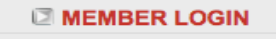
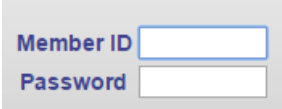
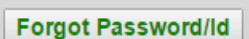





MEMBER INSTRUCTIONS FOR MyU3A SYSTEM

These instructions include information on how to:


- Section 1: Login
- Section 2: Renew Membership. Including how to pay online
- Section 3: Member options/class enrolment
- Section 4: Personal data updates including passwords
- Section 5: Apologies
- Section 6: Finish


1. LOGIN	
<p><i>N.B. To use the online member portal as an existing member and you have previously registered your email address then you will have received an email with your ID and password. If you have not notified the office of your email then please do that first and they will set you up with a password. If you have forgotten your password refer to Section 1.c.</i></p>	
<p>a. Go to the website <u>www.u3acastlemaine.com/myu3a</u></p>	<p>Preferred Internet browsers are: Google Chrome Mozilla Firefox Apple Safari</p>
<p>b. Click on </p>	
<p>c.  Enter your 4 digit ID and the password you were emailed.</p>	<p>If you have forgotten your password you can click on  . You will then be asked to enter your ID and email address and click on  . You will be emailed a new password for you to login with. If you wish to change this you can do this via the  function in Section 4.</p>
<p>d. Click on the button for this year to renew your membership or enrol in classes.</p>	<p>If you have NOT already renewed your membership for this year refer to Section 2.</p> <p>If you HAVE already renewed your membership refer to Section 3.</p>
<p>e. If you wish to change your password you must first renew your membership (if not already done) and then use the  function described in Section 4.</p>	

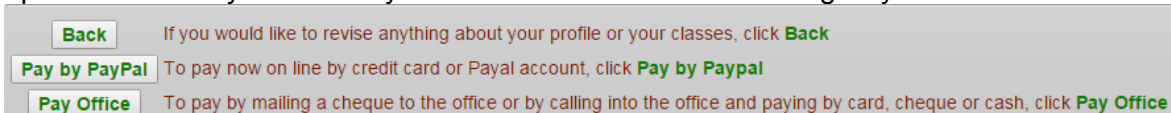
2. RENEW MEMBERSHIP

- a. After you log in, you will be immediately asked to renew your membership. Please note:
- For normal membership select “Full”
 - “Associate” membership applies to current members of other U3As. If you select this you will need to have available the details of your membership in another U3A, including your ID and receipt number from them;
 - Donations can only be made directly by mail or through the Office;
 - “Honorary” membership is only available for those given this category by Committee of Management
- b. You will also need to tick the agreement box at the bottom.

Then click on .

- c. 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 click on . **Refer to Section 4 for instructions.**


- d. If your personal details are correct then click on .
- e. You now get a payment request screen. You can print a copy of your membership details if you wish by clicking on the Print button.
- f. At the bottom of the screen are some payment options. We recommend using the secure trusted PayPal option to complete your online transaction via credit card. The office option should only be used if you are uncomfortable about using PayPal.




The screenshot shows three payment options with corresponding buttons and descriptions:

- Back** (button): If you would like to revise anything about your profile or your classes, click **Back**
- Pay by PayPal** (button): To pay now on line by credit card or Paypal account, click **Pay by Paypal**
- Pay Office** (button): To pay by mailing a cheque to the office or by calling into the office and paying by card, cheque or cash, click **Pay Office**

For **Pay Office** go to step r.

- g. If you click on  you will be taken to the PayPal website and be able to pay using *either* a PayPal account *or* a credit card (Visa, Mastercard, Amex only).
- h. You will first see this screen with the relevant amount in place of the XXX.



The screenshot shows a PayPal transfer screen with the following text:

You will be transferred now to the Paypal system.
You are paying XXX

Please ensure you return from PAYPAL to the U3A web site after making your payment

At the bottom, there is a **PayPal** logo with the text "Click here to pay" and an **Exit** button with the text "u006(15)".

- Click on the **PayPal button** to confirm you wish to pay by PayPal account or credit card.
- i. This takes you to the PayPal website and provides a view of the transaction you are paying for.
- j. If you have a PayPal account then enter your PayPal password and click on Pay.
- k. If you wish to pay by credit card instead of using a PayPal account then click on this text further down the screen:







The screenshot shows a link: **Pay with a credit or debit card**. Below it, there is a smaller text: (Optional) Sign up to PayPal to make your next checkout faster.

- l. You will then be asked to provide your credit card and identification details. Please note that the screen below may appear slightly different on your screen, depending on which computer device you are using, eg Apple Mac, iPad, or later/earlier versions of operating systems on the PC. The information required will be the same no matter which format.

▼ **Pay with a credit or debit card**
 (Optional) Sign up to PayPal to make your next checkout faster

Country:

Card number:


Payment type:    

Expiry date: mm / yy

CVV:

[What is this?](#)

Billing information
 Please enter your full legal name

- m. If you wish to cancel, and not proceed with the payment, then click on [Cancel and return to U3A](#) at the bottom of the screen. You will then need to **contact the office** to pay your membership renewal fee.
- n. Otherwise, after completing the payment details **you must click on [Return to U3A](#)**
- o. The system will log you out after this.
- p. **Note that you need to collect your new membership card from the office.**
- q. **If you wish to enrol in classes refer to Section 3.**
- r. If you click on  as the payment option you should pay by one of the following methods:
- Post a cheque to the office.
 - Visit the office and pay by cash or cheque.
- Note that the system will immediately log you out if you choose this option. i.e. you cannot enrol in classes until your payment has been processed.

3. MEMBER OPTIONS – CLASS ENROLMENTS

- a. If you have just renewed your membership you will need to login again to be able to enrol in classes.
- b. You will now see a screen with your membership details, your address and phone numbers, your email address, emergency contact details, etc.
- c. If any of these are incorrect, or if you would like to apply for volunteering jobs, you should click on . **Refer to Section 4 for instructions.**

You will also see other action options in the lower part of the screen, as follows:

*If you want to enrol in more classes click the **Classes** button then click the checkbox under the class code you want. When all done, click the **Next** button at the foot of the page to return here.*

*If you want to update your personal details such as email address or phone numbers, click the **Update** button.*

*If you don't want one or more of these classes, Click the checkbox to the left of the class(es), select the reason and then click the **Delete Classes** button.*

If you will be absent from class, put in an apology.

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

*If you have selected all the classes you want, click the **Next** button. You will be requested to pay your membership fee unless you have already paid. u006(4)*

- d. To enrol in classes click on .
- e. You will get a full list of all classes on offer for you to select from.

Each class includes a box you can click on to select it. At the right-hand end of the line you can see if the class is **Open**, **Approve**, or **Cancelled**. You can select it if it is "Open", or "Approve" (tutor reviews before accepting enrolment).

- f. In fairness to others, please select only those classes in which you genuinely intend to participate.
- g. **You need to scroll all the way down to the bottom** of the class list to get to the action button.

Click on to complete your class selections.

- h. This returns you to your member details screen and now includes rows about the classes in which you have been enrolled in.
- i. You can now choose another action or you can click to continue to the next screen. **Refer to Section 6.**

4. PERSONAL DATA UPDATES – including passwords

You can click on **Update** if you wish to change or add:

- personal details such as address, phone numbers, email address. (Note that to remove a phone number, you need to replace it with a “-”);
- your password;
- emergency contact details OR
- tick any boxes of activities for which you would like to volunteer.

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

Click on **Next** to save these changes.

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

5. APOLOGIES

1. On your member account screen you will see this text near the bottom:

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m)

2. Enter the start date (in the format d/m. e.g. 4/11 for 4th Nov) AND the end date. They can be the same date.

3. Then click on **Apologise**.

4. You will get a screen with your classes and dates that are affected by the apology dates. Something like this...

Apologise

Class	Course	From: 28/10/2015 To: 17/11/2015		
614-01	Philosophers' Cave	<input checked="" type="checkbox"/> 28/10	<input checked="" type="checkbox"/> 4/11	<input checked="" type="checkbox"/> 11/11
845-02	Health Care Interventions - Choosing Wisely	<input checked="" type="checkbox"/> 29/10	<input checked="" type="checkbox"/> 5/11	<input checked="" type="checkbox"/> 12/11

Commit **Cancel** **Exit** u006(22)

5. You can **untick** any dates against a class that you **will** be able to attend.

6. Then click on **Commit** to apply the apologies.

6. FINISH / PROBLEMS

After clicking on **Next** from the main 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 (dates, location, time, tutor)
- 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 **Exit** to log out.

If you have any problems - Please contact the Office email: [click here](#)