



## Instructions for Renewing Membership and Enrolling in Classes with our Online Option.

### A. Renewing your membership (with PayPal and no courses):

1. Go to our website page: <http://www.u3adarebin.com.au/join-us/>, and click on “Login” in the left-hand menu, which will take you to the Member’s Login page.
2. Part-way down Members Login page, enter your membership number and password in the boxes then click on the “Login” button beneath. If you’ve forgotten your log-in details, select one of the links further down page and follow the instructions, or contact our office **please DO NOT renew or enrol as a new member.**
3. If you do not want to enrol in a class at this stage press “Pay Membership” on the menu, and select “2018 Membership Subs – OPEN” from the drop-down list; then click “Create/View Invoice”.
4. Click “OK” on the message box, and you’ll be directed to your Member’s Details page.
5. Click “Pay Invoice”, and another message will appear.
6. After reading the message, click “OK”, and your invoice will appear on the screen.
7. Click “Submit Payment”, which will direct you to the PayPal website.
8. From there you can Pay as Guest to use your credit card (without joining (PayPal), or login to your existing PayPal account to complete your payment. **Note: Your PayPal payment will be confirmed after you log out.**
9. PayPal will return you to the U3A Darebin **Member’s** page then you **Log out** from U3A Darebin.
10. You should receive an email from PayPal confirming your payment was successful.

### B. Renewing Membership Online (Pay Later):

You may renew your U3A Darebin membership online and pay your membership fee by mail or in person, but you won’t be eligible to enrol in classes until your full payment has been processed.

1. Go to our website page: <http://www.u3adarebin.com.au/join-us/>, and click on “Login” in the left-hand menu, which will take you to the Member’s Login page.
2. Part-way down Members Login page, enter your membership number and password then click the “Login” button beneath. If you’ve forgotten your log-in details, select one of the links further down the page and follow the instructions, or contact our office. **Please DO NOT renew or enrol as a new member.**
3. If you do not want to enrol in a class at this stage press “Pay Membership” on the menu, and select “2018 Membership Subs - OPEN” from the drop-down list; then click “Create/View Invoice”.
4. Click “OK” on the message box, and you’ll be directed to your member’s details page.
5. Click “Pay Invoice”, and another message will appear.
6. After reading the message, click “OK”, and your invoice will appear on the screen.
7. **Log out** from U3A Darebin.
8. Mail or deliver your payment to our office, and ensure you include your member number and full name with your payment.
9. You may also include your preference for classes with your payment.

### C. Enrolling in Classes (Existing and New Members):

If you have already paid your membership, you can enrol in a class at any time during the current membership year; however, if the class is already full you may be placed on a waiting list.

1. Go to our webpage <http://www.u3adarebin.com.au/join-us/>, and click on “Login” in left-hand menu, which will take you to the Members Login page.

- 2 Part-way down the Login page, enter your membership number and password then click the “**Login**” button beneath.
- 3 Click “**View Classes**” on the menu.
- 4 Click the check box of up to five classes, then click “**Confirm Selection**”. This will show your **Selected Courses**.
- 5 On the **Selected Courses** page, check you have selected all your preferred classes, then click on the highlighted “**Finalise Courses, and if necessary Invoice & Payment**” button. This will take you back to your Member’s Details screen, where you can logout. You will be sent an Email confirming your class enrolment.
- 6 Depending on availability, you will either be enrolled or wait-listed on the selected classes; and you’ll be sent an Email confirming your enrolment status.
- 7 In 2018, print your enrolment confirmation document and take it to each of your first classes for the year.
- 8 **Log out** from U3A Darebin.

**Forgotten Membership Number, Password or Member Details:**

1. Go to our webpage <http://www.u3adarebin.com.au/join-us/> and click on “**Login**” in left-hand menu, which will take you to the Members Login page.
2. Part-way down the Login page, beneath the **Login Instructions** section, select the link appropriate for your problem then follow the instructions.
3. You will be sent an Email with your membership number and password.
4. For further assistance, contact our office.

Contact us on:

Phone Number: 9489 2103,

Email: [info@u3adarebin.com.au](mailto:info@u3adarebin.com.au).

## For Volunteers and Admin

### **Process Membership Payment Manually (Enrolled in a Course):**

1. Open the members login page [www.u3adarebin.com.au/members/](http://www.u3adarebin.com.au/members/) and Login.
2. Click on "Search Members", and type in the member number for the member making the payment.
3. Click the "Member Number Only" check box, and click Search.
4. Click the "View" link, and member's details will be displayed.
5. Beside the "Pay Invoice" button, click the "Edit" link.
6. Add the amount being paid into the "Pay Invoice Amount" field, and select the type of payment from the "Type" drop-down list.
7. Write any details in the "Comments" field – including cheque number and click "Update".
8. Repeat steps 1 to 7 for the next payment of, or log out.

### **Process Membership Payment Manually (Not Enrolled in a Course):**

1. Open the members login page [www.u3adarebin.com.au/members/](http://www.u3adarebin.com.au/members/) Login.
2. Click on "Search Members", and type in the member number for the member making the payment.
3. Click the "Member Number Only" check box, and click Search.
4. Click the "View" link, and member's details will be displayed.
5. Press "Pay Membership" on the main menu and select "Subscription 2016" from the drop-down list; then click "Create/View Invoice".
6. This will take you back to the member's details screen.
7. Beside the "Pay Invoice" button, click the "Edit" link.
8. Add the amount being paid into the "Pay Invoice Amount" field, and select the type of payment from the "Type" drop-down list.
9. Write any details in the "Comments" field – including cheque number and click "Update".
10. Repeat steps 1 to 9 for another payment of this type, or log out.