



## SUNBURY U3A - UMAS for MEMBERS Guide

1. Login at <https://u3asunbury.org.au/members/> using your **Membership Number and the Password you previously set online.**
2. Contact us on [umas@u3asunbury.org.au](mailto:umas@u3asunbury.org.au) or 0413 004 546 should you have any questions/difficulties.

### Features of the U3A Membership System

#### 3. Screen layout

The screen display of the UMAS for Members interface adapts to PCs, laptops, tablets and smartphones, whereas the old system was not easy to use on tablets or smartphones.

#### 4. Course display


The **Courses** menu displays activities – courses, outings, speaker events etc - in blocks of 20 in day of the week order.

If you are interested in a specific Course Category, clicking on **FILTER** in **Courses** allows you to view just that particular Category or Categories.

If you wish to find out what classes are running on a particular day you can use **FILTER** to sort by Day.

#### 5. A 'shopping cart' for enrolment

To enrol in a Course, click on the down arrow by the activity you wish to attend, to bring up more details. Click on **Add to Cart** at the bottom, and you will see that Course appear in your Shopping Cart at the top.

When you Close Course Details you will see the symbol  beside the Course you have put in your Shopping Cart. Continue to select all of the Courses you want to attend and add them to your shopping cart.

When you've selected all the activities you need and added them to your **Shopping Cart**, click on the Cart symbol at the top of the screen. This will show all your selections, plus a Subscription Fee if you are enrolling at the start of the year or as a new member.

If you have completed your Course selections, click on **Checkout**.

This will take you to **Checkout Success** which will show what Course/s you have selected and any payments due.

## 6. Payments

**My Invoice** shows any outstanding amounts to pay. Payment Methods can be found here: <https://u3asunbury.org.au/memberships/>

**My Enrolments** shows all the Courses you are enrolled in, including any Wait Listed Courses, even if you have selected your Courses at different times.

## 7. Membership Details and Passwords

**My Membership** shows your current personal information. Please check that all is correct, and don't forget to Save your changes!

You can also change your password in this area.

If you are joining for the first time or changing your password, you will be required to have at least eight-digits, including a capital letter and a number.


Existing Members can continue to use their current password (which may be shorter) but if you want to change password you will need to enter a new eight-digit password.

## 8. Symbols by Courses

When you are logged in, any courses in which you are currently enrolled or waitlisted will be marked with a blue letter E or W respectively:

 Enrolled  Waitlisted

Any course that is currently in your cart will be marked with a yellow letter C:

 In cart

Any course from which your enrolment has been deleted will be marked with a grey letter D:

 Deleted




Some courses may have an icon denoting course status:

Grey lock icon: Closed to new enrolments.

Grey waiting icon: All enrolments waitlisted, zero maximum enrolments\*.

Grey crossed icon: Full and only accepting waitlist enrolments.

Blue star icon: New (recently added to the timetable).

 Closed  All Wait  Full  New

\*Usually, an "All Wait" course means that all enrolments are initially placed on a waitlist, and admission is up to the tutor/leader. Examples include courses such as advanced languages that require a minimum level of skill and thus are not suitable for beginners, or day trips that will only proceed if there are enough participants.

## 9. Logout

Don't forget to **Logout** on completion.