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Summary of New Member 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 – Join and fill in personal details
2. Step 2 – Select Course
3. Step 3 – Enrol and Generate Invoice
4. Step 4 – Pay Subscription

1. Join and fill in personal details

- Log in at U3AYarra City website on the right hand side of the top menu, select Join
- Fill in your personal details.

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

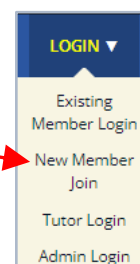
Detailed New Member Enrolment Instructions

1. Join and Fill in Personal Details

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



2. Select Login
3. Select New Member Join
4. Enter your personal details



5. Click Next to move through each screen.

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 [ACCOUNTS](#) and [INVOICES](#).

Member Number	Member Type
Membership Name	Membership Start
Title	31 Dec 2022

First name *

Surname *

Preferred name

Street *

Suburb *

RICHMOND

Postcode *

3121

State *

VIC

Email *

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 all enrolments

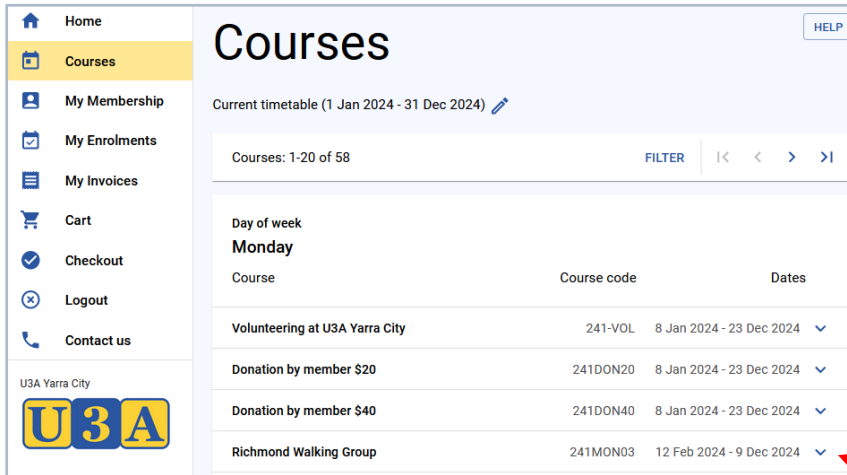
[Invoices](#)
View all invoices

Password
[CHANGE PASSWORD](#)

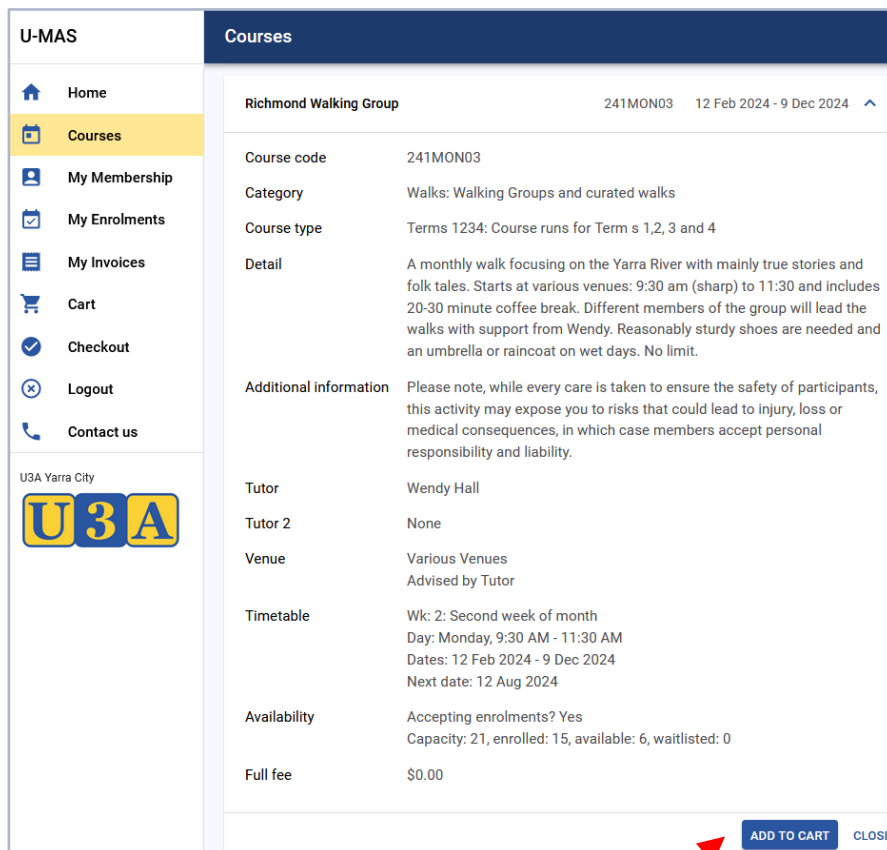
U3A Network (Australia) Inc. membership management system, provided under license from Soft-Sp. membership software, UMMS version: 2.0.0, release date: 15 Sep 2022, U-4943 for Member's website: 14.20220719.

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



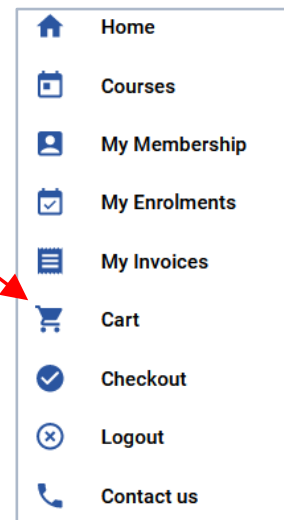
3. To enrol in a course or to get more information, click the down arrow to the right of the course





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

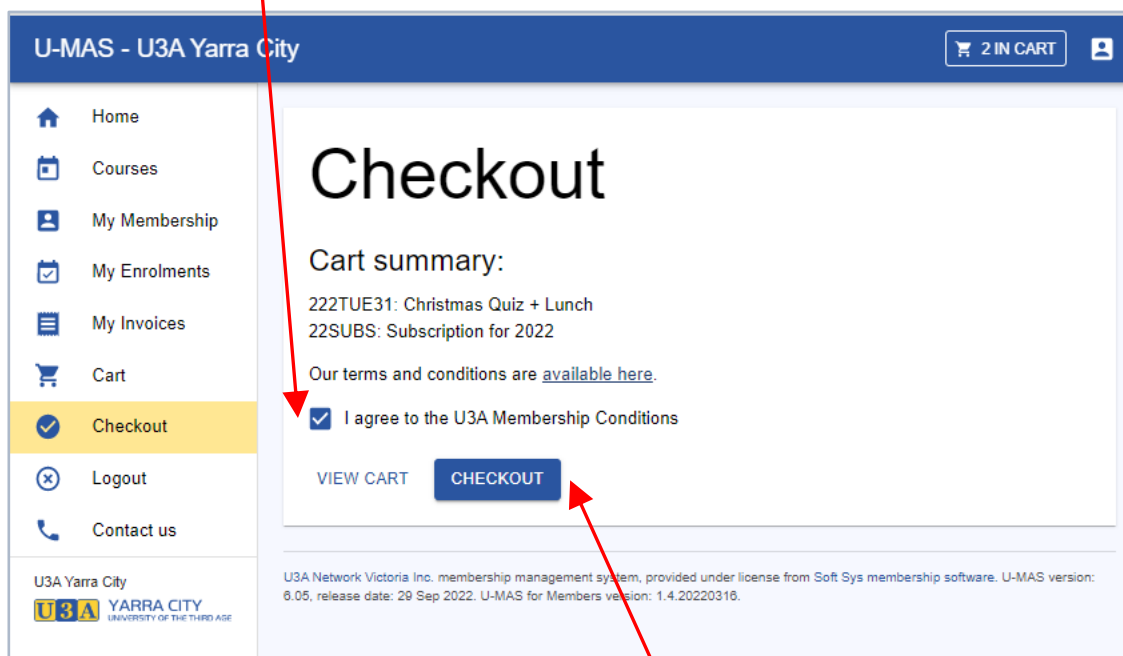


3. Generate an Invoice

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
Total					\$0.10
CLOSE CLEAR CART CHECKOUT					

6. Select Checkout

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



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

[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.

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
UNIVERSITY OF THE THIRD AGE

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
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
22SUB5	Subscription for 2022	1 Jan 2022	Enrolled	\$0.10
Total				\$0.10
Paid				\$0.00
Due				\$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 # 1193-19861 on the back.

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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.
- Note:if you have a problem with payment, you can logout and pay by another method at a later date. Any enrolments should remain intact.
- 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.
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You can also send an email asking for support to u3ayarracity@gmail.com

5. Logout

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

