

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 Line

The screenshot shows the 'Join Up On Line' page. At the top, it says 'U3A Highvale On Line Member Services (2021)'. Below that, there are two options: 'Join Up On Line' (selected) and 'Already a Member'. A 'Please Note' section states: 'If you do not have an operational email address, you will not be able to use the online facilities. Please click on the Exit button below now and phone or call into the office.' The form fields are: Given Name: Ivar, Family Name: Liding, Email Address: ivar11@yahoo.com, Verify Email: ivar11@yahoo.com, Year of Birth: 1950. A green button 'Apply for Membership 2021' is at the bottom right. There is also an 'Exit' button at the bottom left.

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.

The screenshot shows the 'Type of Membership Requested' page. It says 'Please select a Membership Grade for 2021'. There are two radio buttons: 'Full (\$100-\$100) May enroll in any available classes' (selected) and 'Part (\$50-\$50) May enroll in any available classes'. Below that is a checkbox: 'By ticking this box I agree to abide by the Constitution & any Terms and Conditions or Policies of U3A Highvale.' A green 'Join' button is at the bottom left, and an 'Exit' button is at the bottom right.

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/u3ahip
Application Form Full Membership
New Application

Entries marked * must be supplied

Title * Sex M F **All names: add '!' 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**
 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

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

mys0201 mys03a net /home/level3a/cgi
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

mys0201 mys03a net /home/level3a/cgi
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 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.

STAGE
2

How to Pay

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

NOTE: 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.

STAGE
3

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 redisplay to include the latest class(es) you chose to join. Click **Next**.

4. The **Member Status** redisplay with your recorded details. Click **Next** to display the **Member Summary** page that lists all the classes for which you are enrolled. If the class is full you will be waitlisted. Click **Exit**. You will be informed of your successful class enrolment by email.