

Important

MyU3A holds confidential information and is therefore subject to strict security. Your access to the system is controlled by your Member Id and Password. You have been given the MyU3A web address and your login in strict confidence. ***Under no circumstances share these with any other person!***

General Instructions

You will find My U3A easy to use if you follow one simple rule,

Read the screens.

The instructions are there, they may be in small print, but the screen clearly tells you or shows you what to do.

Always exit MyU3A by using the MyU3A Exit button.

NEVER use your browser's back/forward arrow or red X while logged into MyU3A.



Action buttons are located at the bottom of the page.

These are the actions of the standard buttons:

- Next: Takes you to the next step in the procedure
- Back: Takes you back to the previous step in the procedure
- Select: Selects an item from a list. The item is indicated by clicking on the radio button (a small circle or square) at the left of the line.
- Exit: Immediately quits the procedure and returns you to the main menu.

In this guide a word typed in;

- **green** represents the green-text action button of that name.
- **red** represents the red-text action button of that name.
- **small black text** represents a black-text action button of that name

There is a difference between a "Course" and a "Class". A course is the subject taught in the class. The class is the time and place that a tutor and students meet to learn.

Errors

You cannot break the system!!!! When an error occurs, a red message appears above the Action Buttons at the foot of the page and, in most cases, immediately below the page title at the top of the page. ***You will not be able to go to the next step in the procedure until all errors are corrected.***

To Login

You will need your Member Id and the password sent /given to you by U3A Beachmere's System Administrator.

- Open your browser and type <http://www.u3abeachmere.org.au/members/> in the address bar at the top of the screen. Click the **MyU3A Login** button on that page. The MyU3A Beachmere Member Login screen will open in a different tab/window.

- Click **Log in**

Your **Membership Status** screen will be displayed. It will show your latest details on record. If they have changed since the last update, you can make the necessary changes as follows.

You may not Change Membership, this is a U3A Beachmere Administration function only.

Receipt	2021	By	Date	Reference
K528	\$15.00	Cash	06/03/2021	
	\$15.00	Total Paid		
	\$0.00	Owing		

To change your information

- Login
- Click the **Update Profile** button (almost at the bottom of the screen)

Your Application Form will open displaying your current details.

U3A
The MyU3A Network

Beachmere
On Line Member Services (2021)
Welcome Ginger Support database

myu3a01.myu3a.net/home/www/u3abxc
Application Form Full Membership
Updating: 433 [meggsin1] Applied 06/03/2021

Title *Sex ☐ M ☐ F All names: add " to override caps check.

*Given Name Ginger Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name.

*Family Name Meggs Badge Name Enter a 0 (zero) to clear badge name.

*Address 2 Old Rd

*City/Suburb Beachmere

Post Code 4510 State QLD Date of Birth D: M: Y:

*Phone Numbers 0409 000 000

*Email ginge@anyemail.net.au (enter No if no email)

*Verify Email ginge@anyemail.net.au (enter No if no email)

*Password gin1000 Verify password gin1000

Occupation (prior to retirement)

Skills

Interests

In the event of illness, please notify:

Name Mary Meggs Phone 0409 001 001

Name Phone

Are there any medical issues?

Would you like to receive the Newsletter? - No - Post Email

*How did you find out about U3A? friend

What is your Country of Origin Australia

Language at home English If not English

Would you like to volunteer? Tick preferred positions:

☐ On Call ☐ Committee ☐ Leader ☐ Office ☐ Tutor

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

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- Click at the end of the of the information you wish to change.
- Use your delete key to backspace and delete the incorrect information.
- Type the correct information.
- Check that there are no misspelt words or incorrect information.
- Click **Commit** at the bottom of the page to save the changes and return to the *Membership Status* page.

To enrol in a class

- Login
- At the bottom of the Member Status 2021 screen, click **Classes 2021**

Please note: This page covers only membership. Click a **Classes** button below for class information.

If you want to enrol in 2021 classes click the **Classes 2021** button.

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

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

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The **Class Status 2021** Screen will open.

- Click **Classes 2021** again

myu3a01.myu3a.net/home/www/u3abxc
Class Status 2021

2021 Classes (except those you lead)

Class	fee	Status	Date	From/To	Tutor
00021-01 2021	\$20.00	Enrolled	06/03/2021	1/2-1/4	Stephen Mills
Acrylics in Art - Advanced					
The Beachmere Hub Deck 09:30am-11:30am Thu Main Street BEACHMERE;					

Highlights: Withdrawn Await Acceptance

To select classes:

- Click the **Classes 2021** button to list the available classes,
- Click the square checkbox under each class code to select it,
- Then click **Next** at the bottom of the page to return here.

To withdraw from the above classes:

- Click the square checkbox to the left of the class,
- Select a reason from the dropdown list,
- click **Delete Class**

When you have selected all the classes you want, click the **Next** button. u006(28)

Please select a reason

The **All Classes** screen will open.

Look at the right-hand side of the screen if you see **Open** next to a class you may enrol online. If you see **Office Only**, the class is either full or there is a reason why you must enrol in person at the office.

Check My Classes | Exit

Mary, please request your classes by ticking the check boxes below the class code. When finished press the End key or scroll to the bottom of the screen and click on Next to confirm your enrolment.

*TBA means acceptance subject to tutor approval

Acrylics in Art - Advanced
 Covering all aspects of making use of Acrylic paints in Art including, Mixed Media and Painting Glass
 NEED: Material list supplied on Sign On
 00021-01 2021 **Thu** weekly 4/2-1/4 Terms: 1 **Open**
 Fee \$20.00 per Tm
 Tutor: Stephen Mills Enquiries:
 09:30am-11:30am The Beachmere Hub Deck Main Street BEACHMERE
 Classes: 11/3 18/3 25/3 1/4
☐ Request

Acrylics in Art - Beginners
 Join local, acclaimed artist Setve Mills as he takes you on a journey of discovery through the world of acrylics. Steve will cover all aspects of making use of acrylic paints in art.
 00011-01 2021 **Wed** weekly 3/2-31/3 Terms: 1 **Office Only**
 Fee \$20.00 per Tm
 Tutor: Stephen Mills Enquiries:
 09:30am-11:30am The Beachmere Hub Deck Main Street BEACHMERE
 Classes: 10/3 17/3 24/3 31/3

On the left-hand side of the screen, under the class name and number, is a radio button labelled **Request**. If there is no radio button, the number of online enrolments has been reached or the class is full.

- ☛ If the class is open for enrolments, click the radio button.
- ☛ Scroll to the bottom of the screen and click **Next**
- ☛ You will return to the *Class Status* screen where you will see your enrolment recorded.
- ☛ Click **Next** at the bottom of the screen

From here you can print a record of your changes or enrolment by clicking Print or;

- ☛ If you wish to change anything else in your profile, add another class or withdraw from a class, click **Back** to go back to the previous screen.
- ☛ Otherwise, look at the row of buttons at the bottom of the screen.
- ☛ To pay by EFT, cheque or at the Office click **Pay Office** You will be returned to the member login screen.

To withdraw from a class

- ☛ If you are already logged in, click **Classes 2021**
- ☛ From the Member Login Screen, login as usual, then click **Classes 2021**

myu3a01.myu3a.net/home/www/u3abcx

Class Status 2021

2021 Classes (except those you lead)

Class	fee	Status	Date	From/To
<input type="checkbox"/> 00021-01 2021	\$20.00	Enrolled	06/03/2021	4/2-1/4 Tutor: Stephen Mills Acrylics in Art - Advanced The Beachmere Hub Deck 09:30am-11:30am Thu Main Street BEACHMERE;

Highlights: Withdrawn Await Acceptance

To select classes:
 1. Click the **Classes 2021** button to list the available classes,
 2. Click the square checkbox under each class code to select it,
 3. Then click **Next** at the bottom of the page to return here.

To withdraw from the above classes:
 1. Click the square checkbox to the left of the class,
 2. Select a reason from the dropdown list,
 3. click **Delete Class**

When you have selected all the classes you want, click the **Next** button. **Next** u006(28)

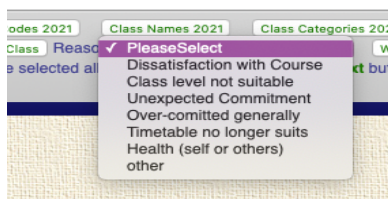
Classes 2021

Please select a reason

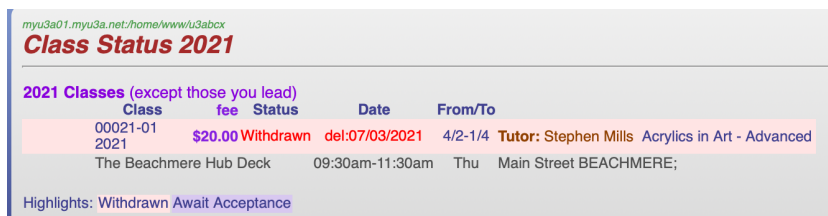
Delete Class

- ☛ Select the class from which you want to withdraw by clicking the radio button in front of it.

- Click the dropdown arrow on the **Please select a reason** button (two small black upside-down triangles).



- Click on your reason for withdrawing, or if it is not there click other.
- Click **Delete Class**



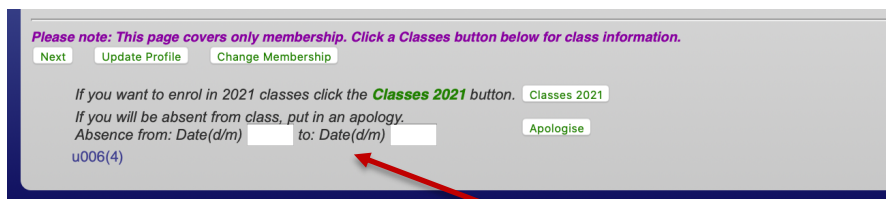
You will see a pink highlight across the class and "Withdrawn" followed by the date it was deleted under Status

- Click **Next**. You will be returned to the Membership Status screen.

If you withdraw prior to Week 2 of the Term, you will receive a refund of your course fee. Refund of fees after that time is at the discretion of U3A Beachmere.

To apologise for an absence

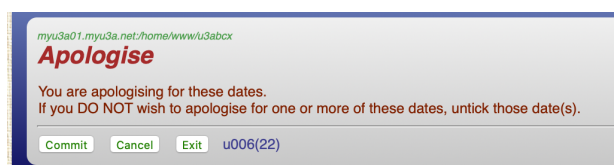
- From the Member Login Screen, login as usual, then click **Classes 2021**
- If you are already logged in, click **Classes 2021**, look at the bottom of the **Membership Status** screen.



There are two text boxes labelled **Absence from:Date(d/m).** and **to: Date (d/m)**

- Enter the dates of your absence in the boxes using the day/month format, e.g. 2/3. If the absence is 1 day only, enter the same date in both boxes.
- Click **Apologise**

The screen will change to **Apologise**



- Click **Commit**

You will be returned to the **Membership Status** screen.

- Click **Next** to go the **Membership Summary**
- The **Exit** to logout.