

## Notes for Existing Members to Re-enrol in Shoalhaven U3A

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**, so go back to the page where you got these notes and click on “get registration info” button to access the notes for new members.
2. To enrol on line, you must have your ID number and password. If you have your ID number but have forgotten your password, then you can enter your ID number and select “forgot password” and follow the instructions to recover your password. Otherwise, fall back on the old system and enrol by mail or come to one of our enrolment days at 48 Berry St, Nowra.
3. Print out these notes if that will help you navigate through the on-line enrolment process.

### Steps for enrolling and paying on-line

- Return to the page where you accessed these notes and Click the “Log-in” Button
- Enter your ID number and Password and click on “log-in”. Warning; The system sometimes ignores the first keystroke in a password so watch and make sure the first character of your password is recorded.

A “Membership Status” box will appear and you need to select “Renew Membership 2021”. Full Membership (\$0 cost, as we have dropped the annual membership fee) will already be selected so click the square box marked - “By ticking this box I apply to become/remain a member and I agree to abide by the Constitution & any Terms and Conditions or Policies of U3A Shoalhaven” then click “Proceed”.

- Check the information (adding in a contact for illness or accident) to make sure its all correct and that all the boxes with a red asterisk are completed, click on “Commit”. This takes you to a summary page showing your membership details.

If you **want to enrol in classes** click “Classes 2021” and then in the next window, click “Classes 2021” again, to go to the List of Courses (in alphabetic order) where you select as many courses as required – there is a small box below and beside each course so tick it to select each course you want. 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 2021” 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 your list of selected courses, click on “Next” which will show you the course fees that you owe. Again, click on “Next”
- Click on “Print” and print out the information if you want it for your records. However, you will receive an individual email to confirm every course in which you have enrolled.
- Then click on “pay online 2021” 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.

Congratulations, you are a financial member of Shoalhaven U3A again in 2021.  
Welcome aboard, we look forward to seeing you at the classes you have enrolled in.