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## Summary of Re-enrolment Process

The process below is for existing members. If you are new to U3A Yarra City start by “New Member Join” at the Login and follow the prompts.

A more detailed explanation of the steps follows this summary.

1. Step 1 – Login
2. Step 2 – Select Course
3. Step 3 – Enrol and Generate Invoice
4. Step 4 – Pay Subscription

### 1. Login

- Log in at U3AYarra City website on the right hand side of the top menu
- Type your Membership number or email and your password (there are options for retrieving these if you’ve forgotten them ... see Help links at bottom of screen).
- Check that your My Membership details are correct.

### 2. Select Course

- Select course, or courses, for enrolment from the menu on the left
- Add the course(s) to the *CART*.
- *Note:* if you want to pay for a subscription without selecting a scheduled course (for example just wanting to renew membership), select the “Course” 251HLD.
- You may come back at any time and add more courses without further payment.

### 3. Generate an Invoice

- In order to facilitate paying the annual subscription, the system will create an invoice for payment.
- To create the invoice showing your selected course(s) and your subscription due, select *Checkout*.
- At *Checkout*, you will be asked to sign that you agree with our Terms and Conditions for Membership.
- Tick the box to accept the Terms and Conditions, then click *Checkout* again.
- You can use the Download PDF button above the invoice details to save a copy of or print your invoice.

### 4. Pay the Invoice

#### PayPal or credit card option:

- PayPal- By selecting PayPal you will use screens provided by PayPal linked to our U-MAS. Follow the instructions to complete the payment with PayPal.
- Credit Card - To pay by credit card, scroll down to the Card option in the PayPal screen. As you don’t wish to use PayPal, keep scrolling and ignore requests to sign up. click on Pay with a card
  - on the **Check out as a guest** screen, enter your email address then click on **Continue to Payment**
  - put in address and card details, click **Pay now**
  - go back to your member screen and check that the payment was successful.

- After using either PayPal, or credit card, you will receive an email of confirmation from PayPal. The status of your invoice can be checked by selecting *My Invoices*.

### Other options are:

- electronic funds transfer to  
**Account Name:** U3A Yarra City Inc.  
**Bendigo Bank:** BSB 633 000  
**Account Number:** 142095694  
**PayID** – 46364099724 (an alternative to BSB and Account Number)  
**Please make sure your Last Name is clearly indicated in the reference box.**
- cheque, or money order payable to U3A Yarra City and submitted by mail. Please ensure your name is clearly displayed
- call in at the U3A Yarra City office with cash or a cheque during office hours.

The U3A Office is at [17 Stanton Street Abbotsford](#), telephone: 0459 779 872 during office hours. (Mon 1.00-3pm, Friday 10am-12pm)

You can also send an email asking for support to [u3ayarracity@gmail.com](mailto:u3ayarracity@gmail.com)

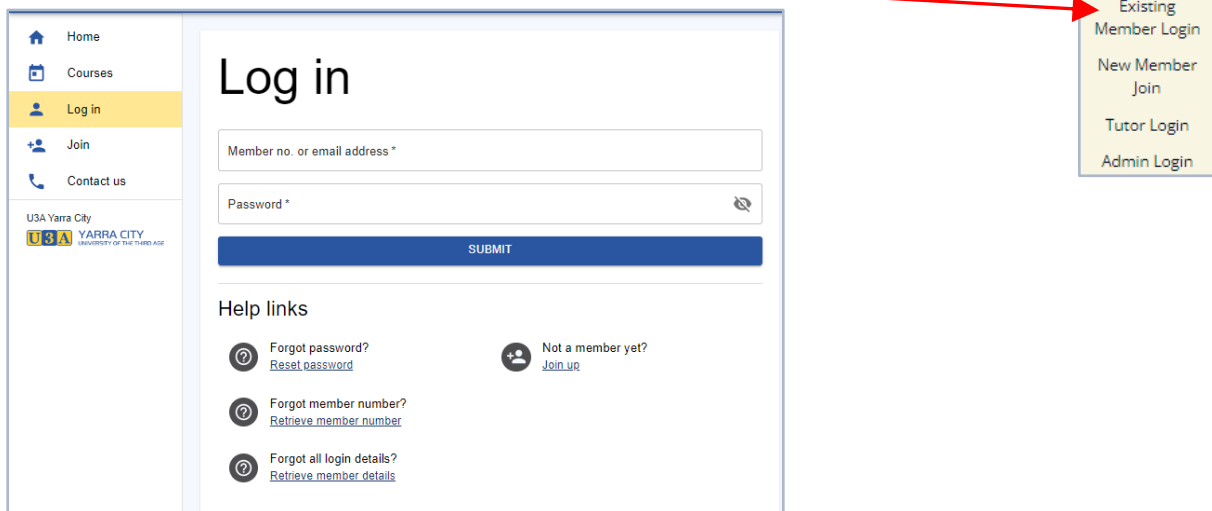
## Detailed Re-enrolment Instructions

### 1. Login

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



2. Select Login
3. Select Existing Member Login



4. Enter your Member number and Password
5. Click Submit
6. If you have forgotten your membership number or password you can contact the admin team at [u3ayarracity@gmail.com](mailto:u3ayarracity@gmail.com) .

7. You will be directed to the My membership page
8. Check that your membership details are correct

### 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\* RICHMOND Postcode\* 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

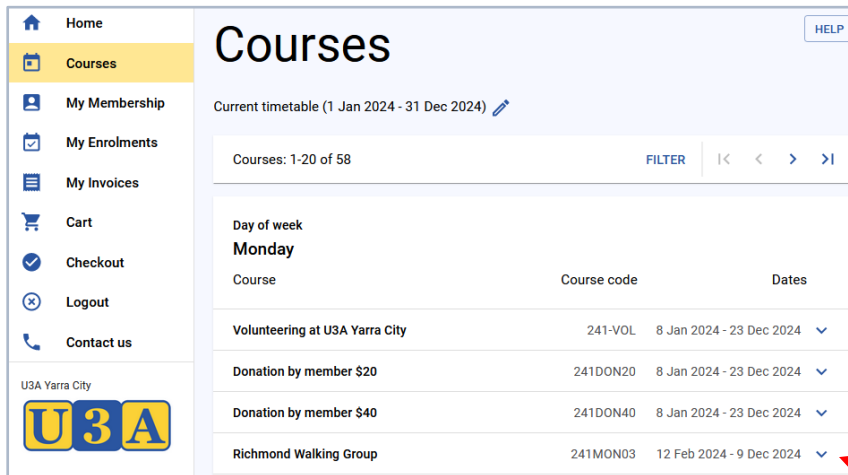
Enrolments  
[View enrolments](#)

Invoices  
[View and pay invoices](#)

Password  
[CHANGE PASSWORD](#)

## 2. Select a Course

1. Select Courses from the menu on the left
2. A list of the current courses will be displayed listed by Day of the Week

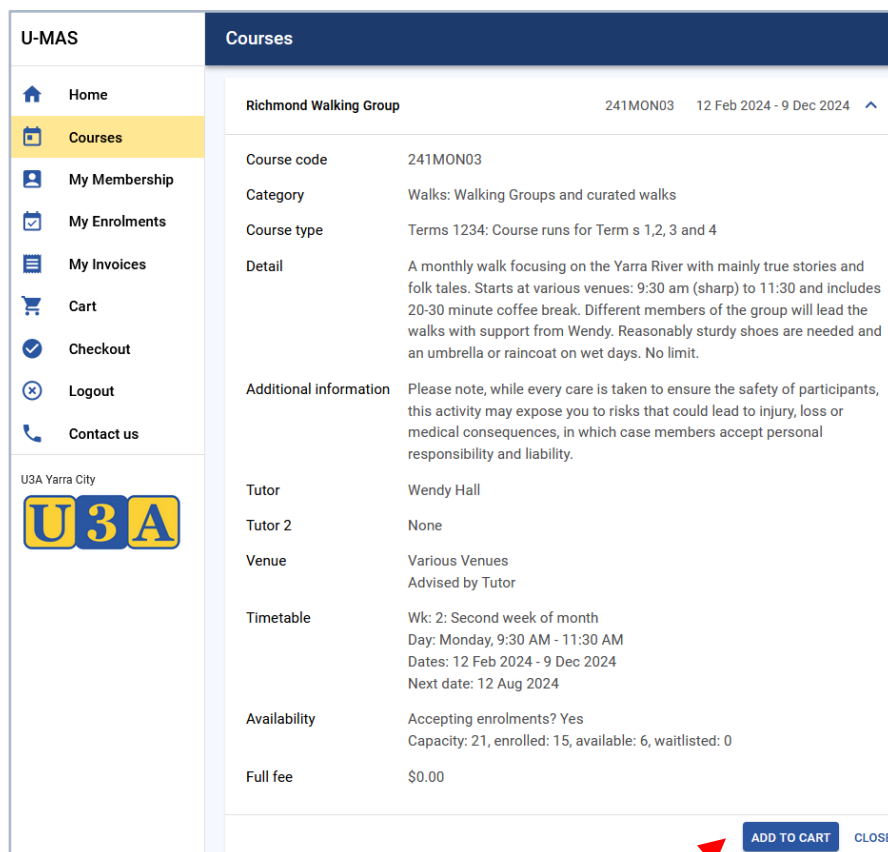


The screenshot shows a user interface for 'Courses'. On the left is a navigation menu with options: Home, Courses (highlighted), My Membership, My Enrolments, My Invoices, Cart, Checkout, Logout, and Contact us. The main content area is titled 'Courses' and shows 'Current timetable (1 Jan 2024 - 31 Dec 2024)'. Below this, it says 'Courses: 1-20 of 58' with a 'FILTER' button and navigation arrows. A table lists courses for 'Monday':

| Course                         | Course code | Dates                    |
|--------------------------------|-------------|--------------------------|
| Volunteering at U3A Yarra City | 241-VOL     | 8 Jan 2024 - 23 Dec 2024 |
| Donation by member \$20        | 241DON20    | 8 Jan 2024 - 23 Dec 2024 |
| Donation by member \$40        | 241DON40    | 8 Jan 2024 - 23 Dec 2024 |
| Richmond Walking Group         | 241MON03    | 12 Feb 2024 - 9 Dec 2024 |

A red arrow points to the down arrow next to the 'Richmond Walking Group' course.

3. To enrol in a course or to get more information, click the down arrow to the right of the course



The screenshot shows the details for the 'Richmond Walking Group' course (241MON03, 12 Feb 2024 - 9 Dec 2024). The left navigation menu is the same as in the previous screenshot. The main content area displays the following details:

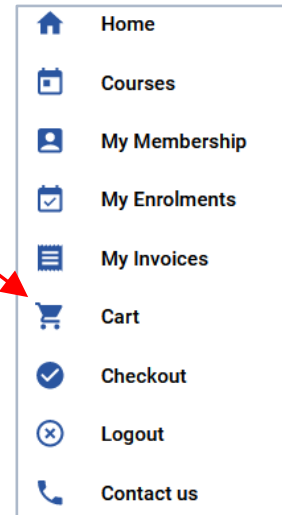
- Course code:** 241MON03
- Category:** Walks: Walking Groups and curated walks
- Course type:** Terms 1234: Course runs for Term s 1,2, 3 and 4
- Detail:** A monthly walk focusing on the Yarra River with mainly true stories and folk tales. Starts at various venues: 9:30 am (sharp) to 11:30 and includes 20-30 minute coffee break. Different members of the group will lead the walks with support from Wendy. Reasonably sturdy shoes are needed and an umbrella or raincoat on wet days. No limit.
- Additional information:** Please note, while every care is taken to ensure the safety of participants, this activity may expose you to risks that could lead to injury, loss or medical consequences, in which case members accept personal responsibility and liability.
- Tutor:** Wendy Hall
- Tutor 2:** None
- Venue:** Various Venues  
Advised by Tutor
- Timetable:** Wk: 2: Second week of month  
Day: Monday, 9:30 AM - 11:30 AM  
Dates: 12 Feb 2024 - 9 Dec 2024  
Next date: 12 Aug 2024
- Availability:** Accepting enrolments? Yes  
Capacity: 21, enrolled: 15, available: 6, waitlisted: 0
- Full fee:** \$0.00

At the bottom right, there is an 'ADD TO CART' button and a 'CLOSE' button. A red arrow points to the 'ADD TO CART' button.

4. Select add to cart to enrol in this course

5. Select Cart on the left hand menu

If you are enrolling for the first time for the year, your annual subscription will be added to the Cart



### 3. Generate an Invoice

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        |
| <b>Total</b> |          |                        |             |        | <b>\$0.10</b> |

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

6. Select Checkout
7. Tick the check box to agree to the terms and conditions of U3A Yarra City Membership

8. Select Checkout on the following screen
9. An Invoice will be generated.



U-MAS - U3A Yarra City

- [Home](#)
- [Courses](#)
- [My Membership](#)
- [My Enrolments](#)
- [My Invoices](#)
- [Cart](#)
- [Checkout](#)
- [Logout](#)
- [Contact us](#)

U3A Yarra City  
**U3A** YARRA CITY  
MEMBERSHIP OF THE TRARAK ASSN

## Checkout

Checkout success

Total due is \$0.10.

Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#)
Pay with **PayPal**

### 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  
MEMBERSHIP OF THE TRARAK ASSN

**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 |
| 22SUB5       | Subscription for 2022  | 1 Jan 2022  | Enrolled | \$0.10 |
| <b>Total</b> |                        |             |          | \$0.10 |
| <b>Paid</b>  |                        |             |          | \$0.00 |
| <b>Due</b>   |                        |             |          | \$0.10 |

**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

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## 4. Pay the invoice

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- Credit Card - To pay by credit card, scroll down to the Card option in the PayPal screen. As you don't wish to use PayPal, keep scrolling and ignore requests to sign up. click on Pay with a card
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## 5. Logout

10. To Logout of the system click the 'Logout' button on the left of the screen.

