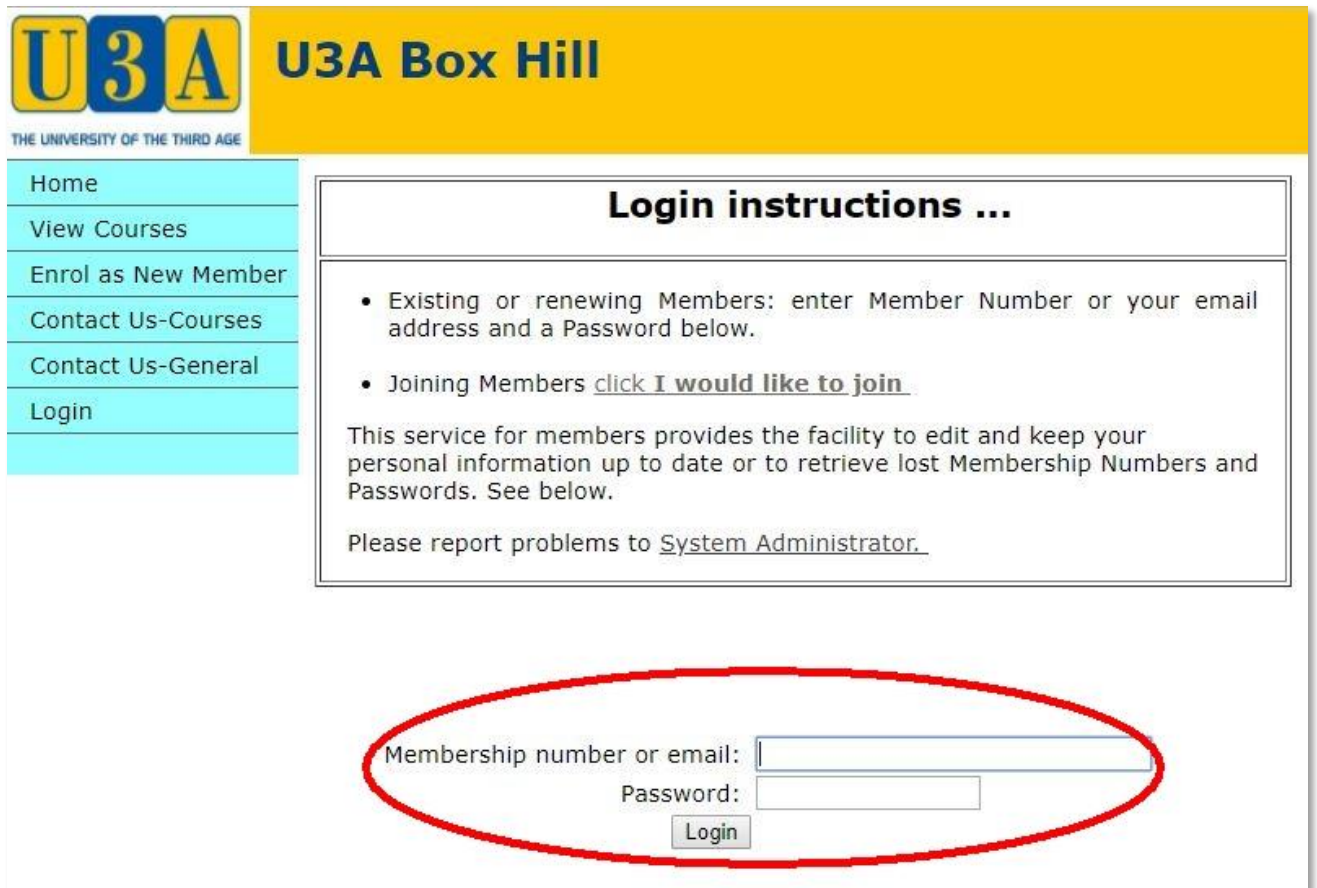


## How to Enrol in Courses and Pay Fees:

If you are already a member you will be able to login straight away with the member number and password ... and if you don't have the password or have forgotten it, see the instructions in the guide - **How to Reset Your Password** - available from the office or from our website [u3aboxhill.com.au](http://u3aboxhill.com.au)

New Members can login with the Member Number and password you wrote down when joining up ...



**U3A** THE UNIVERSITY OF THE THIRD AGE

## U3A Box Hill

- Home
- View Courses
- Enrol as New Member
- Contact Us-Courses
- Contact Us-General
- Login

### Login instructions ...

- Existing or renewing Members: enter Member Number or your email address and a Password below.
- Joining Members [click I would like to join](#)

This service for members provides the facility to edit and keep your personal information up to date or to retrieve lost Membership Numbers and Passwords. See below.

Please report problems to [System Administrator](#).

Membership number or email:

Password:

Login

Now you can select some courses ...

- Home
- View Member Details
- Edit Member Details
- View or select Courses
- Contact Us-Courses
- Contact Us-General
- Return to Website
- Logout

**New Courses will be added over the year**

**Welcome A BoxHill Member (Member #3538)**

**Members**

To view and check Membership details click 'View Member Details'  
To add or change Membership details click 'Edit Member Details'

**Courses**

To select and enrol in Courses click the 'View or Select Courses' menu item

Select some courses by clicking in the checkbox. You can get more information about the courses by clicking on the Code eg 18CUR01

- Home
- View Member Details
- Edit Member Details
- View or select Courses
- Contact Us-Courses
- Contact Us-General
- Return to Website
- Logout

**Select Course for A BoxHill Member**

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. To view a Parent code of Courses e.g. Art, Exercise etc. Use the **Parent code selection** drop down box  
To return to the full list select **All** from the drop down box
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
6. Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)
7. Maximum standard enrolments are 5

**Confirm Selections**

18SUBS - 2018 Subscription

Parent code selection: None

Code	Course	Location	Finished Tutor	Full Start	New Day	1 day Time
<input type="checkbox"/>	18ART01 Craft EmbroideryAlt.Thur	See Office	Charmaine Goodman	15/02/2018	Thu	10:30
<input type="checkbox"/>	18ART02 Painting Oils	Main Room	Sok-Cheng Chang	16/02/2018	Fri	9:15
<input type="checkbox"/>	18ART03 Craft Jewellery Making	Yooralla	Lena & Merrilyn	14/02/2018	Wed	10:30
<input type="checkbox"/>	18ART04 Threads & Needles & Knitting	Main Room	Judith & Myrle	12/02/2018	Mon	11:15
<input type="checkbox"/>	18ART05 Watercolour Landscapes	Front Room	Val Barrett	14/02/2018	Wed	13:30
<input type="checkbox"/>	18ART06 Drawing	Dunloe Pavilion	Geoff Jones	12/02/2018	Mon	12:00
<input type="checkbox"/>	18ART07 Creative Photography	Front Room	Clare Hopkins	13/02/2018	Tue	9:30
<input checked="" type="checkbox"/>	18CUR01 Current Affairs	Strabane Heights	Heather Thake	13/02/2018	Tue	12:45
<input type="checkbox"/>	18CUR02 China Today	Front Room	Albert Ip	13/02/2018	Tue	14:15
<input checked="" type="checkbox"/>	18ENT01 Armchair Travel Wed 21/2 21/3	Main Room	Lynn Akeroyd	14/02/2018	Wed	13:30
<input type="checkbox"/>	18ENT02 Trivia Wed 7/3	Main Room	Judith Horman	14/02/2018	Wed	13:30
<input type="checkbox"/>	18ENT03 Lunch (All welcome)	Main Room		14/02/2018	Wed	12:30
<input type="checkbox"/>	18ENT04 Chinese Karaoke Entertainment	Dunloe Pavilion	Albert Ip	16/02/2018	Fri	11:00
<input type="checkbox"/>	18ENT05 Movie Matinee 14/2 14/3	Main Room	Mario Bonnici	14/02/2018	Wed	13:00
<input type="checkbox"/>	18EXE01 Exercise To Music	Main Room	Julie Collins	13/02/2018	Tue	11:15
<input type="checkbox"/>	18EXE02 Positive Thinking & Meditation	Strabane Heights	Kirti Baxi	13/02/2018	Tue	10:30

**Confirm Selections**

Click the "Confirm Selections" button when done ... either one.  
You will then see this confirmation screen. When you are happy with your choices, click "Finalise Courses etc" ...



- [Home](#)
- [View Member Details](#)
- [Edit Member Details](#)
- [View or select Courses](#)
- [Contact Us-Courses](#)
- [Contact Us-General](#)
- [Return to Website](#)
- [Logout](#)

## Selected Courses for A BoxHill Member

You will be automatically subscribed when you enrol. See below for details.

Code	Courses	Start date	Status	Amount
<a href="#">18CUR01</a>	<a href="#">Current Affairs</a>	13/02/2018		No charge <a href="#">Remove</a>
<a href="#">18ENT01</a>	<a href="#">Armchair Travel Wed 21/2 21/3</a>	14/02/2018		No charge <a href="#">Remove</a>
<a href="#">18SUBS</a>	<a href="#">2018 Subscription</a>	01/01/2018 - 31/12/2018		\$2.00

**Finalise Courses, and if necessary, Invoice & Payment** You must click this button to enrol

You can now finish the course selection and proceed to pay the invoice ... click "Pay Invoice".

**Enrolments and subscriptions (Current)** Print Enrolments

Please select ▾

Start Date	Time	Code	Description	Amount	Paid
01/01/2018	0:00	18SUBS	2018 Subscription	\$2.00 <span>Pay Invoice</span>	No
13/02/2018	12:45	18CUR01	Current Affairs		
14/02/2018	13:30	18ENT01	Armchair Travel Wed 21/2 21/3		

Edit my Details

U3A Network Victoria INC Member Database System provided under license from Soft Sys [Membership Software](#) Version: 5.42 25/07/2017 U3A Box Hill Inc.

MASS - Membership software - Invoice - Google Chrome

u3aboxhill.com.au/members/memberInvoicePopup.php?action=viewInvoices&eventCode=18SUBS&memberID=3538&todo=1

u3aboxhill.com.au says

You may either print out two copies of the invoice and take it to your U3A Office to pay or you may click the submit payment button to be transferred to PayPal where you can quite safely pay this account using either your debit or credit card or your PayPal account if you have one.

If paying via PayPal please ensure that you click on the Return to Your U3A button to ensure that the payment is updated on our records. You should print a copy of the invoice for your records.

OK


After you click "OK" you will see the Invoice. (next page)

You can now click the blue **Submit Payment** button to pay this now via PayPal, or print 2 copies and take it into the office with you credit card details of cheque (NO CASH) and leave it for processing by the Membership helpers.

Don't be frightened of PayPal – it is quite simple and very safe to use.

MASS - Membership software - Invoice - Google Chrome

u3aboxhill.com.au/members/memberInvoicePopup.php?action=viewInvoices&eventCode=18SUBS&memberID=3538&todo=1

 **U3A**  
THE UNIVERSITY OF THE THIRD AGE

[Print](#)

# Invoice

U3A Box Hill Inc.

A BoxHill Member  
29 Strabane Ave  
Mont Albert Nth 3129

ABN: 60223800114  
29 Strabane Avenue  
Mont Albert North  
Vic 3129  
**Invoice #:** 20180311-3538  
**Date:** 11-03-2018  
**Email Address:** umasboxhill@gmail.com  
**Phone:** 03 9898 3336  
**Member number:** 3538

Code	Description	Start date	Amount
18CUR01	Current Affairs	13/02/2018	\$0.00
18ENT01	Armchair Travel Wed 21/2 21/3	14/02/2018	\$0.00
18SUBS	2018 Subscription	01/01/2018	\$2.00


**Total Amount to pay: \$2.00**

**SUBJECT TO RECEIPT OF YOUR PAYMENT YOU ARE AN ACTIVE MEMBER**

**Paypal accepted for payment.**

Paypal

**HOW TO PAY BY PYPAL:-**  
Paypal is a secure payment processor. Click on the Submit Payment button and follow the instructions.  
Your enrolment will be confirmed when the PayPal transaction is complete. YOU MUST RETURN TO THIS SITE FROM PYPAL TO COMPLETE THE TRANSACTION.

  
MasterCard VISA BANK

[Submit Payment](#)