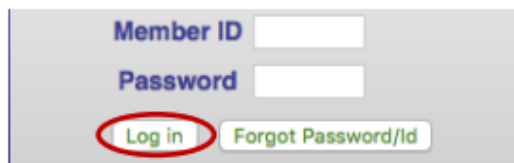


## INSTRUCTIONS FOR LOGGING ON AS A MEMBER

Click on the [Members Login](#) link to open the first screen.


You will see the following screen:



The screenshot shows a login form with two input fields: "Member ID" and "Password". Below the fields are two buttons: "Log in" (highlighted with a red circle) and "Forgot Password/Id".

(If you have forgotten your Member ID or Password, click on [Forgot Password/Id](#).)

Enter your ID and Password and click Log in. When you first log in, you'll see your "Membership Status" screen, with all your current details.



**Membership Status 2019**

**Member: 219 John Wayne** [waynejoh01]  
2019 Full member  
**Renewed:** 12/05/2019 **Active:** 12/05/2019 **Expires:** 31/12/2019 O/L  
**Applied:** 12/05/2019 **updated:** 12/05/2019:1311 **Last Enrolled:** 2019  
**Address:** 123 Nowhere Street, Prospect, SA, 5082  
**Phone Nos:** 00 0000 0000 **DOB:** 1926  
**Email:** jwayne@email.com  
**Country of Origin:** Australia  
You found out about U3A: Word of mouth  
You will be receiving newsletters by email

**2019**  
**\$40.00** Membership Fees  
**\$40.00** Total Due  
**\$40.00** Owing

[Next](#) [Update Profile](#) [Change Membership](#)

This "Membership Status" screen will be your starting-point for all other activities, and you'll return here from them, usually by clicking [Next](#).

## How to change your personal details

From your "Membership Status" screen:

**Membership Status 2019**

**Member: 219 John Wayne** [waynejo  
2019 Full member  
**Renewed: 12/05/2019 Active: 12/05/2019 Expires: 31/12/2019**  
**Applied: 12/05/2019 updated: 12/05/2019:1311 Last Enrolled: 2019**  
**Address:** 123 Nowhere Street, Prospect, SA, 5082  
**Phone Nos:** 00 0000 0000 **DOB:** 1926  
**Email:** jwayne@email.com  
**Country of Origin:** Australia  
You found out about U3A: Word of mouth  
You will be receiving newsletters by email

**2019**  
**\$40.00 Membership Fees**  
**\$40.00 Total Due**  
**\$40.00 Owing**

u006(4)

Click on **Update Profile** and your details will be displayed in the Application Form format. You can change/add personal details such as address, phone numbers, and emergency contact details.

(To remove a phone number, you need to replace it with a "-")

**Application Form** Full Membership  
Updating: 219 [waynejoh1] Applied 12/05/2019

**Title**  **\* Sex**  M  F All names: add '!' to override caps check.

**\* Given Name**  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**  **Badge Name**  Enter '!' to clear badge name.

**\* Address**

**\* City/Suburb**

**Post Code**  **State**  **\* Year of Birth**

**\* Phone Numbers**

**\* Email**  (enter No if no email)

**\* Verify Email**  (enter No if no email)

**\* Password**   Verify password

**Occupation**  (prior to retirement)

**Skills**

**Interests**

**In the event of illness, please notify:**

<b>Name</b> <input type="text"/>	<b>Phone</b> <input type="text"/>
<b>Name</b> <input type="text"/>	<b>Phone</b> <input type="text"/>

**Are there any medical issues?**

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

**\* How did you find out about U3A?**

**What is your Country of Origin**

**Language at home**  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**

u006(7)

You can also tick (or “untick”) any activities for which you would like to volunteer.

You can also change your email or password details.

Any field marked with an \* is a mandatory field. Watch out for error messages in red text at the top of the screen. If you do not wish to write your birth year, instead write 2000. (We primarily use overall birth year statistics for grant applications)

**IMPORTANT:** Click on **Commit** to save these changes at the bottom of the window.

The screenshot shows a web form with the following fields and options:

- Are there any medical issues? [Text input field]
- Would you like to receive the Newsletter?  No  Post  Email
- \* How did you find out about U3A? Word of mouth [Text input field]
- What is your Country of Origin Australia [Text input field]
- Language at home English [Text input field] If not English
- Would you like to volunteer? Tick preferred positions:
  - On Call
  - Committee
  - Leader
  - Office
  - Tutor
- Availability [Text input field]

At the bottom, there is a message: "To update your details, click **Commit** or to ignore the changes you made, click **Cancel**". Below this message are three buttons: **Commit**, **Cancel**, and **Exit**. The **Commit** button is circled in red.

You will be returned to your “Membership Status” screen.

Click on **Next** to take you to the next screen from which you can print a copy of your details. **Exit** takes you back to the website.

The screenshot shows a web page with the following content:

- You found out about U3A: word of mouth
- You will be receiving newsletters by email
- Highlights: Withdrawn Await Acceptance
- 2019**
- \$40.00 Membership Fees**
- \$40.00 Total Due**

Receipt	2019	By	Date	Reference
1355	\$40.00	Cash	06/04/2019	
	\$40.00	Total Paid		
	\$0.00	Owing		

- Success!**
- Please print this page as your record** (if you have a printer).
- Record your member ID and password so you can come back here at any time.
- If you would like to change anything in your profile, click **Update Profile**
- If you have completed all you need to do, click **Exit**

The **Exit** button is circled in red.