


How to join U3A Mornington

To get started:

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



2. Click on [New Member Join](#)

3. Under **MEMBER TYPE**, click on the down arrow . Select either:

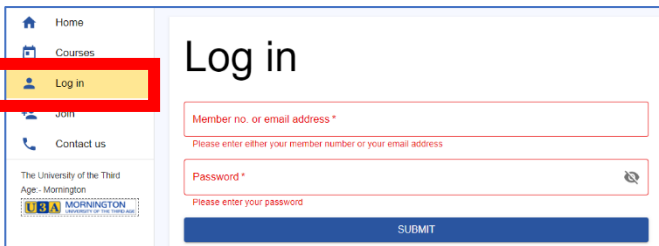
MEMBER (you can enrol in any courses offered - \$60.00 membership fee)

or

RESTRICTED (you can only enrol in a small number of Restricted courses. These are mainly Zoom and a few others - \$10.00 membership fee)


4. Complete your personal details. **Keep a note of your member number & password** and SAVE.

5. Click [Login](#) and then login with your new member number & password



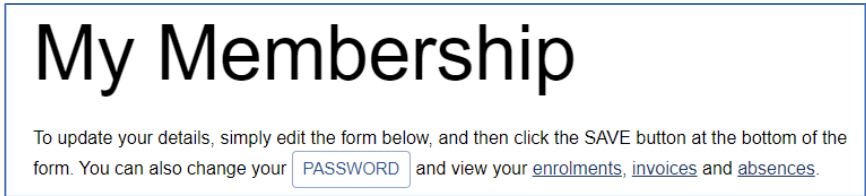
Tip: You can use a smart phone, tablet or computer to access it.

Tip: If you get stuck at any time, click



6. Click SUBMIT

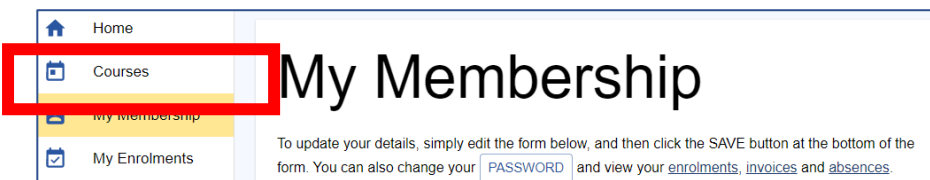
7. You will then see



Update your personal details. **You must also declare your COVID-19 vaccination status.**

Remember to SAVE your changes.

8. 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.

Course	Day of week	Dates
Technology topics for everyone	Monday	5 Oct 2020 - 16 Nov 2020
Explore the History of Mt Martha House	Monday	5 Oct 2020 - 12 Oct 2020
Photoshop Elements-on Zoom	Monday	21 Sep 2020 - 26 Oct 2020
Gentle yoga, relaxation, meditation Zoom	Tuesday	1 Sep 2020 - 24 Nov 2020

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

9. 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		

10. 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

Course	Day of week	Dates
Technology topics for everyone	Monday	5 Oct 2020 - 16 Nov 2020
Explore the History of Mt Martha House	Monday	5 Oct 2020 - 12 Oct 2020
Photoshop Elements-on Zoom	Monday	21 Sep 2020 - 26 Oct 2020
Gentle yoga, relaxation, meditation Zoom	Tuesday	1 Sep 2020 - 24 Nov 2020

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.

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



12. 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

13. 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	Wkly: 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

14. 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

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

	Code	Name	Start date	Status	Fee
	200ZEX05	Gentle Yoga, Yoga Nidra and Meditation	1 Oct 2020	OK	\$0.00
Total					\$0.00

CLOSE CLEAR CART CHECKOUT

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.

16. Terms and conditions.

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

Terms and conditions can be found on our Website.

U-MAS - The University of the Third Age:- Mornington 2 IN CART

Home Courses My Membership My Enrolments My Invoices My Absences Cart **Checkout** Logout

Checkout

Cart summary:
20TEST04: Test Course Only
SUBS2020: Subscription for 2020
Our terms and conditions are [available here](#).

I agree to the U3A Mornington Membership Conditions
Confirm that you agree to the terms and conditions


VIEW CART CHECKOUT

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.00, release date: 9 Aug 2020. U-MAS for Members version: 1.0.

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

17. Checkout

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

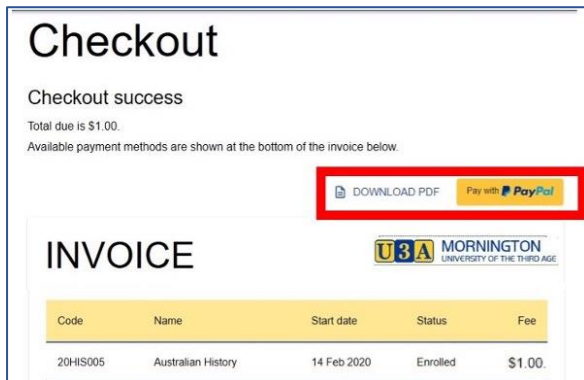
	Code	Name	Start date	Status	Fee
	200ZSC04	We are what we eat	31 Jul 2020	OK	\$0.00
Total					\$0.00

CLOSE CLEAR CART **CHECKOUT**

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

18. 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**.

- 19.** 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:



20. 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

 *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

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 |< < > >|

Category	Dates
CRAFT: Craft courses	
Course	
Arts & Crafts on Zoom	28 Aug 2020 - 27 Nov 2020

Courses: 1-1 of 1 |< < > >|

Tip:
You can experiment with many different filters