

HOW TO JOIN, RENEW YOUR MEMBERSHIP, ENROL IN COURSES AND PAY FEES FOR 2019

There are two choices in the way you can join, renew your membership and enrol in courses at U3A Frankston. You can use either 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/renewing/enrolling. We accept cash, cheque and Credit/Debit card payments at the office.

To use U-MAS, you will need Internet access **and** an email address. U-MAS is accessible through our website www.u3af.org.au by clicking on the blue “Member Login” button on the right-hand side of the page. If you are unsure how to use U-MAS, you can get help from the U3A Frankston office.

Membership

1. **Current Members**

All current members recorded on our database as at 31 December 2018 will be able to renew their membership and enrol in courses

- a. through U-MAS on **17th January 2019 from 10.00am or**
- b. on Enrolment Day at U3A Frankston on the **17th January 2019 between 10.00am and 12 noon.**

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 blue “Member Login” button on the right-hand of the page, then the “Enrol as a New Member” button on the left-hand side of the page, completing the online form and following the instructions. You can also join by visiting the U3A Office.

3. **Renewing your membership using U-MAS but NOT enrolling in a class**

If you wish to renew your membership but do not want to enrol in a class immediately, you can pay your membership fees by clicking on the “Pay Membership” tab near the top left of the page in U-MAS and you will be guided through the process. The same payment options are available to you as below. Please ensure you check your personal details before you commence this process. You can also renew by visiting the U3A Office.

NOTE: You can renew your 2019 membership in the last few weeks of Term 4 of 2018 by going into the office. You will be issued a receipt but your payment will not be reflected in U-MAS until Enrolment Day 2019.

PTO

Course Enrolment

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 become a member of U3A Frankston. Having joined, you can proceed to the course section and enrol in the courses of your choice. Follow the instructions at the top of the page. After you have clicked on "Confirm Selections" 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. Membership fees are automatically invoiced when you enrol in your first course.

There are restrictions on the number of courses you can enrol in i.e. maximum five, of which just one may be a yoga course. These restrictions will be relaxed a few weeks after Enrolment Day once everyone has had a chance to enrol.

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** finally enrolled until your membership payment is received. If payment is not received in due time, you will be un-enrolled from any courses you nominated for.

Payment Options

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

1. **Paying Online (on or after Enrolment Day, 17th January, 2019)**

- a. Using U-MAS and PayPal. Your U-MAS membership payment details will be automatically updated. You can pay by using:
 - i. your own PayPal account, or
 - ii. a Guest Account. You will be asked to provide your credit/debit card and contact details in order that your payment can be recorded against your name in U-MAS.
- b. Through Direct Bank Transfer (EFT).
 - i. After completing your enrolment in U-MAS, simply transact a bank transfer with your bank by whatever means you normally do this.
 - ii. The required U3A Frankston Bendigo Bank account information is BSB: 633108; Account No. 112515168. You **MUST** include your membership number or full name so that we can identify payments.
 - iii. If possible, please forward a copy of the EFT transaction confirmation by email to treasurer@u3af.org.au.
 - iv. Note: Your membership payment will not be recorded until the transfer has been identified and entered into U-MAS.

2. **If You Do Not Wish to 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 of joining and/or enrolling with your membership fee (cash, cheque and Credit/Debit card). However, during the school holidays when the office is closed, you have until your first class to pay your membership fee. Please print and bring two copies of the invoice with your membership number and payment to the U3A Frankston office.