

MYU3A Help for Member Services

Secretary, U3A Highvale

November 2018

How to Renew Membership and Update Class Enrolments

To renew your existing membership for 2019, you must have a Member ID and password. This would have been emailed to you ahead of Enrolment Day.

Step 1

Member
Login

U3A Highvale
The MyU3A Network Welcome Practise database

myu3a01.myu3a.net/home/www/u3aship

Member Login
Do not use the browser back button while in this portal

Member ID Enter your membership number here
Password If you have forgotten your ID or Password click on the Forgot Password/Id button below

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Enter your ID and password and click .

Step 2

Member
Status 2019

Membership Status 2019

Member: 227 AI Fredo [fredoa01]
2018 Associate member BaseU3A: Id:[123] OK
Renewed:26/09/2018 Active:26/09/2018 Expires:31/12/2018
Applied: 26/09/2018 updated: 26/09/2018:0000 Last Enrolled: 2018
Address: 21 Patton St, Wheelers Hill, VIC, 3150
Phone Nos: 03 9166 8742 DOB: 1958
Email: alf2020@outlook.com
You found out about U3A: Member of Other U3A\03,Public
You will be receiving newsletters by email

2018
\$20.00 Membership Fees
\$20.00 Total Due

Receipt	2018	By	Date	Reference
	H2025	\$20.00	Cash 26/09/2018	
		\$20.00	Total Paid	
		\$0.00	Owing	

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

If you want to enrol in 2018 classes click the **Classes 2018** button.

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

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m)

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Click

Step 2

Type of Membership Requested

Type of Membership Requested:

Please select a Membership Grade for 2019

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

Full (\$50.00) May enrol in any available classes

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

U3A: Id: Receipt: Verified:

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

Last Year: Associate Member

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

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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 to you.

Tick the checkbox to renew your membership and click .

Step 3

Application Form

Application Form Associate Membership
Please check your information is up to date

Title *Sex M F All names: add 'I' to override caps check

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

* Family Name Fredo Badge Name Enter '-' to clear badge name

* Address 21 Patton St

* City/Suburb Wheelers Hill

Post Code 3150 State VIC * Year of Birth 1958

Postal Address (input row only if postal is different) City/Suburb Post Code

* Phone Numbers 03 9166 8742

* Email al2020@outlook.com (enter No if no email)

* Verify Email al2020@outlook.com (enter No if no email)

* Password Verify password

Occupation (prior to retirement)

Skills

Interests

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? Member of Other U3A/03/Public

What is your Country of Origin Australia

Language at home English If not English

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**

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The form displays the existing information recorded against your profile. Update your details if you wish. Ensure the fields marked * and Post Code are completed. Click to continue.

Step 4

Membership Status 2019

Membership Status 2019

Member: 227 Ai Fredo [fredoa01]
2018 Associate member BaseUSA: Id:[123] **OK**
Renewed:26/09/2018 Active:26/09/2018 Expires:31/12/2018

2019 Associate member BaseUSA: Id:[123] **Rec:[123]**
Renewed:26/09/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 26/09/2018 updated: 26/09/2018:2139 Last Enrolled: 2019

Address: 21 Patton St, Wheelers Hill, VIC. 3150
Phone Nos: 03 9166 8742 **DOB:** 1958
Email: aif2020@outlook.com

Country of Origin: Australia
You found out about USA: Member of Other USA[03.Public
You will be receiving newsletters by email

2018 2019
\$20.00 \$20.00 Membership Fees
\$20.00 \$20.00 Total Due

Receipt	2018	2019	By	Date	Reference
H2025	\$20.00		Cash	26/09/2018	
	\$20.00		Total Paid		
	\$0.00	\$20.00	Owing		

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

[Next](#) [Update Profile](#) [Renew Membership 2019](#)

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

You will be able to request a place in a 2019 class as soon as you pay your membership fee.

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m) [Apologise](#)

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This page shows you the fees due. You won't be able to enrol in classes until your payment has been processed. Click [Next](#) to proceed.

Step 5

Member Summary 2019

Member Summary 2019

Member: 227 Ai Fredo [fredoa01]
2018 Associate member BaseUSA: Id:[123] **OK**
Renewed:26/09/2018 Active:26/09/2018 Expires:31/12/2018

2019 Associate member BaseUSA: Id:[123] **Rec:[123]**
Renewed:26/09/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 26/09/2018 updated: 26/09/2018:2139 Last Enrolled: 2019

Address: 21 Patton St, Wheelers Hill, VIC. 3150
Phone Nos: 03 9166 8742 **DOB:** 1958
Email: aif2020@outlook.com

Country of Origin: Australia
You found out about USA: Member of Other USA[03.Public
You will be receiving newsletters by email

2019 and 2018 Classes (except those you lead)

Class	fee	Status	Date	From/To
00019-01 2018		Enrolled	26/09/2018	17/7-27/11 Tutor: Fred Kretschheim Snooker
Highvale Village CL			09:00am-11:00am	Tue Senior Citizen Centre Glen Waverley
			Term 4: 9/10, 16/10, 23/10, 30/10, 13/11, 20/11, 27/11.	

Highlights: Withdrawn Await Acceptance

2018 2019
\$20.00 \$20.00 Membership Fees
\$20.00 \$20.00 Total Due

Receipt	2018	2019	By	Date	Reference
H2025	\$20.00		Cash	26/09/2018	
	\$20.00		Total Paid		
	\$0.00	\$20.00	Owing		

Success!
[Print](#) **Please print this page as your record** (if you have a printer).
Record your member ID and password so you can come back here at any time.

[Back](#) If you would like to revise anything about your profile or your classes, click [Back](#)

[Pay Office](#) To pay by mailing a cheque to the office or by calling into the office and paying by EFT, cheque or cash, click [Pay Office](#)

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Please print the Member Summary as a record of your renewal. Remember your member ID and the password so that you can later login to enrol in classes.

Click **Pay Office** to exit the system. Make payment through one of these methods:

- Post a cheque to U3A Highvale ASAP.
- Place an envelope with your cash or cheque in the U3A Box at the Village.
- Notify U3A Highvale via email that you have made a bank transfer.

Step 6

Member Status 2019

After your payment is acknowledged by email, you will be able to login in again at the Member Login page (see Step 1). When you enter your ID and password and click **Log in** the Classes 2019 button is now visible on the Member Status page, allowing you to access class enrolment.

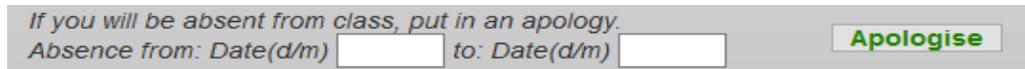


You can update your profile if you wish via Update Profile.

Step 7

Apologies (optional)

If you want to lodge an apology ahead of your likely absence from class, use the Apologies button at the bottom of Member Status page. Enter the start date and end date of your absence. If you plan to be away for one day, the *from* and *to* dates are the same. Click **Apologise**.



The date(s) affected by your apology are ticked. Click **Commit** to confirm.



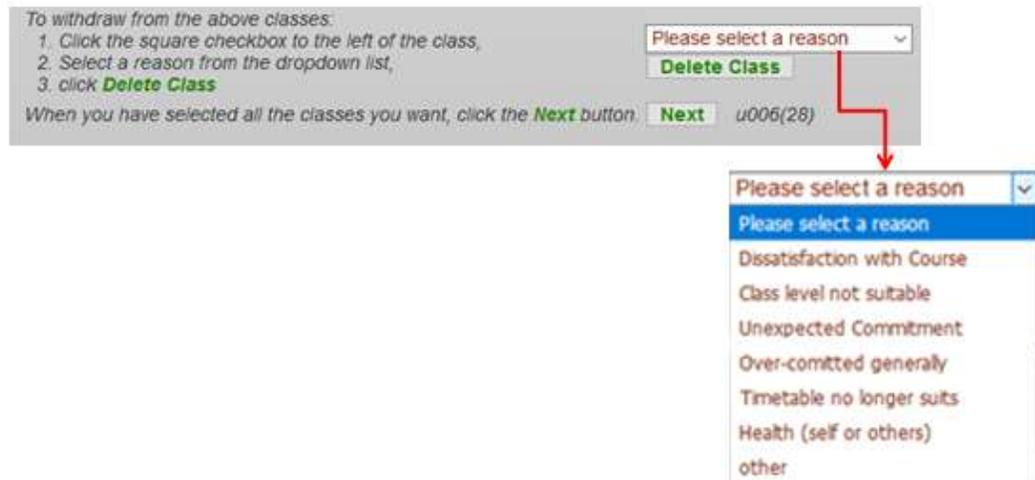
Step 8

Withdraw from current Classes (optional)

After you confirm your apologies, the Member Status page redisplay. Click **Classes 2019** to show the class(es) you are enrolled in for 2018.



If you wish to withdraw from an existing class, tick the class listed on the Class Status page. Select your reason for withdrawing from the drop-down box and click **Delete Class**.



Step 9

Class Status 2019 & 2018



To select class(es) for 2019 and not withdraw from any class you are currently attending, click **Classes 2019**. This will list all classes available.

Step 10

All Classes
2019

All Classes 2019

Monday Tuesday Wednesday Thursday Friday Saturday

Arts, Music English 2nd language Humanities Computers

Languages Exercise Science Wellbeing Activities

All Days All Categories

Check My Classes Exit

All, please request your classes by ticking the check boxes below the class code.

*TBA means acceptance subject to tutor approval

Art Appreciation

About every second month we will visit exhibitions at galleries around the Melbourne metropolitan area using the Highvale bus when available.

1-01 2019 **Thu** wk3 21/2-21/3 Terms: 1 **Open**

leader: Pat Tinsley

Request 11:00am-03:30pm To be arranged None Glen Waverley

Classes: 21/2 21/3

Art Workshop

Members paint or draw using their preferred medium. It is a self-help arrangement, so members of the group share their experience and skills and learn new techniques from one another.

2-01 2019 **Wed** weekly 30/1-3/4 Terms: 1 **Open**

Request 01:30pm-03:30pm Highvale Village Craft Senior Citizen Centre Glen Waverley

Classes: 30/1 6/2 13/2 20/2 27/2 6/3 13/3 20/3 27/3 3/4

Ballet&Dance

le and fo

Terms: 1 **Open**

Tutor: Len Soh Enquiries: 03 9803 8592

Request 09:45am-11:00am Highvale Village Cl. Senior Citizen Centre Glen Waverley

Classes: 2/2 9/2 16/2 23/2 2/3 9/3 16/3 23/3 30/3

Walking Group

The group gathers in the Community Centre at Highvale and we head off for a day of exploring venues around Melbourne's CBD and other interesting places within easy reach by public transport.

22-01 2019 **Tue** wk2 12/2-12/3 Terms: 1 **Open**

Tutor: Jan Clear Enquiries: 03 9803 8502

Request 10:00am-01:00pm Various Locations VAR Capital Avenue Glen Waverley

Classes: 12/2 12/3

Yoga

This class is specifically aimed at assisting older people to maintain strength and flexibility and stay fit and healthy for as long as possible. You will be guided by an experienced teacher who also conducts large classes at U3A Nunawading and U3A Waverley.

If you wish to join this class you need to purchase a non-slip yoga mat obtainable from Kmart and Big W.

23-01 2019 **Fri** weekly 1/2-5/4 Terms: 1 **Open**

Tutor: Yvonne Woon Enquiries: 03 9803 8592

Request 11:30am-12:30pm Sports Pavilion, Capital Reserve Pav Capital Avenue Glen Waverley

Classes: 1/2 8/2 15/2 22/2 1/3 8/3 15/3 22/3 29/3 5/4

Next Cancel

*TBA means acceptance subject to tutor approval
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The list of classes are arranged by categories. You can also choose to view classes grouped by days of the week. Tick the relevant checkboxes as required to enrol in one or more classes and click **Next**.

Step 11

Class Status 2019 & 2018

Class Status 2019 and 2018

2019 and 2018 Classes (except those you lead)

<input type="checkbox"/>	Class	fee	Status	Date	From/To	Tutor
<input type="checkbox"/>	00019-01 2018 Highvale Village CL		Enrolled	26/09/2018 09:00am-11:00am	17/7-27/11 Tue	Fred Kreitzheim Snooker Senior Citizen Centre Glen Waverley,
<input type="checkbox"/>	00019-01 2019 Highvale Village CL		Enrolled	26/09/2018 09:00am-11:00am	29/1-2/4 Tue	Fred Kreitzheim Snooker Senior Citizen Centre Glen Waverley,
<input type="checkbox"/>	00022-01 2019 Various Locations-VAR		Enrolled	26/09/2018 10:00am-01:00pm	12/2-12/3 Tue	Jan Clear Walking Group Capital Avenue Glen Waverley,

Class 19-01 conflicts with 22-01

Highlights: [Withdrawn](#) [Await Acceptance](#) [New Year's class](#) [This Year's class](#)

To select classes:
1. Click the **Classes 2019** button to list the available classes.
2. Click the square checkbox under each class code to select it.
3. Then click **Next** at the bottom of the page to return here.

To withdraw from the above classes:
1. Click the square checkbox to the left of the class.
2. Select a reason from the dropdown list.
3. click **Delete Class**

When you have selected all the classes you want, click the **Next** button.

[Classes 2019](#)
[Delete Class](#)
[Next](#) u006(28)

The class(es) you have chosen to enrol in are displayed for 2018 and 2019. Check the status of your enrolment. When you have finished your selections, click [Next](#).

Step 12

Membership Status 2019

Membership Status 2019

Member: 227 **Al Fredo** [fredoa01]

2018 Associate member BaseUSA: Id:[123] **OK**
Renewed:26/09/2018 Active:26/09/2018 Expires:31/12/2018

2019 Associate member BaseUSA: Id:[123] **Rec:[123]**
Renewed:26/09/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 26/09/2018 updated: 26/09/2018 21:39 Last Enrolled: 2019

Address: 21 Patton St, Wheelers Hill, VIC, 3150
Phone Nos: 03 9166 8742 DOB: 1958
Email: ait2020@outlook.com

Country of Origin: Australia
You found out about USA, Member of Other USA(03,Public
You will be receiving newsletters by email

	2018	2019	
Membership Fees	\$20.00	\$20.00	
Total Due	\$20.00	\$20.00	

Receipt	2018	2019	By	Date	Reference
	i200	\$20.00	Cash	26/09/2018	
	H2025	\$20.00	Cash	26/09/2018	
Total Paid	\$20.00	\$20.00			
Owing	\$0.00				

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

[Next](#) [Update Profile](#) [Renew Membership 2019](#)

If you want to enrol in 2018 classes click the **Classes 2018** button [Classes 2018](#)
If you want to enrol in 2019 classes click the **Classes 2019** button [Classes 2019](#)
If you will be absent from class, put in an apology
Absence from: Date(d/m) to: Date(d/m) [Apologise](#)

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You can now finalise your details and make more class selections, if necessary. If you are satisfied with the recorded information and don't want to make any changes at this stage, click [Next](#).

Step 13

Member
Summary
2019

Member Summary 2019

Member: 227 Al Fredo [fredoa01]

2018 Associate member BaseUSA Id:[123] **OK**
Renewed:26/09/2018 **Active:**26/09/2018 **Expires:**31/12/2018

2019 Associate member BaseUSA Id:[123] **Rec:[123]**
Renewed:26/09/2018 **Active:**02/01/2019 **Expires:**31/12/2019 O/L

Applied: 26/09/2018 **updated:** 26/09/2018 2:139 **Last Enrolled:** 2019
Address: 21 Patton St, Wheelers Hill, VIC, 3150

Phone Nos: 03 9166 8742 **DOB:** 1958
Email: alf2020@outlook.com

Country of Origin: Australia
 You found out about USA. Member of Other USA/03.Public
 You will be receiving newsletters by email

2019 and 2018 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor
00019-01 2019		Enrolled	26/09/2018	29/1-2/4	Tutor: Fred Kreitzheim Snooker
Highvale Village CL 09:00am-11:00am Tue Senior Citizen Centre Glen Waverley. Term 1: 29/1, 5/2, 12/2, 19/2, 25/2, 5/3, 12/3, 19/3, 26/3, 2/4.					
00022-01 2019		Enrolled	26/09/2018	12/2-12/3	Tutor: Jan Clear Walking Group
Various Locations VAR 10:00am-01:00pm Tue Capital Avenue Glen Waverley. Term 1: 12/2, 12/3.					
00019-01 2018		Enrolled	26/09/2018	17/7-27/11	Tutor: Fred Kreitzheim Snooker
Highvale Village CL 09:00am-11:00am Tue Senior Citizen Centre Glen Waverley. Term 4: 9/10, 16/10, 23/10, 30/10, 13/11, 20/11, 27/11.					
Class 19-01 conflicts with 22-01					

Highlights: Withdrawn Await Acceptance

	2018	2019	
	\$20.00	\$20.00	Membership Fees
	\$20.00	\$20.00	Total Due

Receipt	2018	2019	By	Date	Reference
		\$20.00	Cash	26/09/2018	
	H2025	\$20.00	Cash	26/09/2018	
		\$20.00	Total Paid		
		\$0.00	Owing		

Success!
 Please print this page as your record (if you have a printer).
 Record your member ID and password so you can come back here at any time.

if you would like to revise anything about your profile or your classes, click **Back**

if you have completed all you need to do, click **Exit**

Details of your membership and class(es) in which you have enrolled for 2018 and 2019 are displayed. Print the Summary — it records your successful enrolment and is a receipt of your payment. Click to finish.