



## How to enrol for 2023 Courses and/or pay Membership fee

**Log in** using your membership number or registered email address and password.  
(If you've forgotten any of these details, select one of the Help links below.)

**Click on 'My Membership'** to check that all your membership details are correct. To update details, type in then click SAVE button at bottom. *Please ensure your emergency contact details are current.*

**To enrol, Click on 'Courses'**. Scroll down or move onto next page of courses by clicking arrow right. To select a course you want, click on the arrow down to read the full description and click SELECT button at bottom.

When you've finished selecting your classes, **click on the shopping cart symbol** (top right) to check your list - your discounted membership fee will have been automatically added.  
(You don't have to choose any courses if you just wish to join and pay membership.)

Read and then tick *U3A Darebin terms and conditions*, then click CHECKOUT button to go to your Invoice.

**Check invoice** details then choose payment method. Click on the yellow *Paypal* button if you want to pay with a credit card (even if you don't have a *Paypal* account). When the PayPal screen appears, either enter your PayPal details or select 'Pay by Card' at the bottom of frame.

Complete your payment details. After payment is complete, you should automatically be returned to an updated Checkout/Invoice screen where you can click on 'DOWNLOAD PDF' (right hand side, near top) to **save and/or print copy of your paid invoice**.

**For more information**, go to the Members *How To* section in the [U-MAS User Manual](#).