

# MYU3A Help for New Members

Secretary, U3A Highvale

November 2018

## How to Join as a New Member

Only proceed with online application, if you have an email address. Get ready to enter personal details and contact information. To join as an Associate Member, you must name the U3A where you are a full paid-up member. Member ID and receipt issued by the other U3A are required.

Please note the screens used in this document are examples based on the assumption that you are joining as a new member in 2018.

### Step 1

Join Up On Line

Fill in the initial entry form. On completion click [Apply for Membership 2018](#).

### Step 2

Type of Membership Requested

Select the relevant type of membership. Note that Honorary membership is granted and not applied for. If you select Associate, enter the name of the other U3A, the member ID and receipt given to you.

Tick the checkbox to apply for membership and click [Join](#).

### Step 3

#### Application Form

my3a01.my3a.net/home/eww3.php  
**Application Form** Full Membership  
**New Application**

Entries marked \* must be supplied

Title  \* Sex  M  F **All names: add T to override caps check.**

\* Given Name  Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name.

\* Family Name  Badge Name  Enter v to clear badge name.

\* Address

\* City/Suburb

Post Code  State  \* Year of Birth

Postal Address  input row only if postal is different City/Suburb

Post Code

\* Phone Numbers

\* Email  (enter No if no email)

\* Verify Email  (enter No if no email)

\* Password  Verify password  **Required** Choose one if you have an email address

Occupation  (prior to retirement)

Skills

Interests

**In the event of illness, please notify:**

Name  Phone

Name  Phone

Are there any medical issues?

Would you like to receive the Newsletter?  No  Yes

\* How did you find out about USA?

What is your Country of Origin

Language at home  if not English

Would you like to volunteer? Tick preferred positions:

On Call  Committee  Leader  Office  Tutor

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

**Commit** **Cancel** **Exit** u006(7)

The form displays with the information entered on the Join Up page. Fill in the missing data. Ensure the fields marked \* and Post Code are completed. Click **Commit** to continue.

#### Step 4

#### Membership Status 2018

**Membership Status 2018**

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member  
**Renewed:** 16/09/2018 **Active:** 16/09/2018 **Expires:** 31/12/2018 O/L  
**Applied:** 16/09/2018 **updated:** 16/09/2018:2252 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1953  
**Email:** ever111@icloud.com  
**Country of Origin:** Australia  
You found out about U3A. Website  
You will be receiving newsletters by email

**2018**  
\$25.00 Membership Fees  
\$25.00 Total Due  
\$25.00 Owing

**Please note:** This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

Renewals for 2019 commence 21/11/2018.  
If you will be absent from class, put in an apology:  
Absence from: Date(d/m) [ ] to: Date(d/m) [ ] [Apologise](#)  
u006(4)

This page shows you the fees due. You won't be able to enrol in classes until your payment has been processed. Click [Next](#) to proceed.

#### Step 5

#### Member Summary 2018

myu3a01.myu3a.net/home/www/u3ship

**Member Summary 2018**

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member  
**Renewed:** 16/09/2018 **Active:** 16/09/2018 **Expires:** 31/12/2018 O/L  
**Applied:** 16/09/2018 **updated:** 16/09/2018:2252 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1953  
**Email:** ever111@icloud.com  
**Country of Origin:** Australia  
You found out about U3A. Website  
You will be receiving newsletters by email  
Highlights: Withdrawn Await Acceptance

**2018**  
\$25.00 Membership Fees  
\$25.00 Total Due  
\$25.00 Owing

**Success!**  
[Print](#) **Please print this page as your record** (if you have a printer).  
Record your member ID and password so you can come back here at any time.

[Back](#) If you would like to revise anything about your profile or your classes, click [Back](#)  
[Pay Office](#) To pay by mailing a cheque to the office or by calling into the office and paying by EFT, cheque or cash, click [Pay Office](#)  
u006(14)

Please print this page as a record of your successful application. Remember your member ID and the password you created so that you can later login as a member.

Click [Pay Office](#) to exit the system. Make payment by one of these methods:

- Post a cheque to U3A Highvale ASAP.
- Place an envelope with your cash or cheque in the U3A Box at the Village.
- Notify U3A Highvale via email that you have made a bank transfer.

After your payment is acknowledged by email, you will be able to login in as a member and continue to select the classes you wish to join.

## How to Enrol in Classes

You need a U3A Highvale member ID and password to log on to Member Services. If you did not create your own password, a system-generated password will be emailed to you.

### Step 1

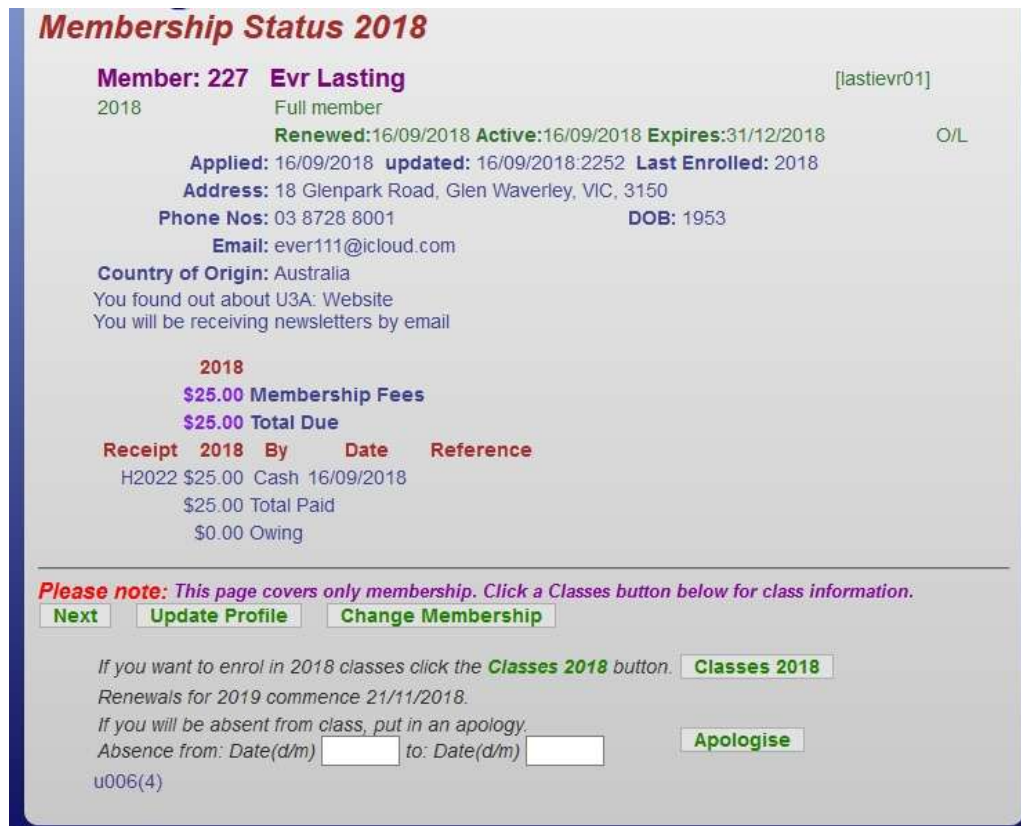
Member  
Login



At the Member Login page enter your ID and password and click [Log in](#).

### Step 2

Member  
Status 2018



As soon as your payment is processed, you are allowed to access class enrolment via the Classes button. You can update your profile if you wish via Update Profile. To proceed with class enrolment, click [Classes 2018](#).

### Step 3

Class Status  
2018

myu3a01.myu3a.net/home/www/u3ahip  
**Class Status 2018**

Highlights: [Withdrawn](#) [Await](#) [Acceptance](#)

To select classes:

1. Click the **Classes 2018** button to list the available classes,
2. Click the square checkbox under each class code to select it,
3. Then click **Next** at the bottom of the page to return here.

When you have selected all the classes you want, click the **Next** button. **Next** u006(28)

To list all classes click **Classes 2018**.

### Step 4

All Classes  
2018

myu3a01.myu3a.net/home/www/u3ahip  
**All Classes 2018**

Monday Tuesday Wednesday Thursday Friday Saturday  
Arts, Music English 2nd language Humanities Computers  
Languages Exercise Science Wellbeing Activities  
All Days All Categories  
Check My Classes Exit

Evr, please request your classes by ticking the check boxes below the class code.  
\*TBA means acceptance subject to tutor approval

**Art Appreciation**  
About every second month we will visit exhibitions at galleries around the Melbourne metropolitan area using the Highvale bus when available.

1.41 2018	Thu	wk3	19/7-15/11	Terms: 34	Open
--------------	-----	-----	------------	-----------	------

Tutor: Mary Nolan Enquiries: 03 9803 8092  
Request 11 00am-03:30pm To be arranged None Glen Waverley  
Classes: 20/9 18/10 15/11

**Art Workshop**  
Members paint or draw using their preferred medium.  
If you self help arrangement, so members of the share their experience and skills

**Walking Group**  
The group gathers in the Community Centre at Highvale and we head off for a day of exploring venues around Melbourne's CBD and other interesting places within easy reach by public transport

22.41 2018	Tue	wk2	14/8-13/11	Terms: 34	Open
---------------	-----	-----	------------	-----------	------

Tutor: Jan Clear Enquiries: 03 9803 8092  
Request 10 00am-01 00pm Various Locations V&R Capital Avenue Glen Waverley  
Classes: 9/10 13/11

**Yoga**  
This class is specifically aimed at assisting older people to maintain strength and flexibility and stay fit and healthy for as long as possible. You will be guided by an experienced teacher who also conducts large classes at USA Nunawading and USA Waverley.

If you wish to join this class you need to purchase a non-slip yoga mat obtainable from Kmart and Big W

23.41 2018	Fri	weekly	20/7-30/11	Terms: 34	Open
---------------	-----	--------	------------	-----------	------

Tutor: Yvonne Wilson Enquiries: 03 9803 8092  
Request 11 30am-12 30pm Sports Pavilion, Capital Reserve Pav Capital Avenue Glen Waverley  
Classes: 21/9 12/10 19/10 26/10 2/11 9/11 16/11 23/11 30/11

**Next** **Cancel**

\*TBA means acceptance subject to tutor approval  
Copyright © 2018 All rights reserved

This page shows a list of classes arranged by categories. You can also choose to view classes grouped by days of the week. Tick the relevant checkboxes as required to enrol in one or more classes and click **Next**.

## Step 5

Class Status  
2018

myu3a01.myu3a.net/home/news/3a0ip  
**Class Status 2018**

2018 Classes (except those you lead)

	Class	fee	Status	Date	From/To	Tutor
<input type="checkbox"/>	00023-01		Enrolled	15/09/2018	20/7-30/11	Yvonne Woon Yoga

Sports Pavilion, Capital Reserve Pav 11:30am-12:30pm Fri Capital Avenue Glen Waverley.

Highlights: Withdrawn Await Acceptance

To select classes:  
1. Click the **Classes 2018** button to list the available classes,  
2. Click the square checkbox under each class code to select it,  
3. Then click **Next** at the bottom of the page to return here.

To withdraw from the above classes:  
1. Click the square checkbox to the left of the class,  
2. Select a reason from the dropdown list,  
3. click **Delete Class**

When you have selected all the classes you want, click the **Next** button.

**Classes 2018** [button]  
Please select a reason [dropdown]  
**Delete Class** [button]  
**Next** u006(28) [button]

The class(es) you have chosen to enrol in are displayed. Check the status of your enrolment. When you have finished your selections, click **Next**.

## Step 6

Membership  
Status 2018

**Membership Status 2018**

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member  
**Renewed:**16/09/2018 **Active:**16/09/2018 **Expires:**31/12/2018 O/L  
**Applied:** 16/09/2018 **updated:** 16/09/2018:2252 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1953  
**Email:** ever111@icloud.com  
**Country of Origin:** Australia  
You found out about U3A: Website  
You will be receiving newsletters by email

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**

Receipt	2018	By	Date	Reference
H2022	\$25.00	Cash	16/09/2018	
	\$25.00	Total Paid		
	\$0.00	Owing		

**Please note:** This page covers only membership. Click a Classes button below for class information.

**Next** [button] **Update Profile** [button] **Change Membership** [button]

If you want to enrol in 2018 classes click the **Classes 2018** button. **Classes 2018** [button]  
Renewals for 2019 commence 21/11/2018.  
If you will be absent from class, put in an apology.  
Absence from: Date(d/m) [input] to: Date(d/m) [input] **Apologise** [button]  
u006(4)

You can now finalise your details and make more class selections, if necessary. If you are satisfied with the recorded information and don't want to make any changes at this stage, click **Next**.

## Step 7

### Member Summary 2018

mys2a01.myu3a.net/home/mwru3ahtp

## Member Summary 2018

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member

**Renewed:** 15/09/2018 **Active:** 15/09/2018 **Expires:** 31/12/2018 O/L

**Applied:** 15/09/2018 **updated:** 15/09/2018:2043 **Last Enrolled:** 2018

**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150

**Phone Nos:** 03 8726 8001 **DOB:** 1953

**Email:** ever111@icloud.com

**Country of Origin:** Australia  
You found out about USA Website  
You will be receiving newsletters by email

**2018 Classes** (except those you lead)

Class	fee	Status	Date	From/To	
00023-01		Enrolled	15/09/2018	20/7-30/11	<b>Tutor:</b> Yvonne Woon Yoga
Sports Pavilion, Capital Reserve Pav			11:30am-12:30pm	Fri	Capital Avenue Glen Waverley.
			Term 3: 21/9,		
			Term 4: 12/10, 19/10, 26/10, 2/11, 9/11, 16/11, 23/11, 30/11,		

Highlights: Withdrawn Await Acceptance

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**

Receipt	2018	By	Date	Reference
H2024	\$25.00	EFT	15/09/2018	
	\$25.00	Total Paid		
	\$0.00	Owing		

**Success!**  
Print **Please print this page as your record** (if you have a printer)  
Record your member ID and password so you can come back here at any time

---

**Back** If you would like to revise anything about your profile or your classes, click **Back**

**Exit** If you have completed all you need to do, click **Exit**

u006(14)

Details of your membership and class(es) in which you have enrolled are displayed. Print the Summary — it records your successful application and class enrolment and is a receipt of payment. Click **Exit** to finish.