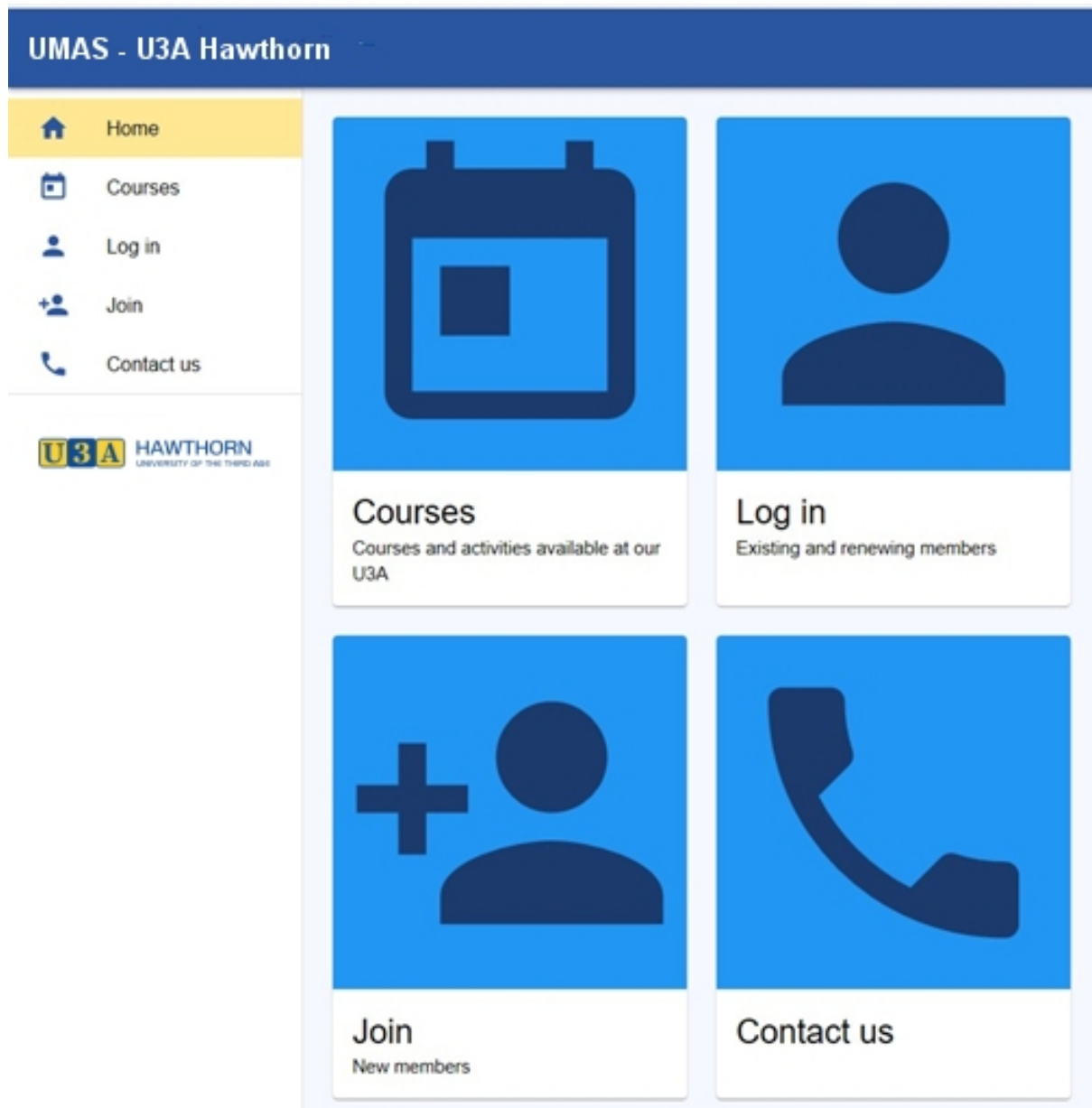


Introducing the new-look Membership System


1. Go to u3ahawthorn.org.au/members/make sure you add the final "/"
2. The following page appears;







Tip. If you are taken to the old, familiar, screen then your browser has it cached in memory. You could clear the cache in your browser [Google how!] or simply click on the new grey link on that screen which says "Members login is: <https://u3ahawthorn.org.au/members/login>"

Click on “Log in” and the page below appears.

Log in

Help links

 Forgot password? Reset password	 Not a member yet? Join up
 Forgot member number? Retrieve member number	
 Forgot all login details? Retrieve member details	

Login by entering your Member Number (much shorter than your email address!) and Password.

Tip. If you are sharing a device with a family member and autofill is on, you may have to override their password to enter your own.

3. After successful login you will see your membership details

My Membership

To update your details, simply edit the form below, and then click the **SAVE** button at the bottom of the form. You can also change your **PASSWORD** and view your [enrolments](#) and [invoices](#).

Member Number 23146	Member Type Test
Membership Active Yes	Membership Expiry -

First name *
Thomas

Surname *
Test

Preferred name
Tom

Street *
19, Alandale Rd

Suburb *
BLACKBURN

Postcode *
3130

Vic *
▼

Email
lockand@gmail.com

Phone home

Mobile phone
0418 340 974

Year of birth *
1950

Gender *
Male ▼

(Previous)Occupation
IT

Country of Origin
UK

Emergency Contact *
AN Other

Contact number *
0398781234

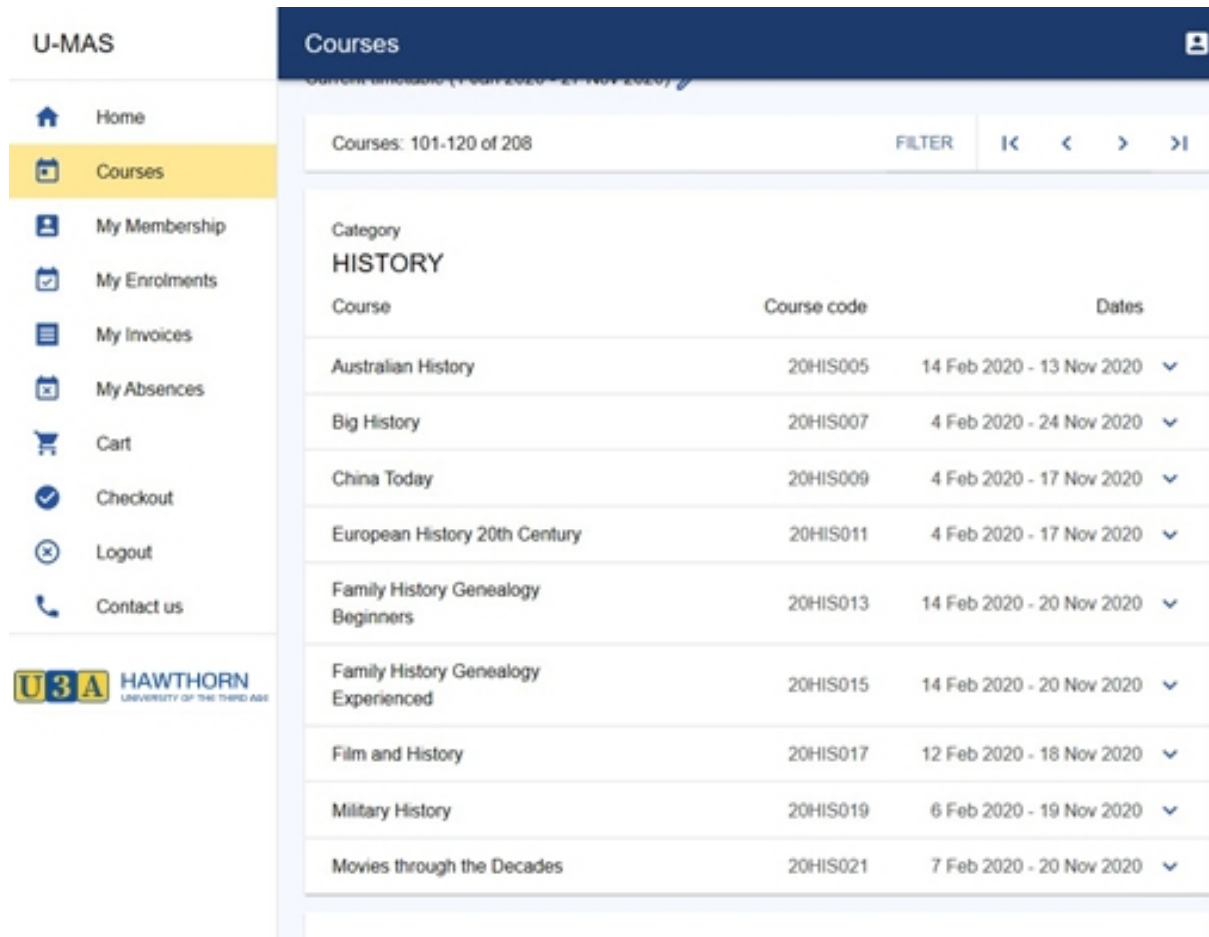
Relationship
Partner

[CANCEL](#) [SAVE](#)

Tip. Check that your Membership Details are correct. To edit, simply type the new details into the appropriate field in the on-screen form and click "Save"

4. To view and select courses, click on **Courses** in the Menu on the left

Courses are displayed in blocks of 20 per screen



The screenshot shows the U-MAS interface. On the left is a navigation menu with options: Home, Courses (highlighted), My Membership, My Enrolments, My Invoices, My Absences, Cart, Checkout, Logout, and Contact us. The main content area is titled 'Courses' and shows a list of courses under the category 'HISTORY'. The list includes course names, codes, and dates, with a 'FILTER' button and navigation arrows at the top.

Course	Course code	Dates
Australian History	20HIS005	14 Feb 2020 - 13 Nov 2020
Big History	20HIS007	4 Feb 2020 - 24 Nov 2020
China Today	20HIS009	4 Feb 2020 - 17 Nov 2020
European History 20th Century	20HIS011	4 Feb 2020 - 17 Nov 2020
Family History Genealogy Beginners	20HIS013	14 Feb 2020 - 20 Nov 2020
Family History Genealogy Experienced	20HIS015	14 Feb 2020 - 20 Nov 2020
Film and History	20HIS017	12 Feb 2020 - 18 Nov 2020
Military History	20HIS019	6 Feb 2020 - 19 Nov 2020
Movies through the Decades	20HIS021	7 Feb 2020 - 20 Nov 2020

Tip. Use the arrows at the top < > to move between blocks of courses

>| takes you to the last block of courses

|< takes you back to the first block of courses

Filter allows you to narrow the selection (see 5 below)



4. Course Selection

If you are interested in a particular course, (for example Australian History), you can bring up more details of the course by clicking on the course name

Course code	20HIS005
Category	HISTORY
Course type	None
Detail	This class will explore various aspects of the history of Australia from the first settlement through to the 21st century. Social, cultural, economic and political aspects will be included. It will attempt to include the ordinary person as well as the key players. A range of historical interpretation and perspectives will be incorporated,
Tutor	Maria Ryan
Tutor 2	None
Location	West Room 26 Sinclair Avenue Glen Iris 3146
Timetable	2&4: Second and Fourth weeks Day: Friday, 10:45 AM - 12:15 PM Dates: 14 Feb 2020 - 13 Nov 2020 Next date: 24 Jul 2020
Availability	Accepting enrolments? Yes Capacity: 20, enrolled: 1, available: 19, waitlisted: 0
Fee	\$0.00

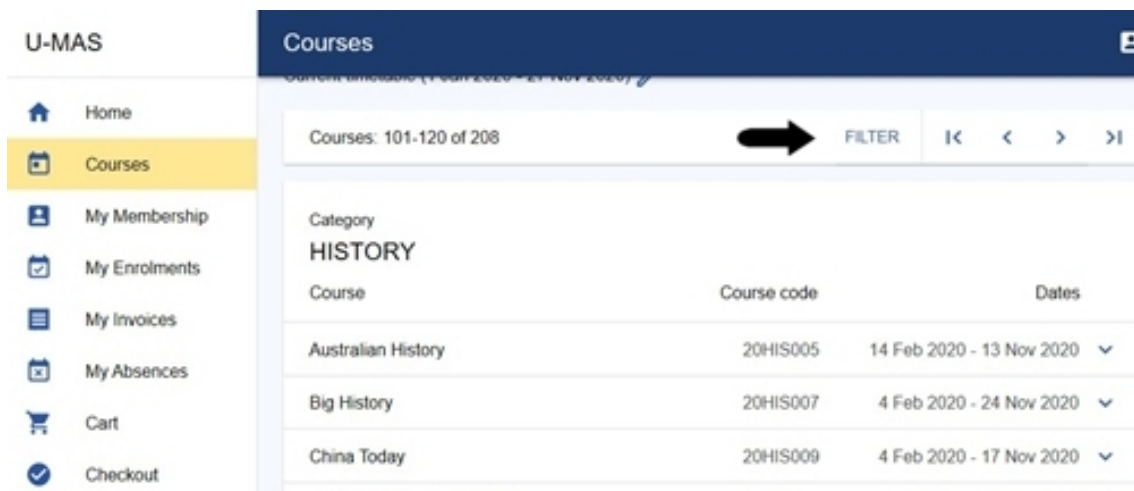
[ADD TO CART](#) [CLOSE](#)

To enrol in this course click on **ADD TO CART**

Cart					
You do not have a current membership: A membership subscription will be automatically added to your cart if required.					
	Code	Name	Start date	Status	Fee
	20HIS005	Australian History	14 Feb 2020	OK	\$0.00
	SUBS2020	Subscription for 2020	1 Jan 2020	OK	\$50.00
Total					\$50.00
CLOSE CLEAR CART CHECKOUT					

5. Refining Course Selection Using Filter

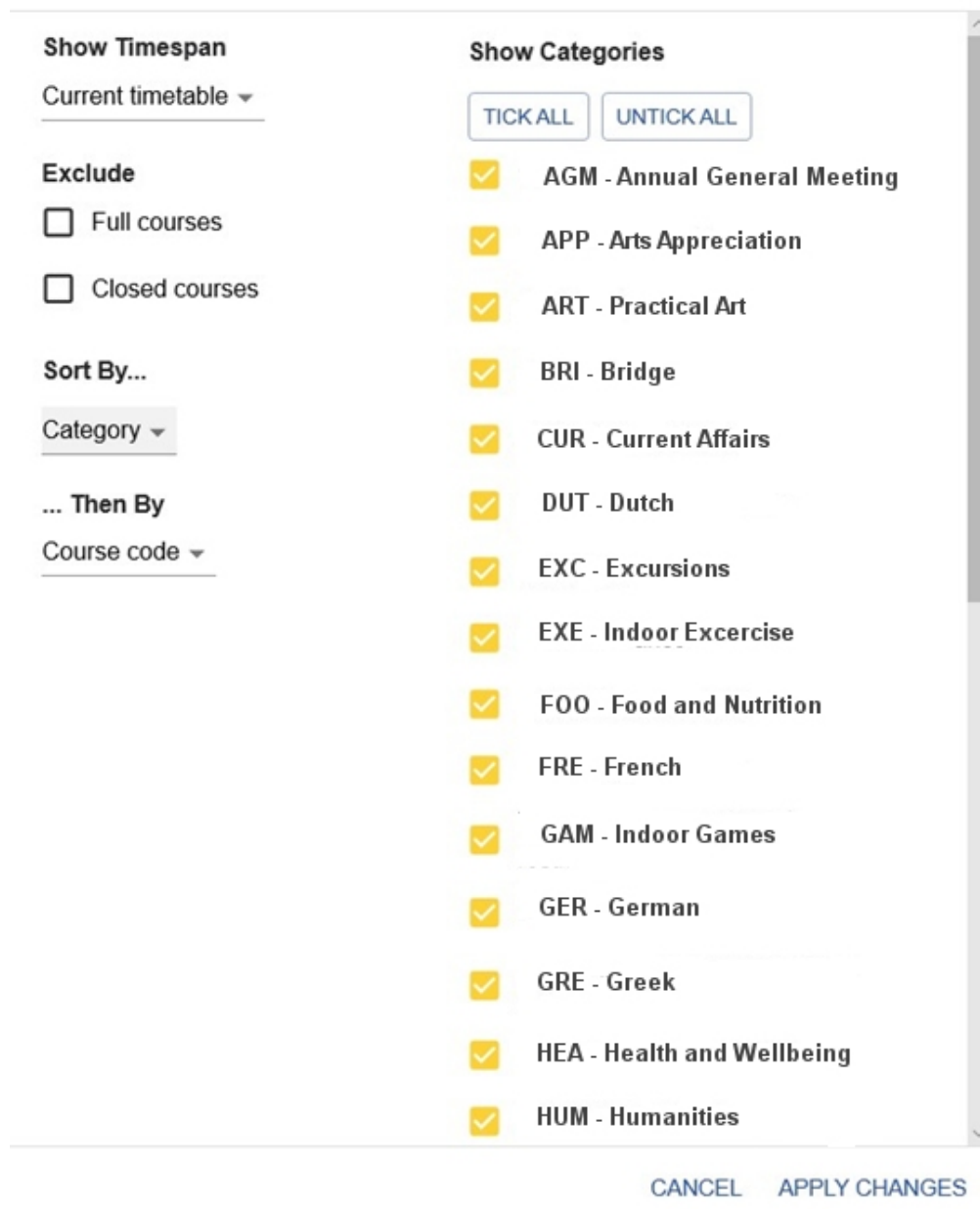
Click on **Filter** at the top of the course listing, as shown, to display course **Categories**



The screenshot shows the U-MAS interface. On the left is a navigation menu with options: Home, Courses (highlighted), My Membership, My Enrolments, My Invoices, My Absences, Cart, and Checkout. The main content area is titled 'Courses' and shows 'Current timetable (Year 2020 - 21 Nov 2020)'. Below this, it says 'Courses: 101-120 of 208' with a 'FILTER' button and navigation arrows. A table lists courses under the 'HISTORY' category:

Course	Course code	Dates
Australian History	20HIS005	14 Feb 2020 - 13 Nov 2020
Big History	20HIS007	4 Feb 2020 - 24 Nov 2020
China Today	20HIS009	4 Feb 2020 - 17 Nov 2020

Course Display Settings



The 'Course Display Settings' dialog box has two main sections:

- Show Timespan:** A dropdown menu set to 'Current timetable'.
- Exclude:** Two checkboxes, 'Full courses' and 'Closed courses', both of which are currently unchecked.
- Sort By...:** A dropdown menu set to 'Category'.
- ... Then By:** A dropdown menu set to 'Course code'.
- Show Categories:** A list of categories with checkboxes, all of which are checked. At the top of this list are 'TICK ALL' and 'UNTICK ALL' buttons.

At the bottom of the dialog are two buttons: 'CANCEL' and 'APPLY CHANGES'.

To find an Art class on a Thursday, first click on **Untick All** then click the box beside **Art**. Next, under **Sort By...** select the **Category** option and also, under **...Then By** select **Day of Week**. Finally, click on **Apply Changes**.

The resulting screen shows all Art Classes by Day of the Week; in this case there are three on a Thursday.

Day of week			
Thursday			
Course	Course code	Dates	
Drawing & Sketching 1	20ART011	6 Feb 2020 - 20 Nov 2020	▼
Drawing & Sketching 2	20ART013	6 Feb 2020 - 20 Nov 2020	▼
Drawing with Pastels	20ART017	6 Feb 2020 - 20 Nov 2020	▼

6. Enrolling in a class

First, select the Course(s) you wish to enrol in (in this example Australia History). Do this by selecting **Courses** from the menu, finding the course you want and clicking on its name to get full details. At the bottom of that screen you can **Add to Cart**.

You will see the number of courses selected beside the Cart symbol at the top of the page. If you are enrolling for the next year of U3A Courses the Cart will contain your subscription and the Course selected. Click on the cart symbol and you will see the Cart contents:

UMAS U3A Hawthorn 2 IN CART

- Home
- Courses
- My Membership
- My Enrolments
- My Invoices
- My Absences
- Cart
- Checkout**
- Logout
- Contact us

Checkout

Cart summary:

20HIS005: Australian History
SUBS2020: Subscription for 2020

Our terms and conditions are [available here](#).

I agree to purposes of U3A Hawthorn in accordance with Terms and Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#) [CHECKOUT](#)

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 5.48, release date: 25 Mar 2020.

7. You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the Website.

8. If you have selected all the Courses you wish to select, click on the **Checkout** button. Otherwise click on **Close** and return to Course selection. Once you have clicked on **Checkout** you will see the following Invoice screen:


Checkout

Checkout success

Total due is \$ 50.00

Available payment methods are shown at the bottom of the invoice below.

 [DOWNLOAD PDF](#)


Pay with  [PayPal](#)

INVOICE

Invoice ID: 23146-18004

Date: 29 Jun 2020

Bill to:
 Tom Test
 Member no: 23146
 19, Alandale Rd
 BLACKBURN
 3130



**University of the Third Age
Hawthorn Inc**
 Incorporation:
 ABN 41 360 939 238
 26 Sinclair Avenue
 Glen Iris VIC
 3146

Code	Name	Start date	Status	Fee
20HIS005	Australian History	14 Feb 2020	Enrolled	\$0.00
SUBS2020	Subscription for 2020	1 Jan 2020	Enrolled	\$1.00

To pay, click on PayPal and either use your PayPal account or, if you do not have an account, enter your credit card details to pay by card.

If you wish to pay at the office, click on **DOWNLOAD PDF** and print two copies. Take them to the office where you can pay by credit card or cheque. We prefer that you do not pay by cash at the office.

9. Symbols next to Courses

When you are logged in and viewing available courses, any in which you are currently enrolled or waitlisted will be marked with a blue letter – E for enrolled, or W for waitlisted.



Any course that is currently in your cart awaiting checkout will be marked with a yellow letter C



Some courses may have an additional icon, depending on their status.



Closed to new enrolments



Full – you will be added to the waiting list



New – recently added to the curriculum