Member Guide

Enrolment Instructions for Members

1. Go to https://whittleseau3a.org.au/ website and click on **Member Login** top right of the menu
2. The following page appears
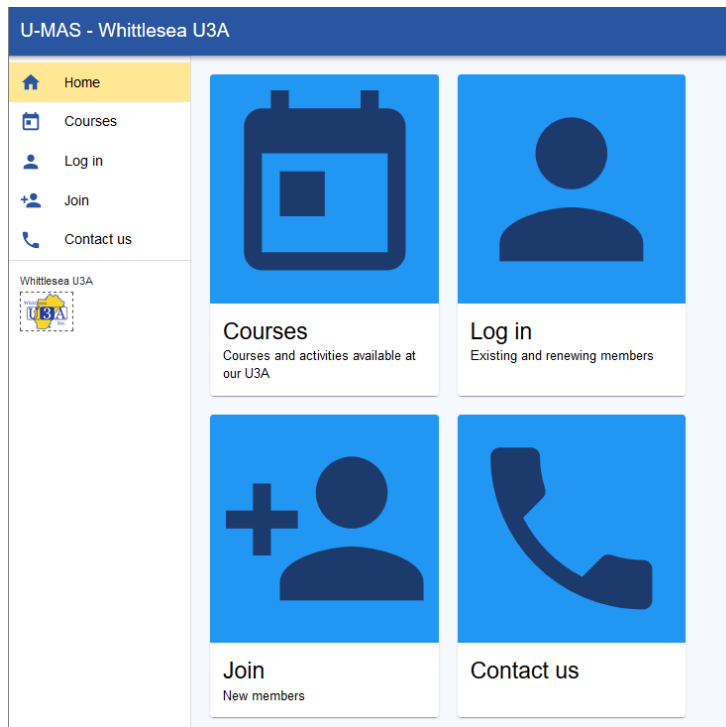
Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see My Membership details (incomplete screen shown)

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, invoices and absences.

Member Number	Member Type
17147	Full Member

Membership Active	Membership Expiry
No	28 Feb 2019

First name *	Surname *
Manny	TEST

Preferred name

Street *
2060 My Road

Suburb *	Postcode *
LALOR	3075

State *
VIC

Tip. Check your Membership Details are correct.

6. Click on Courses in the Menu on the left

Tips

Courses are arranged in block of 20 Courses

Tip Use the arrows at the top <   > to move between blocks of courses
>I takes you to the last block of courses

I< takes you back to the first block of courses

Filter allows you to narrow the selection

Course Display Settings

Show Timespan

Current timetable ▾

Exclude

☑ Finished courses

☐ Full courses

☑ Closed courses

Sort By...

Day of week ▾

... Then By

Course code ▾

Show Categories

[TICK ALL] [UNTICK ALL]

☑ **ART**: Art activities

☑ **BUS TRIP**: Bus trip

☑ **COMPUTER**: Computing

☑ **CRAFT**: Craft

☑ **CULTURAL**: Multicultural activities- information

☑ **DANCE**: Dancing

☑ **Email**: Remote classes offered online

☑ **EXERCISE**: Exercise

☑ **GAMES**: Games

Filter aids in navigating the course offerings. Note the defaults are shown above but you can adjust the filter and click **Apply Changes**. The selection below is a portion of courses using Category "Online" sorted by Day of the Week.

Course	Course code	Dates	
ZOOM Listening to Your Story	03ONL04	15 Jul 2020 - 25 Nov 2020	⌄
ZOOM Wednesday Chat with Friends	03ONL05	15 Jul 2020 - 25 Nov 2020	⌄
ZOOM Introduction to Genealogy	03ONL06	15 Jul 2020 - 25 Nov 2020	⌄
Office Use Only	20ZZZ14	1 Jul 2020 - 29 Oct 2020	⌄

Day of week
Thursday

Course	Course code	Dates	
ZOOM Technology and Computers for Senior	04ONL01	16 Jul 2020 - 26 Nov 2020	⌄
ZOOM Singing For Joy	04ONL02	16 Jul 2020 - 26 Nov 2020	⌄

7. Course Selection

If you are interested in a Course click on that Course eg: Office Use Only to bring up the details as part shown below:

Timetable	None Day: Wednesday, 12:00 PM - 3:00 PM Dates: 1 Jul 2020 - 29 Oct 2020 Next date: 26 Aug 2020
Availability	Accepting enrolments? Yes Capacity: 5, enrolled: 4, available: 1, waitlisted: 0
Full Fee	$0.00

ADD TO CART   CLOSE

8. To select this click on ADD TO CART
9. If you are re-enrolling or enrolling for the first time the Cart will show 2 items as the Subscription will be included in the Cart

🛒 2 IN CART   👤

10. Click on Cart. The selected course/s will be shown as well as the Subscription Fee (note the fee may change from year to year. If you made an error selecting the course you can remove it and reselect from the Courses menu

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
🗑	20ZZZ14	Office Use Only	1 Jul 2020	OK	$0.00
🗑	20SUBS	Subscription for 2020	1 Jan 2020	OK	$30.00
				Total	$30.00

CLOSE   CLEAR CART   CHECKOUT

11. Click on Checkout. You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the Website.

Checkout

Cart summary:

20ZZZ14: Office Use Only
20SUBS: Subscription for 2020

Our terms and conditions are available here.

☐ I agree to the Membership Terms and Conditions
Please confirm that you agree to the terms and conditions

VIEW CART   CHECKOUT

12. Once you have ticked the "I agree to the Membership Terms and Conditions, click Checkout and the Invoice will appear.

Checkout

Checkout success

Total due is $30.00.

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

📄 DOWNLOAD PDF

INVOICE

Invoice ID: 17147-8875

Date: 23 Aug 2020

Bill to:
Manny TEST
Member no: 17147

2060 My Road
LALOR
VIC 3075

E: member.test@gmail.com
Mob: 0419 123 456

Whittlesea U3A Inc

Incorporation: A0042367P
ABN: 91 617 395 831

PO Box 1157,
Lalor, Vic, 3075

Code	Name	Start date	Status	Fee
20SUBS	Subscription for 2020	1 Jan 2020	Enrolled	$30.00
20ZZZ14	Office Use Only	1 Jul 2020	Enrolled	$0.00
			Total	$30.00
			Paid	$0.00
			Due	**$30.00**

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 deposit / EFT:

Westpac Bank
BSB: 033 137
Acc: 189765
Reference:
17147-8875

Other payment methods:

- Cheque by mail, made out to Whittlesea U3A Inc, and sent to:
  PO Box 1157,
  Lalor, Vic, 3075

Tip: Payment options available are shown on the Invoice. If PayPal is available (not shown above) you can pay online by clicking on the PayPal button. The other options require payment to be made via bank transfer, cheque to office, etc.

13. If paying offline you can close the invoice and logout to make your payment. Note, you will not be an Active Member till payment is received and your Member Details are updated by the office

Symbols next to Courses

When you are logged in, any courses in which you are currently enrolled or waitlisted will be marked with a blue letter E or W respectively:

E Enrolled   **W** Waitlisted

Any course that is currently in your cart will be marked with a yellow letter C:

C In cart

Any course from which your enrolment has been deleted will be marked with a grey letter D:

D Deleted

Some courses may have an icon denoting course status:

Grey lock icon: Closed to new enrolments.

Grey waiting icon: All enrolments waitlisted, zero maximum enrolments*.

Grey crossed icon: Full and only accepting waitlist enrolments.

Blue start icon: New (recently added to the timetable).

🔒 Closed   ⏳ All Wait   ❌ Full   ⭐ New

*Usually, an "All Wait" course means that all enrolments are initially placed on a waitlist, and admission is up to the tutor/leader. Examples include courses such as advanced languages that require a minimum level of skill and thus are not suitable for beginners, or day trips that will only proceed if there are enough participants.