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## HOW TO BECOME A MEMBER OF U3A BAIRNSDALE

### For new members

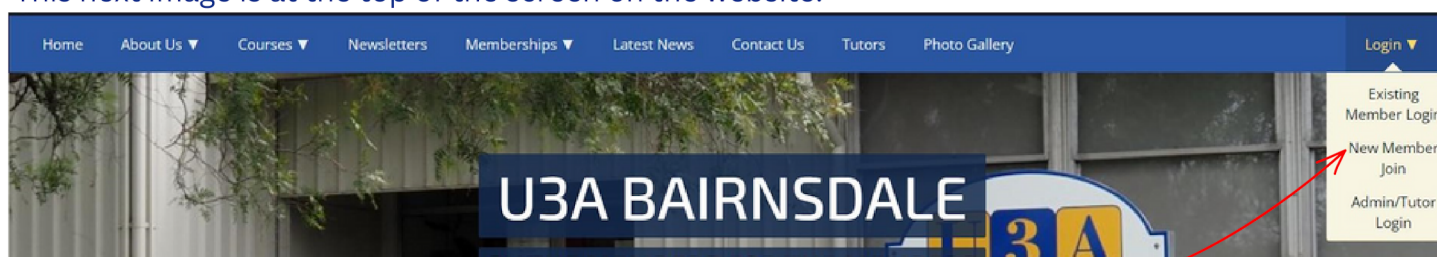
New members are people that have never been a member of U3A Bairnsdale. Take your time with these instructions. Do not try to pre-empt where they go.

### 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 who attend other classes
- Associate Member - \$10 This is for current members of another U3A
- Life Member Nil - This is for our Life Members only.
- 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. <https://u3abairnsdale.org.au>

This next image is at the top of the screen on the website.



Click on the Login > 'Membership' button to the right of the screen \*

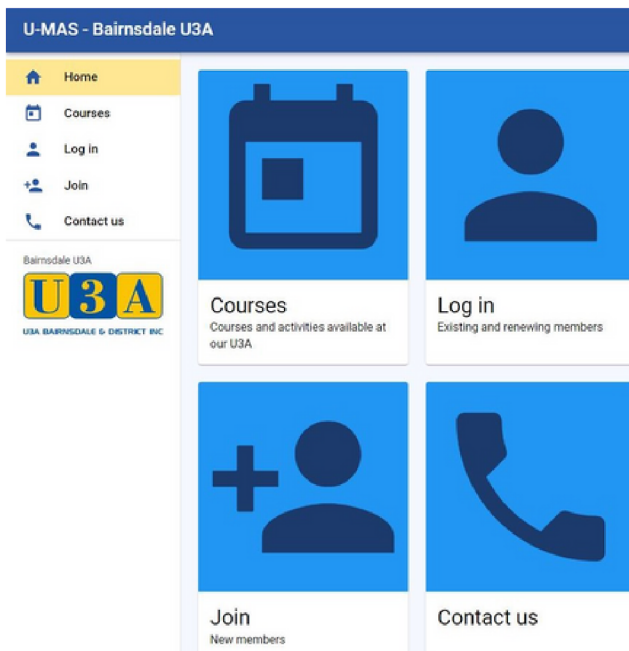
Entering your details on the form. Any box that has an asterisk (\*) must be filled in. At the bottom of each screen click on **NEXT** to move to the next page of the enrolment form.

Go through each part and finally review & **SUBMIT**. The next screen will tell you your membership number.

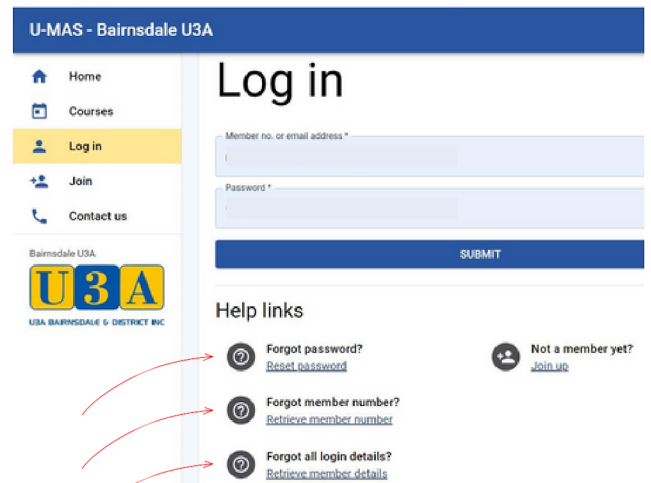
Now you are able to **LOGIN** Top right or left pane as shown in diagram to the right.

You will also receive an email stating your member number. \*Remember to keep your password recorded in a safe place.

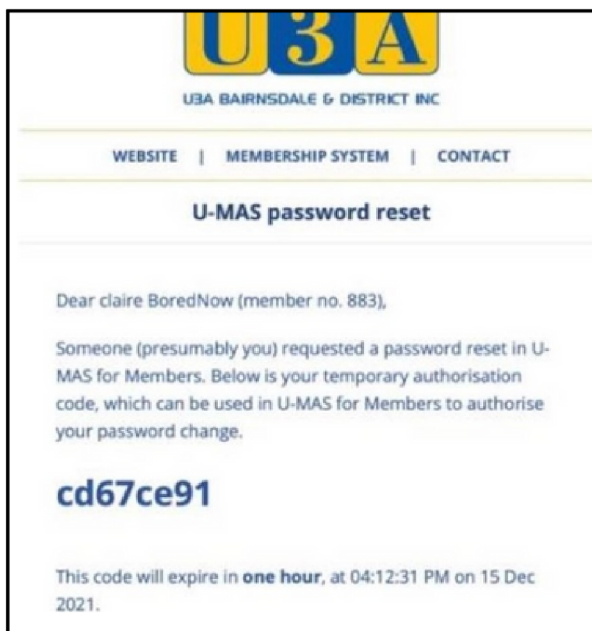
~ By The Members for The Members ~



To login in simply go to the website.  
Top right hand corner > Login > Existing member.  
Fill in the login in details - i.e. Member number and password.



**Forgot your Login details? Don't worry..**



If you have forgotten your login details click on the relevant link as shown in the image above and follow the prompts. You will receive an email that will look something like the image to the left which will have a code.

If you didn't receive an email, look in your junk or spam folder.

Type the code into the Authorisation code section and then a new password in the next two lines and click on Submit.

See image to the left.

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

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

See image below.



Please Note:

If you do not receive the email after a 24 hour period you can send an email to:

u3abairnsdale@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 the screen to the left.

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.

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.

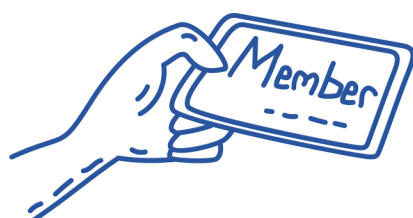
#### PLEASE NOTE:

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 **ADD TO CART** at the bottom of that particular course information. You can check to see which classes you have added to your cart by clicking on **CART** which is in the list on the left of the screen, or **IN CART** at the top right of the screen.

While you're looking at your 'cart' you can delete a course by clicking on the rubbish bin . When you are satisfied with your selections you can go to the 'Checkout' by either clicking on the **CHECKOUT** which is at the bottom of the 'Cart' screen or on the left of the screen.

**You will need to agree to the Bairnsdale Code of Conduct before continuing.**

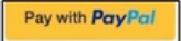




The next screen will tell you that the 'Checkout process' was successful. See image to the right.



**THIS SCREEN ALSO INCLUDES YOUR INVOICE. FROM HERE YOU HAVE A FEW PAYMENT 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 or EFT** - Make sure you receive your receipt that should include your membership number.



*~ By The Members for The Members ~*