

MEMBER INSTRUCTIONS HOW TO USE THE MyU3A ONLINE BOOKING SYSTEM


Please keep for future reference. Note that the examples are dummy data.

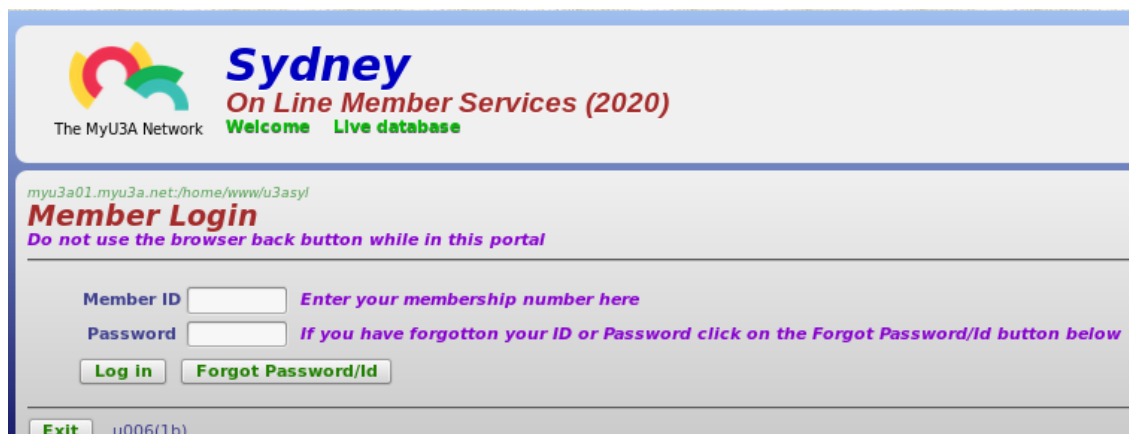
1 LOGIN


N.B. To use the online member portal in general and for bookings in particular, you must:

- have an email address
- have joined U3A Sydney online or have advised the office of your email address
- be a financial member.

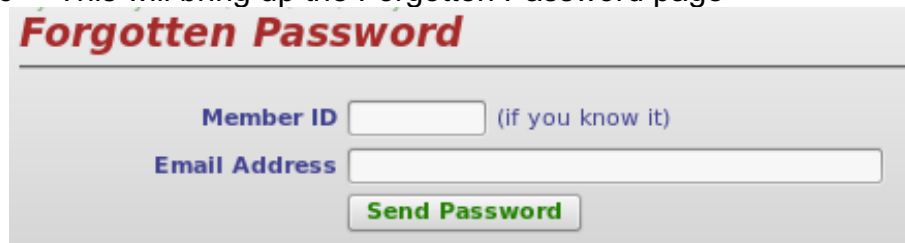
If you are not a financial member, please go back to the Sydney U3A home page and select the Membership button.


- 1.1 Go to the website <https://sydneyu3a.org/>
- 1.2 Select the highlighted button “**2020 Course Booking Pilot**”
- 1.3 Follow the guidelines on the subsequent page to get to MyU3A. Note that the preferred Internet browsers for MyU3A are Google Chrome and Mozilla Firefox
- 1.4 The MyU3A **Login screen** will be displayed and you can then enter your ID and password, and then select . You will then see the “Membership Status” page (see Section 2).



- 1.5 If you have forgotten your password you can click on 

- 1.6 This will bring up the Forgotten Password page



You can then enter your ID and email address and then click on 

- 1.7 You will be emailed your password. If this does not happen within 30 mins please call the office on 02 9267 9056. If you wish to change this password you can do this once logged in.

2 Membership Status Page

The top of this page will look similar to this:

icaris37:/home/www/u3adml

Membership Status 2020

Member: 1954 Nola Tacon [taconn01]
2020 Full member
Renewed:10/03/2018 **Active:**10/03/2018 **Expires:**31/12/2018 O/L
Applied: 05/03/2014 **updated:** 30/11/2016:0000 **Last Enrolled:** 2018

This is followed by your personal profile data, and the bottom of the page will look like this:

Please note: This page covers only membership. Click a Classes button below for class information.

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

If you want to enrol in 2020 classes click the **Classes 2020** button. [Classes 2020](#)

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m) [Apologise](#)

u006(4)

- 2.1 Select [Classes 2020](#) to take you to the “**Class Status**” page where the classes you are enrolled in (if any) are listed.
- 2.2 Or in the case of wanting to apologise for future absence from classes, enter the “**from**” and “**to**” dates for the relevant period and select the “**Apologise**” button.

3 Class Status Page

In this example, you have already enrolled in three classes. Enrolment status, dates, times, location, leader/tutor name, and class names are indicated.

myu3a01.myu3a.net/home/www/u3amcp

Class Status 2020

2020 Classes (except those you lead)

	Class	fee	Status	Date	From/To	
<input type="checkbox"/>	00616-01 2020		Enrolled	18/11/2019	11/2-24/11	Tutor: Jan Norman Let's Do Movies at Como Registrations 2020 As Noted 07:00am-06:00pm Tue As noted MELBOURNE;
<input type="checkbox"/>	00624-01 2020		Withdrawn	del:09/01/2020	5/3-5/11	Tutor: Sharon Carter Let's Do Galleries, Museums etc Registrations As Noted 10:00am-02:00pm Thu As noted MELBOURNE;
<input type="checkbox"/>	01095-01 2020		Enrolled	25/11/2019	21/2-27/11	Tutor: Kiera Stevens Italian Level 1 - Beginners Greek Centre Room 2.2 10:00am-11:30am Fri 168 Lonsdale Street Melbourne;

Highlights: [Withdrawn](#) [Await Acceptance](#)

To select classes:

1. Click the **Classes 2020** 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 2020

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)

- 3.1 The status for the classes are that:
 - 3.1.1 enrolled in class 00616-01, status **Enrolled**
 - 3.1.2 previously enrolled in class 00624-01 but have cancelled/withdrawn from it, status **Withdrawn**
 - 3.1.3 enrolled in class 01095-01 but subject to confirmation, status **Enrolled** **Await Acceptance**.
- 3.2 Click on **"Classes 2020"** get to the **"All Classes 2020"** page to enrol in additional classes.
- 3.3 Or select the **"Next"** button to return to the **"Membership Status Page"**
- 3.4 Or if you want to cancel a class, **select the reason** and then select the **"Delete Class"** button.

4 All Classes 2020 Page

4.1 The top of this page looks like

icaris37:/nome/www/usaam1
All Classes 2020

Monday Tuesday Wednesday Thursday Friday

General Studies General Studies[Current Affairs] Computers Computers[Networks]

Computers[iPad] Computers [Android Tablets] Creative Arts English: Written and Spoken

Games & Hobbies Games & Hobbies[Bridge] Health & Fitness Health & Fitness[Dancing]

Health & Fitness[Tai Chi] Health & Fitness[Strength Training] Health & Fitness[Yoga]

Health & Fitness[Badminton]

4.1.1 If you select one of the buttons such as the days of the week, or a class category, then all the corresponding classes will be listed.

4.2 Classes that are available for enrolment are shown with a **“Request”** box along with the class description and other details. To enrol in an available class, click on the **“Request”** box and a “tick”-mark will appear in it. If you change your mind click on the same box and the “tick”-mark will be cancelled.

Basic Medical Microbiology
This course will introduce common medical terminology and provide some understanding of microbiology pathology reports. It looks at classes of organisms, with emphasis on common pathogenic bacteria. The role of the latter in clinical conditions is discussed.

1290-01
2020 **Mon,Tue,Wed,Thu,Fri** weekly 6/2-5/6 Terms: 12 **Open**

Tutor: Sandra McDonagh Enquiries:

Request 03:00pm-04:30pm The Pines R14 520 Blackburn Rd Doncaster East 34D5

Classes: 6/2 7/2 10/2 11/2 12/2 13/2 14/2 17/2 18/2 19/2 20/2 21/2 24/2 25/2 26/2 27/2 28/2
2/3 3/3 4/3 5/3 6/3 10/3 11/3 12/3 13/3 16/3 17/3 18/3 19/3 20/3 23/3 24/3 25/3 26/3 27/3

4.3 Classes you are enrolled in are shown with the “Request” box replaced by **Enrolled**

Let's Do Movies at Como Registrations 2020
Let's do Movies is a social group for people who enjoy quality movies and great conversation. You attend only when it suits, but PLEASE wait until you receive the WEEKLY BULLETIN before coming along for the first time, as the arrangements vary each week. LDMs is on every Tuesday at the Como Cinema, South Yarra.

00616-01
2020 **Tue** 11/2 **Open**

Enrolled Tutor1: Jan Norman Enquiries: 03 9639 5209

07:00am-06:00pm As Noted As noted MELBOURNE

4.4 Classes where you have requested to enrol but are subject to confirmation are shown as being wait-listed like this **Enrolled** **Wait List**:

Italian Level 1 - Beginners
REPEAT
Group 1 Language Course
This course provides an introduction to Italian language and culture for complete beginners. Vocabulary, grammar and pronunciation will be taught through a range of speaking, listening and writing activities. Emphasis will be on communication skills using practical, conversational language. Class participation is encouraged and homework will be given, to reinforce class learning.
Enrolment Conditions: All students will be waitlisted pending tutor approval.
Class Materials: Text book to be advised. A small photocopying fee will also be charged.
Enrolment Conditions: All students will be waitlisted pending tutor approval.
Enrolment Cut-off: Admit all year with tutor approval.

01095-01
2020 **Fri** weekly 21/2-27/11 Terms: 1234 **Wait List**

Enrolled Tutor1: Kiera Stevens Enquiries: 03 9639 5209

10:00am-11:30am Greek Centre Room 2.2 168 Lonsdale Street Melbourne

Classes: 21/2 28/2 6/3 13/3 20/3 27/3 24/4 1/5 8/5 15/5 22/5 29/5 5/6 12/6 19/6 26/6 17/7 24/7 31/7
7/8 14/8 21/8 28/8 4/9 11/9 18/9 9/10 16/10 23/10 30/10 6/11 13/11 20/11 27/11

5 Apologies

5.1 To apologise for a future absence, fill in the “from” and “to” dates and click on

Please note: This page covers only membership. Click a Classes button below for classes.

If you want to enrol in 2020 classes click the **Classes 2020** button.

If you will be absent from class, put in an apology.

Absence from: Date(d/m) to: Date(d/m)

u006(4)

5.2 The next page will indicate which classes on what dates might be affected and look like

myu3a01.myu3a.net/home/www/u3amcp

Apologise

Class

Course

From: 02/02/2020 To: 04/03/2020

616-01 Let's Do Movies at Como Registrations 2020

11/02 18/02 25/02 3/03

1095-01 Italian Level 1 - Beginners

21/02 28/02

You are apologising for these dates.

If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

u006(22)

5.3 Selecting will automatically enter apologies for the chosen classes and dates, and take you back to the membership status page.