Enrolment in a Course/Activity

- **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 link and you will have *to Enrol as a New Member* to obtain a Membership Number and create your own Password.)

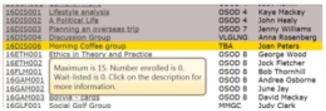 The system will open with a **Welcome** screen with your name;

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

Home
View Member Details
Edit Member Details
Pay Membership
View Courses
Contact Us-Courses
Contact Us-General
Return to Website
Logout

Welcome Ernie

Members
To view and check Mer
To add or change Mem

Courses
To select and enrol in

Select Course for Me You

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. 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
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
6. 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)
7. Maximum standard enrolments are 10

Confirm Selection

Parent code selection: None

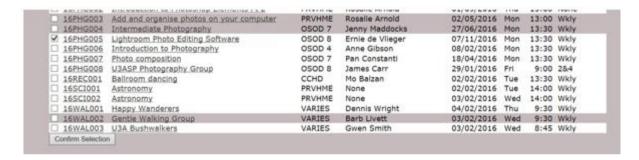|			Finished	Full	New	1 day	
Code	**Course**	**Location**	**Tutor/Leader**	**Start**	**Day**	**Time**	**Frequency**
16ART001	Art	COMHD	Jo O Donnell	02/02/2016	Tue	13:30	Wkly
16COO001	Autumn Harvest	COMHD	Pam Blazsanyik	07/03/2016	Mon	11:30	1&3
16COO002	Wonderful Winter Cooking	COMHD	Pam Blazsanyik	06/06/2016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

- **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.**

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

- **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.

Compliments of Ernie de Vlieger and Dennis Wright
U3ASP 11/10/2016