How to join and pay online at the U3A Mirboo North & District Inc

A step-by-step set of instructions to assist people wanting to join and pay online.
Go to our web site www.u3amnd.org.au and click on the left hand menu item titled “Memberships”.

All the options to complete your application form and make payment are outlined on the Membership Page. Scroll down the page to see them. This includes paying by bank transfer in the branch or by using your own bank’s internet banking application and the “pay anyone” facility. Both these options use the BSB and account numbers we have displayed on the page. But - you need to join us first before you pay.

We will show you how in this document to join and pay totally online. First thing to do is click on the link on the Memberships page that reads “new members can join here”

It will take you to a new page which will look like this:
Click the Blue button “Open in New Window” and this will open up to a large screen and make it easier for you to fill in the form. Fill in the form - **anything with an asterisk is a mandatory field.** Note and write down your Member Number and the password you choose. **Click the “Submit” button when all is done.**

That will take you to a screen which will tell you all you need to do now is log in with your new member number and password and enrol in some courses.

Click that yellow “Login” button and then you will see a new screen:

![Login Screen](image-url)
Note the other options for future reference in case you forget your password etc and want to reset it.
Fill in your member number and your password and then you will see the following screen:
Take the option to “View or select Courses” and then choose your courses by clicking in the little box on the left hand side (as many as you want) and then hit the “Confirm Selections” key
Select Course for Carol C

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. To view a Parent code of Courses e.g. Art, Exercise etc. Use the Parent code selection drop down box
   To return to the full list select All from the drop down box
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on Confirm Selection button to enrol. You will be advised whether you are successful or wait-listed
6. Any Course can be removed (click on the Remove button and then the Go Back button and you can return to the Course list to make another selection)
7. Maximum standard enrolments are 5

2. Click this when done selecting

Click here to select course - as many as you want.

Click here to remove selections and start again - if you need to...

Click on the Confirm Selection button to confirm enrolment.

Remove all selections
Now you will see a screen:

You must click this to finish enrolling

Make sure you click the "Finalise Courses..." button. This then takes you to the following screen:
Member Details

Member number:

First name:

Surname:

Preferred name:

Gender:

Year of Birth:

Member Type:

House/Address:

Street number and name:

Town:

Town:

Postcode:

Home phone:

Work phone:

Mobile:

Email:

Emergency Contact:

Contact number:

Relationship:

Date joined: 11/09/2017

Active Date: 15/09/2017

Membership Status: Active

Enrolments and subscriptions (Current)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Time</th>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2017</td>
<td>0:00</td>
<td>17SUB</td>
<td>2017 SUBSCRIPTION</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>11/10/2017</td>
<td>12:00</td>
<td>1734LUN</td>
<td>The Lunch-a-lots</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

History (0/4)

'Please select'

Edit my Details

- [ ] Delete this member
- [ ] Activate this member
- [ ] Inactivate this member
- [ ] List Member Type
- [ ] Decrease this member
Note that in this example, the details have been obscured as we are using a real member to illustrate how to do this payment. You will see it summarised for your name. You will have a line for your membership subscription for $45 and it paid status will be NO - and you will have as many course enrolment lines as you chose. **You need to pay your subscription in order to become an active member and for us to see you on the enrolled lists.**

Now, if you want to pay using your bank’s internet banking application, now is the time to start it and use the “Pay anyone” facility to send us the $45.00 payment to our BSB and account number. Please also ensure you add your member number into the comment window so we know who is making the payment!

If you want to pay us by visiting the Bank, please do the same in the branch and make sure the teller adds your member number to the deposit slip.

In either of the above situations, the U3A team will manually activate your membership on the system once they have seen the deposit come through. You will then get an email advising you of your member activation.

If you’re wanting to pay online, you now need to click on the **“Pay invoice”** button and follow the instructions to pay online with a credit card - this uses Paypal and is perfectly safe.

Unless you have a Paypal account, take the option to **pay by credit card** and then input all the details. Where it asks for address and phone number, use the ones you have given to the bank for your credit card as this is part of the validation process.

**Follow the instructions carefully, be patient as it processes and ensure you come back to the U3A Mirboo North & District Inc system as it is then our system is updated with a PAID status!**

Once that is done, you can log out as you are now all up to date. You will get some emails about your payment and your enrolment. Any questions, please give Doug Parke a call on **0412 300 251**.
As you will also see, all our course information is online on the website as well - just click the “Courses” page in the left hand menu on the website and you can see all our current courses summarised.

Cheers for now and thanks for joining!

The Team at U3A Mirboo North & District Inc