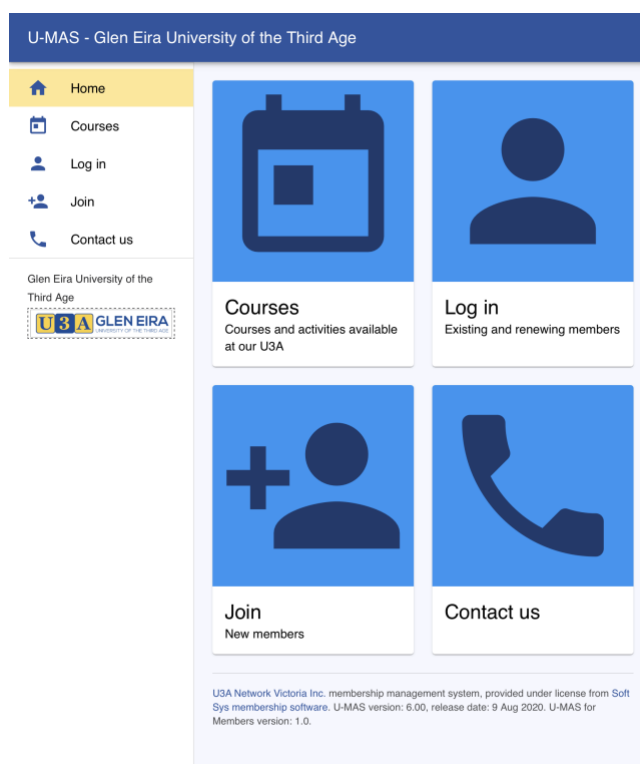


UMAS FOR MEMBERS

User Guide for Members (Detailed)



UMAS for Members Guide

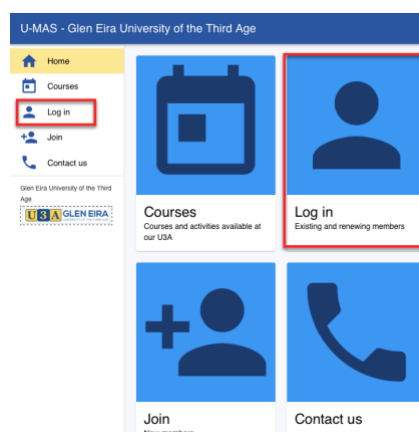


- *UMAS for Members can be easily viewed on all devices such as a Tablet or a Smartphone. The display will adjust to the screen size depending on your device.*
- *However, if you have shaky fingers, we recommend you stick to using your Laptop or PC.*
- **REMEMBER TO UPDATE YOUR SOFTWARE ON ALL DEVICES REGULARLY**

GETTING STARTED /LOG IN

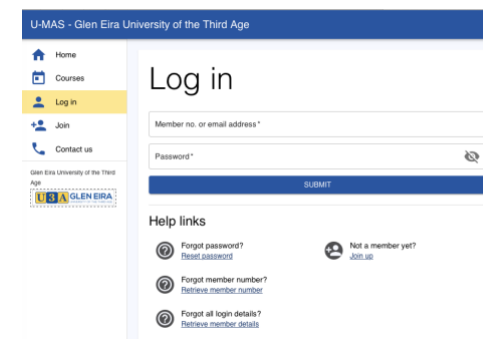
1. Click on the following link to access the Glen Eira U3A website and the new look **UMAS for members**.

Go to: <https://gleneirau3a.org.au/members/>



2. Select **Log in** from the *menu* or click *icon* as shown.

3. On the **log in** screen,
 - enter your **member number or email**
 - enter your **password**
 - click on **Submit**.
4. If you have **forgotten your password or member details**, go to the **Help Links** at the bottom of the Log in screen.



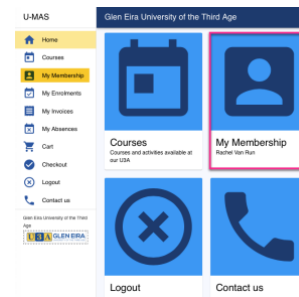
...After successful Log in, you will see the **Membership Details** screen.



- *You will find your membership number on your U3A badge.*
- *If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.*
 - *Refer to instructions for your device to change Autofill settings.*

MY MEMBERSHIP

1. Select **My Membership** from *menu* or click **icon** as shown.
2. Check your **Membership Details** are correct.
3. **Edit** the form as required.
4. Click the **SAVE** button.



The screenshot shows the 'My Membership' form. The form has a sidebar with navigation links: Home, Courses, My Membership (selected), My Enrolments, My Invoices, My Absences, Cart, Checkout, Logout, and Contact us. The main form area contains the following fields:

- Member Number: 10128
- Member Type: Honorary Volunteer
- Membership Active: Yes
- Membership Expiry: 31 Dec 2020
- First name*: Rachel
- Surname*: Van Run
- Street*: 10128 Glen Eira Road
- Suburb*: Glen Eira
- Postcode*: 3185
- Vic*: VIC

At the bottom of the form are two buttons: CANCEL and SAVE.

The screenshot shows the 'Member links' section. It contains three main links with icons:

- Enrolments**: View enrolments
- Invoices**: View and pay invoices
- Absences**: View and register absences

On the right side, there is a 'Password' section with a 'CHANGE PASSWORD' button.

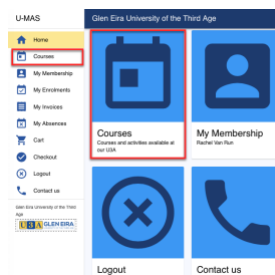


Use Member links

- to change your **PASSWORD**,
- and view your enrollments, invoices and absences.

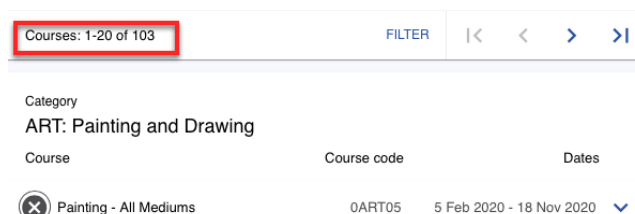
COURSES AT GLEN EIRA U3A

1. Select **Courses** from menu or click icon as shown.



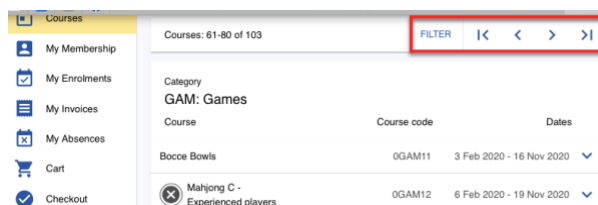
To Navigate Course menu

2. Courses are arranged in blocks of **20 courses**

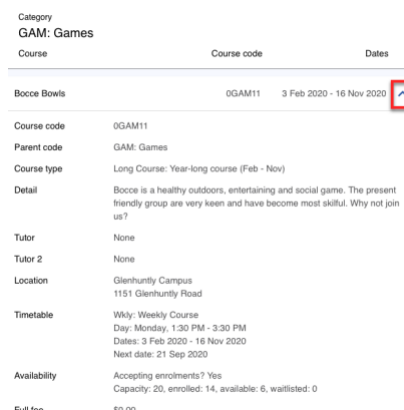


3. Use the Navigation **arrows** at the top of screen to move between blocks of courses.

- **>|** takes you to the last block of courses
- **|<** takes you back to the first block of courses



- **▼** Click on down arrow, to expand and view course information details.
- **▲** Click on Up arrow, to reduce course information details.



To Filter & Sort Courses

4. FILTER options aid in navigating the course offerings.

- The defaults are shown but you can adjust the filter and click **Apply Changes**.

5. You can filter your courses by **TIMESPAN**.

- Current timetable
- Year
- Month
- Week

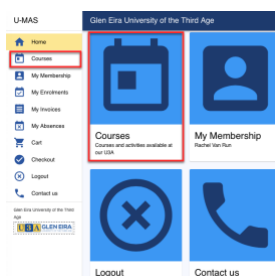
6. You can **SORT** your courses by:

- Category
- Frequency
- Course type
- Day of week
- New Courses
- Tutor, and more,

BOOK A COURSE - STEP BY STEP GUIDE

This section will take you through the booking process.

1. Select **COURSES** from menu or icon.

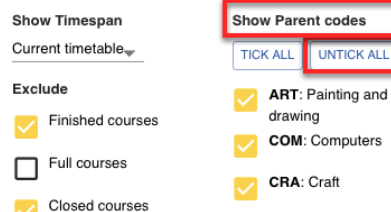


2. Select **FILTER** to narrow your selection

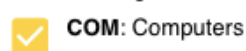


3. Select **TICKALL** or **UNTICK ALL** to view all Parent Course Categories

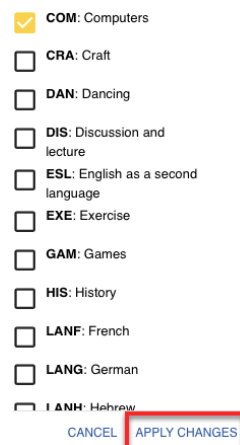
Course Display Settings



4. Select **Course Category** and **course** required
E.g. **COM** Computers




5. Select **APPLY CHANGES** to make your selection



6. Select a course from the category

• E.g Zoom Help Desk

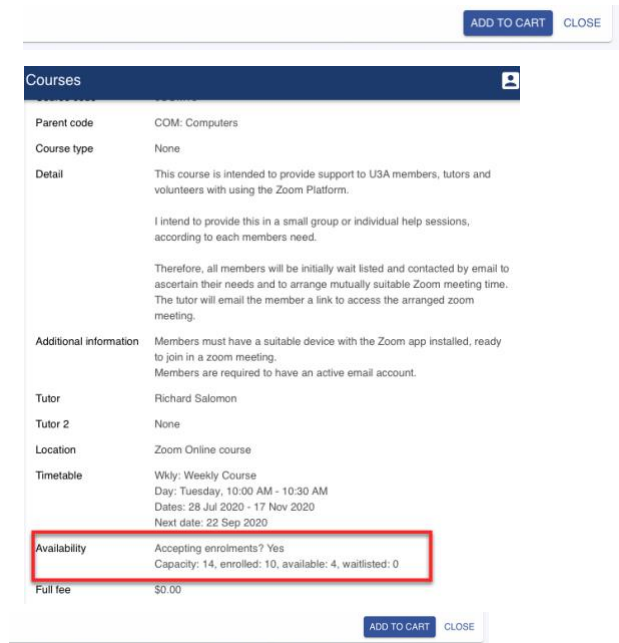
7. Click arrow to **Expand** Course information.

E Zoom Help Desk 0COM15 28 Jul 2020 - 17 Nov 2020 

8. View **course details and availability limits** (as shown).

9. If you wish to proceed with this course, click on **ADD to CART**.

○ **Follow Steps 6-9 to select additional courses.**



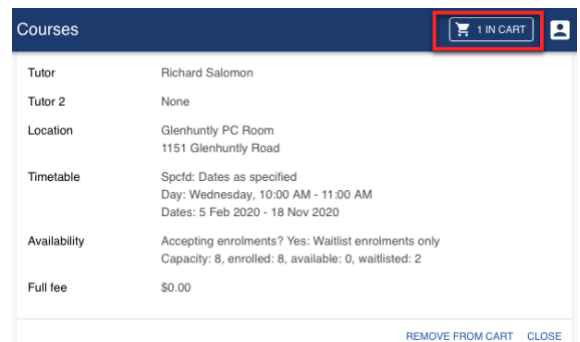
Parent code	COM: Computers
Course type	None
Detail	This course is intended to provide support to U3A members, tutors and volunteers with using the Zoom Platform. I intend to provide this in a small group or individual help sessions, according to each members need. Therefore, all members will be initially wait listed and contacted by email to ascertain their needs and to arrange mutually suitable Zoom meeting time. The tutor will email the member a link to access the arranged zoom meeting.
Additional information	Members must have a suitable device with the Zoom app installed, ready to join in a zoom meeting. Members are required to have an active email account.
Tutor	Richard Salomon
Tutor 2	None
Location	Zoom Online course
Timetable	Wkly: Weekly Course Day: Tuesday, 10:00 AM - 10:30 AM Dates: 28 Jul 2020 - 17 Nov 2020 Next date: 22 Sep 2020
Availability	Accepting enrolments? Yes Capacity: 14, enrolled: 10, available: 4, waitlisted: 0
Full fee	\$0.00

10. To continue with your course selection, select **CART** at top of this page.

The Cart shows the *Number of courses* selected.

• If you wish to remove item/s at this point, click on **REMOVE FROM CART**.

11. If you proceed with your selected courses, you will be taken to the **CART** screen.




Tutor	Richard Salomon
Tutor 2	None
Location	Glenhuntly PC Room 1151 Glenhuntly Road
Timetable	Spctd: Dates as specified Day: Wednesday, 10:00 AM - 11:00 AM Dates: 5 Feb 2020 - 18 Nov 2020
Availability	Accepting enrolments? Yes: Waitlist enrolments only Capacity: 8, enrolled: 8, available: 0, waitlisted: 2
Full fee	\$0.00



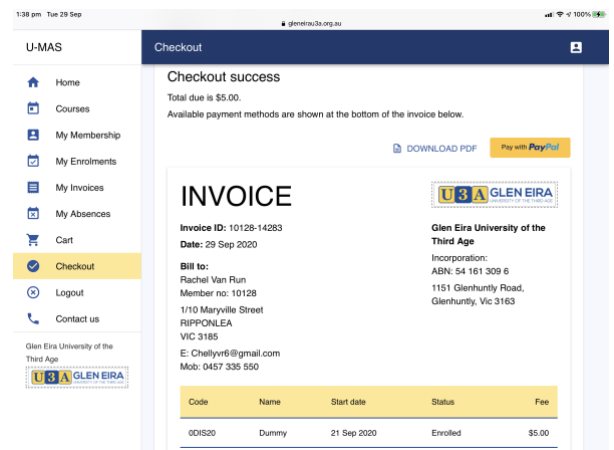
- If you are enrolling for the **first time**, the Cart will show:
 - the number of course you have selected
 - **PLUS:** your Annual Subscription Fee.
- The Subscription Fee may vary from year to year.

12. Your selected course/s will be shown in the **CART** as well as the Subscription fee (if applicable).
13. If you wish to remove item/s from **CART**,
 - click on the **BIN** or select **CLEAR CART**.
14. Select **CHECKOUT** to proceed to your Invoice for payment.

Cart					
	Code	Name	Start date	Status	Fee
	0DIS20	Dummy	21 Sep 2020	OK	\$5.00
Total					\$5.00
CLOSE CLEAR CART CHECKOUT					

PRINT INVOICE

15. Select **Download to PDF** to view all Invoice details.
16. Print your **Invoice**.



The screenshot shows the U-MAS Checkout page. On the left is a navigation menu with options: Home, Courses, My Membership, My Enrolments, My Invoices, My Absences, Cart, Checkout (selected), Logout, and Contact us. The main content area shows a 'Checkout success' message with a 'Total due is \$5.00' and a 'DOWNLOAD PDF' button. Below this is an 'INVOICE' section with the following details:

Invoice ID: 10128-14283
Date: 29 Sep 2020

Bill to:
 Rachel Van Run
 Member no: 10128
 1/10 Maryville Street
 RIPPONLEA
 VIC 3185
 E: Chellyvr6@gmail.com
 Mob: 0457 335 550

Glen Eira University of the Third Age
 Incorporation:
 ABN: 54 161 309 6
 1151 Glenhuntly Road,
 Glenhuntly, Vic 3163

At the bottom of the invoice is a table with the following data:

Code	Name	Start date	Status	Fee
0DIS20	Dummy	21 Sep 2020	Enrolled	\$5.00

If paying by PayPal,

17. Click **PAY with PayPal** option shown on your invoice.



- You will need to tick the box to agree Terms and Conditions before checking out. Terms and Conditions can be found on the U3A GE Website.
- Once you have ticked "I agree to the Membership Terms and Conditions, click Checkout and the invoice will appear.

Before your Proceed:

Make a note of **your Invoice Number and your Membership Number**. This information should be referenced on all correspondence related to your enrolment.

OPTIONS FOR PAYPAL PAYMENT

On the PayPal screen you can log in with either your own account or as a *Guest*.

2. Enter your **email address** if you have a PayPal account
 - Then click **LOGIN**.
3. **Or**, select **CHECKOUT AS A GUEST** if you don't have an existing account.
 - Then continue to payment.

When payment is complete, return to **Checkout** screen.

INVOICE



Invoice Id: 10128-14275
Date: 22 Sep 2020

Bill to:
Rachel Van Run
Member no: 10128
1/10 Maryville Street
RIPPONLEA
VIC 3185
E: Chellyvr6@gmail.com
Mob: 0457 335 550

Glen Eira University of the Third Age
Incorporation:
ABN: 54 161 309 6
1151 Glenhuntly Road,
Glenhuntly, Vic 3163

Code	Name	Start date	Status	Fee
OCOM19	Zoom for Tutors	16 Sep 2020	Enrolled	\$0.00



Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

rvr9584@gmail.com [Change](#)

[Forgot password?](#)

Log In

or

Checkout as Guest

PAYMENT OPTIONS FOR 2021

1. Electronic Transfer Funds (EFT)
2. PayPal using Credit Card
 - Log in as a Guest
 - As a member of PayPal
3. Cheques by **Mail Only**
 - Make cheques out to:
Glen Eira University of the Third Age
 - MAIL cheques to:
Treasurer, Glen Eira U3A
P.O Box 286
Glenhuntly, Vic 3163
 - Provide reference to Invoice & Membership Number on **back** of all cheques.

For all payments, please reference BOTH:

- Your Membership Number, and
- Your Invoice Number

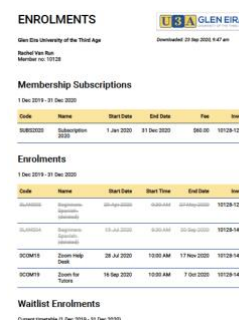
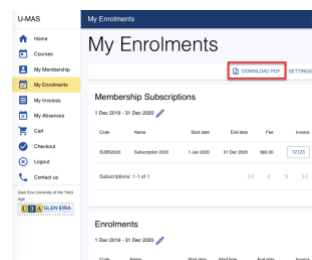
Both are located at the top of your invoice.

All payments must be received 5 days PRIOR to class commencement to ensure your place.

MY ENROLMENTS

To check your enrolments:

4. Select **My Enrolments** from *menu* to view all:
 - a. Subscriptions,
 - b. Enrolments
 - c. Waitlist items
 - d. Volunteer details
5. Click on **DOWNLOAD to PDF**
6. Print **PDF** to view all details.



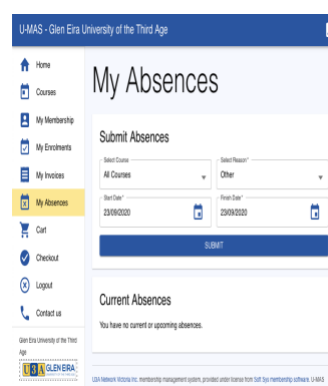
PDF – Printout

MY ABSENCES

To submit your absence from a class,

1. Select **My Absences** from *menu*.
2. Select **date and reason** for your absences.
3. Click on Submit.

An email will be sent to the Tutor advising your absence/s.



LEGEND

SYMBOLS NEXT TO COURSES & WHAT THEY MEAN

- This Course is full. If you select this Course you will be Wait Listed.
- This Course is in your Shopping Cart
- You have successfully Enrolled in this Course
- You have been Wait Listed for this Course
- This course is closed to new enrolments
- This course is new (recently added to the timetable)

D Courses which you previously enrolled in and then deleted, will be marked with a **D**.
Note: to be reinstated in a course, you should contact the Administration by email. smmsadmin@gleneirau3a.org.au