Joining U3A Highvale for 2023

(Issued by Secretary U3A Highvale, November 2022)

PLEASE READ THIS VERY CAREFULLY

Membership application for 2023 opens on 28 November 2022 and continues through to 2023. 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 2023.

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 2023 screens will be similar, so for 2021 read 2023.

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 applicant for 2023, 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**.

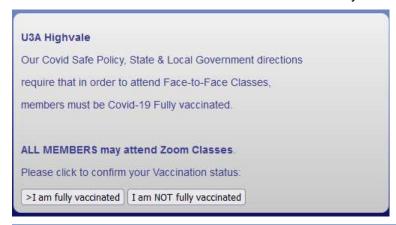
Step 2

The Type of Membership Requested: displays.

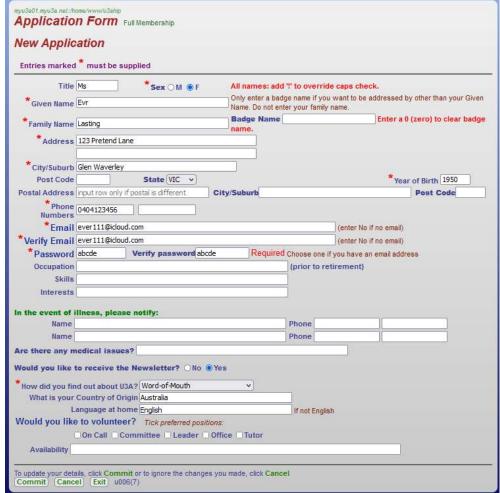
Type of Membership, Vaccination



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



Step 3
Application Form



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



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



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 via EFT. This is a **bank transaction** and payment is made outside of this system.

See Stage 2 on How to Pay below.



Having completed your application online, you'll need to pay a fee of \$50 before enroling in 2023 class(es).

Pay By

Electronic Funds Transfer (EFT)

1. Pay via EFT into U3A Highvale's bank account as detailed:

Bank of Melbourne BSB: 193-879

Account No: 483211581

Account Name: U3A Highvale Inc.

- 2. When paying by EFT, use your ID and name in the payment reference: e.g. ID987 JBlog
- 3. 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 notify U3A Highvale of your payment via an email, quoting the payment reference to: enquiries@u3ahighvale.com.au.
- 4. See Stage 3 on How to Enrol Online in class(es).



How to Enrol Online in Classes

Class enrolment for 2023 commences on 2 December 2022.

There is normally a time delay for bank clearance of about 3-4 days between your application and our receipt of your payment. Once payment is receipted, the Classes 2023 button in myU3A will be available. This allows for the selection of class(es). If a class is full, you will be waitlisted.

- 1. Access the U3A Highvale website, make sure you have your ID and password. Under Courses, select Direct Enrolments. The Member Login screen displays.
- 2. Log in as a member with your ID and password.
- 3. The Membership Status page displays.
- 4. To select class(es) for 2023 click **Classes 2023**. From the list displayed, tick the relevant checkboxes as required to enrol in one or more classes and click **Next** when done.
- 5. The Member Summary screen displays with records of your successful enrolment and payment receipt. Click **Exit** to finish. You will be informed of your successful class enrolment by email.