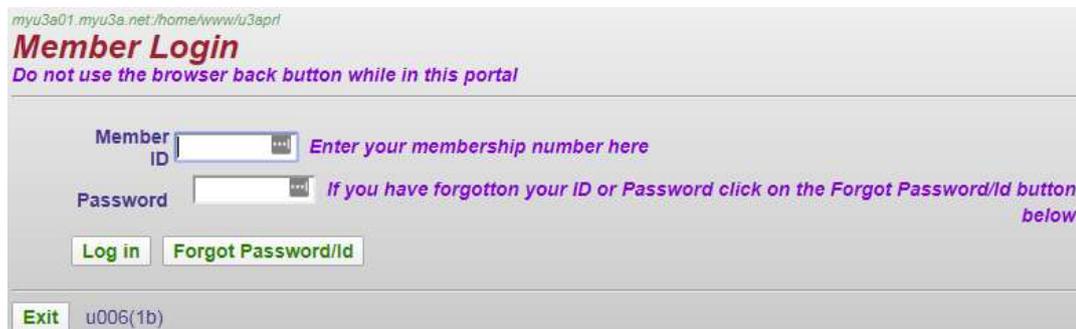


INSTRUCTIONS FOR MEMBERSHIP RENEWAL ONLINE

Log into the database as you would normally do. (Click on the *Members Login* link)

**** Your current membership number and password remain the same****



After you log into the MyU3A system, your details will be displayed.



To renew your membership, click on the **Renew Membership** button. (This button will become available towards the end of the current year.) This will open the membership renewal screen.



Full Membership/Ordinary Member:

The system automatically selects Full membership and has highlighted the appropriate button.

Associate Members:

If you wish to claim Affiliate membership, after selecting the Affiliate membership button, you must enter the name of your primary U3A

Remember to tick the box at the lower left of the screen to confirm your application to become a member.

Click on **Proceed** to open your Membership details for you to review and make any changes that may be appropriate.

Application Form Full Membership

Please check the information is current

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 '0' to clear badge name.

*Address

*City/Suburb

Post Code State *Year of Birth

*Phone Numbers

*Email

*Verify Email (enter No if no email)

Occupation (prior to retirement)

Skills

Interests

Country of Origin

Language at home

In the event of illness, please notify:

Name Phone

Name Phone

Are there any medical issues?

Would you like to receive the Newsletter? No Post Email

*How did you find out about U3A?

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**

Commit **Cancel** **Exit** u030(8)

Whether you make any changes or not, please ensure that you click on the **Commit** button and move to the next screen which will show the amount of membership fees due.

Membership Status 2020

Member: 255 Jilly Jones [jonesjil01]

2020 Full member

Renewed: 19/12/2019 Active: 02/01/2020 Expires: 31/12/2020

Applied: 19/12/2019 updated: 19/12/2019:0000 Last Enrolled: 2020

Address: 444 Memory Lane, Prospect, SA, 5082

Phone Nos: 08 1234 5678 **DOB: 1955**

Email: dummy@email.com

You found out about U3A: city of Prospect Magazine
You will be receiving newsletters by email

2020

\$45.00 Membership Fees

\$45.00 Total Due

\$45.00 Owing

Proceed to Payment **Update Profile** **Change Membership**

u006(4)

Click on **Proceed to Payment**

Member Summary 2021

Member: 389 Jack Smith (Jack) [smithjac01]
 2021 Full member
 Renewed: 16/04/2021 Active: 16/04/2021 Expires: 31/12/2021 O/L
 Applied: 16/04/2021 updated: 16/04/2021:1604 Last Enrolled: 2021
 Address: 444 Memory Lane, Prospect, SA, 5082
 Phone Nos: 08 1234 5678 DOB: 1954
 Email: loukenn@adam.com.au
 Emergency: Jack Smith 08 1234 5678
 Country of Origin: Australia
 You found out about U3A: word of mouth
 You will be receiving newsletters by email
 Highlights: Withdrawn Await Acceptance

2021
 \$48.00 Membership Fees
 \$45.00 Total Due
 \$45.00 Owing

Success!
 Print **Please print this page as your record** (If you have a printer) or capture it on your smartphone.
 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**

Pay Online 2021 To pay now on line by credit card, click **Pay Online**

Pay Office To pay by mailing a cheque to the office or by calling into the office and paying by cheque or cash, click **Pay Office**

To pay by credit card from within the database, click on **Pay Online 2021**. Once payment has been completed you may enrol for classes.

If you need further instructions go to our webpage <https://www.u3ainnernorth.org.au/join-u3a>

OR

Click on **Pay Office** to exit the database and pay by one of the options below:

1. Pay by EFT (direct debit from your bank account)
 - a. **BSB 633-000**
 - b. **Account no 161633771**
 - c. Include your name in the "reference" field (eg "smithj" for John Smith)
2. Pay by cash or cheque at the U3A Inner North Office at Enfield Community Centre, 540 Regency Road, Enfield, on one of their extra enrolment days.

Once your payment has been processed you will receive payment confirmation email and you may enrol in classes.