

## Notes for New Members Joining 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.
2. To enrol on-line, you must also pay on-line with a credit/debit card or a PayPal account.
3. If you are not familiar with on-line actions, print out this page to help you achieve success.

Steps for new members enrolling and paying on-line

- Return to the “On-Line Enrolment / Registration” page where you got these instructions and click on “New Member Registration”
- Fill in the form with your name, email address etc., and then click on “apply for membership 2021”, Full Membership (with \$0.00 as the membership fee has been dropped) 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 “Join”.
- Complete the application form –all boxes marked with a red asterisk are essential and please fill in the box for a contact person in case of accident or illness, then click “Commit” – this takes you to a summary page to check that your details are correct and it will show you now owe \$0.00 because you have not yet enrolled in any course/s. If you are wanting to enrol in classes, click “Classes 2021”, then click “Classes 2021” again and 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 alphabetic order. When you have selected all the courses you want to enrol in, 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” to go

back to the list and 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, 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 course fees that you owe. Again, click on “Next” then on “Print” to 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 now a financial member of Shoalhaven U3A – welcome aboard, we look forward to seeing you at the classes you have enrolled in.