

# MYU3A Help on How to Enrol Members

Secretary, U3A Highvale

November 2018

## How to Enrol a Member

The Enrolment function allows you to assist people who prefer to enrol in person. Ensure that a printed Application Form has been completed with personal details and contact information. If a person wants to join as an Associate Member, the name of the U3A (where he/she is a full paid-up member), member ID and receipt issued by the other U3A should be provided.

Please note the screens used in this document are examples based on the assumption that you are enrolling a new member for 2018.

### Step 1

Identify Member

U3A Highvale  
The MyU3A Network Welcome Super! Practise database

myu3a01.myu3a.net/home/wwu3a.asp  
**Identify Member**  
Do not use the browser back button while in this portal

This is the main App used by Admin Volunteers when providing service to members.

Namekey:  **Next**

Enter 3-5 characters of the Family name

**Exit** **HELP** u030(1)

Fill in four characters of the surname and click **Next**.

### Step 2

Members By Name

myu3a01.myu3a.net/home/wwu3a.asp  
**Members By Name**  
Select Member:

Lines=0 Active 2018 Merged Deleted

**New Member** **Back** **Exit** u030(2)

If name is not found it means you are about to enrol a new member. Click **New Member** to proceed.

### Step 3

Type of Membership Requested

myu3a01.myu3a.net/home/wwu3a.asp  
**Type of Membership Requested:**  
Please select a Membership Grade for 2018

Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes

Full (\$30.00) May enrol in any available classes

Associate (\$20.00) Current members of other U3As who join this U3A

USA  ID  Receipt  Verified

Guest (\$0.00) Non members participating in Forums and Social events

I hereby apply to become a member and agree that checking this box is equivalent to signing a paper form.

**Join** **Exit** u006(6)

Select the relevant type of membership. Note that Honorary membership is granted and not applied for. If you select Associate, enter the name of the other U3A, the member ID and receipt given by the Associate member.

Tick the checkbox to apply for membership and click **Join**.

## Step 4

New Application

**New Application**

Entries marked \* must be supplied

Title  \* Sex  M  F **All names: add '!' to override caps check.**

\* Given Name  Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name.

\* Family Name  Badge Name  Enter '-' to clear badge name.

\* Address

\* City/Suburb

Post Code  State  \* Year of Birth

Postal Address  City/Suburb  Post Code

\* Phone Numbers   Override Age Check

\* Email  (enter No if no email)

\* Verify Email  (enter No if no email)

Occupation  (prior to retirement)

Skills

Interests

Country of Origin

Language at home

**In the event of illness, please notify:**

Name  Phone

Name  Phone

Are there any medical issues?

Would you like to receive the Newsletter?  No  Yes

\* How did you find out about U3A?

Would you like to volunteer? *Tick preferred positions:*

On Call  Committee  Leader  Office

Tutor

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

**Commit** **Cancel** **Exit** u030(8)

The blank form is ready to be filled with the member's data. Ensure the fields marked \* and Post Code are completed. Click **Commit** to continue.

## Step 5

Member ID  
& Pay Now

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member  
**Renewed:**27/09/2018 **Active:**27/09/2018 **Expires:**31/12/2018  
**Applied:** 27/09/2018 **updated:** 27/09/2018:0000 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1945  
**Email:** ever111@icloud.com  
You found out about U3A: Friends/Family  
You will be receiving newsletters by email

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**  
**\$25.00 Owing**

How would you like to pay? Please Select ~ 25.00 **Pay Now 2018** [Required before enrolling in classes]

**Please note:** This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

Non Members cannot enrol in 2019 classes.  
You must rejoin or renew your membership first.

[PayPal Pending 2018](#) (Use of the PayPal Pending button is only permitted if PayPal receipt email is sighted) u030(4)

This page shows the key information about the new member just registered and the fees due. A member won't be able to enrol in classes until payment has been processed. Collect the fees, select payment method and click **Pay Now 2018** to proceed.

## Step 6

Membership  
Status 2018

**Membership Status 2018**

**Member: 227 Evr Lasting** [lastievr01]  
2018 Full member  
**Renewed:**27/09/2018 **Active:**27/09/2018 **Expires:**31/12/2018  
**Applied:** 27/09/2018 **updated:** 27/09/2018:0000 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1945  
**Email:** ever111@icloud.com  
You found out about U3A: Friends/Family  
You will be receiving newsletters by email

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**  
**\$0.00 Owing**

Receipt	2018	By	Date	Reference
H2025	\$25.00	Cash	27/09/2018	
	\$25.00	Total Paid		
	\$0.00	Owing		

**Please note:** This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

If you want to enrol in 2018 classes click the **Classes** button. [Classes 2018](#)

Non Members cannot enrol in 2019 classes.  
You must rejoin or renew your membership first.

[PayPal Pending 2018](#) (Use of the PayPal Pending button is only permitted if PayPal receipt email is sighted) u030(4)

Ensure the amount shown against Total Paid, is set aside for the Treasurer.  
Click **Classes 2018** to commence class enrolment.

## Step 7

Class  
Status 2018

myu3a0f.myu3a.net/home/home/u03a0p  
**Class Status 2018** 227 Evr Lasting

Highlights: Withdrawn Await Acceptance

[Class Codes 2018](#) [Class Names 2018](#) [Class Categories 2018](#)

If you have selected all the classes you want, click the **Next** button. **Next** u030(28)

Choose to list classes by Class Codes, Class Names or Class Categories by clicking the relevant button.

## Step 8

Classes By  
Course  
Name 2018

**Classes By Course Name 2018**

Class	Fr/To	Status	Name	Day	Time	Tutor	Venue	Pics	Enr	W/L
<input type="checkbox"/> 1-01	19/7-15/11	Open	Art Appreciation	Thu	1100-1530	No tutor		25	23	0
<input type="checkbox"/> 2-01	16/7-26/11	Open	Art Workshop	Wed	1330-1530	No tutor		10	7	0
<input type="checkbox"/> 3-01	19/4-21/11	Open	Ballet&Dance	Wed	1500-1630	Sue Bebarfald		20	17	0
<input type="checkbox"/> 4-01	26/7-22/11	Open	Book Group:pm	Thu	1400-1500	Bobbie Rooks		12	7	0
<input type="checkbox"/> 4-02	26/7-22/11	Open	Book Group:am	Thu	1000-1100	Jan Clear		12	11	0
<input type="checkbox"/> 5-01	20/7-30/11	Full	Chinese (Mandarin) Advanced	Fri	0945-1115	YanJun Wang		12	12	0
<input type="checkbox"/> 6-01	16/7-26/11	Open	Chinese (Mandarin)-Beginners	Wed	0930-1100	Claudia Ng		12	10	0
<input type="checkbox"/> 7-01	8/10-26/11	Open	Computing A (T4)	Mon	1300-1500	Michael Coop		9	8	0
<input type="checkbox"/> 7-02	9/10-27/11	Full	Computing B (T4)	Tue	1000-1200	Michael Coop		9	9	0
<input type="checkbox"/> 7-03	10/10-28/11	Open	Computing C (T4)	Wed	1500-1630	Dan Hauw		9	7	0
<input type="checkbox"/> 8-01	20/7-30/11	Open	Current Affairs	Fri	1400-1500	No tutor		15	13	0
<input type="checkbox"/> 10-01	16/7-26/11	Full	Feldenkrais	Wed	1345-1445	Kylie Sparkman		12	12	0
<input type="checkbox"/> 11-01	19/7-29/11	Open	French	Thu	1400-1500	Ariette Ulrich		12	11	0
<input type="checkbox"/> 12-01	23/7-26/11	Open	Let's Do	Mon	1000-1300	Jan Clear		10	8	0
<input type="checkbox"/> 13-01	20/7-23/11	Open	Life Skills	Fri	1030-1130	John Keogh		15	14	0
<input type="checkbox"/> 14-01	20/7-30/11	Open	Line Dancing	Fri	0915-1015	Doris Teh		20	18	0
<input type="checkbox"/> 15-01	16/7-26/11	Open	Mahjong	Wed	1000-1200	Jenny D'Acree		16	12	0
<input type="checkbox"/> 16-01	17/7-27/11	Open	Music Appreciation	Tue	1400-1500	Kate Borchers		35	34	0
<input type="checkbox"/> 18-01	20/7-30/11	Open	Singing Group	Fri	1530-1630	Joan Foucher		15	13	0
<input type="checkbox"/> 19-01	17/7-27/11	Open	Snooker	Tue	0900-1100	Fred Kretzschheim		5	0	0
<input type="checkbox"/> 20-01	16/7-26/11	Open	Tai Chi	Wed	0930-1100	Elva Parker		25	24	0
<input type="checkbox"/> 21-01	21/7-1/12	Open	Tai Chi Practice	Sat	0945-1100	Len Soh		25	19	0
<input type="checkbox"/> 22-01	14/8-13/11	Open	Walking Group	Tue	1000-1300	Jan Clear		15	13	0
<input type="checkbox"/> 23-01	20/7-30/11	wait	Yoga	Fri	1130-1230	Yvonne Woon		16	15	1

Lines: 24 [Not Published](#) [Interview Requid](#) [Series](#)

**Next** **Back** **Exit** u030(3b)

Select each class that the member wishes to join, by ticking the relevant checkbox in turn. If a class is Full, the member will be placed on the Waiting List. When the selection is complete, click **Next**.

## Step 9

Class Status  
2018

**Class Status 2018** 227 Evr Lasting

2018 Classes (except those you lead)

Class	fee	Status	Date	From/To
<input type="checkbox"/> 00012-01 To be arranged	Enrolled	27/09/2018	23/7-26/11	Tutor: Jan Clear Let's Do None Glen Waverley.
<input type="checkbox"/> 00015-01 Highvale Village Dining Room	Enrolled	27/09/2018	16/7-26/11	Tutor: Jenny D'Acree Mahjong Senior Citizen Centre Glen Waverley.
<input type="checkbox"/> 00022-01 Various Locations VAR	Enrolled	27/09/2018	14/8-13/11	Tutor: Jan Clear Walking Group Capital Avenue Glen Waverley.

Highlights: Withdrawn Await Acceptance

[Class Codes 2018](#) [Class Names 2018](#) [Class Categories 2018](#)

**Delete Class** Reason:  **Waive Fee**

If you have selected all the classes you want, click the **Next** button. **Next** u030(28)

This page shows the class(es) selected previously. It allows you to verify that the class(es) listed under the member's name are correct. If satisfactory, click **Next**.

## Step 10

### Membership Status 2018

**Membership Status 2018**

**Member: 227 Evr Lasting** [astbev01]  
2018 Full member  
**Renewed:**27/09/2018 **Active:**27/09/2018 **Expires:**31/12/2018  
**Applied:** 27/09/2018 **updated:** 27/09/2018 0000 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1945  
**Email:** ever111@icloud.com  
You found out about USA, Friends/Family  
You will be receiving newsletters by email

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**

Receipt	2018	By	Date	Reference
H2025	\$25.00	Cash	27/09/2018	
	\$25.00	Total Paid		
	\$0.00	Owing		

**Please note:** This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

If you want to enrol in 2018 classes click the **Classes** button: [Classes 2018](#)  
Non Members cannot enrol in 2018 classes.  
You must rejoin or renew your membership first.  
[PayPal Pending 2018](#) (Use of the PayPal Pending button is only permitted if PayPal receipt email is sighted) u030(4)

The Membership Status redisplay. Ensure the details are correct and click [Next](#).

## Step 11

### Enrolment Confirmation 2018

**Enrolment Confirmation 2018**

**Member: 227 Evr Lasting** [astbev01]  
2018 Full member  
**Renewed:**27/09/2018 **Active:**27/09/2018 **Expires:**31/12/2018  
**Applied:** 27/09/2018 **updated:** 27/09/2018 0000 **Last Enrolled:** 2018  
**Address:** 18 Glenpark Road, Glen Waverley, VIC, 3150  
**Phone Nos:** 03 8728 8001 **DOB:** 1945  
**Email:** ever111@icloud.com  
You found out about USA, Friends/Family  
You will be receiving newsletters by email

**2018 Classes (except those you lead)**

Class	Fee	Status	Date	From/To	Tutor
00012-01		Enrolled	27/09/2018	23/7-26/11	Jan Clear Let's Do
To be arranged: 10:00am-01:00pm Mon None Glen Waverley.					
Term 4: 22/10, 26/11.					
00015-01		Enrolled	27/09/2018	18/7-28/11	Jenny D'Acie Mahjong
Highvale Village Dining Room 10:00am-12:00pm Wed Senior Citizen Centre Glen Waverley.					
Term 4: 10/10, 17/10, 24/10, 31/10, 7/11, 14/11, 21/11, 28/11.					
00022-01		Enrolled	27/09/2018	14/8-13/11	Jan Clear Walking Group
Various Locations VAR 10:00am-01:00pm Tue Capital Avenue Glen Waverley.					
Term 4: 9/10, 13/11.					

Highlights: [Withdrawn Awaiting Acceptance](#)

**2018**  
**\$25.00 Membership Fees**  
**\$25.00 Total Due**

Receipt	2018	By	Date	Reference
H2025	\$25.00	Cash	27/09/2018	
	\$25.00	Total Paid		
	\$0.00	Owing		

**Please print this page as a record of your enrolment**

[Print](#) [Next](#) u030(5)

The Enrolment Confirmation combines the Class Status and Membership Status regarding the new member. Click [Print](#) to get a hard copy of the confirmation as a record of the successful enrolment. Then click [Next](#) to exit the system.