

## How to enrol in classes via MyU3A

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### Enrolling

After you login the first screen is the Membership Status 2023\* [\* The current year is displayed]

This shows what has been paid and any amount owing.

From this screen click on the classes button for the relevant year. In this example Classes 2023.

**2022 2023**  
**\$20.00 \$20.00 Membership Fees**  
**\$20.00 \$20.00 Total Due**

Receipt	2022	2023	By	Date	Reference
M233		\$20.00	eWay	13/12/2022	
L195	\$20.00		Cash	01/10/2022	
	\$20.00	\$20.00	Total Paid		
	\$0.00		Owing		

**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 2022 classes click the [Classes 2022](#) button. [Classes 2022](#)

**If you want to enrol** in 2023 classes click the [Classes 2023](#) button. [Classes 2023](#)

**If you will be absent** from class, put in an apology. [Apologise](#)

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

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The next screen shows any classes that you are already enrolled in and allows you to select more classes. In this example there are no existing classes. Click on the Classes 2023 button to get a list of classes. OR if you have finished selecting classes click on the Next button.

myu3a01.myu3a.net/home/www/u3agy/

### Class Status 2023 and 2022

Highlights: [Withdrawn](#) [Await Acceptance](#) [New Year's class](#) [This Year's class](#)

**To select (additional) classes:**

1. Click the [Classes 2023](#) button to list the available classes,
2. Alternatively click the [Zoom Classes](#) button to list only the available Zoom classes,
3. Click the square tickbox under each class code to select it,
4. Then click [Next](#) at the bottom of the page to return here.  
(Press the "End" key to get to the bottom)

**Finish:**

1. When you have selected/withdrawn all the classes you want, click the [Next](#) button.

[Classes 2023](#) [Next](#)

After clicking on the Classes 2023 button a list of all the classes is displayed.

Instead of working through the whole list you can use the buttons to select a day of the week OR narrow the list down using one of the category buttons.

In this example the member wants to enrol in a Poetry class so clicks the category Reading Writing & Poetry.



myu3a01.myu3a.net/home/www/u3agy/

## All Classes 2023

Monday Tuesday Wednesday Thursday Friday

Arts & Crafts Humanities Computers Phones & Internet Health & Fitness

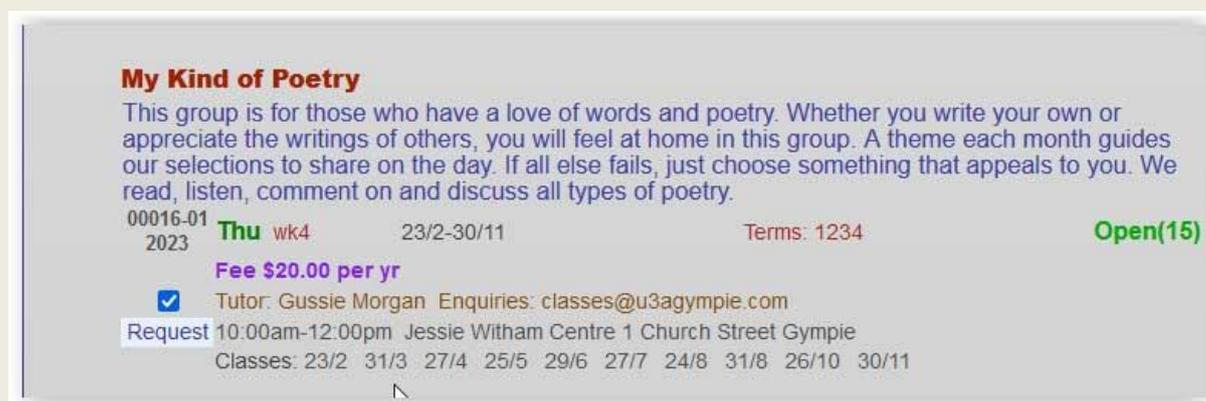
Singing Dancing & Drama Reading Writing & Poetry

All Days All Categories

Check My Classes Exit

Jill, please request your classes by ticking the check boxes below the class code. When finished press the End key or scroll to the bottom of the screen and click on **Next** to confirm your enrolment.

Scroll down the list to the required class and click in the Request check box.



### My Kind of Poetry

This group is for those who have a love of words and poetry. Whether you write your own or appreciate the writings of others, you will feel at home in this group. A theme each month guides our selections to share on the day. If all else fails, just choose something that appeals to you. We read, listen, comment on and discuss all types of poetry.

00016-01  
2023 **Thu** wk4 23/2-30/11 Terms: 1234 **Open(15)**

**Fee \$20.00 per yr**

Tutor: Gussie Morgan Enquiries: classes@u3agympie.com

**Request** 10:00am-12:00pm Jessie Witham Centre 1 Church Street Gympie

Classes: 23/2 31/3 27/4 25/5 29/6 27/7 24/8 31/8 26/10 30/11

Scroll to the bottom of the screen and click the Next button



**Next** **Cancel**

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This will take you back to the Class Status screen where you can enrol in another class by clicking the Classes 2023 button and following the same procedure OR if you have finished click the Next button. This member has finished so the Next button is clicked.

## Class Status 2023 and 2022

2023 and 2022 Classes (except those you lead)

	Class	fee	Status	Date	From/To	
<input type="checkbox"/>	00016-01 2023	\$20.00	Enrolled	21/12/2022	23/2-30/11	Tutor: Gussie Morgan My Kind of Poetry Jessie Witham Centre 10:00am-12:00pm Thu 1 Church Street Gympie;

Highlights: Withdrawn Awaiting Acceptance New Year's class This Year's class

### To withdraw from one or more of the above classes:

1. Click the square tickbox to the left of the class,
2. Select a reason from the dropdown list,
3. Click **Delete Class**

Please select a reason

**Delete Class**

### To select (additional) classes:

1. Click the **Classes 2023** button to list the available classes,
2. Alternatively click the **Zoom Classes** button to list only the available Zoom classes,
3. Click the square tickbox under each class code to select it,
4. Then click **Next** at the bottom of the page to return here.  
(Press the "End" key to get to the bottom)

**Classes 2023**

### Finish:

1. When you have selected/withdrawn all the classes you want, click the **Next** button.

**Next**  
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This takes us back to the Membership Status screen where you can see your financial status and any amounts owing. In this example the member is financial and the fee for the class is \$20 and shown in red as owing.

The next step is to pay using the Proceed to Payment button.

**Member: 188** [REDACTED]

2022 Full member  
Renewed:01/10/2022 Active:02/01/2022 Expires:31/12/2022 O/L

2023 Full member  
Renewed:06/12/2022 Active:02/01/2023 Expires:31/12/2023 O/L

Applied: 30/11/2022 updated: 06/12/2022:1442 Last Enrolled: 2023

Address: [REDACTED] QLD, 4570

Phone Nos: 07 [REDACTED] 04 [REDACTED] DOB: [REDACTED]

Email: [REDACTED]

Country of Origin: Australia  
Priority Score: 7 (score)  
You will be receiving newsletters by email

**2022 2023**  
\$20.00 Class Fees  
\$20.00 \$20.00 Membership Fees  
\$20.00 \$40.00 Total Due

Receipt	2022	2023	By	Date	Reference
M233		\$20.00	eWay	13/12/2022	
L195	\$20.00		Cash	01/10/2022	
	\$20.00	\$20.00	Total Paid		
	\$0.00	\$20.00	Owing		

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

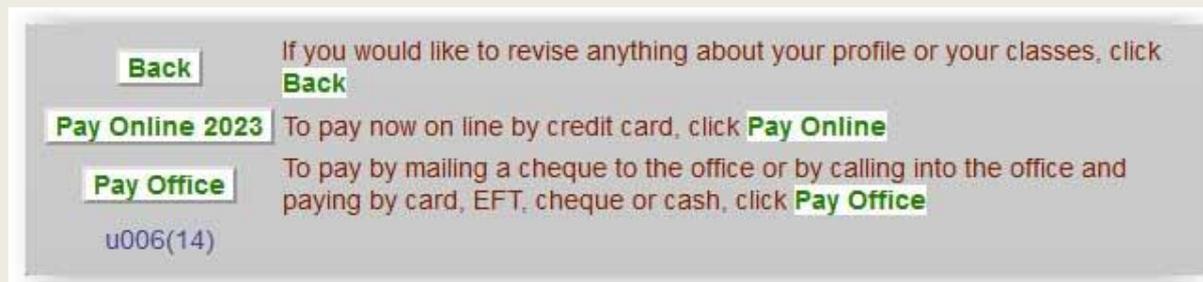
**Proceed to Payment** **Update Profile** **Change Membership**

Here is where you choose how you want to pay.

Using a credit card or debit card use – Pay Online 2023

If you want to pay by another method e.g. Bank Transfer (EFT) use – Pay Office button.

We don't currently have an office so if you want to pay by cash you will need to attend an Open Day or sign-on OR pay the Tutor or Class Coordinator who will be visiting classes in the first couple of weeks of term.



**Back** If you would like to revise anything about your profile or your classes, click **Back**

**Pay Online 2023** To pay now on line by credit card, click **Pay Online**

**Pay Office** To pay by mailing a cheque to the office or by calling into the office and paying by card, EFT, cheque or cash, click **Pay Office**

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### Paying by credit or debit card

The payment gateway\* that we use is eWay. It uses the highest level of encryption for the transaction similar to PayPal etc. Your card details ARE NOT STORED by eWay or U3A Gympie.

[\*fancy term for the financial institution that processes the payment and passes it on to our bank account]

Clicking on the Pay Online 2023 button will take you to the initiate on line payment screen. The exit button will take you back to the payment options screen.

To pay by credit or debit card click on the eWay icon.



**U3A GYMPIE** **Gympie**  
The MyU3A Network **On Line Member Services (2023)**  
Welcome Jill **Live database**

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myu3a01.myu3a.net/home/www/u3agyf

**Initiate on line payment of fees for 2023 Membership year**

**You will be transferred now to the eWay system.**

**You are paying \$20.00 for 2023 membership**

**On the eWay site you can pay by credit card(visa/mastercard)**

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**Click here to pay**

eWay interface coding donated by CCA Software Pty Ltd

**Exit** **u006(15)**

The customer details should be filled in automatically from your member profile.

Fill in the card details and then click the PAY NOW button



You have the option of printing this page. To print click the Print button and a PDF is generated.

The Back button allows you to edit your profile and revise your class selection.

What to do if you want to change your mind about a class.

If you have finished click Exit and you will exit out of MyU3A and return to our website.

2022 2023  
\$20.00 Class Fees  
\$20.00 \$20.00 Membership Fees  
\$20.00 \$40.00 Total Due

Receipt	2022	2023	By	Date	Reference
M235		\$20.00	eWay	21/12/2022	
M233		\$20.00	eWay	13/12/2022	
L195	\$20.00		Cash	01/10/2022	
	\$20.00	\$40.00	Total Paid		
	\$0.00		Owing		

**Success!**  
Print **Please print this page as your record** (if you have a printer) or capture it on your smartphone.  
Record your member ID and password so you can come back here at any time.

**Back** If you would like to revise anything about your profile or your classes, click **Back**  
**Exit** If you have completed all you need to do, click **Exit**

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### Online payment receipts

If you paid online you should receive two forms of receipt.

One will be an email from memberships@u3agympie.com

This member enrolled in My Kind of Poetry and received this email after paying online.

From: U3A Gympie <[memberships@u3agympie.com](mailto:memberships@u3agympie.com)>  
Date: Wed, 21 Dec 2022, 1:57 pm  
Subject: U3A Gympie Enrolment  
To: 188 [REDACTED]  
Cc: <[memberships@u3agympie.com](mailto:memberships@u3agympie.com)>

## U3A Gympie

Member: 188 [REDACTED]

Hi [REDACTED],

This email is to confirm your enrolment into the following class:  
16-01 My Kind of Poetry  
Classes will start in semester 1 at 10:00 on Thu, 23 February, at  
Jessie Witham Centre, 1 Church Street, Gympie

If you feel you need proof of enrolment, please print out or  
photograph this email and take it to the first class.

You should also receive an email containing a receipt from eWay.

Transaction Number:

#647501966

Transaction Receipt: Approved

21 December 2022 15:02:37 AEST

Purchase Amount	AUD 20.00
Payment Status	Approved
Charged by Merchant	U3a Gympie Incorporated
Eway Transaction Number	647501966
Bank Authorisation Code	372772
Bank Response	Transaction Approved

Transaction processed successfully

Your secure payment was successfully processed by eWAY.

Customer Details

Name	[Redacted]
Email	[Redacted]@mail.com
Address	[Redacted] Gympie, QLD, AU
Postcode	4570

Transaction Details

Invoice Description	2023 U3A Fees
Invoice Number	188
Card Type	Visa

Member number

U3a Gympie Incorporated trusts Eway with their payments.

Eway processes online payments for 1000's of online shops everyday, all in real time directly to the banking network. Easy!

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### Changing an enrolment

After selecting a class you are returned to the Class Status screen.

In this example the member selected the French class by mistake but hasn't paid for it.

By ticking the box for the class that you don't want you can then choose a reason for changing the enrolment.

Next click delete and the class is removed.

## Class Status 2023 and 2022

### 2023 and 2022 Classes (except those you lead)

	Class	fee	Status	Date	From/To	
<input checked="" type="checkbox"/>	00010-01 2023	\$20.00	Enrolled	22/12/2022	24/1-5/12	Tutor: Dominique FOF
	To Be Advised			11:00am-12:00pm	Tue	- Gympie;
<input type="checkbox"/>	00016-01 2023	\$20.00	Enrolled	21/12/2022	23/2-30/11	Tutor: Gussie Morgan
	Jessie Witham Centre			10:00am-12:00pm	Thu	1 Church Street Gym;

- Please select a reason
- Dissatisfaction with Course
- Class level not suitable
- Unexpected Commitment
- Over-comitted generally
- Timetable no longer suits
- Health (self or others)
- other
- other
- Delete Class**

Highlights: Withdrawn Awaiting Acceptance New Year's class This Year's class

#### To withdraw from one or more of the above classes:

1. Click the square tickbox to the left of the class,
2. Select a reason from the dropdown list,
3. Click **Delete Class**

#### To select (additional) classes:

1. Click the **Classes 2023** button to list the available classes

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