INSTRUCTION FOR HOW TO ENROL IN COURSES

NOTE: You cannot enrol in classes unless you are a financial member of U3A Inner North for this year.

1. Log in as a member. At the bottom of your "Membership Status" screen, you'll see:

2. To enrol in classes, click on **Classes [year].**

3. You will see a screen named "Class Status".

Click either on **Class names**

or **Classes [year]** again (see below)

You will see a full list of all courses in alphabetic order for you to select from. You can also choose to see only the courses in particular categories or on particular days by clicking on the buttons which appear before the list.

Each course includes a square "tick" box (above "Request") that you can click on to select it. At the right-hand end of the line you can see if the class is **Open**, **Cancelled**, **Wait List, TBA (Tutor must approve enrolments)** or **Office Only.**

BEGINNERS TAI CHI

Each session consits of warmups and balance, followed by chi quong which are tai chi exercises that are repeated 3 times – approx. 18 – 20 movements, that are not challenging but very relaxing. Working with your breath: very relaxing, reducing tension and stress. May go outside if weather is suitable. Wear loose clothing and bring a drink bottle. Hat will be needed if going outside.

Tutor: Lara Lamnek worked in the field of art therapy in health services at Victor Harbour. Lara also ran an exercise group called Chi-lattes, with several other team leaders, doing tai chi, yoga, pilates, meditation and dance. She is currently a member of the Chinese Welfare Society Tai Chi group in Adelaide. Lara strongly believes in the importance of community involvement and personal wellbeing, belonging to the Rosetta Street Greening as well as Hindmarsh Greening.

(PLEASE NOTE THERE WIL BE NO CLASS ON TUESDAY 12TH NOVEMBER)

| 34-02 2019 | Tue | weekly | | 23/7-19/11 | Smstrs: 34 | Open |

Tutor: Lara Lamnek Enquiries: auto@myu3a.net
Request 11:30am-12:30pm Broadview Uniting Church hall Cnr Galway and Collingrove Ave Broadview
Classes: 23/7 30/7 6/8 13/8 20/8 27/8 3/9 10/9 15/10 22/10 29/10 5/11 19/11

BEGINNERS WATERCOLOUR

Max 8 participants: this course is for continuing students, no new enrolments will be taken.

All people who take up an interest in anything that is new to them need a place to start. There are many styles and thoughts on how watercolours should be created. Come with an open mind and there are no rules as such that can't be broken. It is all self expression.
Materials required: paint, paintbrushes, mixing tray, art paper etc. A list of essential items will be sent to you on enrolment.

Tutor: Bob Landt is a highly regarded SA painter, having won many awards, including the Albert Namatjira Memorial Prize Founders Award. Bob has exhibited works in Adelaide, Melbourne, Sydney, Alice Springs and Brisbane.

| 40-01 2019 | Wed | weekly | | 24/7-20/11 | Smstrs: 34 | Open |

Tutor: Bob Landt Enquiries: auto@myu3a.net
Request 01:00pm-03:00pm North Adelaide Croquet Club Rooms Menzies Tce Prospect
Classes: 24/7 31/7 7/8 14/8 21/8 28/8 4/9 11/9 16/10 23/10 30/10 6/11 13/11 20/11

4. You can choose a class if it is "Open", or "Wait List" (you will be advised when a space is available).

You can choose as many classes as you like but, in fairness to others, please select only those classes in which you genuinely intend to participate.

5. **You need to scroll all the way down to the bottom** of the class list to get to the action button: Click on **Next** to complete your class selections. If you browse by category or days, ensure you scroll to the bottom of each page after a selection and click **Next**.

See below for some Q&As of known issues:

I worked through all the days (Mon-Fri) before pressing "Next", and only the last day's selections were registered.
A known issue! To overcome this, work on one day at a time, before pressing "Next" and moving to the next day.

Courses clash so I'm warned, but they are on alternate weeks!
A known issue. Consider the clashing classes a warning message rather than having to delete one or the other. (See next page)

I've corrected the clashes by deleting one selection, but the clash warning persists.
A known issue. The most important thing is to check the final page of your enrolments before you log out.

7. To remove a class from your selection, tick the box next to the class code, select a reason from the drop-down box, and click on the **Delete Class** button. Only tick the box if you wish to delete a class from your selection.

8. When you are happy with your class selection, click '**NEXT**' to return to the "**Membership Status**" screen. (This will not show your classes.) See next page.

Class Status 2019

2019 Classes (except those you lead)

	Class	fee	Status	Date	From/To	
☐	00027-03		Enrolled	10/06/2019	26/7-15/11	**Tutor:** David Kilner TELL ME WHAT YOU THINK
	North Adelaide Croquet Club Rooms			01:00pm-03:00pm	Fri	Menzies Tce Prospect;
☐	00044-01		Enrolled	10/06/2019	30/7-30/7	**Tutor:** Jenny Rossiter ARMCHAIR TRAVEL
			Touring Tassie			
	Broadview Uniting Church hall		01:00pm-02:00pm		Tue	Cnr Galway and Collingrove Ave Broadview;

Highlights: Withdrawn Await Acceptance

To select classes:
1. Click the **Classes 2019** 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.

Classes 2019

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**

Please select a reason ▾

Delete Class

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

Click '**NEXT**' again to take you to your "**Member Summary**" which will list the classes you are enrolled in.

Member Summary 2019

Member: 223 John Wayne   [waynejoh01]
2019   Full member
                Renewed:10/06/2019 Active:10/06/2019 Expires:31/12/2019   O/L
        Applied: 10/06/2019 updated: 10/06/2019:1227 Last Enrolled: 2019
        Address: 123 Nowhere Street, Prospect, SA, 5082
    Phone Nos: 00 0000 0000   DOB: 1940
            Email: jwayne@email.com
Country of Origin: Australia
You found out about U3A: Word of mouth
You will be receiving newsletters by email

2019 Classes (except those you lead)

Class	Fee	Status	Date	From/To	
00010-02		Enrolled	10/06/2019	23/7-19/11	**Tutor:** Arno Attema COMPUTER & IT GROUP TRAINING SESSIONS
Broadview Uniting Church hall			01:00pm-03:00pm	Tue	Cnr Galway and Collingrove Ave Broadview;
		Semester 3: 23/7, 20/8, 27/8,			
		Semester 4: 15/10, 22/10, 19/11,			
00027-03		Enrolled	10/06/2019	26/7-15/11	**Tutor:** David Kilner TELL ME WHAT YOU THINK
North Adelaide Croquet Club Rooms			01:00pm-03:00pm	Fri	Menzies Tce Prospect;
		Semester 3: 26/7, 9/8, 23/8, 6/9,			
		Semester 4: 18/10, 1/11, 15/11,			

Highlights: Withdrawn Await Acceptance

                2019
                $40.00 Membership Fees
                $40.00 Total Due
    Receipt 2019   By   Date   Reference
        I371 $40.00   Chq   10/06/2019
                $40.00 Total Paid
                $0.00 Owing

Success!
Print **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.

Back If you would like to revise anything about your profile or your classes, click **Back**
Exit If you have completed all you need to do, click **Exit**
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9. Print this if required. **Exit** takes you back to our website.