


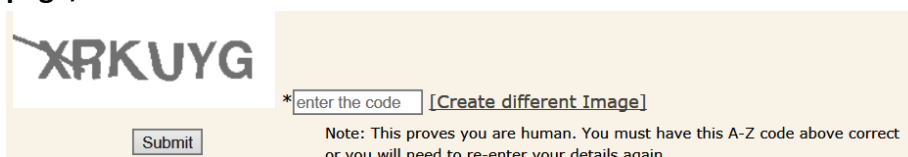
Enrolment as a New Member

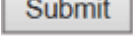


NEW MEMBERSHIP

Join. Full membership \$30 per annum, Associate \$20


- Click on the link to the  icon on the home page of this website and the **Add New Member Details** screen will appear.
- Complete the form with your details noting the following:
 - Items with an asterisk * are **required fields** and **must be completed**;
 - **Be careful** entering *Member Name, Gender and Member Type*; **These cannot be edited by you later.** (refer to the office if necessary).
 - The default member type is **Full Member** which applies to most members;
 - If you are a **Tutor/Leader, Life Member or Associate Member** (full member of another U3A) click on the arrow next to Full Member and select your category;
 - The **House name/unit** field is only if you are in a Retirement Village, actually have a house name or are in a unit;
 - Please supply at least one **phone number** to help us to contact you;
 - **If you do not have an email address** please contact the office and a generic email address will be provided. Alternatively the office can help you enrol as a new member. If possible use a relatives email address;
 - Your password can be as short as 4 letters or numbers long; we suggest you limit it to 8 characters;
 - **You need to enter the code in the white box at the bottom of the page;**



- When finished press the  button.

A **membership number** and your **password** will be emailed to you;

Once you have your Membership number you can login to the system to **Enrol in Courses**

and **Pay your Subscription** using the  icon on the HOME page of this website. Please refer to the appropriate **TRAINING NOTES** link on the HOME page.

Cheers Ernie de Vlieger and Dennis Wright

System Administrators

27/4/2017

LIVE LEARN ENJOY