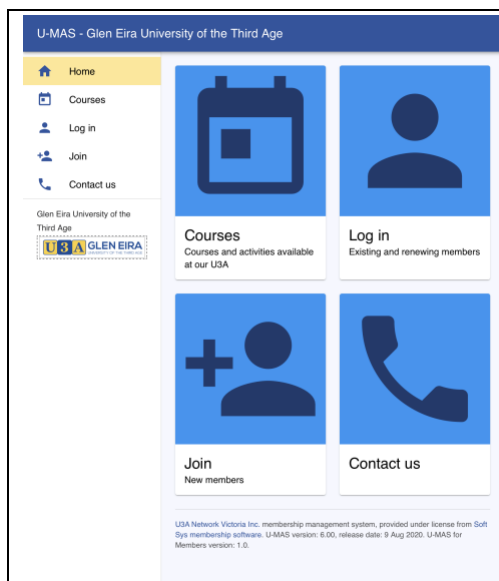


U-MAS for Members – Quick Reference Guide

How to book your ONLINE Enrolments for 2021 - Commencing 13 November 2020

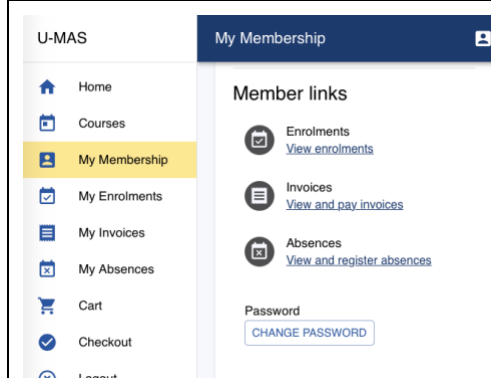


This guide will assist members to perform **ONLINE Enrolments for 2021 at U3A courses at Glen Eira**

Getting Started:

Using your Computer, Phone or Tablet device,

1. Go to: <https://gleneirau3a.org.au/members/>
2. Log in: Select **LOGIN** icon.
 - Enter your **MEMBER NUMBER** or email and **Password**.
 - Click **SUBMIT** when complete.



3. My Membership Details Screen:

- Select and check your **membership details**. **EDIT** details if required. Then click **SAVE**.
- On this screen, you may change your **PASSWORD**, View **ENROLMENTS**, **INVOICES** and **ABSENCES**.

4. Courses - Select Courses icon,

- View courses by using **NAVIGATION** arrows. Then use **FILTERS** and **SORT** Options to narrow your selection/s. To select a course, click and **APPLY CHANGES**.

5. My Enrolments

- Select **MY ENROLMENTS** from menu.
- Click **DOWNLOAD to PDF** to **PRINT** full list of your **ENROLMENTS**.

6. My Absences

- Select **MY ABSENCES** from menu.
- Select date and reason for your absence.
- Click on Submit. An email will be sent to the tutor.

Legend:

Symbols when booking courses

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

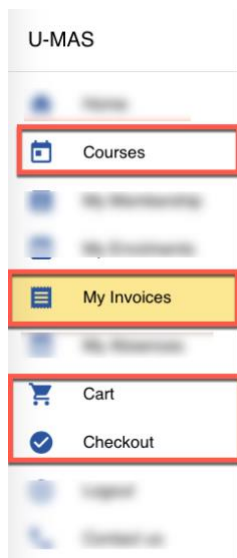
Note: If a course is cancelled, you will see a D for Deleted.

To be reinstated in a course, you should contact the Administration Team by email - smmsadmin@gleneirau3a.org.au

U-MAS for Members – Quick Reference Guide

How to book your ONLINE Enrolments for 2021 - Commencing 13 November 2020

Step by Step Guide-How to Book a Course your Courses in U-MAS for Members



1. Select **Courses** menu or icon.
2. Select **Filter** to narrow your selection. **TICK or UNTICK** to view Course Categories.
3. Select your course and **APPLY CHANGES** to confirm your selection.
4. To view course availability and details use the expand arrow (top right corner).
5. To **PROCEED** with your booking, click on **ADD TO CART**. Or **Remove from CART** if you don't want to proceed.

Repeat Steps 2-5 to select additional courses.

6. Click on **CART** to view your **courses selected** and **subscription fee** (if applicable).
7. Select **CHECKOUT** to proceed to your **INVOICE** for payment.
8. Select **Download to PDF** to view Invoice payment details.
9. **PRINT your Invoice**
10. **From your invoice, make a note of your:**
 - **Membership Number** and **Invoice Number**, which are required to reference on your payments.
11. From your Invoice, select **CHECKOUT** to pay with **PAYPAL** option.
12. **IF YOU PAY WITH PAYPAL**
 - If paying by **PALPAL**, you can log in with your **email address IF YOU HAVE AN ACCOUNT** or as a **GUEST**.
 - Then Click **LOGIN**.
 - Make your payment with **CREDIT CARD**.
 - **WHEN COMPLETE**, return to **CHECKOUT** Screen.

13. IF PAYING BY CHEQUE – **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.**
- Cheques must be received **5 days PRIOR** to class commencement to ensure your position.

14. IF PAYING BY BANK DEPOSIT /ELECTRONIC FUNDS TRANSFER (EFT)

- Bendigo Bank BSB: 633 000
- Acc: 167944537
- Reference: **Your Invoice Number**

Payment Options for 2021

- PayPal
- EFT /Bank Transfer
- Cheque by Mail Only

