Notes for Existing Members to Re-enrol in Shoalhaven U3A

Notes
1. If you have not been a paid up member for any of the last 3 years then you have to **Join up as a New Member**.
2. To enrol on line, you must have your ID number and password. If you do not have those details then email us at shoalhaven.uni3a@gmail.com

Steps for enrolling and paying on-line
- Return to the home page and Click/tap the "Log-in Button for Existing Members"
- Enter your ID number and Password and click on "log-in" – warning. The system often ignores the first keystroke in password so watch and make sure the first number/letter of your password is recorded

A "Membership Status" box will appear and select "Renew Membership 2019". Full Membership ($10) will already be selected so click the box for I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form and click "Proceed"

- Check the information (adding in a contact for illness or accident) and making sure all the boxes with a red asterisk are completed, click on Commit. This takes you to a summary page that shows you owe $10 for membership.

If you are **not enrolling in any courses** then click "next" and then click "Print" and print out the information for your records. Then click on "pay online 2019" which will take you to the PayPal page where you can pay by a paypal account if you have one, or by credit/debit card.

You will receive an email confirming your payment.

If you are **wanting to enrol in classes** then click "Classes 2019" and then "Classes 2019" again then select as many courses as required – there is a small box beside each course so use that to select the courses you want. The courses are in alphabetical order. When all courses are selected you must scroll right to the bottom of the list and click on "Next"

This gives you a list of all the courses you have selected as a check. If you have missed a course then click on "Classes 2019" which takes you back to the list to add any you have missed. Again, click Next at the bottom of the list. If you have selected a course by mistake or if you change your mind, you check the box next to the course name on the list above, select a reason from the drop down menu and select "delete class".

- When you are happy with the list, click on "Next" which will show you the membership and course fees that you owe. Again, click on "Next"
- click on "Print" and print out the info for your records. You will receive an individual email for every course in which you have enrolled.
- Then click on "pay online 2019" which will take you to the PayPal page where you can pay by a paypal account if you have one, or by credit/debit card.
- You will receive an email from PayPal confirming your payment.