

MYU3A MEMBER INSTRUCTION

Online Enrolment in U3A Courses

Issue Date: 3/5/20

Version:1.0

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NOTE: U3A offers its members one day Special sessions or presentations, called Forums, as well as ongoing classes of varying duration. Each calendar year comprises 2 Semesters. While some classes may be repeated in each semester, many are only available in either Semester 1 or Semester 2.

If you wish to view available courses before you decide to join U3A or before you login to enrol, use the instructions on page 3.

There are 2 sets of instructions in this document. One is abbreviated for members who are reasonably familiar with the system and the detailed instructions show you the screens with step by step explanations if you need to understand better.

HANDY TIPS for WINDOWS users

Bottom: On a PC to quickly get to the **bottom** of a screen press the keys CTRL at the same time as END.

Home: Similarly, to get to the **top**, press CTRL and HOME.

Find: To find a word on a screen, press the keys CTRL and F. A box will open to type the word you are looking for and use the arrows to select the next instance. This is handy for choosing courses.

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SHORT INSTRUCTIONS FOR ONLINE ENROLMENT

Classes are published in the booklet and online but you can't enrol online until the date published online or in the newsletter. Enrolment is only available to full members.

Prior to enrolment day you can check the classes available. Either:

Examine the Course Booklet OR

Using the U3A Central Coast website <http://centralcoast.u3anet.org.au/> click on the Courses menu item and select **Course Lists**. Note the courses of interest.

ENROL ONLINE. These are abbreviated instructions.

Using the U3A Central Coast website <http://centralcoast.u3anet.org.au/> login to MyU3A using your Member ID and password.

On the Membership Status page, click **Classes 20xx** (the current year).

If you had already enrolled in class/es they would be displayed on the next screen, Class Status.

Note the instructions in the lower left-hand side of the screen. Click **Classes 20xx**. An alphabetical list of all classes is displayed. You may narrow down the list by selecting a particular day or category or Forums (One Day Specials)

When you see the course/s you wish to select, click in the check box. When you have finished, go to the bottom of the screen and click **NEXT**. **This is important to save your selection.**

The Class Status screen shows the classes you have chosen. If there is a conflict of date this will be highlighted. You may then **delete** the courses you cannot attend. Similarly, if you have made a mistake in your selection, delete the incorrect one. Then click **Classes 20xx** to return to the selection process if you want more classes.

Once you are satisfied you have chosen classes you can reasonably attend, click **Next** to display the Membership Status screen. Note: You can choose a maximum of 5 courses lasting more than a day as well as a reasonable number of Forums.

APOLOGIES: If you know now of any dates when you will be unable to attend classes, enter the dates at the bottom of the screen and click **Apologise**. The system will show you which of your courses will be affected. Follow the instructions on the screen. Click **Commit**. Your apology will be automatically noted on the class roll.

Click **Next** again to display your details and all the classes you have selected

- The Class column shows the class number and beneath that the venue and the room.
- The Status column indicates if you have been waitlisted or have been enrolled.
- The Date column is the date of enrolment or waitlisting, and underneath the times of the class.
- From/To is the date the class starts and finishes. Under it is the day of the week the class is held.
- The last column indicates the leader and the name of the course.
- Under it is the address of the venue.

You can **print** this page as a record of your enrolments or return to it at any time.

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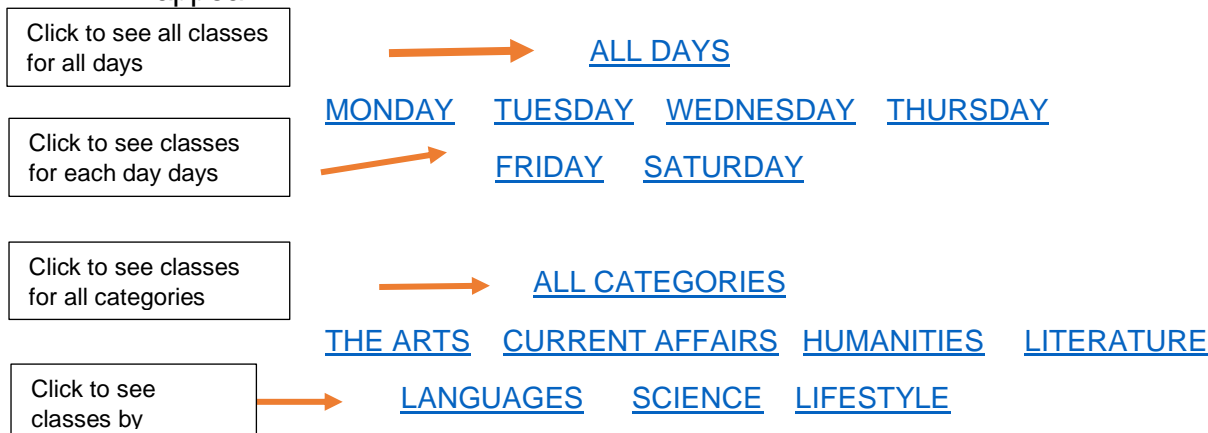
Version:1.0

HAVING TROUBLE ENROLLING? FOLLOW THE INSTRUCTIONS BELOW STEP BY STEP, AND IF YOU STILL HAVE PROBLEMS, CONTACT U3A Central Coast at u3accenrolment@gmail.com or the Help Desk 0408 704 701

FULL INSTRUCTIONS

VIEWING AVAILABLE COURSES

1. To determine which courses are available, go to the U3A Central Coast website <http://centralcoast.u3anet.org.au/>. The date the courses can be seen online is published online and in the newsletter.
2. On the Home page, click on the tab Courses at the top of the page under the picture and select **Course Lists**. The page with the courses and classes will appear.



3. You can view the courses by clicking on:
 - the day of the week on which they are presented or
 - the subject category

If you are uncertain when and what to choose, click on All Days or All Categories to see a complete list of courses.

Every course view also contains information on the dates of the sessions, the frequency of the classes (e.g. weekly, fortnightly, 1-off, etc), the name of the Leader and the location of the class.

4. Once you have determined the courses of interest, login to MyU3A and follow the instructions below to enrol. NOTE: You can login from the screen showing the list of courses or from the menu under Login.

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ENROLLING IN COURSES ONLINE

You must pay your membership fee before you can enrol in classes. Note: Your payment must be receipted before it is registered in MyU3A, so please allow a few days for the registration process before attempting to enrol in the courses unless you have paid by PayPal.

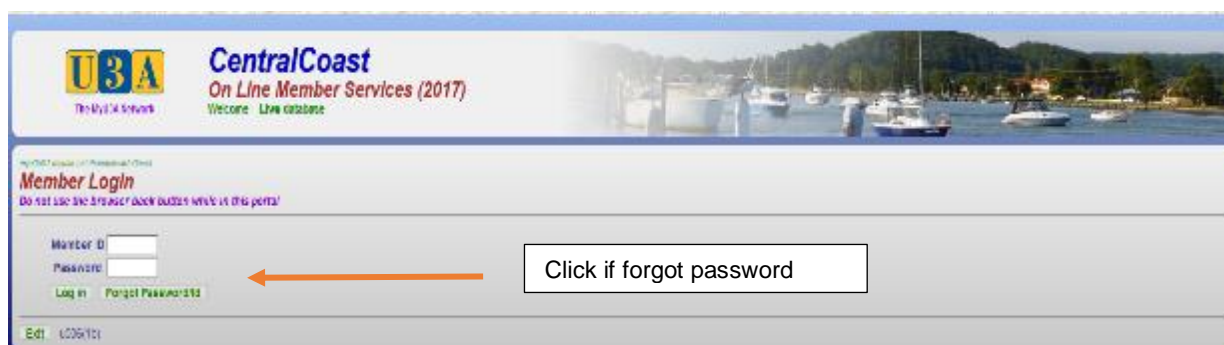
As U3A Central Coast offers many courses and Forums, we recommend you consult your Course Booklet or view the available courses online prior to commencing your enrolment process.

Note: The size of your computer or tablet screen determines how much of a web page you see on your screen. Remember to scroll down, using your mouse, keyboard or touch screen, to see everything on the web page, as there may be important information and/or action buttons near the bottom of the page.

ACTIONS

1. LOGIN TO MYU3A

- 1.1. In your internet browser, search for U3A Central Coast <http://centralcoast.u3anet.org.au/>
- 1.2. The homepage of the U3A Central Coast website should be displayed.
- 1.3. Click on [Member Login](#)
 - 1.3.1. On the login page enter your Member Id (Member number) and password. Click **Login**.



- 1.4. FORGOT YOUR PASSWORD? If not, go to [Step 2](#).

If you have forgotten your password, click Forgot Password. The **Forgotten Password** page will appear.

Enter your Member Id and the email address saved in the database. Click **Send Password**. Click **Exit** to return to the home page. When you have received the email with your new password, start anew and login again.

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U3A The MyU3A Network

CentralCoast
On Line Member Services (0)
Welcome Live database

myu3a01.myu3a.net/home/www/v3acct

Forgotten Password

Member ID (If you know it)

Email Address

[Send Password](#)

Please Note: If you share an email address and have not entered your id, all Id's using that email address will receive their ID and Password.

[Exit](#) u006{13}

Note: If you do not receive your password by email within a day, contact the Telephone Officer on 0408 704 701 for assistance.

2. FIND THE CLASSES YOU WANT TO ENROL IN

Once you have successfully logged in, the *Membership Status* page showing your details will be displayed.

2.1. At the bottom of the page, click the *Classes 20xx (the current year)* button

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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The **Class Status 20xx** page will appear.

Note: Any classes you are already enrolled in but have not completed will appear on this page.



myu3a01.myu3a.net/home/www/u3accp
Class Status 2018

2018 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor	Details
<input type="checkbox"/> 00155-01		Enrolled	13/01/2018	4/5-4/5	Penny Alexander	Appreciation of Photography KINCUMBER NEIGHBOURHOOD CENTRE Workroom 10:00am-12:00pm Fri 22 Kincumber St Kincumber;
<input type="checkbox"/> 00243-01		Enrolled	13/01/2018	21/2-28/3	Susanne Wittkopp	Active Seniors Dance UNITING CHURCH Hall 09:30am-11:30am Wed Cnr Avoca Drive & Kiluna Rd Kincumber ;
<input type="checkbox"/> 00246-01		Enrolled	13/01/2018	9/4-7/5	Cheryl Evans	Australian Stories KINCUMBER NEIGHBOURHOOD CENTRE Workroom 10:00am-12:00pm Mon 22 Kincumber St Kincumber;
<input type="checkbox"/> 00256-01		Enrolled	13/01/2018	7/3-27/6	Barry Clark	Bush Walking Various Locations 09:30am-12:30pm Wed . Gosford;

Class 256-01 conflicts with 243-01

Highlights: [Withdrawn](#) [Await Acceptance](#)

To select classes:

1. Click the **Classes 2018** 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. **Next** u006(28)

Note: Below is the page you will see before any classes are selected.



myu3a01.myu3a.net/home/www/u3accx
Class Status 2018

Highlights: [Withdrawn](#) [Await Acceptance](#)

To select classes:

1. Click the **Classes 2018** 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.

When you have selected all the classes you want, click the **Next** button. **Next** u006(28)

2.2. Click on **Classes 20xx** and the **All Classes 20xx** page will appear.

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Do not click Check My Classes while enrolling.

Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
The Arts | Current Affairs | Humanities | Literature
Languages | Science | Lifestyle | Uncategorised
All Days | All Categories | Forums
Check My Classes | Exit

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

*TBA means acceptance subject to tutor approval

A Talk around Sydney Harbour
Sydney Harbour is one of the finest in the world - but do we know why some places are so named? Was Clark Island named after a real person, if so, who? Is Neutral Bay neutral? We travel (in words) around the harbour from South Head to the Parramatta river and back to North Head visiting many bays and headlands on the way, all supported by Power Point.
186-01-2018 **Wed** 7/3 **Open**
Leader: Peter Cane Enquiries: psurcane@gmail.com
Request: 10:00am-12:30pm ERINA CENTRE MS2 North-South Rd Erina Fair Map 45 Ref J9

A Tribute to Julie Andrews
Follow the life of one of the greatest entertainers of the 20th century! We will present the life of Julie Andrews from early childhood when her family had to struggle financially against a background of poverty and the London blitz during WWII. Watch videos of her singing at age 13 with perfect pitch before King George VI. See video clips of some of her greatest songs from My Fair Lady, Mary Poppins and The Sound of Music. Follow her acting career where she appeared in over 25 movies. Not even the devastating effects of her throat surgery were able to prevent her from resurrecting her career as an actress, a writer of children's stories and director of musicals.
185-01-2018 **Wed** 21/3 **Open**
Leader: Ross Pearce Enquiries: suerosp@bigpond.net.au
Request: 01:00pm-03:30pm KINCUMBER NEIGHBOURHOOD CENTRE Auditorium 22 Kincumber St Kincumber

185-02-2018 **Tue** 27/3 **Open**
Leader: Ross Pearce Enquiries: suerosp@bigpond.net.au
Request: 01:00pm-03:30pm KINCUMBER NEIGHBOURHOOD CENTRE Auditorium 22 Kincumber St Kincumber

Each entry contains a course outline, the dates, days and time it will be held, the Leader of the class, the location, and the class status i.e.

- **Open** - there are available spots.
- **Wait List** – the class is full but you can choose to put your name down in case spots become available, or
- **TBA** - the Tutor (Leader) will review applications before accepting enrolments.

You cannot enrol in Closed or Cancelled classes or before the enrolment date.

There are several ways to see available classes. You can:

- scroll down the list with your mouse, keyboard or touch screen and see all the classes in alphabetic order, or click **All Days** to see all classes in alphabetic order
- click on a day of the week and see all the classes for that day in time of day order
- choose a category, e.g. Science, and see all science related classes in alphabetic order
- click **All Categories** and see all the classes in alphabetic Category order (starting with Current Affairs) or
- click Forums and see all the 1 day presentations in alphabetical order.

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Tip: You can also use the Find function on your computer or tablet (e.g. ctrl f on a Windows machine) to search for classes.

Note: Only click **Check my Classes** if you have completed the enrolment. If you click **Check My Classes** in the **Classes 20xx** page before you have completed the enrolment process, the classes ticked will not be saved, and the **Membership Status 20xx** page will appear, where you will need to click **Classes 20xx** again to see the status of your classes, enrol in more classes, or make changes to your enrolments. The next Sections detail how to enrol or make changes to your class selections.

3. ENROL IN CLASSES

Tip: You **MUST** go to the bottom of the class list to register your enrolments by clicking **NEXT**. For PCs, you can get there quickly by clicking the **Ctrl** and **End** keys on your keyboard. To return to the top, click **Ctrl** and **Home**.

3.1. Click on the box next to each class in which you wish to enrol, e.g. **Active Seniors Dance**

Join this active dance class! Get those feet moving and that brain awake! Learn some new skills to take you out 'on the floor'. Ballroom dancing explained. Some modern, some Latin and some surprises. Some limited experience helpful but not essential. All levels welcome.

243-01 2019 Wed weekly 6/3-10/4 Smstrs: 1 Open



Leader: Susanne Wittkopp Enquiries: U3a@centralcoast.u3anet.org.au

Request 10:00am-11:30am UNITING CHURCH Hall Cnr Avoca Drive & Kiluna Rd Kincumber

Classes: 6/3 13/3 20/3 27/3 3/4 10/4

3.2. When you finish selecting your classes, click **Next** at the bottom of the classes list to register your enrolments. If you click **Cancel**, your classes will not be registered.

When you click **Next** the **Class Status 20xx** page will display, showing the classes you have chosen. Note the class number under the heading **Class**.

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myu3a01.myu3a.net/home/www/u3accp

Class Status 2018

2018 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor	Details
<input type="checkbox"/> 00185-01		Waitlist	12/01/2018 1357	21/3-21/3	Ross Pearce	A Tribute to Julie Andrews KINCUMBER NEIGHBOURHOOD CENTRE Auditorium 01:00pm-03:30pm Wed 22 Kincumber St Kincumber;
<input checked="" type="checkbox"/> 00193-01		Enrolled	12/01/2018	21/3-21/3	Jonathan Cooper	Art Appreciation for everyone GREEN POINT COMMUNITY CENTRE Auditorium 10:00am-11:30am Wed 96 Koolang Rd Green Point;
<input type="checkbox"/> 00203-01	MS3	Enrolled	12/01/2018	21/2-27/6	Gwenda Browes	Discussion Group - Current Affairs ERINA CENTRE 10:00am-12:00pm Wed North-South Rd Erina Fair;
<input type="checkbox"/> 00243-01		Enrolled	12/01/2018	21/2-28/3	Susanne Wittkopp	Active Seniors Dance UNITING CHURCH Hall 09:30am-11:30am Wed Cnr Avoca Drive & Kiluna Rd Kincumber ;
<input type="checkbox"/> 00252-01		Waitlist	12/01/2018 1357	19/2-25/6	Hubert Lersch	The Music of the Russians Hubert Lersch Home 09:30am-12:00pm Mon 812/150 Maidens Brush Road Wyoming;

Class 243-01 conflicts with 203-01
Class 203-01 conflicts with 193-01

Highlights: Withdrawn Await Acceptance

To select classes:

1. Click the **Classes 2018** 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. **Next** u006(28)

The Status field indicates whether you have been enrolled, are wait listed for enrolment, or the Leader (Tutor) will advise if you are enrolled. The date column is the date you requested the class.

If you want to enrol in other classes, repeat the selection process by clicking on the **Classes 20xx** button. You may repeat the process at any time.

NOTE: If you have chosen classes that occur at the same time, the Status page will **highlight** the class numbers that have conflicting times. The above example shows that “Discussion Group – Current Affairs” (Class 203-01) occurs on some of the same days as “Active Seniors Dance” (Class 203-01) as well as “Art Appreciation for everyone” (Class 193-01).

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3.3. Review your class choices.

Where there are conflicts, we strongly suggest you select your preferred class and withdraw from the conflicting classes to free up that space for other members. Go to section 5.1 [Delete Class](#) to see how to delete the class/es.

3.4. Click **Next** at the [bottom](#) of the **Class Status 20xx** page.

3.5. The **Membership Status 20xx** page displays. Click **Next**.

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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4. COMPLETE YOUR ENROLMENT

The **Members Summary 20xx** page displays

Member Summary 2018

Member: 2348
2018

Applied: [Redacted]
Address: [Redacted]
Phone Nos: [Redacted]
Email: [Redacted]
Country of Origin: [Redacted]

Priority Score: 6 (score)
You will be receiving newsletters by email

2018 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor	Notes
00185-01 KINCUMBER NEIGHBOURHOOD CENTRE Auditorium		Waitlist	12/01/2018 1357	21/3-21/3	Ross Pearce	A Tribute to Julie Andrews 22 Kincumber St Kincumber; Term 1: 21/3,
00193-01 GREEN POINT COMMUNITY CENTRE Auditorium		Enrolled	12/01/2018	21/3-21/3	Jonathan Cooper	Art Appreciation for everyone 96 Koolang Rd Green Point; Term 1: 21/3,
00203-01 ERINA CENTRE MS3		Enrolled	12/01/2018	21/2-27/6	Gwenda Browes	Discussion Group - Current Affairs 10:00am-12:00pm Wed North-South Rd Erina Fa Term 1: 21/2, 7/3, 21/3, 4/4, 18/4, 2/5, 16/5, 30/5, 13/6, 27/6,
00243-01 UNITING CHURCH Hall		Enrolled	12/01/2018	21/2-28/3	Suzanne [Redacted]	Cnr Avoca Drive & Kilun Term 1: 21/2, 28/2, 7/3, 14/3, 21/3, 28/3,
00252-01 Hubert Lersch Home		Waitlist	12/01/2018 1357	19/2-25/6	Hubert Lersch	The Music of the Russians 09:30am-12:00pm Mon 812/150 Maidens Brush Road Wyoming; Term 1: 19/2, 5/3, 19/3, 16/4, 30/4, 14/5, 28/5, 25/6,

Class 243-01 conflicts with 203-01
Class 203-01 conflicts with 193-01

Highlights: Withdrawn Await Acceptance

2018
\$50.00 Membership Fees
\$50.00 Total Due

Receipt	2018	By	Date	Reference
H205	\$50.00	EFT	07/11/2017	
	\$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**

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The page includes all your details. You can:

- 4.1. Print the details
- 4.2. Click on **Back** to make changes or
- 4.3. Select **Exit** if you have finished, which will return you to the main U3A Central Coast home page.

Note: If all your selected classes do not appear on this page, you have made a mistake and will have to click on **Back to return to the **Membership Status 20xx** page to re-select your classes by clicking on **Classes 20xx**.**

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WHAT IF I HAVE TO MAKE CHANGES TO MY ENROLMENTS?

5. MAKE CHANGES TO YOUR CLASS ENROLMENTS

There are a number of reasons for making changes to your class enrolments:

5.1. Delete Class

If the dates of your chosen classes conflict you may want to withdraw from one or more classes and remove the class from your list.

You may decide to withdraw from a class because of other reasons.

You may want to remove your name from the Wait List of a course.

Once you have logged in, click on the **Classes 20xx** button in the **Membership Status 20xx** page to display the **Class Status 20xx** page.

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. [Apologise](#)

Absence from: Date(d/m) [] to: Date(d/m) []

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5.1.1. Select the class from which you wish to withdraw and click the box next to it.

myu3a01.myu3a.net/home/www/u3accp
Class Status 2018

2018 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor	Details
<input type="checkbox"/> 00185-01		Waitlist	12/01/2018 1357	21/3-21/3	Ross Pearce	A Tribute to Julie Andrews KINCUMBER NEIGHBOURHOOD CENTRE Auditorium 01:00pm-03:30pm Wed 22 Kincumber St Kincumber;
<input type="checkbox"/> 00193-01		Enrolled	12/01/2018	21/3-21/3	Jonathan Cooper	Art Appreciation for everyone. GREEN POINT COMMUNITY CENTRE Auditorium 10:00am-11:30am Wed 96 Koolang Rd Green Point;
<input type="checkbox"/> 00203-01		Enrolled	12/01/2018	21/2-27/6	Gwenda Browes	Discussion Group - Current Affairs ERINA CENTRE MS3 10:00am-12:00pm Wed North-South Rd Erina Fair;
<input type="checkbox"/> 00243-01		Enrolled	12/01/2018	21/2-28/3	Susanne Wittkopp	Active Seniors Dance UNITING CHURCH Hall 09:30am-11:30am Wed Cnr Avoca Drive & Kiluna Rd Kincumber ;
<input type="checkbox"/> 00252-01		Waitlist	12/01/2018 1357	19/2-25/6	Hubert Lersch	The Music of the Russians Hubert Lersch Home 09:30am-12:00pm Mon 812/150 Maidens Brush Road Wyoming;

Class 243-01 conflicts with 203-01
Class 203-01 conflicts with 193-01

Highlights: Withdrawn Awaiting Acceptance

To select classes:
1. Click the **Classes 2018** 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 2018
Please select a reason
Delete Class
Next u006(28)

5.1.2. Select a reason for the withdrawal. Use the reasons below the down arrow., Note: you cannot delete a class until you select a reason.

5.1.3. Click the **Delete Class** button. The selected class will disappear from your Class Status page.

5.1.4. When you have finished your withdrawals, click **Next**. The **Membership Status 20xx** page displays.

MYU3A MEMBER INSTRUCTION

Online Enrolment in U3A Courses

Issue Date: 3/5/20

Version:1.0

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. [Apologise](#)
Absence from: Date(d/m) to: Date(d/m)
u006(4)

5.1.1 Click **Next** which will return you to the **Member Summary** which shows your courses and their status, from which you can exit MyU3A by clicking **Exit**.

5.2. Enrol in More Classes

5.2.1. You may want to enrol in a class which has available open spots or put your name on the Wait List in anticipation of a possible vacancy. Follow the instructions from the step [FIND THE CLASSES YOU WANT TO ENROL IN](#) to add new classes to your list.

MYU3A MEMBER INSTRUCTION

Online Enrolment in U3A Courses

Issue Date: 3/5/20

Version:1.0

5.3. Enter Apologies

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

5.3.1. When logged in to My U3A, the **Membership Status 20xx** page displays.

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. [Apologise](#)

Absence from: Date(d/m) to: Date(d/m)

u006(4)

5.3.2. 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.

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

MYU3A MEMBER INSTRUCTION

Online Enrolment in U3A Courses

Issue Date: 3/5/20

Version:1.0

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).

u006(22)

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

5.3.4. 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.

5.3.5. To save your updates, click **Commit**. The apologies will automatically be added to the class attendance rolls and the **Membership Status 20xx** page will display.

5.3.6. 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 2018** 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 [step 5.3.2](#) above.