



Enrolment in a Course/Activity

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MEMBERSHIP SYSTEM
 Join, re-enrol or update your details
- Step 1:** Click on the link on the home page of the U3ASP website www.u3asouthpen.org.au
- Step 2:** Log in using your Membership Number and Password if you have already registered on the system. (If you want to join U3A click on the  **NEW MEMBERSHIP** Full membership \$30 link and you will have to *Enrol as a New Member* to obtain a Membership Number and create your own Password.)

The system will open with a **Welcome** screen with your name;

- Step 3:** Click on the green **View Courses** button and the *View Courses* screen will open.

Select Course for Me You

- Click on Courses to view additional details
- Use tick box to select Courses (restrictions may apply)
- To view a Parent code of Courses e.g. Art, Exercise etc. Use the **Parent code selection** drop down box
To return to the full list select **All** from the drop down box
- Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
- Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
- Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)
- Maximum standard enrolments are 10

Confirm Selection

Parent code selection:

Code	Course	Location	Tutor/Leader	Start	Day	Time	Frequency
<input type="checkbox"/> 16ART001	Art	COMHD	Jo O Donnell	02/02/2016	Tue	13:30	Wkly
<input type="checkbox"/> 16COO001	Autumn Harvest	COMHD	Pam Blazsanyik	07/03/2016	Mon	11:30	1&3
<input type="checkbox"/> 16COO002	Wonderful Winter Cooking	COMHD	Pam Blazsanyik	06/06/2016	Mon	11:30	1&3
<input type="checkbox"/> 16COO003	Delicious Desserts	COMHD	Pam Blazsanyik	03/10/2016	Mon	13:00	1&3
<input type="checkbox"/> 16CPT001	Introduction to Computers	PRVHME	Rosalie Arnold	17/03/2016	Thu	13:00	Wkly
<input type="checkbox"/> 16CPT002	Computers Second Byte	RSBLIB	Rick Hayllar	15/02/2016	Mon	14:00	Wkly
<input type="checkbox"/> 16CRF001	Crochet	COMHD	Judy Bell	09/02/2016	Tue	9:30	2&4
<input type="checkbox"/> 16CRF002	Parchment Cards	COMHD	Janet Carter	01/02/2016	Mon	10:00	1&3
<input type="checkbox"/> 16CUR001	Current Affairs	OSOD 4	Jack Ruffin	18/02/2016	Thu	10:00	1&3
<input type="checkbox"/> 16DIS001	Lifestyle analysis	OSOD 4	Kaye Mackay	14/04/2016	Thu	14:00	2&4
<input type="checkbox"/> 16DIS002	A Political Life	OSOD 4	John Healy	08/02/2016	Mon	10:00	2&4
<input type="checkbox"/> 16DIS003	Planning an overseas trip	OSOD 7	Jenny Williams	15/02/2016	Mon	10:00	Wkly
<input type="checkbox"/> 16DIS004	Discussion Group	VLGLNG	Anna Rosenberg	03/02/2016	Wed	10:00	1&3
<input type="checkbox"/> 16DIS006	Morning Coffee group	TBA	Joan Peters	01/02/2016	Mon	10:00	1&3
<input type="checkbox"/> 16ETH001	Ethics in Theory and Practice	OSOD 8	George Wood	15/02/2016	Mon	10:00	1&3
<input type="checkbox"/> 16ETH002	Contemplating contemporary ethics	OSOD 8	Jock Fletcher	08/02/2016	Mon	14:00	2&4
<input type="checkbox"/> 16FLM001	Film Buffs	OSOD 8	Bob Thornhill	03/03/2016	Thu	13:00	1&3

- **Step 4:** If you hover over the **Course description** of any course a box will appear telling you the maximum number for the course, how many are enrolled and if there is a wait list. You can click on the course description to see more details about the course. **You must enrol on the system and not via a Tutor or Activity Leader.**

16D15001	Lifestyle analysis	OSOD 4	Kaye Mackay
16D15002	A Political Life	OSOD 4	John Healy
16D15003	Planning an overseas trip	OSOD 7	Jenny Williams
16D15004	Discussion Group	VGLNG	Anna Rosenberg
16D15005	Morning Coffee group	TBA	Jean Peters
16ETH001	Ethics in Theory and Practice	OSOD 8	George Wood
16ETH002		OSOD 8	Jack Fletcher
16FLM001	Maximum is 15. Number enrolled is 0. Wait-listed is 0. Click on the description for more information.	OSOD 8	Bob Thornhill
16GAM001		OSOD 8	Andrea Osborne
16GAM002		OSOD 8	June Jay
16GAM003	Bonnie - Cards	OSOD 8	David Mackay
16GLF001	Social Golf Group	MMGC	Judy Clark

- **Step 5:** Choose the course/activity you want to enrol in (by scrolling down or sorting using the underlined headings) and click in the corresponding box to **tick it**.

<input type="checkbox"/>	16PHG003	Add and organise photos on your computer	PRVHME	Rosalie Arnold	02/05/2016	Mon	13:00	Wkly
<input type="checkbox"/>	16PHG004	Intermediate Photography	OSOD 7	Jenny Maddocks	27/06/2016	Mon	13:30	Wkly
<input checked="" type="checkbox"/>	16PHG005	Lightroom Photo Editing Software	OSOD 8	Ernie de Vlieger	07/11/2016	Mon	13:30	Wkly
<input type="checkbox"/>	16PHG006	Introduction to Photography	OSOD 4	Anne Gibson	08/02/2016	Mon	13:30	Wkly
<input type="checkbox"/>	16PHG007	Photo composition	OSOD 7	Pan Constanti	18/04/2016	Mon	13:30	Wkly
<input type="checkbox"/>	16PHG008	U3ASP Photography Group	OSOD 8	James Carr	29/01/2016	Fri	9:00	2&4
<input type="checkbox"/>	16REC001	Ballroom dancing	CCHD	Mo Balzan	02/02/2016	Tue	13:30	Wkly
<input type="checkbox"/>	16SCI001	Astronomy	PRVHME	None	02/02/2016	Tue	14:00	Wkly
<input type="checkbox"/>	16SCI002	Astronomy	PRVHME	None	03/02/2016	Wed	14:00	Wkly
<input type="checkbox"/>	16WAL001	Happy Wanderers	VARIES	Dennis Wright	04/02/2016	Thu	9:30	Wkly
<input type="checkbox"/>	16WAL002	Gentle Walking Group	VARIES	Barb Livett	03/02/2016	Wed	9:30	Wkly
<input type="checkbox"/>	16WAL003	U3A Bushwalkers	VARIES	Gwen Smith	03/02/2016	Wed	8:45	Wkly

Confirm Selection

- **Step 6:** Click on the **Confirm Selection** button and the *Selected Course to enrol into* screen will appear.

Selected Courses to enrol into				
Code	Courses	Start date	Status	Amount
16PHG005	Lightroom Photo Editing Software	07/11/2016		No charge Remove

Finalise Courses, and if necessary, Invoice & Payment

Remove all selections

Go Back

- **Step 7:** You can remove one or all selections if you want to. If you want to go ahead with the enrolment click on the **Finalise Courses, and if necessary, Invoice & Payment** button. An email will be sent to you and the Tutor/Leader and you will return to your **Member Details** screen. At the bottom of the screen in the **Enrolments and subscriptions** section your enrolment in the course/activity will be recorded. If the course is full you will see that you are on a wait list.

Enrolments and subscriptions (Current)						Print Enrolments
Start Date	Time	Code	Description	Amount	Paid	
18-10-2015	0:00	FULLMEM	Full Member	\$30.00	No	Pay Invoice
07-11-2016	13:30	16PHG005	Lightroom Photo Editing Software			