

RENEWING U3A CENTRAL COAST MEMBERSHIP 2021

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 several U3As in Victoria and NSW. In addition to the office Administration functionality there are two portals into the system for Members and for Leaders.
 - b. This document will assist you with how to Login, Change Your Password, Renew your membership, pay your Membership fee, Update your Details.
 - c. To access the U3A Central Coast website, enter the website address, <https://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
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- d. 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 for PCs) 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 in case of loss of data.

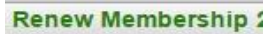
Please keep for future reference

1. LOGIN	
<i>N.B. To use the online member portal you must have an <u>email address registered in MyU3A</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>	
a. Go to the website http://centralcoast.u3anet.org.au/	Preferred Internet browsers are: Google Chrome, Mozilla Firefox, Apple Safari
b. On the Home Page click Member LOGIN	
c. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Member ID <input type="text"/> Password <input type="password"/> </div> Enter your 3 or 4 digit ID (Membership Number) and the password you were emailed or chose.	If you have forgotten your password you can click then be asked to enter your ID and the email address you provided and click You will be emailed a password for you to login with.
d. Click on . You can then review your membership or check your class enrolments, withdraw from a course or apologise for being unable to attend a class.	If you have NOT already renewed your membership for the current year go to section 2 . If you have already renewed your membership go to section 3 .
e. If you wish to change your password you can use the function described in section 3 .	

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2. RENEW MEMBERSHIP

After you login you will be able to see your membership status. If your membership is due for renewal click



Then you need to:

- select the relevant membership type (defaults to FULL – only FULL members can enrol in classes, HON members can only lead courses)



You will also need to tick the agreement box at the bottom.

Then click



d. Personal Details

You will now see a screen with your membership details, your address and phone numbers, your email address, emergency contact details, etc. If any of these are incorrect, or if you would like to apply for volunteering jobs, you should overwrite any details you wish to change. Then click



e. Member Status screen

You now get a payment request screen showing the amount owing. Click **Proceed to Payment** On the Member Summary screen, you can print a copy of your membership details if you wish by clicking on the Print button.

f. Payment: Payment needs to be made before members can enrol in courses.

You may use the PayPal function to use your credit card or your own PayPal account or alternatively, pay by cheque or by EFT via a bank after you click Pay Office to exit the system.

PayPal

Click **PayPal** on the Member Summary screen

You will be directed to the PayPal site, where you can either pay as a guest using your credit card or log into your PayPal account.

Ensure you return to MyU3A after entering the details so that your receipt is registered. You may now enrol in classes via the **Classes** button.

Pay Office

Click **Pay Office** to indicate to administration that you will make your payment to **U3A Central Coast (NSW) Inc.** after you log out. You will be immediately logged back to the home page.

PAY LATER using **EFT**. BSB: 512-170 Acct. No. 001147636 Make sure you enter your name and member number so that it can be identified **OR**

PAY LATER by mailing a cheque to the mailbox PO Box 1239, GOSFORD 2250 **OR**

PAY LATER with Cash at Community First Credit Union (Erina Fair) to be paid to U3A Central Coast account. Please give the teller your surname and membership number

Once the payment is receipted you may apply for enrolment into classes of your choice. The receipt number will be displayed on your profile page for you to see when you log in again and the **Classes 20..** button will be available.

After the membership fee has been receipted, you may enrol in classes that are still open the semester

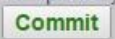
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3. PERSONAL DATA UPDATES – including passwords

You can click  if you wish to change or add:


- personal details such as address, phone numbers, email address It is important to keep your email address current because it is the main means of contact
- your password (just type over the top of the one that is displayed)
- emergency contact details OR
- tick any boxes of activities you would like to volunteer for.

Note that any field marked with a  is a mandatory field.

Click  to save these changes.

Watch out for error messages in **red text** if your entries have not changed.


4. FINISH

After clicking on  from the member profile screen (also called Class Status) you get a final confirmation and screen (called Member Summary).

This provides you with detailed information about:

- your personal details
- your classes, if any (dates, location, time, leader)
- your payment receipts

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.

Click on  to log out.