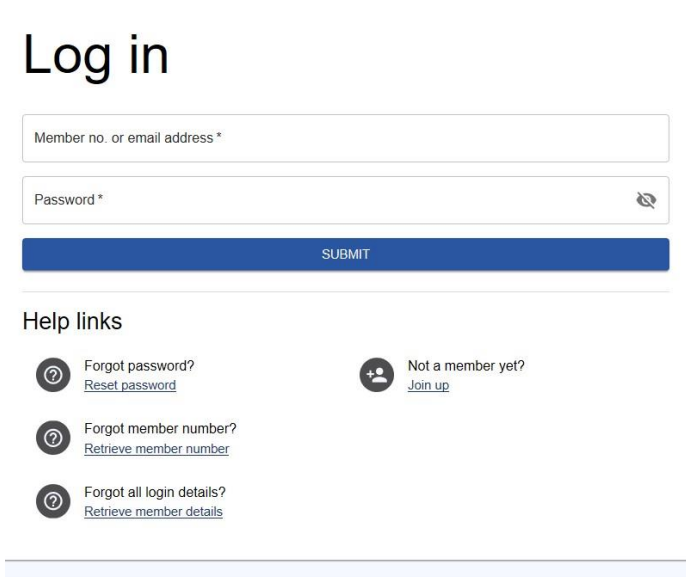


Enrolment Instructions for Members

1. Go to <https://u3abentleigh.org.au/> website
2. Click on **LOGIN** -> **Existing Member Login** menu item (top right of the page)
3. 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.



Log in

Member no. or email address*

Password*

SUBMIT

Help links

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

4. Login using Member Number (or email address) and Password.
5. After successful login you will see **My Membership** details (incomplete screen shown)

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 **PASSWORD** and view your [enrolments](#) and [invoices](#).

Member Number 5411	Member Type Full Member
Membership Active No	Membership Expiry 2 Aug 2022

First name*
Test

Surname*
VolunteerTwo

Preferred name

Street*
1 My Street

Suburb*
BENTLEIGH EAST

Postcode*
3165

State*
VIC

Tip. Check your Membership Details are correct

6. Click on Courses in the Menu on the left

U-MAS - U3A Bentley

Home
Courses / activities
My Membership
My Enrolments
My Invoices
Cart
Checkout
Logout
Contact us

U3A Bentley
U3A

Courses / activities

Current timetable (1 Jan 2021 - 31 Dec 2021)

Courses / activities: 1-20 of 63 FILTER |< < > >|

Day of week	Courses / activity	Category	Dates
Monday	Membership without Course	A: Membership without enrolling in a course	25 Jan 2021 - 13 Dec 2021
	Exploring Drawing	ART: Art Activities	15 Mar 2021 - 22 Nov 2021
	Pastel Painting	ART: Art Activities	15 Mar 2021 - 22 Nov 2021
	Bike Riding Group	EXERCISE: Physical Activities	2 Aug 2021 - 22 Nov 2021
	Hatha Yoga for Seniors	EXERCISE: Physical Activities	15 Mar 2021 - 22 Nov 2021
	Scrabble	GAMES: Games	12 Apr 2021 - 22 Nov 2021
	Escapades of Like Minds	HISTORY: History	23 Aug 2021 - 27 Sep 2021
	3rd Monday Book Discussion Group	HUMANITY: Humanities	15 Mar 2021 - 15 Nov 2021

Tips

Courses are arranged in block of 20 Courses

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

Courses / activity Display Settings

Show Timespan
Current timetable ▾

Exclude

- Finished courses / activities
- Full courses / activities
- Closed courses / activities

Sort By...
Day of week ▾

... Then By
Category ▾

Show Categories

- A:** Membership without enrolling in a course
- ART:** Art activities
- CRAFT:** Craft activities
- EXERCISE:** Physical activities
- GAMES:** Games
- HISTORY:** History
- HUMANITY:** Humanities
- IT:** Computer or tablet activities
- LANGUAGE:** Languages
- MUSIC:** Musical activities
- SCIENCE:** Science
- SOCIAL:** Social
- Other / uncategorised

Filter aids in navigating the course offerings. Note the defaults are shown above but you can adjust the filter and click **APPLY CHANGES**

The selection below is a portion of courses using Category **ART** sorted by Day of the Week.

Courses / activities

[HELP](#)

Current timetable (1 Jan 2021 - 31 Dec 2021) 

Courses / activities: 1-5 of 5

[FILTER](#)

|< < > >|

Day of week

Monday

Courses / activity

Courses / activity code

Dates

Exploring Drawing

M21103 15 Mar 2021 - 22 Nov 2021



Pastel Painting

M21104 15 Mar 2021 - 22 Nov 2021



Day of week

Tuesday

Courses / activity

Courses / activity code

Dates

Oil Painting

M21208 16 Mar 2021 - 23 Nov 2021



Water Colour Painting

M21215 16 Mar 2021 - 23 Nov 2021



Day of week

Wednesday

Courses / activity

Courses / activity code

Dates

Beginners Class for Painting

M21302 17 Mar 2021 - 24 Nov 2021



7. Course Selection

If you are interested in a Course click on that Course eg: 'Pastel Painting' to bring up the details as shown below:

Courses / activity code	M21104
Category	ART: Art Activities
Courses / activity type	Long Course: Year-long Course (Feb to Nov)
Detail	This class is suitable for beginners or those with experience in using soft pastels or other painting mediums. Members are required to provide their own paper & pastels. Please contact the tutor through the U3A Office.
Tutor	Elisabeth Golding
Tutor 2	None
Location	Moorleigh Community Village 92 Bignell Rd. Bentleigh East 3165
Timetable	Weekly: Every Week Day: Monday, 1:00 PM - 3:00 PM Dates: 15 Mar 2021 - 22 Nov 2021 Next date: 23 Aug 2021
Availability	Accepting enrolments? Yes Capacity: 22, enrolled: 19, available: 3, waitlisted: 0
Full fee	\$0.00

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



- To select this click on **ADD TO CART**
- If you are re-enrolling or enrolling for the first time the Cart will show 2 items as the Subscription will be included in the Cart



- Click on Cart. The selected course/s will be shown as well as the Subscription Fee (note the fee may change from year to year. If you made an error selecting the course you can remove it and reselect from the Courses menu

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
	M21104	Pastel Painting	15 Mar 2021	OK	\$0.00
	21SUBS	Subscription for 2021	1 Jan 2021	OK	\$35.00
Total					\$35.00

[CLOSE](#)

[CLEAR CART](#)

[CHECKOUT](#)

11. Click on **CHECKOUT**. You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the Website.

Checkout

Cart summary:

M21104: Pastel Painting

21SUBS: Subscription for 2021

I agree to the U3A Benteleigh Membership Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#)

[CHECKOUT](#)

12. Once you have ticked the "I agree to the Membership Terms and Conditions, click Checkout and the Invoice will appear.

Checkout

Checkout success

Total due is \$35.00.

Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#)

INVOICE



Invoice ID: 5411-444

Date: 22 Aug 2021

Bill to:

Test VolunteerTwo
Member no: 5411

1 My Street
BENTLEIGH EAST
VIC 3165

E: noemail@x.com

U3A BENTLEIGH INC.

Incorporation: A0019386L
ABN: 74 809 458 985

92 Bignell Road
Bentleigh East, Vic 3165

Postal address:

92 Bignell Road
Bentleigh East, Vic 3165

Code	Name	Start date	Status	Fee
21SUBS	Subscription for 2021	1 Jan 2021	Enrolled	\$35.00
M21104	Pastel Painting	15 Mar 2021	Enrolled	\$0.00
Total				\$35.00
Paid				\$0.00
Due				\$35.00

Bank transfer:

Bendigo Bank
BSB: 633 000
Acc: 140432915
Use reference: 5411-444

Other payment methods:

- EFTPOS at the office
- Cheque at the office
- Cash at the office
- Cheque by mail, sent to:
U3A BENTLEIGH INC.
92 Bignell Road
Bentleigh East, Vic 3165

If paying by cheque, please make it out to U3A BENTLEIGH INC., and write Invoice ID 5411-444 on the back.

Tip: Payment options available are shown on the Invoice. If PayPal is available (not shown above) you can pay online by clicking on the PayPal button. The other options require payment to be made via bank transfer, cheque to office, etc.

13. If paying offline you can close the invoice and logout to make your payment. Note, you will not be an Active Member till payment is received and your Member Details are updated by the office

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.

