

**APOLOGY**

If you cannot a class session on one or more of the days of the course, please apologise. You may apologise using MyU3A to save phone calls and mislaid information. An apology is a courtesy to the leader.

1. Enter Apologies

If you need to miss one or more class sessions, you should enter your apologies into MyU3A.

2. Login to MyU3A

The *Membership Status 20xx* page displays. (xx denotes the current year)

**Membership Status 2018**

**Member: 2538 Peggy Brown** [brownpeg01]  
 2018 Full member  
**Renewed:**13/01/2018 **Active:**13/01/2018 **Expires:**31/12/2018  
**Applied:** 13/01/2018 **updated:** 13/01/2018:0000 **Last Enrolled:** 2018  
**Address:** Brown Rd, Green Point, NSW, 2251  
**Phone Nos:** 02 4365 0000 0434 980 575 **DOB:**  
**Email:** pbrown@gmail.com  
**Emergency:** Roger Brown 0434 980 575; 0434 980 575  
 Medical Issues: No  
**Country of Origin:** Australia  
**Occupation:** Fancy free  
**Skills:** painting  
**Interests:** gardening, art  
**Volunteered for:** Committee, Leader, Office  
**Availability:** one day a week  
 You will be receiving newsletters by email

**2018**  
**\$50.00 Membership Fees**  
**\$50.00 Total Due**

Receipt	2018	By	Date	Reference
H809	\$50.00	Cash	13/01/2018	
	\$50.00	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 2018** button. **Classes 2018**  
 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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Input Absence dates, then click Apologise

3. At the bottom of this page, enter the from and to date/s you will be unable to attend a class, e.g. from: 3/4 to: 3/4 if one day only, or from: 3/4 to: 10/4 for a longer period, etc.

4. Click on **Apologise**. A page like the following one will display:

myu3a01.myu3a.net/home/www/u3accx

## Apologise

Class	Course	From: 05/03/2018 To: 19/03/2018
180-01A	Talk around Sydney Harbour	<input checked="" type="checkbox"/> 7/03
224-01	Around the World with the Queens	<input checked="" type="checkbox"/> 5/03 <input checked="" type="checkbox"/> 19/03
253-01	Advanced Mahjong	<input checked="" type="checkbox"/> 9/03

You are apologising for these dates.  
If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

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MyU3A will check your classes to determine which ones are affected by your planned absence and display the results.

- Review the dates. If you have made a mistake, you can untick any of the displayed dates or click **Cancel** to return to the **Membership Status 20xx** page.
- To save your updates, click **Commit**. The apologies will automatically be added to the class attendance rolls, thereby notifying the class leader, and the **Membership Status 20xx** page will display.
- Enter any other planned absences not covered by the initial date range at any time.

Note: clicking on **Exit** (before clicking on **Commit**) will return you to the main U3A Central Coast page, **without** registering your apologies.

**Tip:** If you are uncertain when your classes occur, click on **Classes 20xx** to bring up the **Class Status 20xx** page. The page contains the dates of each class. When you have worked out when you will not be able to attend, and which class/es are affected, click **Next** to return to the **Membership Status 20xx** page. You can then enter your apologies as per above.

- If you have already apologised and you try to do it again, you will find an A next to the date/s in question.