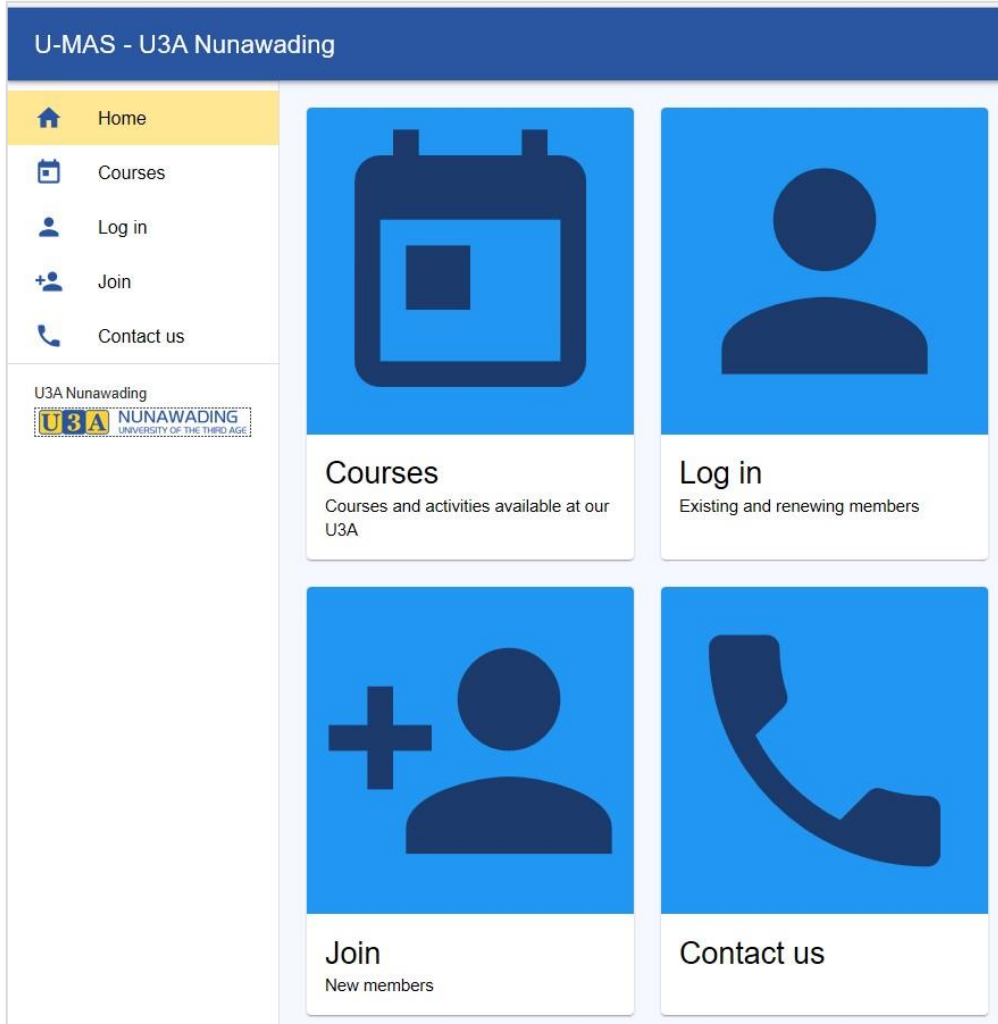


# Re-enrolment Instructions

1. Go to [u3anunawading.com.au](http://u3anunawading.com.au) website and click on Enrolments.
2. The following page appears



Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login and the page below appears.





**Log in**

Member no. or email address \*

Password \*

SUBMIT

**Help links**

-  [Forgot password?](#)  
[Reset password](#)
-  [Not a member yet?](#)  
[Join up](#)
-  [Forgot member number?](#)  
[Retrieve member number](#)
-  [Forgot all login details?](#)  
[Retrieve member details](#)

Login using Member No (or email address) and Password.

**Tip.** If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

#### 4. After successful login you will see My Membership details

### My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your  and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 23146	Member Type Test
Membership Active Yes	Membership Expiry -

---

First name \*  Surname \*

Preferred name

---

Street \*

Suburb \*  Postcode \*

Vic \*

---

Email  Phone home

Mobile phone

---

Year of birth \*  Gender \*

(Previous)Occupation  Country of Origin

Emergency Contact \*  Contact number \*

Relationship

CANCEL

Tip. Check your Membership Details are correct.

5. To view available courses, click on Courses in the Menu on the left

U-MAS My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your  and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number: 23146  
Member Type: Test  
Membership Active: Yes  
Membership Expiry: -

First name \*: Thomas  
Surname \*: Test  
Preferred name: Tom  
Street \*: 10 Alameda Rd

6. Courses are arranged in block of 20 Courses

U-MAS Courses

Courses: 101-120 of 208 FILTER < > >|

Category	Course	Course code	Dates
HISTORY	Australian History	20HIS005	14 Feb 2020 - 13 Nov 2020
	Big History	20HIS007	4 Feb 2020 - 24 Nov 2020
	China Today	20HIS009	4 Feb 2020 - 17 Nov 2020
	European History 20th Century	20HIS011	4 Feb 2020 - 17 Nov 2020
	Family History Genealogy Beginners	20HIS013	14 Feb 2020 - 20 Nov 2020
	Family History Genealogy Experienced	20HIS015	14 Feb 2020 - 20 Nov 2020
	Film and History	20HIS017	12 Feb 2020 - 18 Nov 2020
	Military History	20HIS019	6 Feb 2020 - 19 Nov 2020
	Movies through the Decades	20HIS021	7 Feb 2020 - 20 Nov 2020

**Tip** Use the arrows at the top < > to move between blocks of courses  
 >| takes you to the last block of courses  
 |< takes you back to the first block of courses  
**Filter** allows you to narrow the selection (see 8)

## 7. Course Selection

If you are interested in a Course click on that Course ( for example Australian History) to bring up the details as shown below:

Course code	20HIS005
Category	HISTORY
Course type	None
Detail	This class will explore various aspects of the history of Australia from the first settlement through to the 21st century. Social, cultural, economic and political aspects will be included. It will attempt to include the ordinary person as well as the key players. A range of historical interpretation and perspectives will be incorporated,
Tutor	Maria Ryan
Tutor 2	None
Location	Namatjira Silver Grove Nunawading 3131 98783898
Timetable	2&4: Second and Fourth weeks Day: Friday, 10:45 AM - 12:15 PM Dates: 14 Feb 2020 - 13 Nov 2020 Next date: 24 Jul 2020
Availability	Accepting enrolments? Yes Capacity: 20, enrolled: 1, available: 19, waitlisted: 0
Fee	\$0.00

[ADD TO CART](#) [CLOSE](#)

To select this click on ADD TO CART

## 8. Tips for Refining Course Selection Using Filter

Click on Filter

### Course Display Settings

**Show Timespan**  
Current timetable ▾

**Exclude**  
 Full courses  
 Closed courses

**Sort By...**  
Category ▾

**... Then By**  
Course code ▾

**Show Categories**  
TICK ALL    UNTICK ALL




- 12345678: Test size
- AAVOL: Volunteer
- AE: Event
- ART: Art
- ARTR: Art restricted
- COMPUTER: Computers
- CRAFT: Craft
- DANCE: Dance
- DANR: Dance restricted
- EXEF: Exercise general fitness
- EXEFR: Exercise general fitness restricted
- EXEM: Exercise movement & meditation
- EXEMR: Exercise movement & meditation restricted
- EXER: Exercise restricted
- EXERCISE: Exercise

[CANCEL](#)    [APPLY CHANGES](#)

Suppose you want an Art Class on a Thursday.



- Click on Untick All.
- Click on Art.
- Click on Sort By/Category and select Day.

The screen shows the Art Classes by Day of the week and there are three on a Thursday.

Day of week		
Thursday		
Course	Course code	Dates
Drawing & Sketching 1	20ART011	6 Feb 2020 - 20 Nov 2020 
Drawing & Sketching 2	20ART013	6 Feb 2020 - 20 Nov 2020 
Drawing with Pastels	20ART017	6 Feb 2020 - 20 Nov 2020 

## 9. Go to Shopping Cart

Having completed the selection of Courses (in this example Australia History), you will see the number 2 by the Cart symbol at the top of the page. If you are enrolling for the next year of U3A Courses the Cart will contain your subscription and the Course selected. Click on the cart symbol and you will see the Cart contents:

Cart					
You do not have a current membership: A membership subscription will be automatically added to your cart if required.					
	Code	Name	Start date	Status	Fee
	20HIS005	Australian History	14 Feb 2020	OK	\$0.00
	SUBS2020	Subscription for 2020	1 Jan 2020	OK	\$1.00
<b>Total</b>					<b>\$1.00</b>
CLOSE CLEAR CART				<b>CHECKOUT</b>	

Note. The subscription will be a much higher figure than \$1.00 for Members (this is a test figure). Check the website for the actual Membership fee.

## 10. Terms and Conditions

You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the website.

U-MAS - U3A Nunawading 2 IN CART

- Home
- Courses
- My Membership
- My Enrolments
- My Invoices
- My Absences
- Cart
- Checkout**
- Logout

# Checkout

**Cart summary:**  
20HIS005: Australian History  
SUBS2020: Subscription for 2020

Our terms and conditions are [available here](#).

I agree to purposes of U3A Nunawading in accordance with Terms and Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#) [CHECKOUT](#)

## 11. Checkout

If you have selected all the Courses you wish to select, click on Checkout. Otherwise click on close and return to Course selection. After click on Checkout you will see the following:

# Checkout

**Checkout success**  
Total due is \$1.00.  
Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#) [Pay with PayPal](#)

## INVOICE

**U3A NUNAWADING**  
UNIVERSITY OF THE THIRD AGE

**Invoice ID:** 23146-18004  
**Date:** 29 Jun 2020

**University of the Third Age  
Nunawading Inc**  
Incorporation:  
ABN: 13738482624  
16-20 Silver Grove  
Nunawading  
VIC 3131

**Bill to:**  
Tom Test  
Member no: 23146  
19, Alandale Rd  
BLACKBURN  
3130  
E: [lockand@gmail.com](mailto:lockand@gmail.com)  
Mob: [0418 340 974](tel:0418340974)

Code	Name	Start date	Status	Fee
20HIS005	Australian History	14 Feb 2020	Enrolled	\$0.00
SUBS2020	Subscription for 2020	1 Jan 2020	Enrolled	\$1.00



To pay, click on PayPal and either use your PayPal account, or if you do not have an account, enter your credit card details and pay.

If you wish to pay at the office, click on download the PDF and print two copies. Take them to the office. Since we are not accepting cash at the office it is far easier for us administratively if you pay via PayPal.

## 12. Symbols next to Courses

When you are logged in, any courses in which you are currently enrolled or waitlisted will be marked with a blue letter E or W respectively:



Any course that is currently in your cart will be marked with a yellow letter C:



Some courses may have an additional icon, depending on their status:

Closed to new enrolments: Grey lock icon.

Full and only accepting waitlist enrolments: Grey crossed icon.

New (recently added to the timetable): Blue star icon.

