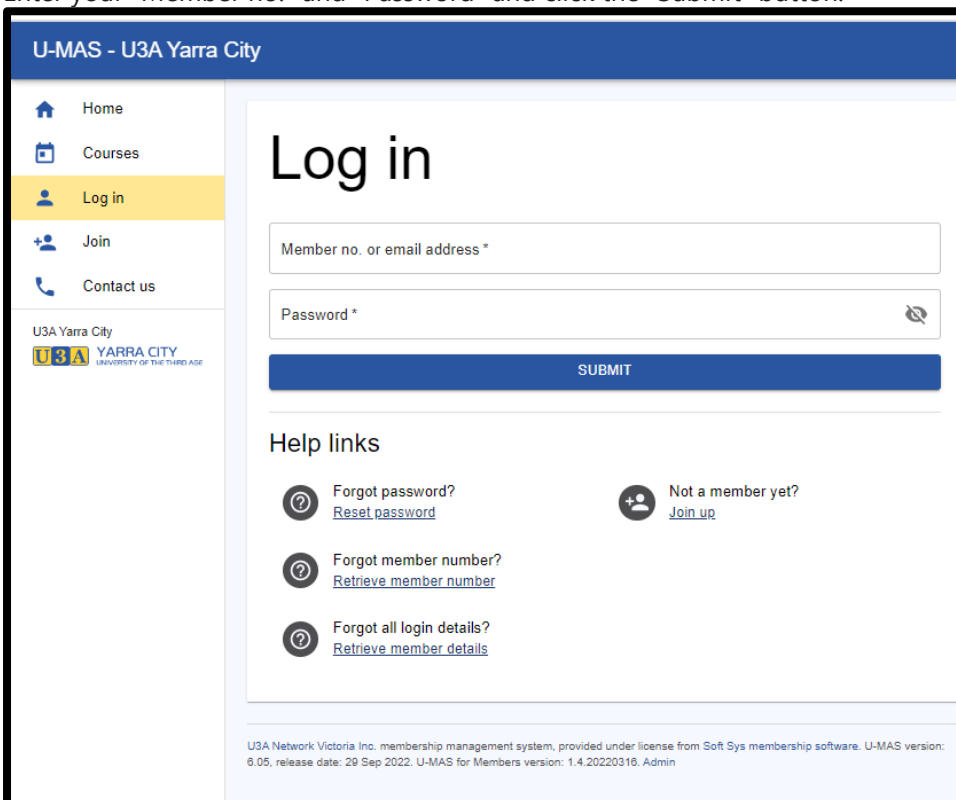
1. Go to the website <https://u3ayarracity.org.au/>



2. Select the menu item **Login** (Top right hand corner) circled in red  
Click "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 have forgotten your membership number or password you can contact admin to assist.

Logging in successful 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?

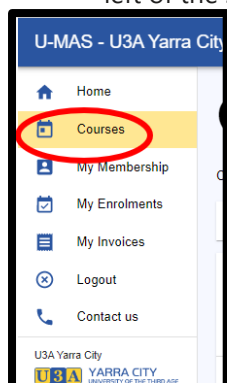
**Member links**

[Enrolments](#)      [Password](#)  
[View enrolments](#)      [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.

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.)

U-MAS - U3A Yarra City

# Courses

Current timetable (1 Jan 2022 - 30 Dec 2022)

Courses: 1-20 of 50

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

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.

U-MAS

## Courses

Forum: What you don't know about Yarra	222TUE28	22 Nov 2022
Forums: Digital Literacy	222TUE29	29 Nov 2022
Forum: Cruising on the Somme	222TUE30	6 Dec 2022
Christmas Quiz + Lunch	222TUE31	13 Dec 2022

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

**ADD TO CART** CLOSE

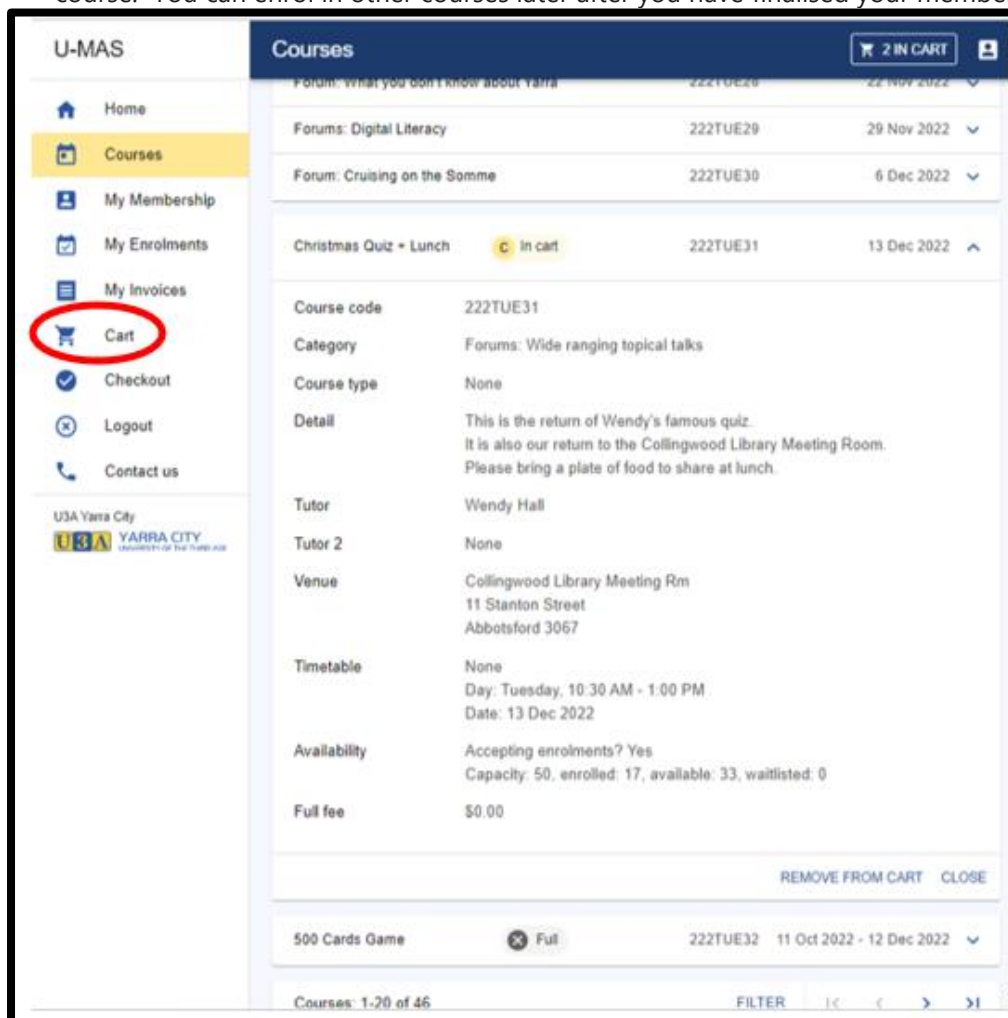
500 Cards Game

Courses: 1-20 of 46

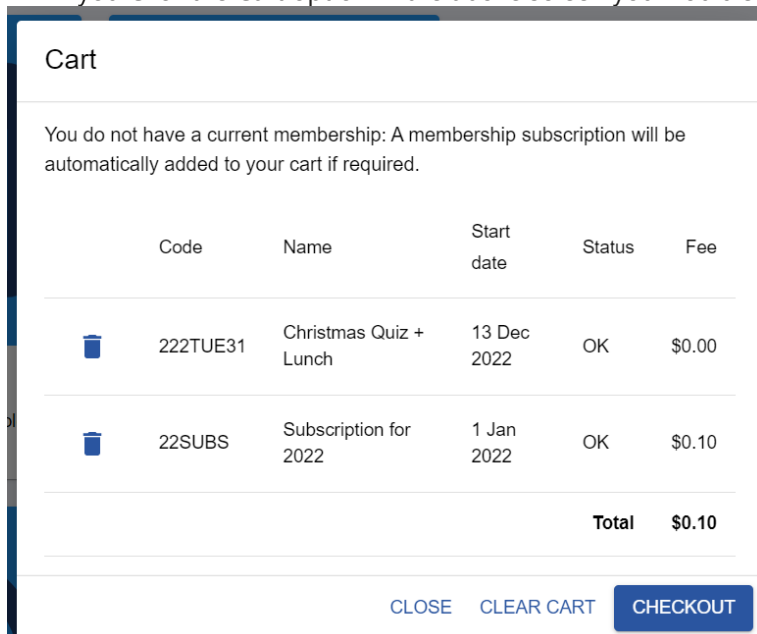
If you wanted to enrol in this course, you would click "ADD TO CART" button at bottom of screen.

## 5 Checkout Cart

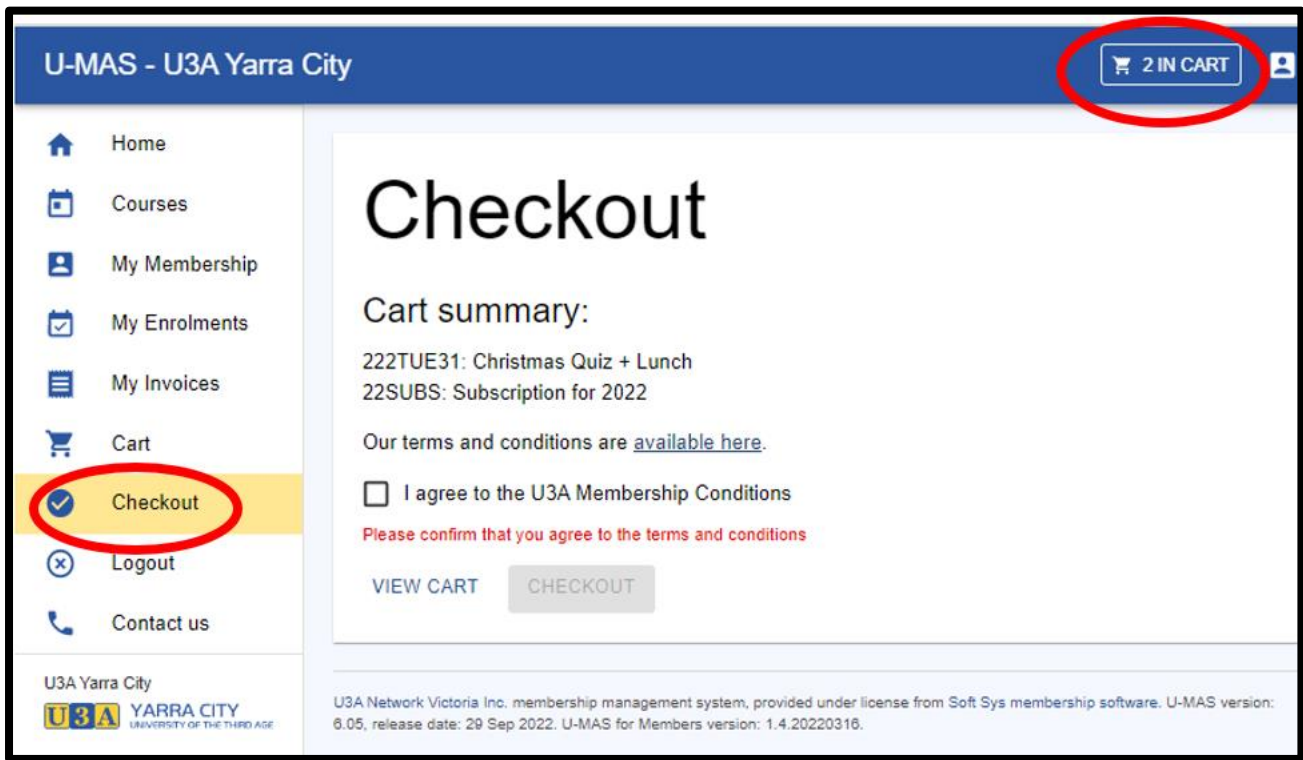
Once you have navigated through the course menu and selected the courses you want you MUST confirm the selections you have made by selecting the "Cart" option. In the example screen below it can be seen that the Forum previously selected appears in the Cart. (Note to enrol for 2023 membership you only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

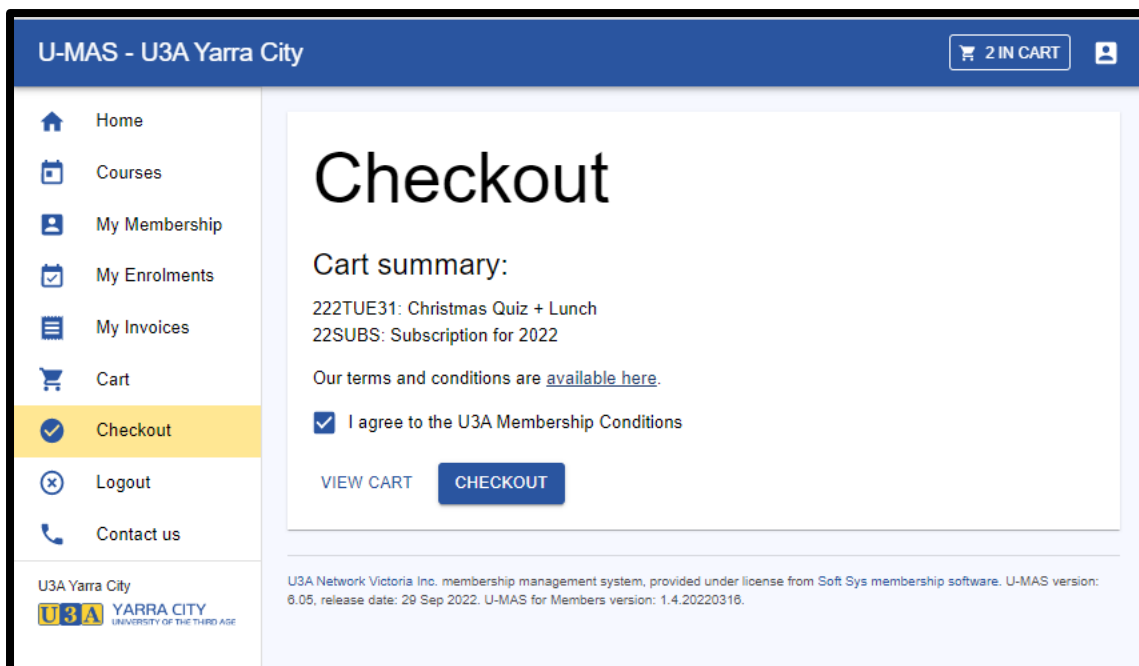


To lock in the course, you then need to select the CHECKOUT option. At which point you should get the screen below.



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.

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 an "INVOICE" section with the following details:

**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: A0047101K  
 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
225UBS	Subscription for 2022	1 Jan 2022	Enrolled	\$0.10
<b>Total</b>				\$0.10
<b>Paid</b>				\$0.00
<b>Due</b>				<b>\$0.10</b>

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.

## 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.

U-MAS - U3A Yarra City

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

U3A Yarra City  
 YARRA CITY  
 UNIVERSITY OF THE THIRD AGE

# Checkout

Checkout success  
 Total due is \$0.00.  
 Checkout is complete.

[DOWNLOAD PDF](#)

## INVOICE

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**Date:** 11 Nov 2022

**Bill to:**  
 Frank Test  
 Member no: 1193  
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 Incorporation: A0047181K  
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Code	Name	Start date	Status	Fee
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22SUBS	Subscription for 2022	1 Jan 2022	Enrolled	\$0.10
<b>Total</b>				\$0.10
<b>Paid</b>				\$0.10

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

- 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.

U-MAS - U3A Yarra City

- Home**
- Courses
- Log in
- Join
- Contact us

U3A Yarra City  
 YARRA CITY  
 UNIVERSITY OF THE THIRD AGE

**Courses**  
 Courses and activities available at our U3A

**Log in**  
 Existing and renewing members

**Join**  
 New members

**Contact us**

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: 1.4.20220310, Admin

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