

How to Edit Your Membership Details

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| Use this instruction to edit your membership details. If you have already accessed the website, GO TO STEP 2. | |
| STEP 1: | Go to the U3A Nunawading website www.u3anunawading.com.au This takes you to the U3A Nunawading Website. |
| STEP 2: | Click Click here for Member enrolments to go to the Membership system. The Welcome screen appears. |
| STEP 3: | Click Login Member . |
| STEP 4: | Enter your membership number. |
| STEP 5: | Enter your password. |
| STEP 6: | Click Login button. The Welcome screen appears. |
| STEP 7: | Click Edit Member Details the Member Details screen displays. Note: Use the scroll bar to display all the information on the screen. |
| STEP 8: | Ensure that all your details are correct specifically the following: <ul style="list-style-type: none"> • Your Email address • Your Emergency Contact details are entered. • Tick the box Yes to agree to the Terms and Conditions. |
| STEP 9: | If you have amended your details click Save button to save the changes, OR If there were no changes, click Close and No save button. |
| STEP 10: | You have completed editing your member detail. Click Home to return to the Welcome screen and then click Logout . |