

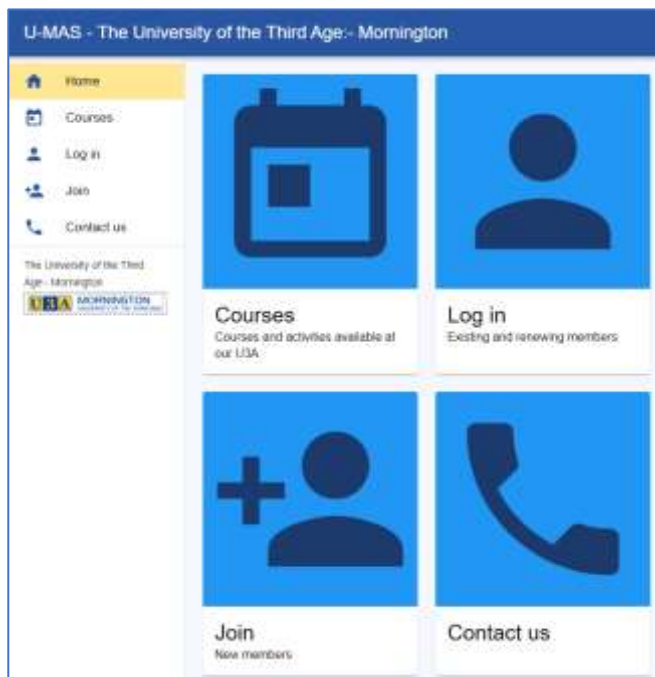
# UMAS for MEMBERS

## To get started:

1. Go to <https://www.u3amornington.org.au/> and click on  next to **LOGIN**



2. Click on **Existing Member Login**



**Tip: You can use a smart phone, tablet or computer to access it.**

**Tip: If you get stuck at any time, click**

HELP

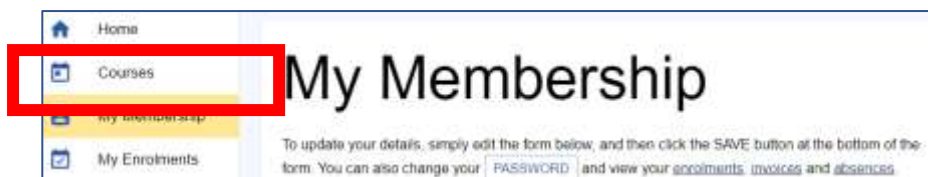
3. Click on **Log in**
4. Enter your **Member Number** and **Password** which are the same as before and click **Submit**
5. You will then see



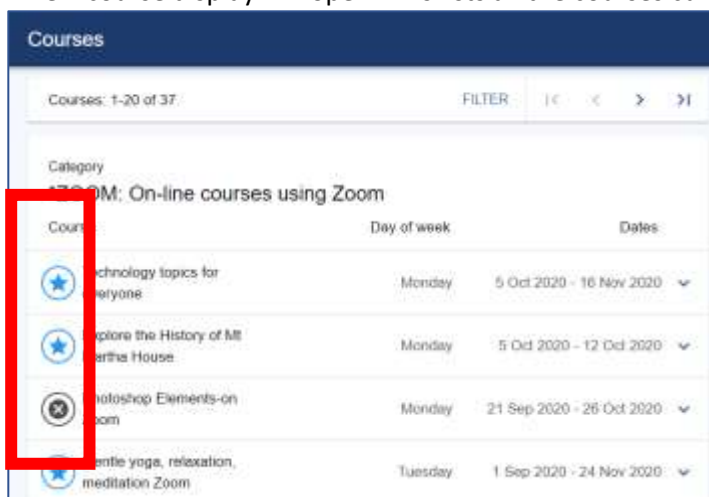
Update any changes to your personal details.

You must also **declare your COVID-19 vaccination status**. Remember to **SAVE** your changes.

6. To View and Select courses click on **Courses** at the upper left



A new course display will open. This lists all the courses currently available.

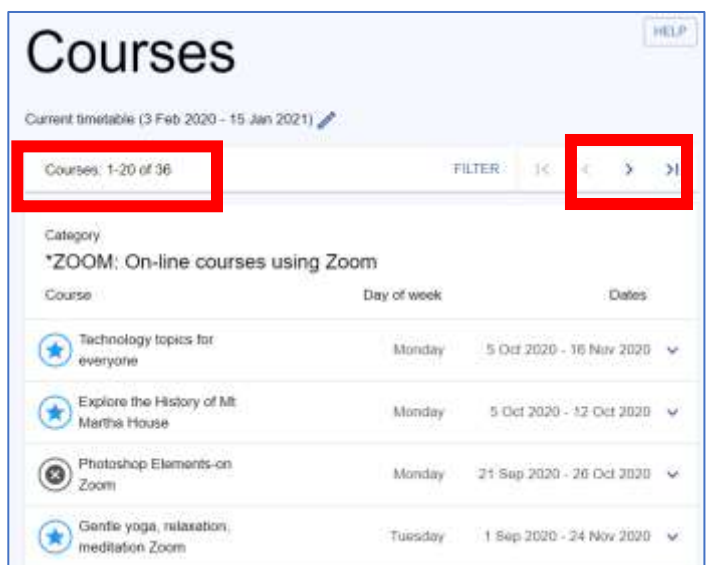


**Tip: Course Symbols immediately to the left of the course name provide important enrolment information.**

**7. Course Symbols – what do they mean?**

	You are enrolled		New course
	You are on the Waitlist		Course is closed – no new enrolments
	Course is full		Course is in your cart
	You have been Deleted from this course		

8. The courses will display in blocks of 20. In the example below, courses 1-20 of 36 are shown. Use the arrows to page through the course list. or use the FILTER



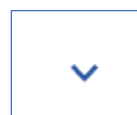
**Tip: Use the arrows**

< > moves forward or back in blocks of 20 courses

>I takes you to the last block of 20 courses

I< takes you back to the first block of 20 courses.

9. To see more detail on the course, click on the **Course Name** or down arrow



10. You can also use **Filter** to focus your search.



**Course Display Settings**

**Show Timespan**  
Current timetable ▾

**Exclude**  
 Full courses  
 Closed courses

**Sort By...**  
Category ▾  
... Then By  
Course name ▾

**Show Parent codes**  
TICK ALL | **UNTICK ALL**

\*DIST: Distance education  
 \*SUMMER: Summer school courses  
 \*ZOOM: On-line courses using zoom  
 ARTR: Art courses - restricted  
 COOK: Food courses  
 **CRAFT: Craft courses**  
 DISH: Discussion/history courses

**Tip:**  
**UNTICK ALL** and tick the ones you want eg **CRAFT** Courses

CANCEL | **APPLY CHANGES**

**Tip:**  
**Don't forget to APPLY CHANGES**

You can experiment with more Filters later. For more information about using Filter see Page 6

### 11. Course Selection

When you have decided on the course in which you wish to enrol, click on the **Course Name** to open the course details and then click on **ADD TO CART** at the bottom of the screen

Tutor	Gill Gordon
Tutor 2	None
Location	Zoom internet delivery
Timetable	Wky: Weekly Course Day: Thursday, 2:00 PM - 3:30 PM Dates: 1 Oct 2020 - 26 Nov 2020 Next date: 1 Oct 2020
Availability	Accepting enrolments? Yes Capacity: 40, enrolled: 15, available: 25, waitlisted: 0
Full fee	\$0.00

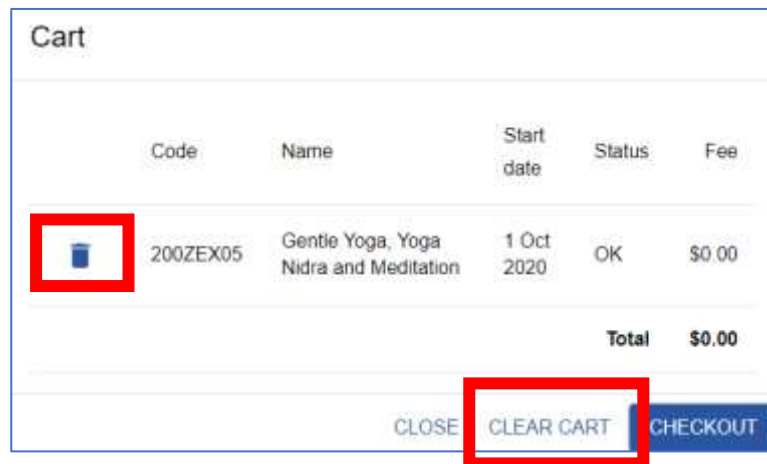
**ADD TO CART** | CLOSE

12. Once you have completed your selection of Courses (in this example only one is selected) you will see the number of courses next to the cart symbol at the top of the page (in this example 1 course is shown)



**Tip: If you are enrolling for the next year of U3A Courses, the Cart will contain your subscription plus the Course selected, making 2 items in the cart**

13. Click on the Cart symbol at the top of the page to see the **Cart contents**:

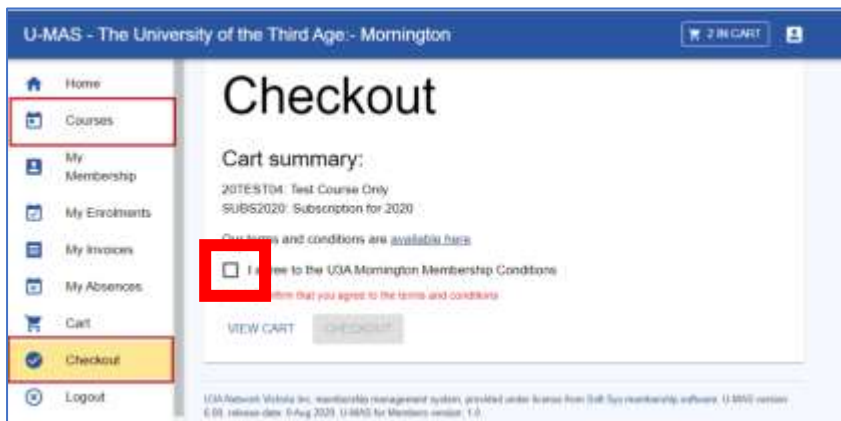


If you realise you have made a mistake, click on **Clear Cart** or the **Rubbish bin** icon and you can return to **Courses** to make different course selections.

#### 14. Terms and conditions.

If all is correct, tick the box agreeing to Terms and Conditions.

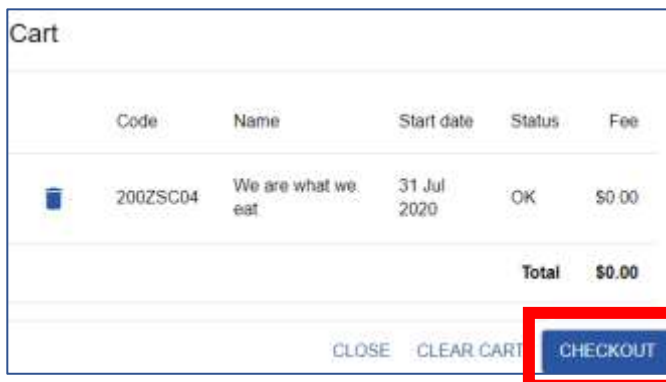
Terms and conditions can be found on our Website.



**Tip: You will only need to do this the first time you enrol for the year.**

#### 15. Checkout

Once you have selected all the Courses you wish to select, click on **Checkout**



**Tip: You MUST click on Checkout to complete your enrolment.**  
**You will receive an email confirming your enrolment.**

16. If there are no fees to be paid, a screen showing all your enrolments will open so you can check that everything is correct before you click **Checkout**.

17. If you are enrolling in a course which has a fee or enrolling for the new year, clicking on **Checkout**, will enrol you in your selected course/s AND will generate an invoice so that you can pay the course fee and/or the annual membership fee. A typical invoice is shown below:



### 18. Paying your membership & Course fees

To pay by Credit Card or PayPal, click on **Pay with PayPal**, this will allow you to **either** use your PayPal account to pay the invoice, or if you do not have a PayPal account, you will be able to enter your credit card details.

**For more information about Filter – see page 6**

## FILTER

**Filter** allows you to focus your search for courses.



This example of the use of the filter will help you find a Course in the next month:

- In **Timespan** select **Next Month**
- Exclude **Closed courses**
- Choose how they should be sorted, for example, sorted by **Category** and then by **Course name** within each category
- You can also limit the courses you see to **Categories** that are of interest to you. To do this click on **Untick all** and tick the ones you want

The filter selection panel will look like this:

### Course Display Settings

**Show Timespan**  
Next month

**Exclude**  
 Full courses  
 Closed courses

**Sort By...**  
Category  
... Then By  
Course name

**Show Parent codes**  
TICK ALL   UNTICK ALL  
 \*DIST: Distance education  
 \*SUMMER: Summer school courses  
 \*ZOOM: On-line courses using zoom  
 ARTR: Art courses - restricted  
 COOK: Food courses  
 CRAFT: Craft courses  
 DISH: Discussion/history

**This Filter shows**

- **CRAFT courses**
- **Next Month**
- **sorted by Course name**
- **Excluding Closed courses**

Click on Apply Changes

CANCEL   APPLY CHANGES

The course display as a result of this filter selection will look like this:

# Courses

Next month (1 Oct 2020 - 30 Oct 2020)

Courses: 1-1 of 1   FILTER   << >>

Category  
CRAFT: Craft courses

Course	Dates
Arts & Crafts on Zoom:	28 Aug 2020 - 27 Nov 2020

Courses: 1-1 of 1   FILTER   << >>

**Tip:**  
You can experiment with many different filters