

U3A Central Coast

MEMBER INSTRUCTIONS – HOW TO USE THE ONLINE MyU3A SYSTEM

Please keep for future reference

Introduction

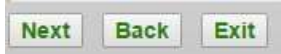
a. The MyU3A system is now in use by a number of U3As in Victoria and NSW. In addition to the office Administration functionality there are two portals into the system for specific views of information and functionality.

These are:

- The Member portal and
- The Leader portal.


b. To access the U3A Central Coast website, enter the website address, <http://centralcoast.u3anet.org.au/> into the top URL/address box in your browser. It must be in exactly this format. You can save it as a Favourite (or bookmark) for ease of finding it next time

c. Action buttons are usually at the bottom of the screen in this format.



or Select etc

Remember to always scroll down (or use ctrl/End) to the bottom of the screen to see what action choices you have.

d. The  button takes you back to the home page of the U3A Central Coast website

e. DO NOT use the ← button (Back) on the Browser. Always select **Next** to proceed to the next page or **Exit** to go back to the U3A Central Coast website.

1. LOGIN	
<p><i>N.B. To use the online member portal you must have advised the membership officer of your <u>email address</u>. If you have not, then please contact the office to update your member details with your email address. The system will then automatically email you a password.</i></p>	
<p>a. Go to the website http://centralcoast.u3anet.org.au/</p>	<p>Preferred Internet browsers are: Google Chrome Mozilla Firefox Apple Safari</p>
<p>b. On the Home Page locate: MEMBER - click here to LOGIN</p>	
<p>c.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Member ID <input type="text"/></p> <p>Password <input type="password"/></p> </div> <p>Enter your 3 or 4 digit ID (Membership Number) and the password you were emailed.</p>	<p>If you have forgotten your password click</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Forgot Password/Id</div> <p>Enter your ID and email address</p> <p>and click <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Send Password</div></p> <p>You will be emailed a password for you to login with.</p>
<p>If you have NOT renewed your membership for the current year go to section 3.</p> <p>If you have renewed your membership go to section 2.</p> <p>If you want to update your personal details (including password) go to section 3.</p>	
<p>d. Click <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-right: 5px;">Log in</div></p> <p>Membership Status page is shown.</p>	

Membership Status 2017

Member: 437 Mary Ward [wardmary01]
 2017 Full member
Renewed:23/10/2016 **Active:**02/01/2017 **Expires:**31/12/2017 O/L
Applied: 23/01/2004 **updated:** 16/06/2017:1657 **Last Enrolled:** 2017
Address: 46 Mandac Road, GREEN POINT, NSW, 2251
Phone Nos: 02 4365 9999 0499 999 000 **DOB:**
Email: mary.ward@gmail.com
Country of Origin: Australia
Volunteered for: Committee, Leader
 You will be receiving newsletters by email

2017
\$50.00 Membership Fees
\$50.00 Total Due

Receipt	2017	By	Date	Reference
G202	\$50.00	EFT	31/10/2016	
	\$50.00	Total Paid		
	\$0.00	Owing		

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

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

2. MEMBER SUMMARY

a. Click **Next** to see the Member Summary screen

Member Summary 2017

Member: 437 Mary Ward [wardmary01]
 2017 Full member
Renewed:23/10/2016 **Active:**02/01/2017 **Expires:**31/12/2017 O/L
Applied: 23/01/2004 **updated:** 16/06/2017:1657 **Last Enrolled:** 2017
Address: 46 Mandac Road, GREEN POINT, NSW, 2251
Phone Nos: 02 4365 9999 0499 999 000 **DOB:**
Email: mary.ward@gmail.com
Country of Origin: Australia
Volunteered for: Committee, Leader
 You will be receiving newsletters by email
2017 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor
00123-01		Enrolled	03/02/2017	24/2-23/6	Lesley Nicol Theatre Group
ERINA CENTRE MS3			10:00am-11:30am	Fri	North-South Rd Erina Fair,
			Term 1:23/6,		

Highlights: Withdrawn Awaiting Acceptance

2017
\$50.00 Membership Fees
\$50.00 Total Due

Receipt	2017	By	Date	Reference
G202	\$50.00	EFT	31/10/2016	
	\$50.00	Total Paid		
	\$0.00	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**
[Exit](#) If you have completed all you need to do, click **Exit**

b. Please print this as a copy of your membership and class enrolments. If you do not have a printer then you can always log in again to see these details at any time.

c. Click  to log out and return to the home page of U3A Central Coast web site.


3. UPDATE PROFILE - Personal Data Updates including passwords

- a. Click  to change or add:
- personal details such as address, phone numbers, email address
 - your password (just type over the top of the one that is displayed)
 - emergency contact details OR
 - complete other details

Note: any field marked with a * is mandatory.

b. Click  to save your changes and continue to the Member Summary screen. See Section 2

Note: If your entries have not changed, look for error messages in **red text**.

c. Click  to log out and return to the home page of U3A Central Coast web site.


4. RENEW MEMBERSHIP



a. If your membership is due for renewal  will be displayed after you login. Click **Renew Membership**

b. Select the relevant membership type. There are only two. (FULL – only FULL members can enrol in classes, HON - Honorary members can only lead courses)



c. Tick the agreement box at the bottom.

Then click  to go to the Application Form

If you don't wish to proceed click  to return to the Membership Status screen or  to return to the U3A Central Coast homepage. Your changes will not be saved.

d. Application Form Screen

myu3a01.mju3a.net/home/www/3acomm
Application Form Full Membership
Please check your information is up to date

Title Mrs * Sex M F
* Given Name May 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 Member Badge Name
* Address 5 Busch Road
* City/Suburb MATCHAM
Post Code 2250 State NSW Date of Birth D: M: Y:
* Phone Numbers 02 4367 9999 0417 699 999
* Email mm@tac.com.au (enter No if no email)
* Verify Email mm@tac.com.au (enter No if no email)
* Password mm858 Verify password mm858
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 Post Email
Would you like to receive a Course book? No Yes

* How did you find out about U3A?
What is your Country of Origin Australia
Language at home English If not English

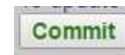
Would you like to volunteer? Tick preferred positions:
 On Call Committee Catering Data entry Leader
 Office Tutor

Availability


To update your details, click **Commit** or to ignore the changes you made, click **Cancel**
Commit **Cancel** **Exit** u006(7)

You will now see a screen with your membership details, your address and phone numbers, your email address, emergency contact details, etc.

Change any personal details or enter other relevant data. Then click



e. Member Summary screen

After you click the  button (as described in the point above), the Member Summary screen will be displayed

Click on Print to print a copy of your membership details

2017
\$55.50 Membership Fees
\$55.50 Total Due
\$59.50 Owing

Success!
Print: Please print this page as your record (if you have a printer).
Record your member ID and password as 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 making a cheque to the office or by calling into the office and paying by EFT, cheque or cash, click **Pay Office**.
u006(14)

f. At the bottom of the screen there is a payment reminder.

Click Pay Office

The system will immediately log you out back to the web site. You cannot enrol in classes until your payment has been processed. You are not financial until your receipt number is shown in your profile

To make your payment, you can either:

Pay directly from your bank account by EFT (electronic funds transfer) using:

Account Name: **U3A Central Coast (NSW) Inc** Bank Name: **Community First Credit Union**

BSB: **512-170** Account No: **001147636** USE YOUR MEMBER ID AND YOUR SURNAME AS REFERENCE

or

Send a cheque or money order to:

U3A Central Coast
PO Box 1239,
GOSFORD 2250.