

Member Guide

Features of the new-look U3A Membership System (U-MAS)


1. New screen layout

The screen display of the new U-MAS for Members interface adapts to PCs, laptops, tablets and smartphones, whereas the old system was not so easy to use on tablets or smartphones.

2. New Activities display

Activities are displayed in blocks of 20. If you are interested in a specific Activity Category, clicking on **FILTER** in **Activities** allows you to view just that particular Category or Categories. If you wish to find out what Activities are running on a particular day you can use **FILTER** to sort by Day.

3. New 'shopping cart' for Enrolments

To enrol in an Activity, click on the down arrow by the Activity you wish to select to bring up the Activities Details. Click on **Add to Cart** at the bottom and that Activity will appear in your Shopping Cart. When you Close Activity Details you will see the symbol  beside the Activity you have put in your Shopping Cart. When you have selected all the Activities you want to attend and have added them to your **Shopping Cart**, click on the Cart symbol at the top of the screen. This will show the Activities you have selected plus a Subscription Fee, if you are enrolling at the start of the year or as a new member.

If you have completed your Activity selections, click on **Checkout**. This will take you to **Checkout Success** which will show what Activities you have selected.

4. Payments

You can pay the Subscription online through your Bank straight into the U3A Bank Account, or bring a copy of your completed Membership Application Form, to the office to pay by card. You may also pay by cheque or cash on Enrolment Day. Bank Details are found on both Membership Application Forms.

Please remember that if you are a Renewing Member who paid the FULL Membership fee in 2020, you are entitled to a rebate this year and only need to pay \$40. If you wish to pay for a BUZZ Newsletter to be posted to you, this will cost an extra \$15 and should be paid at the time of enrolment.

My Invoice shows any outstanding amounts to pay. **My Enrolments** shows all the Activities you are enrolled in, including any Wait Listed Activities, even if you have selected your Activities at different times.

If you are joining for the first time, you will be required to have an eight-digit password. Existing Members can continue to use their current password (which may be shorter) but if you want to change password you will need to enter a new eight-digit password.

5. Symbols by Activities:



This Activity is full. If you select this Activity you will be Wait Listed.



This Activity is in your Shopping Cart



You have successfully Enrolled in this Activity



You have been Wait Listed for this Activity



This course is closed to new enrollments



This course is new (recently added to the timetable)