

Joining U3A Highvale for 2022

(issued by U3A Highvale Administrator, January 2022)

PLEASE READ THIS VERY CAREFULLY

U3A Highvale membership for 2022 is now open and continue through 2022. The online application form is accessed via our website:- <https://u3ahighvale.com.au/> .

Please note:

- You require a correct email address to apply online.
- You cannot enrol in a class until your payment of \$50 to U3A Highvale (by EFT, or at your bank) has been received.
- Your membership badge will be distributed on commencement of classes in Term 1 of 2022.

Procedures for application, payment and class enrolment are explained here.



How to Apply for Membership

**NOTE that images used here are based on 2021 sample screens.
The 2022 screens will be similar, so for 2021 read 2022.**

Only proceed with online application, if you have a correct email address. Be ready to enter personal details and contact information.

To join as new member for 2022, go to the U3A Highvale website. Access MyU3A Login > New Applicant to view this online form.

Step 1

Join Up On Line

At the Join Up On Line page, enter your name, email address and date of birth. Then click **Apply for Membership**.

Step 2

Type of Membership, Vaccination

Select the relevant type of membership--Full Member. Tick the checkbox to agree to U3A Highvale Terms & Conditions and click **Join**. You must confirm your vaccination status.

U3A Highvale

Our Covid Safe Policy, State & Local Government directions require that in order to attend Face-to-Face Classes, members must be Covid-19 Fully vaccinated.

ALL MEMBERS may attend Zoom Classes.

Please click to confirm your Vaccination status:

Step 3
Application Form

myu3a01.myu3a.net/home/www/u3ahip
Application Form Full Membership

New Application

Entries marked * must be supplied

Title Ms * Sex M F **All names: add '!' to override caps check.**

* Given Name Evr 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 Lasting **Badge Name** Enter a 0 (zero) to clear badge name.

* Address 123 Pretend Lane

* City/Suburb Glen Waverley

Post Code State VIC * Year of Birth 1950

Postal Address (input row only if postal is different) **City/Suburb** **Post Code**

* Phone Numbers 0404123456

* Email ever111@icloud.com (enter No if no email)

* Verify Email ever111@icloud.com (enter No if no email)

* Password abcde **Verify password** abcde **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 U3A? Word-of-Mouth

What is your Country of Origin Australia

Language at home English 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**
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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

U3A Highvale
On Line Member Services (2021)
The MyU3A Network Welcome Practise database

mpu2021.mpu3a.net/home/membership
Membership Status 2021

Member: 348 Ever Lasting [lastieve01]
2021 Full member
Renewed:05/10/2021 Active:05/10/2021 Expires:31/12/2021 O/L
Applied: 05/10/2021 updated: 05/10/2021:1404 Last Enrolled: 2021
Address: 123 Pretend Lane, Glen Waverley, VIC, 3150
Phone Nos: 0404 987 654 DOB: 1956
Email: eve11@yahoo.com
Country of Origin: Australia
You found out about U3A: Word-of-Mouth
You will be receiving newsletters by email

2021
\$50.00 Joining Fees
\$50.00 Total Due
\$50.00 Owing

Please note: This page covers only membership. Click a Classes button below for class information.
[Proceed to Payment](#) [Update Profile](#) [Change Membership](#)

Renewals for 2022 commence 17/11/2021
If you will be absent from class, put in an apology
Absence from: Date(d/m) to: Date(d/m) [Apologise](#)
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This page shows you the fees due. You won't be able to enrol in classes until your payment has been processed. Click **Proceed to Payment** to continue.

Step 5

Member
Summary

U3A Highvale
On Line Member Services (2021)
The MyU3A Network Welcome Practise database

mpu2021.mpu3a.net/home/membership
Member Summary 2021

Member: 348 Ever Lasting [lastieve01]
2021 Full member
Renewed:05/10/2021 Active:05/10/2021 Expires:31/12/2021 O/L
Applied: 05/10/2021 updated: 05/10/2021:1404 Last Enrolled: 2021
Address: 123 Pretend Lane, Glen Waverley, VIC, 3150
Phone Nos: 0404 987 654 DOB: 1956
Email: eve11@yahoo.com
Country of Origin: Australia
You found out about U3A: Word-of-Mouth
You will be receiving newsletters by email
Highlights: Withdrawn Await Acceptance

2021
\$50.00 Joining Fees
\$50.00 Total Due
\$50.00 Owing

Success!
[Print](#) Please print this page as your record (if you have a printer) or capture it on your smartphone.
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 making a cheque to the office or by calling into the office and paying by EFT, cheque or cash, click [Pay Office](#)
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Please print the Member Summary page as a record of your successful application. Remember your member ID and password so that you can later login as a member to enrol in classes.

Click **Pay Office**, this will exit the system and return you to the website My Login Portal page. You are now responsible for making the necessary payment.

See *How to Make Payment* below.

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How to Pay

Having completed your application online, you'll need to pay a fee of \$50 before enrolling in 2022 class(es).

There will be at time delay between your renewal and receipt of your payment.

Pay By **Electronic Funds Transfer (EFT)**

To pay via EFT, please use U3A Highvale's bank account details:

Bank of Melbourne
BSB: 193-879
Account No: 483211581
Account Name: U3A Highvale Inc.

1. When paying by EFT, use your ID and name in the payment reference: e.g. *ID987 JBlog*
2. If possible, notify U3A Highvale of your payment via an email, quoting your Member ID, name and transaction reference to: enquiries@u3ahighvale.com.au.

Pay By **Visiting Your Bank**

1. Visit your bank and arrange payment to U3A Highvale's bank account (see above).
2. Use your ID and name in the payment reference: e.g. *ID987 JBlog*.
3. If possible request your bank to notify U3A Highvale of your payment via an email, quoting the payment reference to: enquiries@u3ahighvale.com.au.

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How to Enrol in Classes

Once all payments are receipted, the Classes 2022 button in myU3A will be available. This allows for the selection of class(es). If a class is full, a member will be waitlisted. For online enrolment:

1. Log into the Member Portal with your ID and password.
2. To select class(es) for 2022 click **Classes 2022**. From the list displayed, tick the relevant checkboxes as required to enrol in one or more classes and click **Next** when done.
3. The Member Summary records your successful enrolment and payment receipt. Click **Exit** to finish. You will be informed of your successful class enrolment by email.