

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

Type of Membership, Vaccination

The Type of Membership Requested: displays.

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.

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/u3ahp
Application Form Full Membership

New Application

Entries marked * must be supplied

Title * Sex ☐ M ☒ F All names: add 'I' 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 a 0 (zero) to clear badge name.

* Address

* City/Suburb Post Code State * Year of Birth

Postal Address 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 U3A?

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

The screenshot shows the 'Membership Status 2021' page for member 348, 'Ever Lasting'. The page includes a header with the U3A Highvale logo and navigation links. The main content area displays member details: 'Member: 348 Ever Lasting', 'Full member', 'Renewed: 05/10/2021', 'Active: 05/10/2021', 'Expires: 31/12/2021', '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', 'Email: eve11@yahoo.com', 'DOB: 1956', and 'Country of Origin: Australia'. It also shows a fee summary for 2021: '\$50.00 Joining Fees', '\$50.00 Total Due', and '\$50.00 Owing'. At the bottom, there are buttons for 'Proceed to Payment', 'Update Profile', and 'Change Membership', along with an 'Apologise' button for marking absence.

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

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

The screenshot shows the 'Member Summary 2021' page for member 348, 'Ever Lasting'. The page includes a header with the U3A Highvale logo and navigation links. The main content area displays member details: 'Member: 348 Ever Lasting', 'Full member', 'Renewed: 05/10/2021', 'Active: 05/10/2021', 'Expires: 31/12/2021', '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', 'Email: eve11@yahoo.com', 'DOB: 1956', and 'Country of Origin: Australia'. It also shows a fee summary for 2021: '\$50.00 Joining Fees', '\$50.00 Total Due', and '\$50.00 Owing'. At the bottom, there are buttons for 'Back' and 'Pay Office', along with a 'Print' button and a note to 'Please print this page as your record'.

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

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
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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

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

See Stage 2 on How to Pay below.



How to Pay

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

Pay By	Electronic Funds Transfer (EFT)
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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
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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.