Joining U3A Highvale (Application, Payment & Enrolment)

(Issued by Secretary U3A Highvale, November 2023)

PLEASE READ THIS VERY CAREFULLY

To join as new applicant, go to the U3A Highvale website:- https://u3ahighvale.com.au/myu3a-login/ to access the online application form. Please note that:

- ☐ 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 the commencement of classes.

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

NOTE that images used here are based on 2021 sample screens. The screens you see are similar but reflect the current year.



How to Apply for Membership

Only proceed with online application, if you have a correct email address. Be ready to enter personal details and contact information. Access MyU3A Login > New Applicant to view this online form.

Step 1 Join Up On

I ine



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.

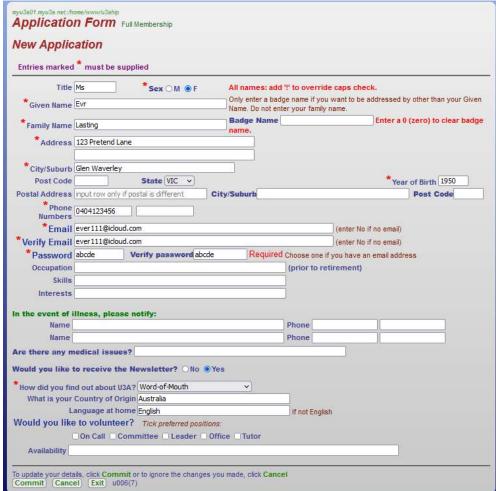
Type of Membership, Vaccination



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 3Application 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 Electronic Funds Transfer (EFT). The **bank transaction** and direct debit payment is made outside of this system.

See **STAGE 2** on How to Pay below.



Having completed your membership application online, you'll need to pay a fee of \$50 before enroling in 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.

<u>NOTE</u>: If you are unable to pay by EFT, get a family member or friend to assist you.

Pay By

Visiting Your Bank

- 1. Visit your bank and arrange payment to U3A Highvale's bank account (see above). If you are unable to visit your bank, get a family member or friend to assist you.
- 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. Continue to **STAGE 3** on How to Enrol Online below.



How to Enrol Online in Classes

There is normally a time delay for bank processing of about 3-4 days between your membership application and our receipt of your payment. You cannot enrol in classes until your membership fee is paid. After the time lapse, access the U3A Highvale website again to enrol.

- 1. At the U3A Highvale website, select the menu item **Courses** and then select **Direct Enrolments**. The Member Login screen displays. Log in as a member with your ID and password.
- 2. The Member Status page displays and the Classes... button for the current year displays at the bottom of the page. It is now activated following your payment. This allows for the selection of class(es). If a class is full, you will be waitlisted.
- 3. Click Classes Your Class Status displays with a list of your current classes. Click Class Names... for the current year to display All Classes. From the list displayed, tick the relevant checkboxes as required to enrol in one or more classes and click Next when done. The Class Status page redisplays to include the latest class(es) you chose to join. Click Next.
- 4. The Member Status redisplays with your recorded details. Click Next to display the Member Summary page that lists all the classes for which you are enroled. If the class is full you will be waitlisted. Click Exit. You will be informed of your successful class enrolment by email.