

How to become a member of U3A Bairnsdale for 2022

For new members

New members are people that have never been a member of U3A Bairnsdale. Take your time with these instructions. Do not try to pre-empt where they go.

Enrolment will only be available from Friday 21st January 2022.

Before you start, be aware that the Membership fees are as follows:

Full Member	\$50	This is for normal members, most people
Member Tutor	\$50	This is for Tutors of a class who also attend other classes
Associate Member	\$10	This is for current members of another U3A
Life Member	Nil	This is for our Life Members only, they know who they are
Tutor	Nil	This is for Tutors of a class who do not attend other classes

As you have already found your way to the U3A Bairnsdale website the instructions begin from the U3A website.

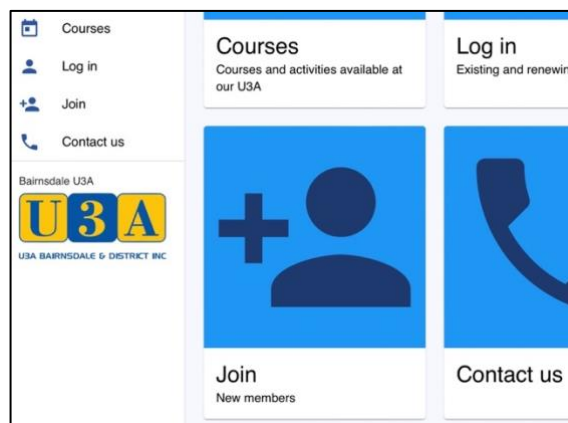
This next image is at the top of the screen.



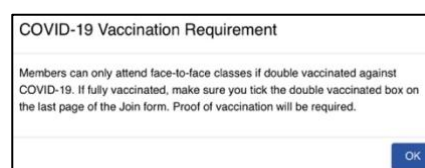
Click on the 'Membership' button to the right of the screen.



Either click on 'Join' in the list on the left of the screen or click on the big blue box that has 'Join' written under it. See image to the right.



Before you can go any further you will need to read and accept this statement. See image to the right.



Please make sure you keep your password recorded somewhere safe.

Go through the form entering your details. Any box that has an asterisk (*) must be filled in. At the bottom of each screen click on



to move to the next page of the enrolment form.

On the last page you can check the information you have filled in then click

SUBMIT

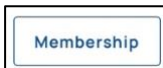
The next screen will tell you your membership number. Now you are able to
You will also receive an email stating your member number.

LOG IN

If you are not double vaccinated or did not tick the box on page three of the membership form you will be unable to join any classes.

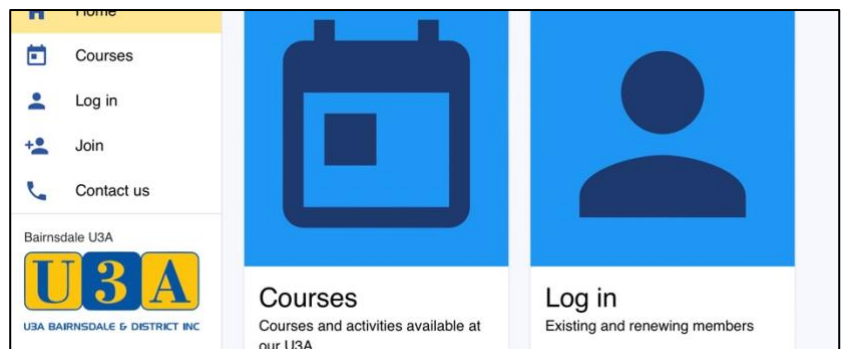
If you are vaccinated you are able to tick the box in the 'My Membership' section. Proof of vaccination is required to sighted.

Any other time you can log in to your membership by going to the U3A Bairnsdale website and clicking on

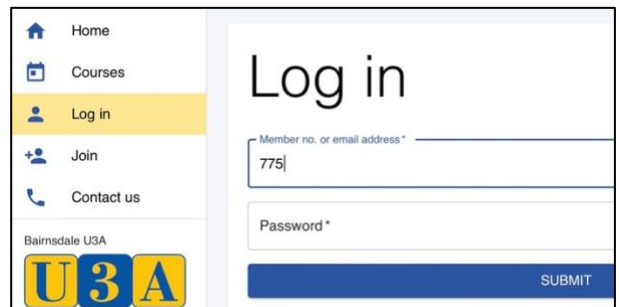


. This is the same icon that you clicked on earlier.

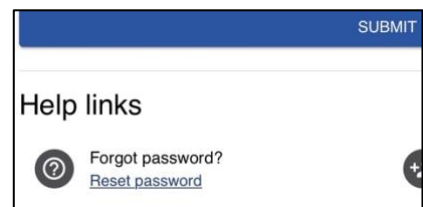
Either click on 'Log in' in the list on the left of the screen or click on the big blue box that has 'Log in' written under it. See image to the right.



Next you will enter your member number in the first box and your password in the second box. See image to the right.



If you don't remember your password you can click on 'Forgot password?'.



If you know your password skip the next few instructions. If you clicked on 'Reset password' fill in the two boxes that appear. In this example it is asking for Member number and Surname. See image to the right.

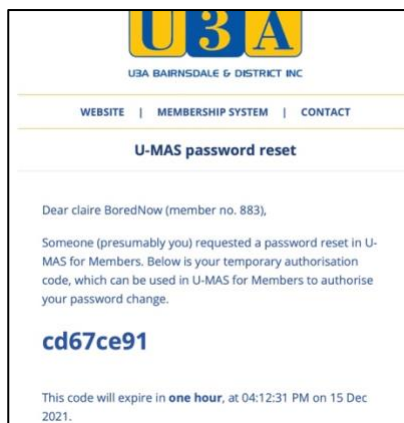
The form is titled "Request password reset". It contains the following elements: a heading, a sub-heading "Fill out and submit this form in order to receive a password reset authorisation code by email.", a link "If you already have an authorisation code, you can ENTER IT HERE", two input fields labeled "Member number*" and "Surname*", and a blue "SUBMIT" button at the bottom.

You will receive an email (not necessarily instantly) that will provide an Authorisation code which you will enter in the appropriate box. See image to the right.

Don't forget to check the *Junk* email folder.

The form is titled "Reset password". It contains the following elements: a heading, a sub-heading "Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for one hour from the time it was sent: If your code has expired, you can REQUEST A NEW CODE", an input field for "Member number*" containing the value "883", an input field for "Authorisation code*", an input field for "New password*" with a visibility toggle icon, an input field for "Confirm new password*" with a visibility toggle icon, and a blue "SUBMIT" button at the bottom.

You will receive an email that looks like this:

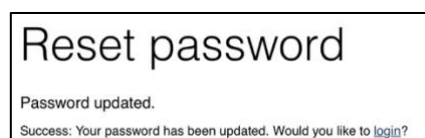


Type that code into the *Authorisation code* section and then a new password in the next two lines and click on *Submit*. See image to the right.

Make sure you write this password down and keep the information in a safe place.

This is the same "Reset password" form as above, but with the following data entered: "Member number*" is "883", "Authorisation code*" is "cd67ce91", "New password*" is masked with "*****", and "Confirm new password*" is also masked with "*****". The "SUBMIT" button is at the bottom.

You will get a message to say the password has been reset. See image to the right.



Only if you do not receive the email after a 24 hour period you can send an email to umassbairnsdale@gmail.com and ask for your password to be reset. Don't forget to state your membership number. Then keep an eye out for a return email, don't forget to check your Junk mail folder.

When you have logged in successfully you will see this screen:


On the left 'My Membership' will be highlighted. Please check the section to the right and make sure that all of your details are correct.



Go to 'Courses' (on the left of the screen) and in the section on the right you will see the list of courses on offer for Term 1, 2022.

You can click on a subject heading which will expand to show the course information. See image to the right.

If you join another class later in the year please make sure you come back into this area and add the course to your cart. This greatly assists the committee with the administration of the classes.


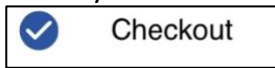
This database requires you to select at least one class before it will generate an invoice. If you have not decided on a class yet, please 'enrol' in the *Fake Class* which is the first class in the list.


To join a class, click on  at the bottom of that particular course information.

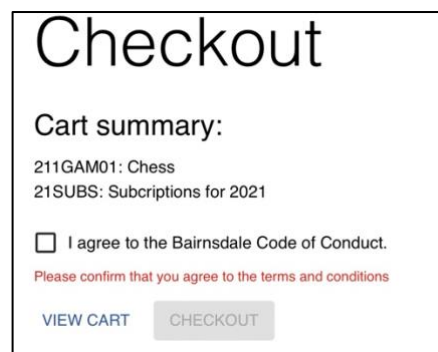
You can check to see which classes you have added to your cart by clicking on  which is in the list on the left of the screen, or  which is at the top right of the screen.

While you are looking at your 'cart' you can delete a course by clicking on the rubbish bin. The cart will automatically have 'Subscriptions for 2022' as one of the items in the cart.



When you are satisfied with your selections you can now go to the 'Checkout' by either clicking on  which is at the bottom of the 'Cart' screen or  which is on the left of the screen.


You will need to click the box to agree to the Bairnsdale Code of Conduct before the  box will allow you to click it. See image to the right.



The next screen will tell you that the 'Checkout process' was successful. See image to the right.



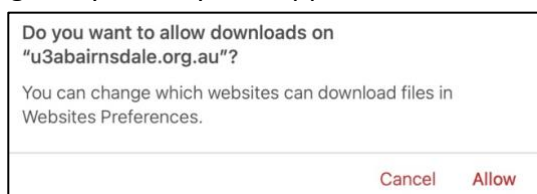
This screen also includes your invoice. From here you have a few options:

1 – Pay via PayPal – click the  link. By the way, you are able to pay with a credit card when using PayPal even if you don't have a PayPal account. Instructions for PayPal are not included.

2 – Pay via Direct Deposit. Transfer your fee into our bank account and make sure you include your member number. Our bank details are:

Bendigo Bank
U3A Bairnsdale & District Inc
BSB 633-000
Account 129944047

3 – Pay at the office with either cash or cheque. If this is the case click on This next image may, or may not, appear next. If it does click 'Allow'.



The invoice has now been downloaded to your computer. (Usually) you will find it in the 'Downloads' folder. From there you can open it, print it and bring it in to U3A along with your cash or cheque.

Please endeavour to pay your fees before Sunday 23rd January. You are welcome to come in on Friday 21st January to hand over the cash/cheque.

Once you have finished with the U-MAS – Bairnsdale U3A site you should

