

Instructions for Joining and Enrolling in Classes with our Online Option.

Joining Online (Membership Only, with PayPal):

1. Go to our website page: <http://www.u3adarebin.com.au/join-us/>, and click on “New Membership”; which will take you to the “Add New Member Details” page.
2. Fill in the details on the screen (Note, all fields marked with an * are required for completion of your application – including a password).
3. Ensure you make a note of the password you create, then click “Submit”.
4. This will log you out, but the log in screen will remain on your internet browser.
5. An Email will be sent to you immediately, which will include your membership number and password.
6. Return to the login page, click “Login”; and log in using your membership number and password.
7. 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”.
8. Click “OK” on the message box, and you’ll be directed to your member’s details page.
9. Click “Pay Invoice”, and another message will appear.
10. After reading the message, click “OK”, and your invoice will appear on the screen.
11. Click “Submit Payment”, which will direct you to the PayPal website.
12. From there you can either make a once-off payment with you credit card, or login to your existing PayPal account to complete your payment. **Note: Your PayPal payment will be confirmed after you log out.**
13. Log out.
14. You should receive an email from PayPal confirming your payment.

Joining Online (Pay Later):

You may join U3A Darebin online and pay your membership 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 “New Membership”, which will take you to the “Add New Member Details” page.
2. Fill in the details on the screen (Note, all fields marked with an * are required for completion of your application – including a password).
3. Ensure you make a note of the password you create, then click “Submit”. This will log you out.
4. An Email will be sent to you immediately, which will include your membership number and password.
5. Log out.
6. Mail or deliver your payment to our office, and ensure you include your member number and full name with your payment.
7. You may also include your preference for classes with your payment.

Joining Online (Including Class Enrolment):

1. Complete steps 1 to 4 above and log back in.
2. Click “View Classes” on the menu.
3. Click the check box of up to five classes, then click “Confirm Selection”.
4. Check to confirm you have selected your preferred classes, then click the Terms & Conditions box; “Finalise Courses, and if necessary, Invoice & Payment”. This will take you to the Member’s Details screen, and you will be sent an Email confirming your class enrolment.
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 either make a once-off payment with you credit card, or login to your existing PayPal account to complete your payment. **Note: Your PayPal payment will be confirmed after you log out.**
9. You will now be placed on the waiting list for your preferred classes until the course coordinator has allocated placements.
10. Log out.
11. You should receive an email from PayPal confirming your payment.

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 website page: <http://www.u3adarebin.com.au/join-us/>, and click on "Login", which will take you to the Login page.
2. Click "Login", and log in using your membership number and password.
3. Click "**View Classes**" on the menu.
4. Click the check box of up to five classes, then click "**Confirm Selection**".
5. Check to confirm you have selected your preferred classes, then click the Terms & Conditions box, then "**Finalise Courses, and if necessary, Invoice & Payment**". This will take you to the Member's Details screen, and 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. Print your enrolment confirmation document, and take it to each of your first classes for the year.
8. Log out.

Forgotten Membership Number, Password or Details:

1. Got our website page: <http://www.u3adarebin.com.au/join-us/>, and click on "Login", which will take you to the Login page.
2. Click "Login" and click on 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.

For Volunteers and Admin

Process Membership Payment Manually (Enrolled in a Course):

1. Open the members login page 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/ 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.