



NUNAWADING
UNIVERSITY OF THE THIRD AGE

5 SIMPLE STEPS FOR RE-ENROLING ONLINE ***Enrolments open at 9am on Monday 27 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 8 December and you can go online again and make further selections. Computer, Summer School and selecting to Volunteer are not included in your 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 fee using your PayPal account or PayPal with your credit card. Alternatively print two copies of your invoice and bring them 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. *The office will be open from Monday 27 to Friday 1 December (9.00am – 3.30pm) to accept payments or assist with enrolments.*

Please note:

Restricted Classes: Some classes have a restriction on them due high demand. Therefore, you will only be able to enrol in one restricted class within a course group. These classes are marked with an R in the course code. If you enrol in a Restricted class you will be advised if you have been accepted by email.

Zero Enrolment Classes: If you enrol in a class that show a class maximum enrolment as Zero, you will be waitlisted initially because Leaders of these classes have indicated that a certain skill level is required. You will be advised by email if you have been accepted.