



NUNAWADING
UNIVERSITY OF THE THIRD AGE

5 SIMPLE STEPS FOR RE-ENROLLING ONLINE
Enrolments open at 9am on Monday 21st November.

1. **Go to U3A Nunawading website www.u3anunawading.com.au.** In the blue band at the top of the picture gallery on the right-hand side, click ***Member enrolments***. Login using your membership number or email address and password, which is the last four digits of your telephone number unless you have changed it.
2. **Check your details** by clicking on ***View Member Details*** on the menu on the left-hand side of the screen. If you wish to make a change go to ***Edit Member Details***. Don't forget to save after making any alterations.
3. **Select your Courses.** Click on ***View or select Courses***. Initially you can only select three courses. This gives all members the opportunity of being accepted into at least one course of their choice. This limit will be removed after 2 December and you can go online again and make further selections. Computer, Summer School and selecting to Volunteer are not included in your first three choices. Once you have selected your course/s by ticking the relevant box remember to tick ***Confirm Selection*** to save your choices.
4. **Completing your enrolment online.** Once you have completed the above steps, tick the Agree to Terms and Conditions and finalise, by clicking on ***Finalise Courses and if necessary, Invoice and Payment***.
5. **Payment.** You can pay your Membership, Computer fee and Summer School fee if applicable using you PayPal account or PayPal with your credit card. Alternatively print out two copies of the invoice and bring to the Silver Grove office where you can pay by cash, cheque or credit card. Go to the bottom of ***Member Details*** to find the ***Invoice*** button and click to open.

Please note:

Restricted Courses. Due to the high demand of some courses a restriction has been placed on them and you will only be able to enrol in one of the restricted courses in that group. They are marked with an R in the course code. If you enrol in a Restricted Course you will be advised if you have been accepted by the office.

Zero-marked Courses. If a course is marked Zero and you enrol you will be waitlisted. Leaders of these Courses have indicated that a certain skill level is required. If you enrol in such a Course you will be advised by the office if you have been accepted.