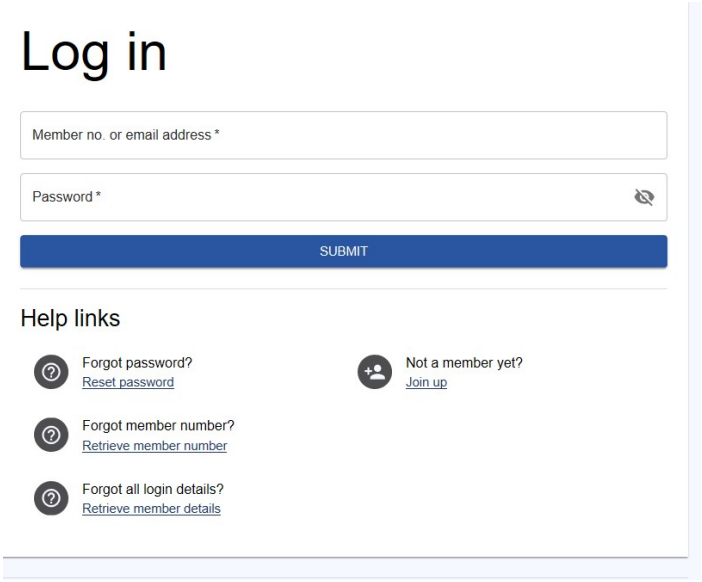
MOORLEIGH UNIVERSITY OF THE THIRD AGE

Member Guide v1.0 (22-Aug-2021)

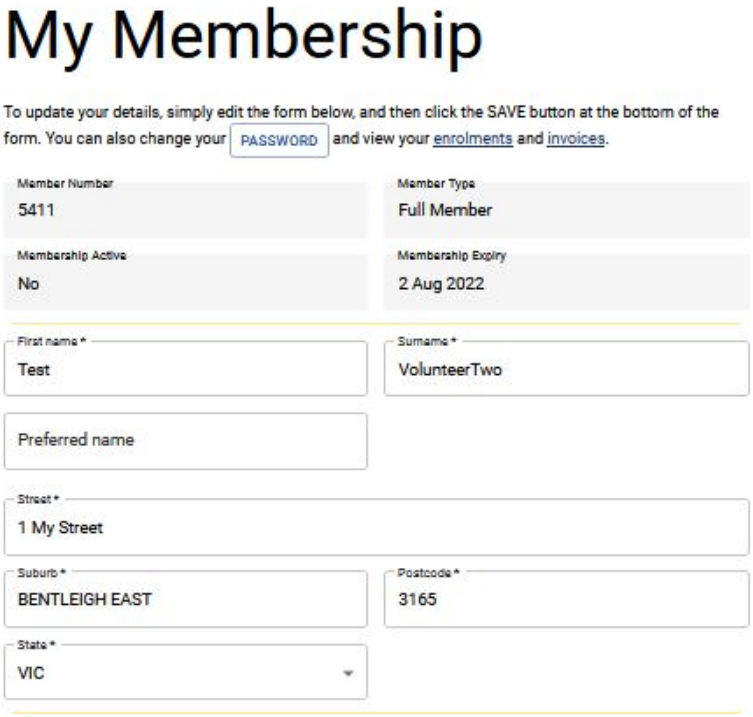
Enrolment Instructions for Members

1. Go to https://u3amoorleigh.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.

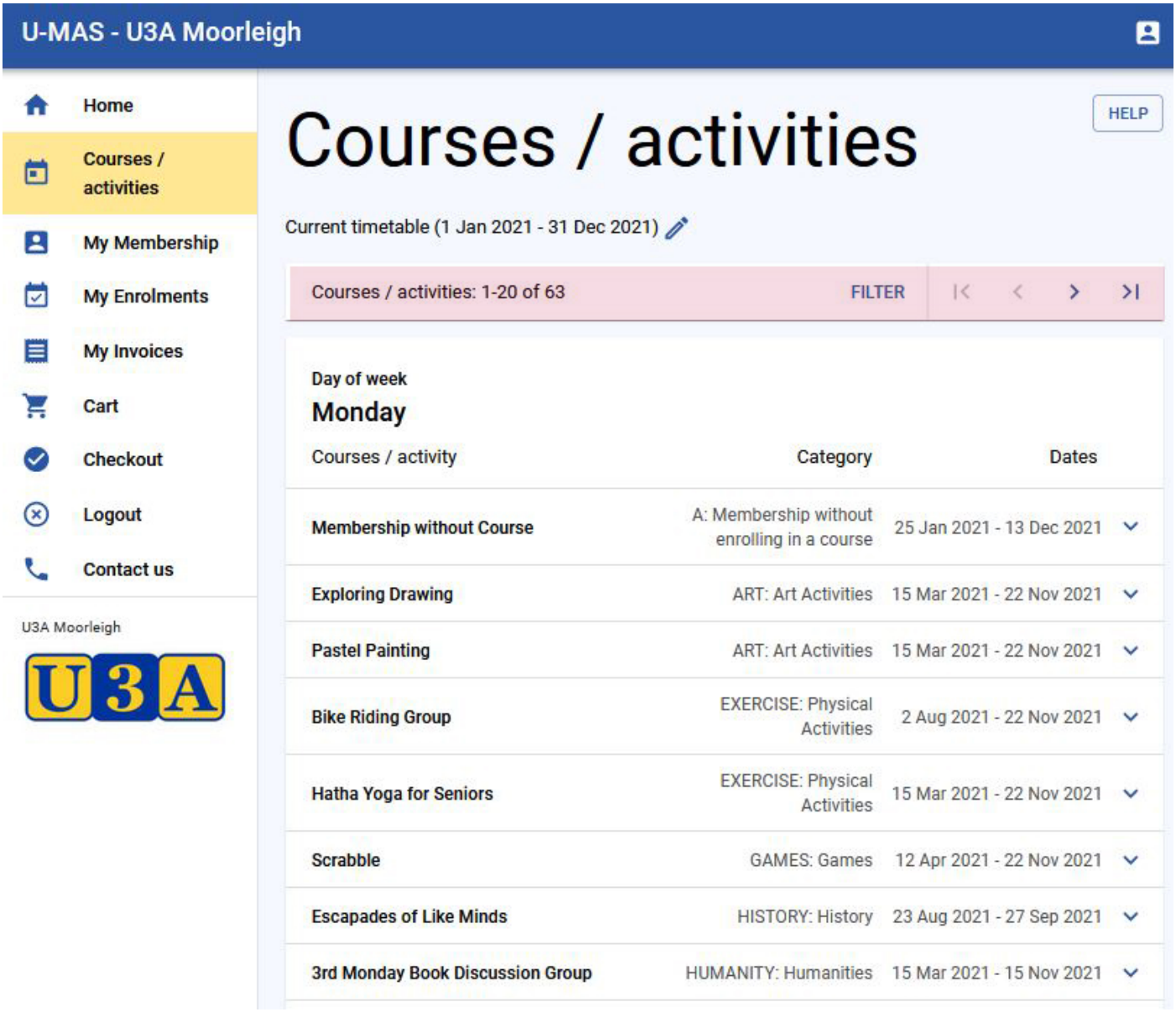


4. Login using Member Number (or email address) and Password.
5. After successful login you will see **My Membership** details (incomplete screen shown)



Tip. Check your Membership Details are correct

6. Click on Courses in the Menu on the left



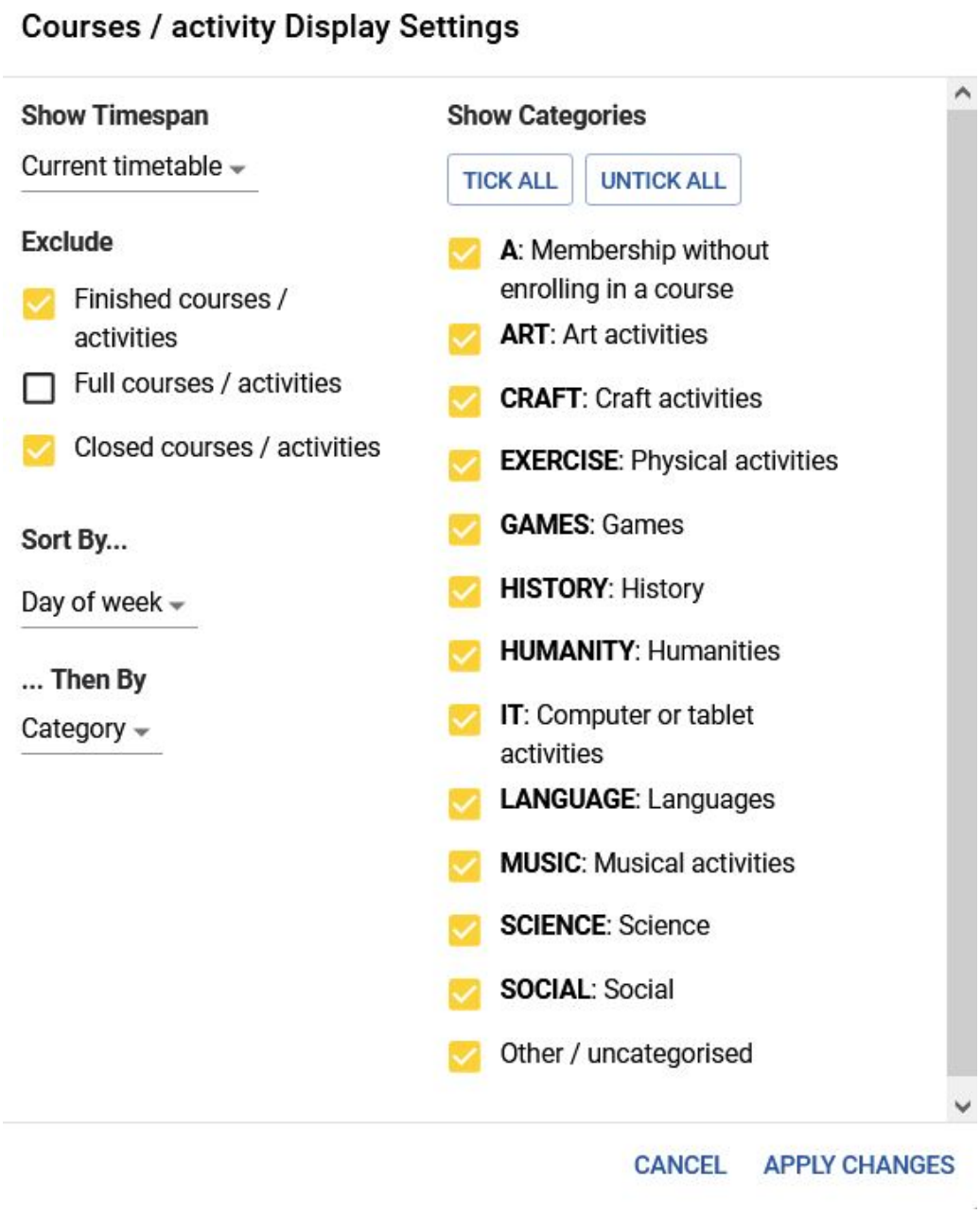
Tips

Courses are arranged in block of 20 Courses

Tip Use the arrows at the top **<** **>** to move between blocks of courses
>I takes you to the last block of courses

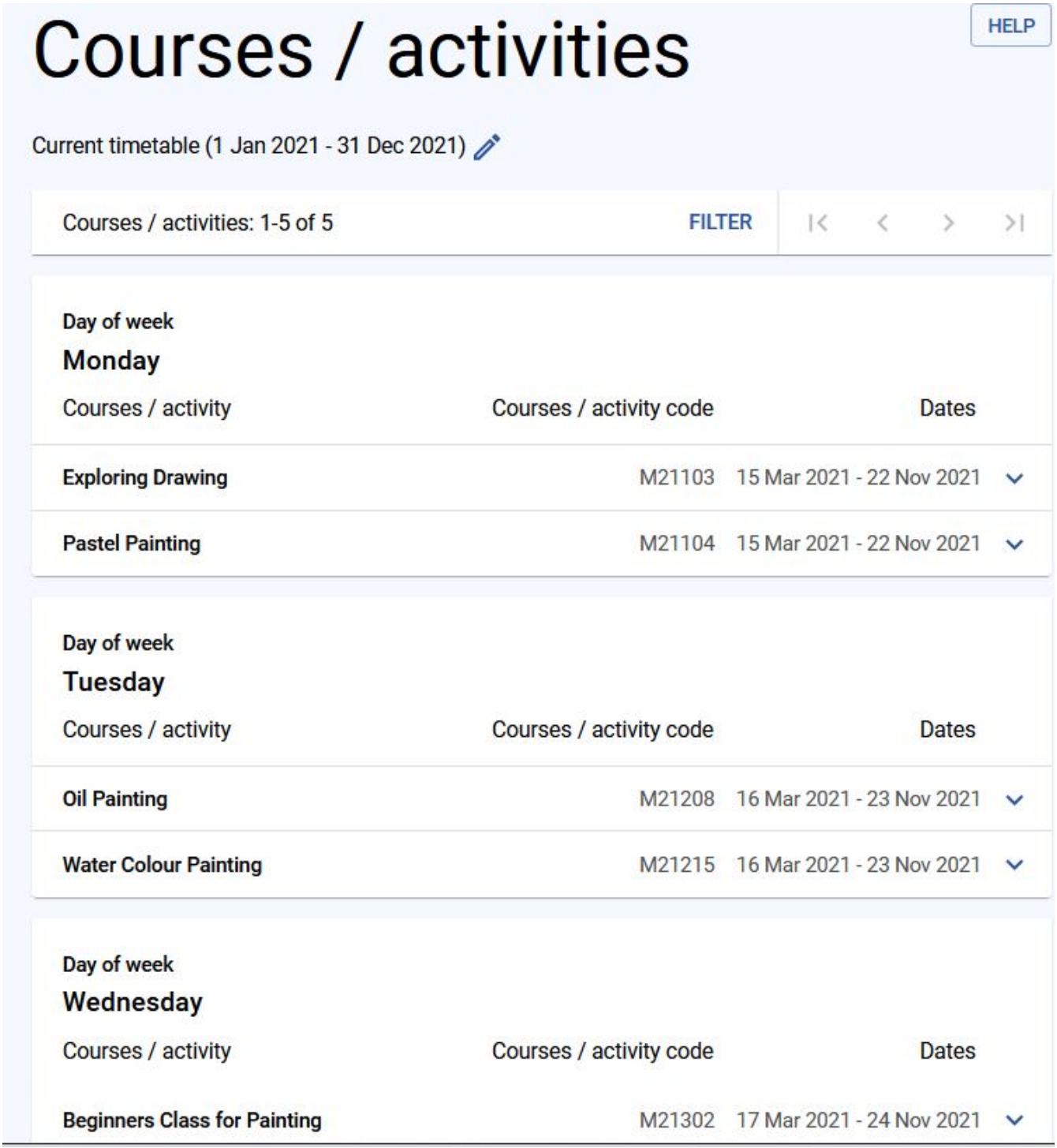
I< takes you back to the first block of courses

Filter allows you to narrow the selection



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.



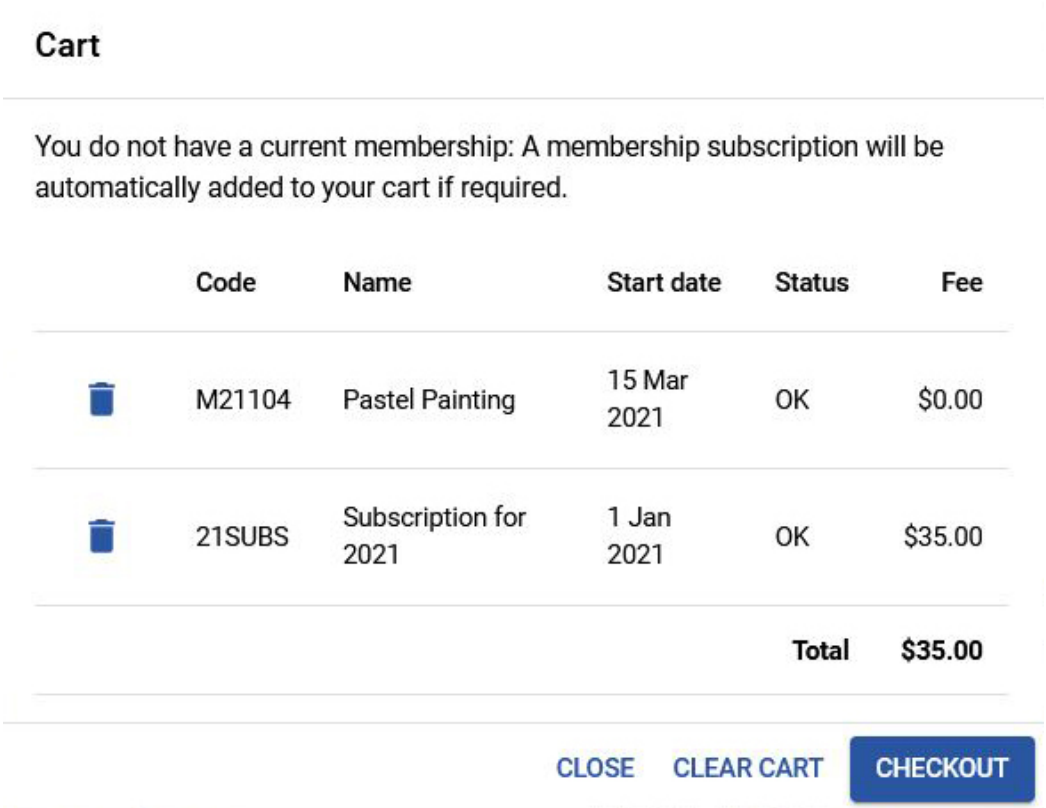
7. Course Selection

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

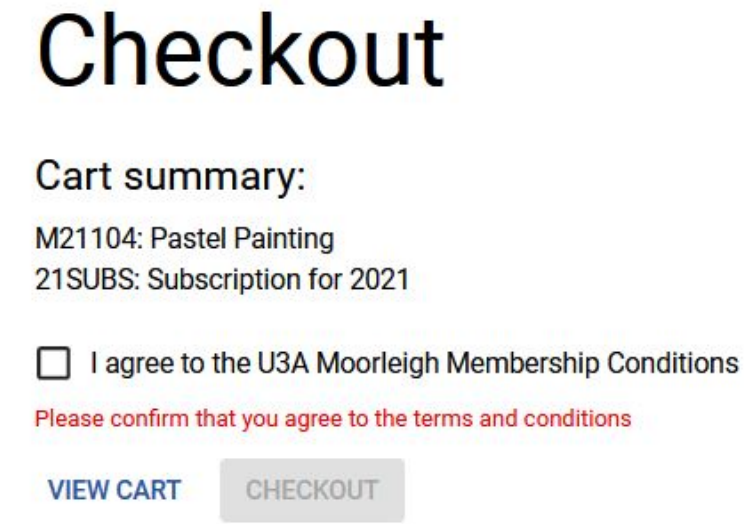
8. To select this click on **ADD TO CART**

9. 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

10. 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



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.



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 MOORLEIGH 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 MOORLEIGH INC.
  92 Bignell Road
  Bentleigh East, Vic 3165

If paying by cheque, please make it out to U3A MOORLEIGH 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.