

U3A FRANKSTON

HOW TO JOIN, RENEW YOUR MEMBERSHIP, ENROL IN COURSES AND PAY FEES

There are two choices in the way you may join or renew your U3A Frankston membership and enrol in courses. You may either use the online system (U-MAS) or go to the U3A Frankston office for assistance. If you choose to go to the office, then membership fees are due immediately on joining. We accept only cash or cheques at the office.

To use U-MAS, you will need Internet access **and** an email address. U-MAS is accessible through our web site www.u3af.org.au by clicking on the "membership - courses - enrolment" tab near the top of the page. If you are unsure of how to use the online system, you can get help from the U3A Frankston office.

Membership

1. Current Members

All members recorded on our existing database as at 1 October 2016 will be able to renew their membership and enrol in courses on **19 November 2016 from 9.00am** through U-MAS or at U3A Frankston. When doing so, please check your membership details to ensure they are correct.

2. New Members

You may join "online" by going to the website, clicking on the "membership – courses – enrolment" tab at the top of the page, then the "Join U3A" tab on the right hand side of the page, completing the form and following the instructions. You can also join by contacting or visiting the U3A Office.

Payment Options

Only membership fees are required to be paid on Enrolment Day or when renewing your membership or joining U3A. Course fees are paid at the beginning of each term.

1. Paying Online

When you pay by PayPal your U-MAS membership payment details will be automatically updated. You can pay online by using:

- Paypal, with your own PayPal account, **or**
- Paypal, with your credit or debit card (no PayPal account required, but you will be asked to provide your contact details in order that your payment can be recorded against your name in U-MAS).

2. If You Do Not Pay On-Line

If you join or renew your membership online but do not wish to use the online payment facilities, you may instead call into the office within 7 days with your membership fee (cash or cheques only). Please print and bring two copies of the invoice with your membership number and payment to the U3A Frankston office.

Courses

You do not need to be a member to look at the course list and details, however, if you want to enrol in a course, you must first be registered as a member of U3A Frankston. Having joined, you may proceed to the course section and enrol in the courses of your choice. **After you have clicked on "confirm courses" you will be taken to the next screen where you MUST click on "finalise courses" otherwise you won't be enrolled in the course/s.** There are restrictions on the number of courses you can enrol in; maximum 5, of which just 1 may be a yoga course.

If you do not wish to use the online system to enrol in courses, the office at U3A Frankston will be able to assist you.

Note: You are **NOT** enrolled until your membership payment is received.