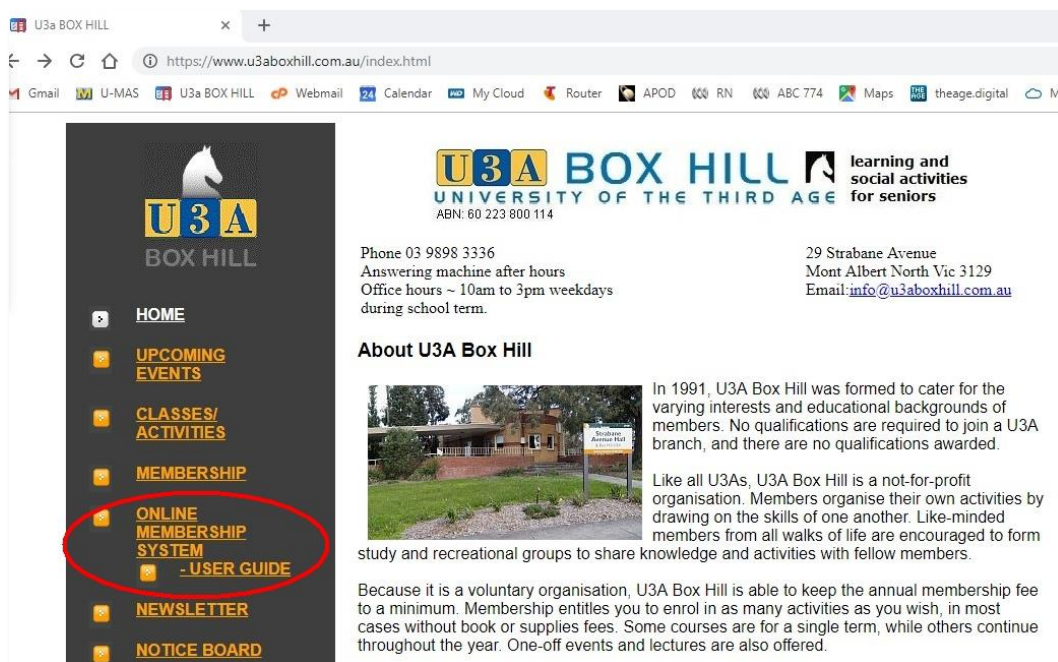


A Quick Guide to Join Online as a New Member.

1. New Members start here:

Joining as a New Member is a two – stage task. First you must Enrol as a New Member, and once you have enrolled, you can login to select your courses, then pay your membership fees.

You can get to the UMAS system from our webpage at u3sboxhill.com.au, where you can click the **ONLINE MEMBERSHIP SYSTEM** link on the left-hand menu as shown below.



U3A BOX HILL

https://www.u3aboxhill.com.au/index.html

U3A BOX HILL UNIVERSITY OF THE THIRD AGE learning and social activities for seniors

ABN: 60 223 800 114

Phone 03 9898 3336
Answering machine after hours
Office hours ~ 10am to 3pm weekdays during school term.

29 Strabane Avenue
Mont Albert North Vic 3129
Email: info@u3aboxhill.com.au

About U3A Box Hill

In 1991, U3A Box Hill was formed to cater for the varying interests and educational backgrounds of members. No qualifications are required to join a U3A branch, and there are no qualifications awarded.

Like all U3As, U3A Box Hill is a not-for-profit organisation. Members organise their own activities by drawing on the skills of one another. Like-minded members from all walks of life are encouraged to form study and recreational groups to share knowledge and activities with fellow members.

Because it is a voluntary organisation, U3A Box Hill is able to keep the annual membership fee to a minimum. Membership entitles you to enrol in as many activities as you wish, in most cases without book or supplies fees. Some courses are for a single term, while others continue throughout the year. One-off events and lectures are also offered.

When you see the UMAS home screen, click **Enrol as New Member**



U3A U3A Box Hill

THE UNIVERSITY OF THE THIRD AGE

Home

View Courses

Enrol as New Member

Contact Us-Courses

Contact Us-General

Login

New Courses will be added over the year

Welcome to the U3A Box Hill Membership System

You can view the courses available for this year before joining or re-enrolling via the view Courses menu item. There are many courses to choose from to suit most interests and hobbies.

Existing Members
To re-enrol or access Member details/ Course details use the 'Login' menu item; you need a Membership number and Password or Email address and Password. If you have forgotten your Password you can recover it during the 'Login Member' process.

Joining Members
To register your details for Membership use the 'Enrol as New Member' menu item. If you need assistance to join, please contact our office on 03 9898 3336 (hours 10:00am to 3.00 pm weekdays)

U3A Network Victoria INC Member Database System provided under license from Soft Sys Membership Software Version: 5.42 25/07/2017
U3A Box Hill

Now fill in your details ...

- Home
- View Courses
- Become a member
- Join a Course
- Contact Us-Courses
- Contact Us-General
- Login

Add New Member Details

First Name*:
Surname*:
Preferred name:
Gender*:
Member Type*:

Year of Birth:

Street*:
Suburb*:
Vic*:
Postcode*:
Phone-Home:
Phone-Business:
Mobile:

Email*:
Confirm Email*:
If no email, contact the office. You will be allocated a generic email.
Previous Member?: Click for Yes

(Previous)Occupation:
Country of Origin:

Emergency Contact*:
Contact number*:
Relationship:

Login Password*: Must be from 5 to 20 characters
Confirm Login Password*: Do not use < > \ & characters

I agree to the U3A Box Hill Membership Conditions* Click for Yes. Refer to [Terms and Conditions](#) for further details.



*enter the code [Create different Image]

Note: This proves you are human. You must have this A-Z code above correct or you will need to re-enter your details again.

Here is a sample screen (current screens are a little different) –
Note that the telephone number needs to have the area code first – 03 for Victoria
Put your own details in this form (more follows)

Add New Member Details

First Name*: A Box Hill
Surname*: Member
Preferred name: Preferred name if applicable
Gender*: Female
Member Type*: Full

Year of Birth: 1944

Street*: Street number and name
Suburb*: MONT ALBERT NORTH
Vic*: VIC
Postcode*: 3129
Phone-Home: (03) 9999-8888
Phone-Business:
Mobile: 0419 123 123

Email*: email
Confirm Email*: youremail@anisp.net.au
If no email, contact the office. You will be allocated a generic email.
Previous Member?: Click for Yes

You will receive the Weekly Newsletter via email if you provide your email address.


WRITE DOWN THE PASSWORD YOU PUT IN – YOU WILL NEED IT LATER.

(Previous)Occupation:

Emergency Contact*: A Friend
Contact number*: 03 9898 3336
Relationship: friend

Login Password*:
Confirm Login Password*:
Must be from 4 to 15 characters
Do not use < > \ & characters

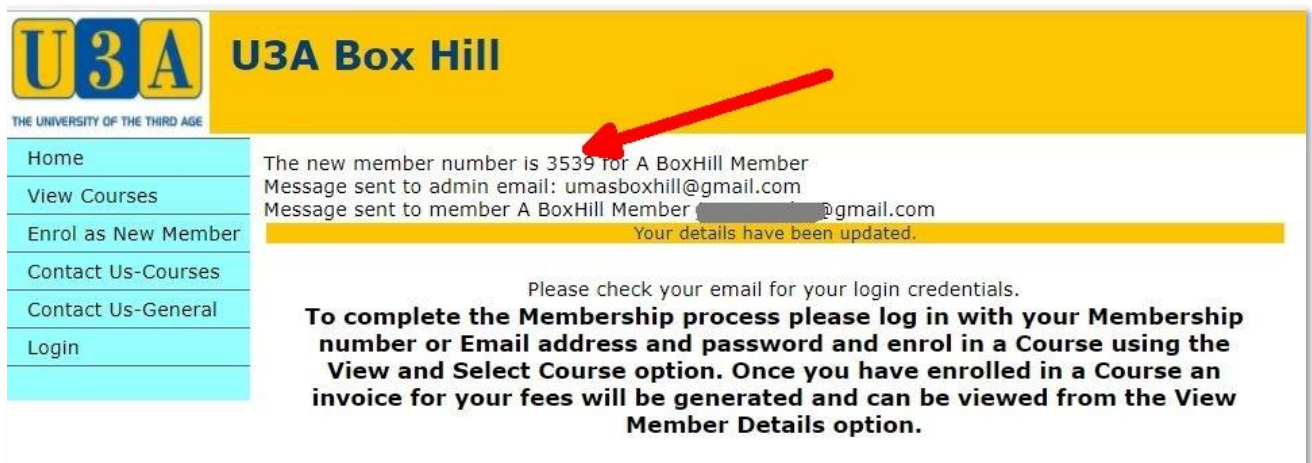
I agree to the U3A Box Hill Membership Conditions* Click for Yes. Refer to [Terms and Conditions](#) for further details.

 *UEZKJE [Create different Image]
Note: This proves you are human. You must have this A-Z code above correct or you will need to re-enter your details again.

Submit Close

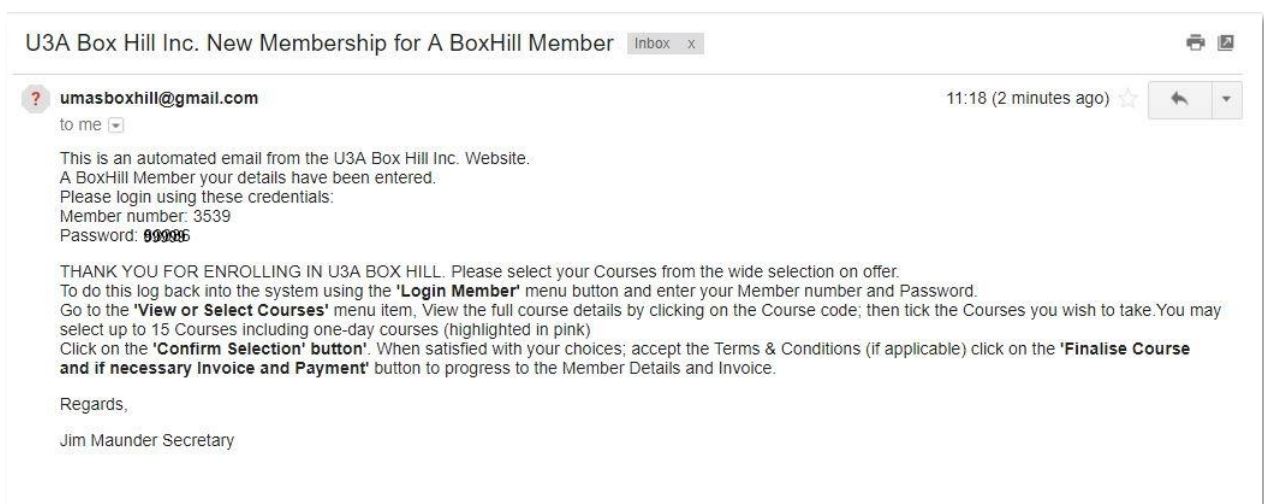
Template.php?action=memberJoin#

When you have successfully completed this form and click “Submit” you will see this:
WRITE DOWN THE MEMBER NUMBER – YOU WILL NEED IT TO ENROL IN COURSES.



The screenshot shows the U3A Box Hill website interface. On the left is a navigation menu with options: Home, View Courses, Enrol as New Member, Contact Us-Courses, Contact Us-General, and Login. The main content area displays a confirmation message: "The new member number is 3539 for A BoxHill Member". A red arrow points to the number 3539. Below this, it says "Message sent to admin email: umasboxhill@gmail.com" and "Message sent to member A BoxHill Member [redacted]@gmail.com". A yellow banner states "Your details have been updated." Below the banner, it says "Please check your email for your login credentials." and provides instructions: "To complete the Membership process please log in with your Membership number or Email address and password and enrol in a Course using the View and Select Course option. Once you have enrolled in a Course an invoice for your fees will be generated and can be viewed from the View Member Details option."

Here is the email it sent:



The screenshot shows an email from umasboxhill@gmail.com with the subject "U3A Box Hill Inc. New Membership for A BoxHill Member". The email content includes: "This is an automated email from the U3A Box Hill Inc. Website. A BoxHill Member your details have been entered. Please login using these credentials: Member number: 3539 Password: 00005". It then says "THANK YOU FOR ENROLLING IN U3A BOX HILL. Please select your Courses from the wide selection on offer. To do this log back into the system using the 'Login Member' menu button and enter your Member number and Password. Go to the 'View or Select Courses' menu item, View the full course details by clicking on the Course code; then tick the Courses you wish to take. You may select up to 15 Courses including one-day courses (highlighted in pink) Click on the 'Confirm Selection' button. When satisfied with your choices; accept the Terms & Conditions (if applicable) click on the 'Finalise Course and if necessary Invoice and Payment' button to progress to the Member Details and Invoice." The email ends with "Regards, Jim Maunder Secretary".

You can now login in and select some courses.

See the guide “Using UMAS to Enrol” available from the office and on our website