



U3A CENTRAL COAST



JOINING U3A CENTRAL COAST 2022

Welcome to U3A Central Coast

We look forward to your joining in the educational and social activities with us. First, you will need to apply for membership and give us your details. You can do this [on line](#) now in MyU3A Central Coast (see below), or download a [Membership Application](#) form to post. Please note, **you must have an email address** to use the online facilities. The annual membership fee for 2022 is **\$25.00**, and membership is from 1 December to 31 November. The reduced fee is to encourage membership following the disruption caused by the pandemic in 2020 and 2021. There is **no refund** except in exceptional circumstances. Full Members of U3A Central Coast may enrol in available classes.

Here is how to join online:

Step 1. Apply for membership

Clicking the Join link on the U3A Central Coast (NSW) Inc Home page will take you to the **JOIN U3A TO BECOME A MEMBER** page. Click the link in the Join Online box on the page. You should then enter your first and last names and your email address (Date of Birth is optional) and click **Apply for Membership**.

The next screen asks you to choose the grade of membership you would like. **Only Fully paid members are allowed to enrol in classes**. Confirm that you wish to become a member in accordance with the rules by clicking on the check box. Click **Join**.

Step 2. Complete the membership details

Enter your gender and address (Please use **capital letters** for your suburb) and the other required details or information that would be helpful in your interaction with the association. U3A is a self help organisation so please enter the area in which you could contribute in the volunteer section. Check that your details are correct then Click **Commit**. The Membership Status screen will inform you that you have successfully entered your details and that the membership fee **is owing**. If everything is in order click **Proceed to Payment**.

Step 3. Print your Membership Summary

On the Member Summary 2022 page, click on the **Print** button at the foot of the page and make a note of your password. If you do not have a printer, make a note of your membership number and password. You can then log back in to the membership page at any time.

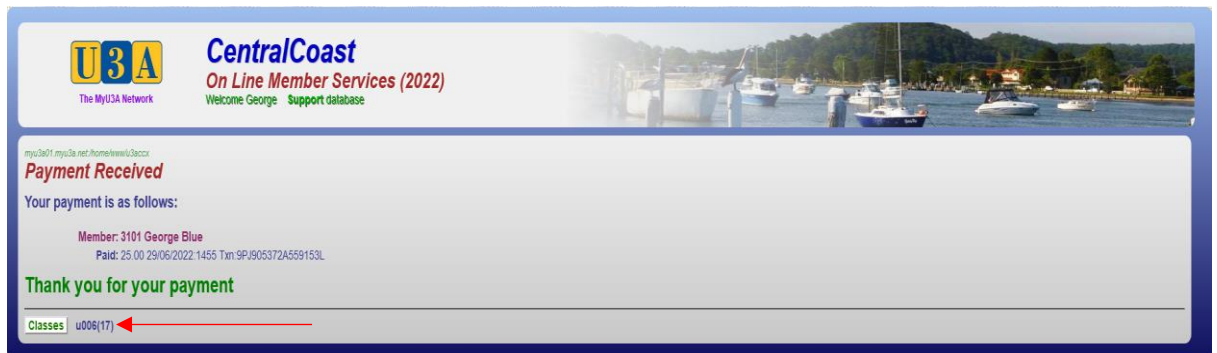
Step 4. Payment

How to Pay? You can pay via PayPal (using your own PayPal account or as a guest using your credit card), by cheque or by EFT via your bank or cash at the bank.

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1. To pay using the online function,

- a. click on **Pay Online 2022**
- b. On the **Initiate online payment of fees for 2022 Membership year** page, click on the yellow **PayPal** button and follow the instructions on the PayPal payment page to complete your payment. **Note:** you can choose to log into your PayPal account or to pay with your credit card. If you are not a PayPal member, enter your details in the PayPal Guest Checkout screen. Once you have entered your payment and contact details, scroll down to where PayPal asks you if you want to create an account. If you do not want to become a PayPal member, scroll to where it says **No, I don't want an account now** and tick that box.
- c. Click the blue *Pay Now* button.
- d. PayPal will display a screen saying You Have Paid AUD \$25 to U3A Central Coast (NSW) Inc and, after a few seconds, the following myU3A screen will display



- e. Click **Classes**, which will take you back to the Membership Status page.
- f. Click the **Classes 2022** button, and then, on the Class Status page, click the **Classes 2022** button again and you can then enrol in your desired classes.
- g. PayPal will send you an email confirming your payment to U3A Central Coast.
- h. Once you have enrolled, clicking **Next** on the Membership Status screen when you log in will show you the status of your enrolments.

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2. **To pay by cheque or EFT via your bank**, click the **Pay Office** button to indicate you will make your payment to **U3A Central Coast (NSW) Inc.** after you log out. You will be immediately returned to the home page. You may then pay by the following methods. When your fee has been receipted you may enrol in available classes.

To Pay by:

1. **EFT:**

You will need the following information for your bank withdrawal:

BSB: 650 000

Acct. Name: U3A Central Coast

Acct. No. 548 276 707

Enter your member number and name in the description/reference field so that your payment can be identified.

OR

2. **Cheque/Money Order:**

Cheques/Money Orders should be made payable to "U3A Central Coast" and contain your member number and surname on the back.

Mail your cheque to:

The Treasurer,
U3A Central Coast,
PO Box 1239, GOSFORD 2250.

Please allow 7 days before checking if your membership has been receipted. The receipt number will be displayed on your profile page for you to see when you log in again.

OR

3. **Cash**

Cash at Newcastle Permanent (Erina Fair, Gosford, or Tuggerah) to be paid to U3A Central Coast account number 548 276 707. Please give the teller your surname and membership number .