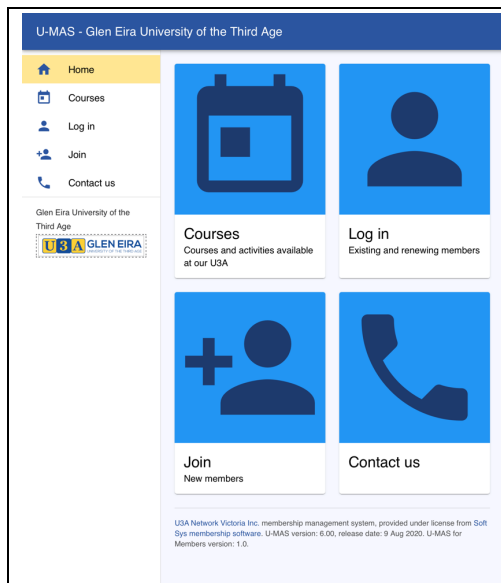


# U-MAS for Members – Quick Reference Guide

## How to book your ONLINE Enrolments for 2022

Enrolments commence at 9.00 am on 10 November 2021



This guide will assist members to perform **ONLINE Enrolments for 2022 - 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.

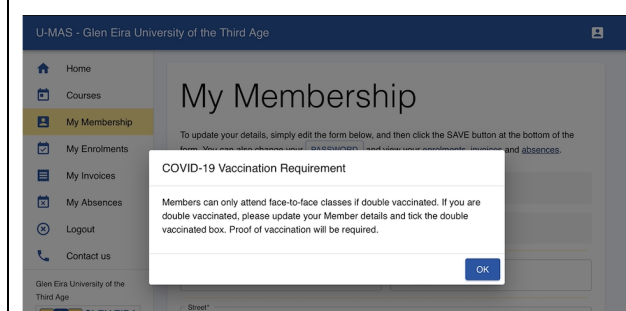


Figure 1 New Covid19 Vaccination Requirement

3. My Membership: [Covid Vaccination Requirement \(New\)\\*](#)

**Members wishing to attend Face to Face Classes at U3A must confirm they have been vaccinated.**

- COVID 19 Vaccination Requirement message will show on your Membership screen. (Fig 1)
- Click **OK** to proceed.
  - ✓ **TICK** the box to show you are **Double Vaccinated**. (Fig 2)
  - ✓ Click **SAVE** to confirm.
  - ✗ **If not double vaccinated, you will need to amend your course selection to Zoom classes only.**

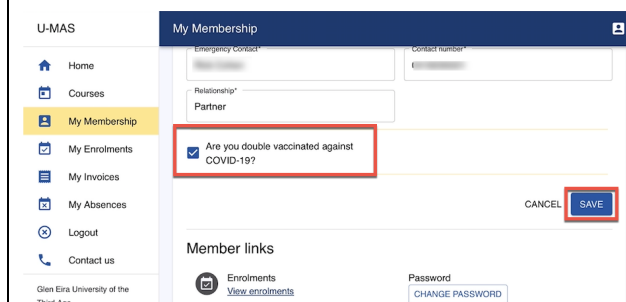
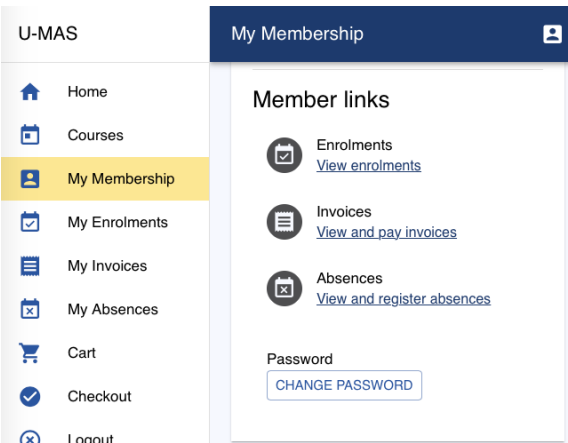


Figure 2 Confirm you are double vaccinated

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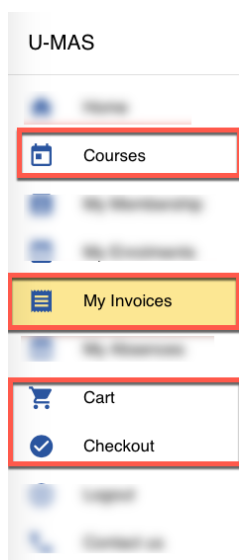
	<p>4. My Membership Details Screen:</p> <ul style="list-style-type: none"> <li>○ Select and check your <b>membership details</b> are correct.</li> <li>○ Confirm your <b>Email address</b> to receive all correspondence from tutors.</li> <li>○ <b>EDIT</b> your personal details if required.</li> <li>○ Then click <b>SAVE</b>.</li> <li>○ On this screen, you may also change your <b>PASSWORD</b>, View your <b>ENROLMENTS</b>, <b>INVOICES</b> and <b>ABSENCES</b>.</li> </ul> <p>5. Courses - Select Courses icon,</p> <ul style="list-style-type: none"> <li>○ View courses by using <b>NAVIGATION</b> arrows. Then use <b>FILTERS</b> and <b>SORT</b> Options to narrow your selection/s. To select a course, click and <b>APPLY CHANGES</b>.</li> </ul> <p>6. My Enrolments</p> <ul style="list-style-type: none"> <li>○ Select <b>MY ENROLMENTS</b> from menu.</li> <li>○ Click <b>DOWNLOAD to PDF</b> to <b>PRINT</b> full list of your <b>ENROLMENTS</b>.</li> </ul> <p>7. My Absences</p> <ul style="list-style-type: none"> <li>○ Select <b>MY ABSENCES</b> from menu.</li> <li>○ Select date and reason for your absence.</li> </ul> <p>Click on <b>SUBMIT</b> when complete.</p>
<p><b>Legend:</b></p> <p>Symbols when booking courses</p> <ul style="list-style-type: none"> <li>⊗ This Course is full. If you select this Course you will be Wait Listed.</li> <li>Ⓒ This Course is in your Shopping Cart</li> <li>Ⓔ You have successfully Enrolled in this Course</li> <li>⒰ You have been Wait Listed for this Course</li> <li>🔒 This course is closed to new enrolments</li> <li>★ This course is new (recently added to the timetable)</li> </ul> <p><b>Note:</b> If a course is cancelled, you will see a <b>D</b> for Deleted.</p>	<p>If you wish to be removed from a course at any time, you will need to contact the <b>Administration Team by email</b> - <a href="mailto:smmsadmin@gleneirau3a.org.au">smmsadmin@gleneirau3a.org.au</a></p>

# U-MAS for Members – Quick Reference Guide

## How to book your ONLINE Enrolments for 2022

Enrolments commence at 9.00 am on 10 November 2021

### 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 and receipt for reference.
10. From your invoice, make a note of your:
  - o **Membership Number** and **Invoice Number**, which you will need to reference on all payment documents.
11. From your Invoice, select **CHECKOUT** to pay with **PAYPAL** option.
12. **IF YOU PAY WITH PAYPAL**
  - o **If paying by PALPAL**, you can log in with your **email address IF YOU HAVE AN ACCOUNT** or as a **GUEST**.
  - o Then click **LOGIN**.
  - o Make your payment with **CREDIT CARD**.
  - o **WHEN COMPLETE**, return to **CHECKOUT** Screen.
13. **IF PAYING BY CASH OR CHEQUE – 17 January 2022 at the office**
  - o Make cheques out to:  
Treasurer, Glen Eira U3A  
P.O Box 286  
Glenhuntly, Vic 3163
  - o Provide reference to your Name and Membership Number on back of all cheques and envelopes.
  - o **Our office will open for one day to receive CASH /Cheque payments on 17<sup>th</sup> January 2022.** Please place cash in a clearly marked envelope with your name and member number.
  - o **All payments must be finalised by 24<sup>th</sup> January 2022** to be ready for course commencement.

### Payment Methods for 2022

1. PayPal
2. Cash - Envelope
3. Cheque – Envelope

