

## New Members - How to Join U3A, Enrol in Courses and Pay Fees

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You need Internet access **and** an Email address to perform this task.

If you are unsure of how to use the on-line system, you can get help from the Assist staff at U3A Nunawading office.

**Our Courses:** You do not need to be a member to just look at the course list. Click [Courses](#) option on the left of the screen to display all courses.

**Note:** You are not enrolled until payment is received.

### PAYING ON LINE

You can pay on-line by:

- Paypal with your own account
- Paypal using credit or debit card

**Note:** When you pay by Paypal your membership payment details will be automatically updated.

### IF YOU DO NOT PAY ON-LINE

Bring **both copies of the invoice** with **your membership number and payment** to:

U3A Nunawading

16 – 20 Silver Grove

Nunawading 3131



**Membership Fee: \$XY.00.**

Cheque, cash or credit card.

**Note:** U3A staff will accept payment and provide you with a receipt.

Your payment will be processed and updated by U3A staff.

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<p><b>STEP 1:</b></p>	<p>Go to the U3A Nunawading Website.</p> <p><a href="http://www.3aununawading.org.au">www.3aununawading.org.au</a></p> 
	<ul style="list-style-type: none"> <li>• To view instructions on how to use the on-line system, go to <b>Step 2</b>.</li> <li>• To join / enrol go to <b>Step 3</b>.</li> </ul>
<p><b>STEP 2:</b></p>	<p>To access <b>Membership Instructions</b>, click on the link.</p> <p><a href="#">Membership System join, re-enrol or update your details. For instructions on how to use the online membership system click here</a></p>  <p>The <b>Membership Instructions</b> screen appears listing all the instruction documents. To view click <b>Preview</b>.</p>
<p><b>STEP 3</b></p>	<p>Click <a href="#">Click here for Member enrolments</a> button.</p>

## New Members - How to Join U3A, Enrol in Courses and Pay Fees

	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><b>NUNAWADING</b> UNIVERSITY OF THE THIRD AGE</p> </div> <div style="font-size: small;"> <p>16-20 Silver Grove, Nunawading VIC 3131 Phone: (03) 9878 3898 Email us at: u3anuna@bigpond.com</p> </div> </div>							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; background-color: #00a0c0; color: white; padding: 5px;">Home</td> <td rowspan="6" style="padding: 10px;"> <p style="font-size: 1.2em; font-weight: bold; margin-top: 0;">Welcome to the University of the Third Age Nunawading Inc Membership System</p> <p><b>University of the Third Age Nunawading Inc Courses</b> You can view the courses available for this year before joining or re-enrolling via the view Courses menu item. There many courses to choose from to suit most interests and hobbies.</p> <p><b>Existing Members</b> To re-enrol or access Member details/Course details use the 'Login Member' menu item; you need a Membership number and Password or Email address and Password. If you have forgotten your Password you can recover it during the 'Login Member' process.</p> <p><b>Joining Members</b> To register your details for Membership use the 'Enrol as New Member' menu item. Phone 0398783898 to obtain a form by mail, or call into U3A Office (hours 10:00am to 2:00 pm weekdays)</p> </td> </tr> <tr><td style="background-color: #00a0c0; color: white; padding: 5px;">View Courses</td></tr> <tr><td style="background-color: #00a0c0; color: white; padding: 5px; border: 2px solid red;">Enrol as New Member</td></tr> <tr><td style="background-color: #00a0c0; color: white; padding: 5px;">Contact Us-Courses</td></tr> <tr><td style="background-color: #00a0c0; color: white; padding: 5px;">Contact Us-General</td></tr> <tr><td style="background-color: #00a0c0; color: white; padding: 5px;">Login Member</td></tr> </table>	Home	<p style="font-size: 1.2em; font-weight: bold; margin-top: 0;">Welcome to the University of the Third Age Nunawading Inc Membership System</p> <p><b>University of the Third Age Nunawading Inc Courses</b> You can view the courses available for this year before joining or re-enrolling via the view Courses menu item. There many courses to choose from to suit most interests and hobbies.</p> <p><b>Existing Members</b> To re-enrol or access Member details/Course details use the 'Login Member' menu item; you need a Membership number and Password or Email address and Password. If you have forgotten your Password you can recover it during the 'Login Member' process.</p> <p><b>Joining Members</b> To register your details for Membership use the 'Enrol as New Member' menu item. Phone 0398783898 to obtain a form by mail, or call into U3A Office (hours 10:00am to 2:00 pm weekdays)</p>	View Courses	Enrol as New Member	Contact Us-Courses	Contact Us-General	Login Member
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View Courses								
Enrol as New Member								
Contact Us-Courses								
Contact Us-General								
Login Member								

- |                |   |
|----------------|---|
| <b>STEP 4:</b> | Click <span style="background-color: #00a0c0; color: white; padding: 2px;">Enrol as New Member</span> this takes you to the <b>Member Details</b> screen. |
| <b>STEP 5:</b> | Complete all the fields on the <b>Member Details</b> screen.  |

### Membership Details screen:



**All fields marked with \* are mandatory fields and must be completed.**

<b>First Name*</b>	Enter first name.
<b>Surname*</b>	Enter surname.
<b>Preferred name</b>	Optional.
<b>Member Type*</b>	Click <input type="button" value="v"/> down arrow and select the member type.  Example:     Member.
<b>Date of Birth*</b>	When you click in this field, the system will display a calendar; select your date of birth. Day, Month and Year.
<b>Employer</b>	Optional.

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<b>Gender*</b>	Click <input type="checkbox"/> down arrow and select gender.  Example:     Female.
<b>Previous Occupation</b>	Optional.
<b>Street*</b>	Enter street address.
<b>Suburb*</b>	Enter suburb.
<b>State*</b>	The system defaults to VIC.
<b>Postcode*</b>	Enter postcode.
<b>Phone-Home</b>	Enter the Area code <b>03</b> following by the telephone number.
<b>Phone-Business</b>	Enter business telephone number. Optional.
<b>Mobile</b>	Enter mobile phone number
<b>Country of Origin</b>	Enter the name of the country where you were born.  Example:     Australia.
<b>Email*</b>	<ol style="list-style-type: none"> <li>1. If the new member <b>has an Email address</b>, enter email address here.</li> <li>2. If the new member <b>does not have an email address</b>, enter the common email address <a href="mailto:nunau3a@gmail.com">nunau3a@gmail.com</a></li> </ol>
<b>Confirm Email*</b>	Confirm the email address by entering either the member's email address or the common email address.
<b>Emergency Contact*</b>	Enter the name of the emergency contact.
<b>Contact Number*</b>	Enter the telephone number of the emergency contact.
<b>Relationship*</b>	Enter the relationship of the emergency contact.
<b>Login Password*</b>	Enter the Password. Use the last four digits of the telephone number.
<b>Confirm Login Password*</b>	Confirm login password. Last four digits of the telephone number.

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<p><b>Newsletter Preference*</b></p>	<p>Tick one of the boxes to indicate how you want to receive the U3A Nunawading Newsletter? <b>Email</b> <input type="checkbox"/> <b>Mail</b></p>
<p><b>Enter the security code</b></p>	<p>Enter the code as shown on the screen. Use All CAPITAL LETTERS. For example:</p> <div style="text-align: center;">  <p>*enter the code <a href="#">[Create different image]</a></p> </div> <p><b>Note:</b> Be CAREFUL the security code must be entered correctly (only capital letters) otherwise you will have to re-enter all the details again.</p>
<p>I agree to purposes of U3A Nunawading in accordance with Terms and Conditions</p>	<p>Tick box <b>Yes</b> for Terms and Conditions</p> <p><input type="checkbox"/> Click for Yes. Refer to <a href="#">Terms and Conditions</a> for further details.</p>
<p><b>STEP 6:</b></p>	<p>Click <b>Submit</b> button.</p> <div style="text-align: center;">  </div> <p><b>WRITE</b> down your membership number before you proceed.</p> <p><b>Note:</b> A confirmation email will be sent to the email address you supplied.</p> <p>Plus an email will be sent to <a href="mailto:nunau3a@gmail.com">nunau3a@gmail.com</a>.</p> <p>Please check your email for your login credentials.</p> <p><b>To activate your Membership please log in with your Membership number or email address and password.</b></p>

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<b>STEP 7:</b>	<p>Click <span style="background-color: #00AEEF; color: white; padding: 2px;">Login Member</span> .</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0; margin: 10px auto; width: 80%;"> <p>Membership number or email: <input style="width: 100%;" type="text"/></p> <p>Password: <input style="width: 80%;" type="password"/></p> <p style="text-align: center;"><span style="border: 1px solid #ccc; padding: 2px 10px;">Login</span></p> </div> <p>Enter your Membership number, password and click <b>Login</b> button. <i>The <b>Welcome</b> screen is displayed.</i></p>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="display: flex; align-items: center;"> <div> <p><b>NUNAWADING</b> UNIVERSITY OF THE THIRD AGE</p> </div> </div> <div style="font-size: small; text-align: right;"> <p>Nunawading Community Centre 16-20 Silver Grove, Nunawading VIC 3131 Phone: (03) 9878 3898 Email General Enquiries: <a href="mailto:admin@u3anunawading.org.au">admin@u3anunawading.org.au</a> Email Course Enquiries: <a href="mailto:courseadmin@u3anunawading.org.au">courseadmin@u3anunawading.org.au</a></p> </div> <div style="width: 50px; height: 40px; background-color: red;"></div> </div> <div style="margin-top: 10px;"> <div style="background-color: #f4a460; padding: 5px; display: flex; flex-direction: column; gap: 2px;"> <span>Home</span> <span>View Member Details</span> <span>Edit Member Details</span> <span style="border: 2px solid black; padding: 2px;">View or select Courses</span> <span>Add Courses</span> <span>Search Members</span> <span>Add Member</span> <span>Send Emails</span> <span>Reports</span> <span>Other Reports</span> <span>Contact Us-Courses</span> <span>Contact Us-General</span> <span>Return to Website</span> <span>Logout</span> </div> <div style="margin-top: 10px; background-color: #f0f0f0; padding: 10px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Welcome Maureen Barclay (Member #19879)</p> <p><b>Members</b> To view and check Membership details click 'View Member Details' To add or change Membership details click 'Edit Member Details'</p> <p><b>Courses</b> To select and enrol in Courses click the 'View or Select Courses' menu item</p> <div style="text-align: center; margin: 10px 0;"> </div> <p><b>Courses Tutor</b> University of the Third Age Nunawading Inc welcomes proposals for new Courses. If you have interests or skills in particular fields and would like to share please volunteer and click on 'Contact Us - Courses'</p> <div style="text-align: center; margin-top: 10px;"> </div> </div> </div>	
<b>STEP 8:</b>	<p>To view or select courses click <span style="border: 2px solid black; padding: 2px;">View or select Courses</span> .</p>

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Home

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[Contact Us - General](#)

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### Select Courses for Maureen Barclay

1. Click on Course Description to view additional details  
 2. Use tick box to select Courses (restrictions may apply)  
 3. To view a group of Courses e.g. Art, exercise etc. Use the **Group selection** "drop down box". Select and **Apply Filter**. To return to the full list select "None" from the "drop down box" and "Apply Filter"  
 4. Courses can be sorted by clicking on any of the column headings e.g. Description, Day etc.  
 5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed  
 6. Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)  
 7. Maximum standard enrolments are 3

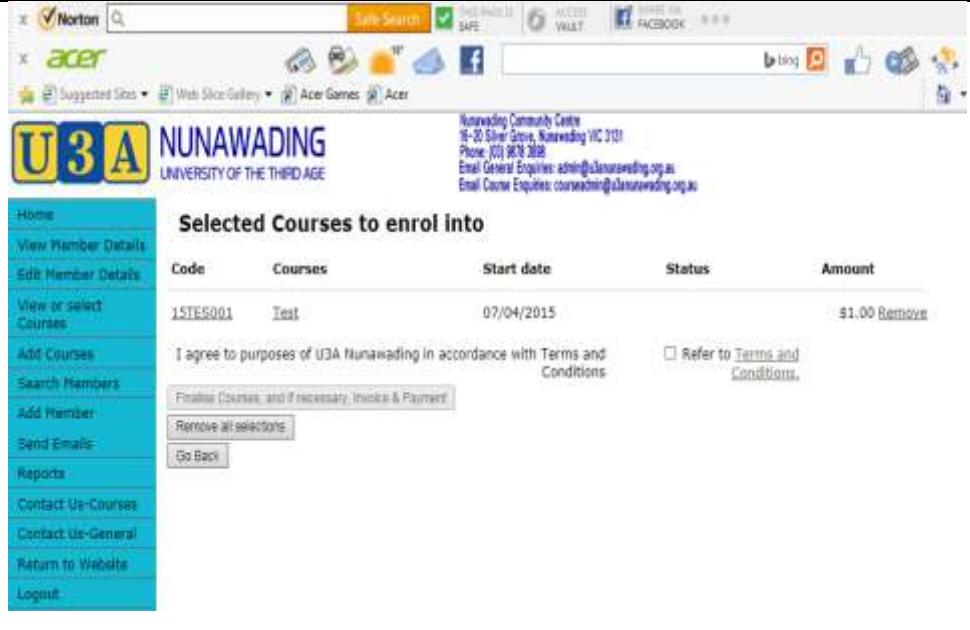

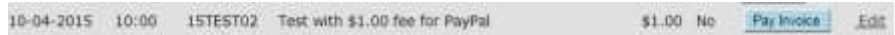
Confirm Selection

Group selection: None Apply Filter

Code	Description	Location	Tutor	Finished Start	Full Day	New Time	1 day Frequency	Edit	Rep
<input type="checkbox"/> 15ART001	<a href="#">Art History &amp; Appreciation A</a>	MPR Silver Grove	Barbara Sommers	02/02/2015	Mon	11:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15ART002	<a href="#">Art History &amp; Appreciation B</a>	MPR Silver Grove	Andrew Lockwood	06/02/2015	Fri	9:30	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15ART003	<a href="#">Drawing and Sketching A</a>	MPR Silver Grove	Paul Makinson	05/02/2015	Thu	11:15	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15ART004	<a href="#">Drawing and Sketching B</a>	MPR Silver Grove	David Blain	05/02/2015	Thu	1:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15ART005	<a href="#">Drawing with Coloured Pencils</a>	Room9 Silver Grove	Naomi Aitchison	04/02/2015	Wed	10:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15SCI004	<a href="#">Climate Change</a>	Room10 Silver Grve	Tony Kerr	03/02/2015	Tue	9:30	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15SCI005	<a href="#">Geology</a>	Coronella	Phil Bock	05/02/2015	Thu	9:30	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15SCI006	<a href="#">The Joy of Mathematics</a>	Plato Silver Grove	John Shattock	03/02/2015	Tue	2:45	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15TEST01	<a href="#">Test course with one dollar for Paypal</a>	Angling Club Rm	Andrew Lockwood	01/04/2015	Wed	14:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15TEST02	<a href="#">Test with 1.00 fee for PayPal</a>	Plato Silver Grove	None	10/04/2015	Fri	10:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>
<input type="checkbox"/> 15TEST03	<a href="#">Test course with \$1.00 for PayPal</a>	MPR Silver Grove	None	03/04/2015	Fri	9:00	Wkly	<a href="#">Edit</a>	<a href="#">Rep</a>


<b>STEP 9:</b>	<p><b>Read the instructions on the screen before you continue.</b></p> <ul style="list-style-type: none"> <li>Be aware of the colour coding when selecting courses.</li> <li>Courses you are already enrolled in appear in Red without a checkbox next to them.</li> <li>Click on Description to view course details and maximum capacity.</li> <li>Use Apply Filter to view courses by groups, e.g ART.</li> </ul>
<b>STEP 10:</b>	<p>To select a course, click on the <input checked="" type="checkbox"/> checkbox against the Course Code.</p> <p><b>Note:</b> A maximum of 3 courses allowed.</p>
<b>STEP 11:</b>	<p>Click on the <span style="border: 1px solid gray; padding: 2px;">Confirm Selection</span> button.</p> <p><b>Note:</b> If the selected course is fully SUBSCRIBED the member will be put on a waitlist. If you do not wish to be waitlisted you can choose to REMOVE and select another course.</p>

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<p><b>STEP 12:</b></p>	<p>Click the checkbox.</p> <p>I agree to purposes of U3A Nunawading in accordance with Terms and Conditions <input checked="" type="checkbox"/> Refer to <a href="#">Terms and Conditions</a>.</p>
<p><b>STEP 13:</b></p>	<p>Once you are satisfied with your course selection, click <a href="#">Finalise Courses, and if necessary, Invoice &amp; Payment</a> button.</p> <p>(If you have selected the wrong course, click Remove).</p> <p><i>The system returns you to the <b>Member Details</b> screen and displays the message.</i></p>  <p>Click <a href="#">OK</a> to continue.</p>
<p><b>Note:</b> If you have been waitlisted a message will be displayed on the screen, Click <b>OK</b> to proceed.</p>	
<p><b>STEP 14:</b></p>	<p>Scroll down to the bottom of the <b>Member Details</b> screen to view your subscription &amp; enrolment details. This is where you will find the button marked <b>Pay Invoice</b>.</p> 



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<b>STEP 15:</b>	<p>Click <input type="button" value="Pay Invoice"/> button.</p> <p>A Tax Invoice appears on the screen listing the course(s) in which you are enrolled, the start dates and the amount owing. You are not enrolled until payment is received. You are advised to PRINT this page.</p>
<p><b>Note:</b></p> <p>If you are <b>NOT paying on-line</b>, click <b>Print</b> button, print <b>2 copies</b> and bring both copies of the invoice to the U3A office with your Membership number and payment. <b>Go to Step 22.</b></p> <p>If you <b>do not have access to a printer</b> come into the U3A office to complete the process.</p>	
<b>STEP 16:</b>	<p><b>PAY ON-LINE</b></p> <p>You can pay on-line by:</p> <ul style="list-style-type: none"> <li>• Paypal with your own account</li> <li>• Paypal using credit or debit card</li> </ul> 
<b>STEP 17:</b>	<p>Please read the message on the screen and then click <input type="button" value="OK"/>.</p>

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[Print](#)

### Tax Invoice

University of the Third Age Nunawading Inc

Maureen Barclay  
nunawading 3131

ABN: [redacted]  
Nunawading

Invoice #: 20150408-19879  
Date: 08-04-2015  
Email Address: nunau3a@gmail.com  
Phone: [redacted]  
Member number: [redacted]


Code	Description	Start date	Amount
15TEST05	Test Course with \$1.00 for Paypal	09/04/2015	\$1.00
<b>Total Amount to pay: \$1.00</b>			

**SUBJECT TO RECEIPT OF YOUR PAYMENT YOU ARE NOW ENROLLED**

**Paypal accepted for payment.**

Paypal

**HOW TO PAY BY PAYPAL:-**  
Paypal is a secure payment processor. Click on the Submit Payment button and follow the instructions. Your enrolment will be confirmed when the Pay-Pal transaction is complete. **YOU MUST RETURN TO THIS SITE FROM PAYPAL TO COMPLETE THE TRANSACTION.**

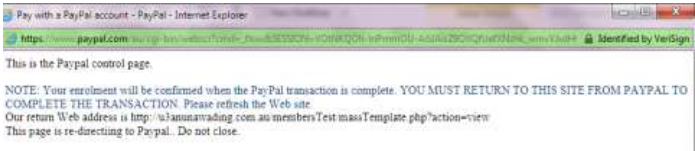


[Submit Payment](#)

**STEP 18:**

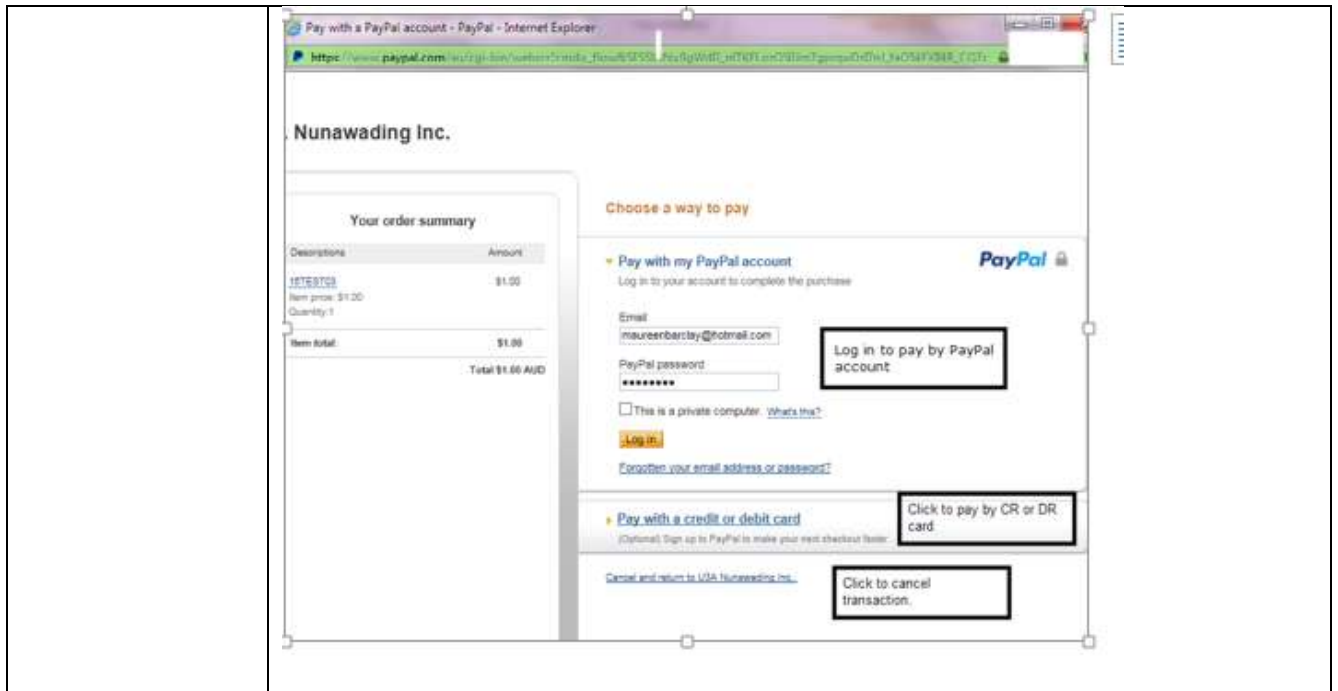
Click [Submit Payment](#).

The following screen displays,



Be patient, do not close this screen, wait for the **Order Summary** screen to display.

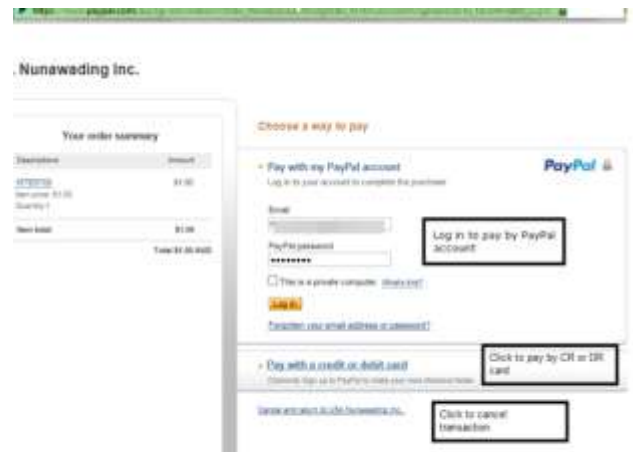
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If paying by **Credit/Debit card**, complete all the details required by PayPal and click **Pay**



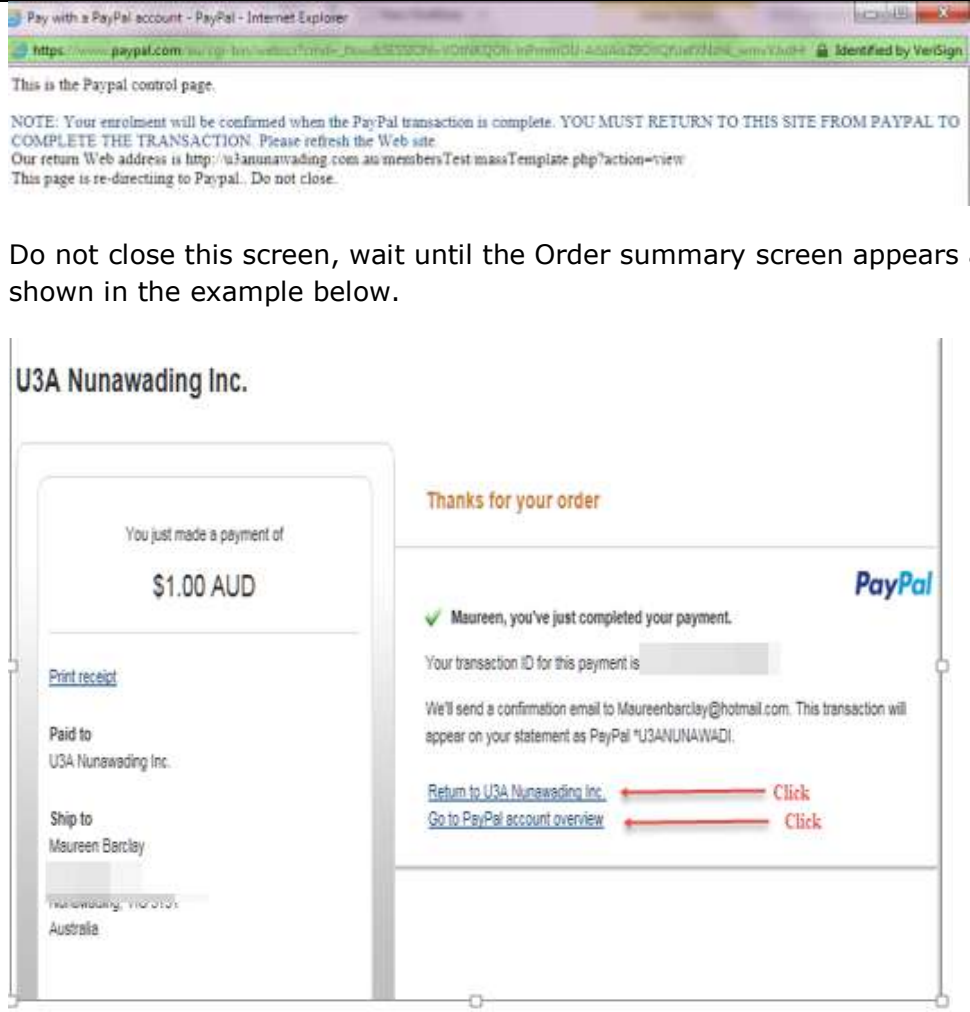

If paying by **PayPal account** log in and complete all the details required by PayPal and click **Pay Now**.






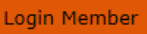
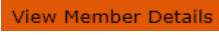

**STEP 19:**

The following screen displays.

## New Members - How to Join U3A, Enrol in Courses and Pay Fees

	 <p>Pay with a PayPal account - PayPal - Internet Explorer</p> <p>https://www.paypal.com/au/cgi-bin/webscr?cmd=_flow&amp;SESSION=U3ANUNAWADING-4538425000261872&amp;_srm=1&amp;_sru=1 Identified by VeriSign</p> <p>This is the Paypal control page.</p> <p>NOTE: Your enrolment will be confirmed when the PayPal transaction is complete. YOU MUST RETURN TO THIS SITE FROM PAYPAL TO COMPLETE THE TRANSACTION. Please refresh the Web site. Our return Web address is http://u3anunawading.com.au/membersTest/massTemplate.php?action=view This page is re-directing to Paypal. Do not close.</p> <p>Do not close this screen, wait until the Order summary screen appears as shown in the example below.</p> <p><b>U3A Nunawading Inc.</b></p> <p>You just made a payment of <b>\$1.00 AUD</b></p> <p><a href="#">Print receipt</a></p> <p><b>Paid to</b> U3A Nunawading Inc.</p> <p><b>Ship to</b> Maureen Barclay Nunawading, Victoria Australia</p> <p><b>Thanks for your order</b></p> <p><b>PayPal</b></p> <p>✔ Maureen, you've just completed your payment.</p> <p>Your transaction ID for this payment is [redacted]</p> <p>We'll send a confirmation email to Maureenbarclay@hotmail.com. This transaction will appear on your statement as PayPal *U3ANUNAWADING.</p> <p><a href="#">Return to U3A Nunawading Inc.</a> ← Click</p> <p><a href="#">Go to PayPal account overview</a> ← Click</p>																																			
<p><b>STEP 20:</b></p>	<p>Click <a href="#">Return to U3A Nunawading Inc</a> link as shown on the screen above and you will be returned to the the <b>Membership details</b> screen. Scroll down to enrolment and</p> <p><b>Note:</b> Once you have completed the Paypal payment the status is automatically updated to Paid = Yes and the Pay Invoice button is changed to Invoice.</p>  <table border="1"> <thead> <tr> <th colspan="7">Enrolments and subscriptions (Current)</th> </tr> <tr> <th colspan="7">Please select ▾</th> </tr> <tr> <th>Start Date</th> <th>Time</th> <th>Code</th> <th>Description</th> <th>Amount</th> <th>Paid</th> <th></th> </tr> </thead> <tbody> <tr> <td>02-02-2015</td> <td>9:30</td> <td>15EXE007</td> <td>Fit and Active 1</td> <td></td> <td></td> <td><a href="#">.Edit</a></td> </tr> <tr> <td>01-04-2015</td> <td>14:00</td> <td>15TEST01</td> <td>Test course with one dollar for Paypal</td> <td>\$1.00</td> <td>Yes</td> <td><a href="#">Invoice</a> <a href="#">.Edit</a></td> </tr> </tbody> </table>	Enrolments and subscriptions (Current)							Please select ▾							Start Date	Time	Code	Description	Amount	Paid		02-02-2015	9:30	15EXE007	Fit and Active 1			<a href="#">.Edit</a>	01-04-2015	14:00	15TEST01	Test course with one dollar for Paypal	\$1.00	Yes	<a href="#">Invoice</a> <a href="#">.Edit</a>
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<p><b>STEP 21:</b></p>	<p>If you have not yet printed the invoice click <a href="#">Invoice</a> to obtain copy of the Tax Invoice.</p>																																			

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	<p>Click  Keep this invoice as proof of payment.</p> <p>Click  to exit the Invoice screen.</p>
<b>STEP 22:</b>	<p>Scroll up and click .</p> <p style="text-align: center; color: red;"><b>Congratulations</b></p> <p style="text-align: center;"><i>You have now completed your enrolment.</i></p> <p style="text-align: center;"><i>We look forward to seeing you at U3A Nunawading.</i></p>
<p><b>Allocation to Courses</b></p> <p>For the majority of courses you will know immediately whether your application has been successful or whether you have been waitlisted. You will have been advised to Print a Member Details form.</p> <p>To Print a Member Details form:</p> <ul style="list-style-type: none"> <li>• Click </li> <li>• Click on </li> <li>• Click <b>Print</b> button shown on the top right corner.</li> </ul> <p>Example of the <b>Member Details</b> screen is shown below.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Member Details</b></p> <p style="text-align: right;"> <a href="#">Previous Record</a>   <a href="#">Next Record</a>   <a href="#">Previous Surname</a>   <a href="#">Next Surname</a> </p> <p>Member number: <b>1005</b> <span style="float: right;"></span></p> <p>First name: <b>Maureen</b></p> <p>Surname: <b>Barclay</b></p> <p>Preferred name:</p> <p>Gender: <b>Female</b></p> <p>Date of Birth: <b>18-05-1947</b></p> <p>(Previous)Occupation: <b>Technical Writer</b></p> <p>Member Type: <b>Member</b></p> </div>	
<p><b>THE MEMBERSHIP DETAILS IS THE OFFICIAL CONFIRMATION THAT YOU HAVE BEEN ACCEPTED INTO THE COURSE(S)</b></p>	
<p><b><i>Please retain this information in a safe place or note down the details in your diary.</i></b></p> <p>You can access this information at any time by logging in to the Membership system with your membership number or email address and password.</p> <p>If you have been waitlisted for a course you will be advised if/when you are accepted into the course.</p>	

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