

# IMPORTANT THINGS TO NOTE

- Class Enrolment Day is  
**MONDAY 18<sup>TH</sup> JANUARY 2021 from 9:00AM SHARP.**
- ALL enrolments must be conducted online. DO NOT attend Karingal Place.
- ALL members must enrol and it will be on a “first come, first served” basis i.e. no carryover from 2020.
- ALL 2020 members have had their membership extended to 30<sup>th</sup> June 2021 in recognition of lost time in 2020 due to COVID-19. You **DO NOT** need to pay \$25 when enrolling on 18<sup>th</sup> January.
- **New & re-joining members will be required pay a \$25 Membership Fee for Terms 1 & 2 when joining and enrolling on 18<sup>th</sup> January.**
- A \$25 Membership Fee for Terms 3 & 4 fee will be payable by ALL members from 1<sup>st</sup> July.
- Choir will not be resuming until venue is deemed COVID safe. However, still enrol as normal.

## 1 WEEK BEFORE ENROLMENT DAY

- On the U-MAS for Members [login page](#), click on “Log In” to test your access and check your membership details. Update if necessary. You will need your membership number (bottom right-hand corner of your name tag) AND your password. **DO NOT** wait until Class Enrolment Day to test your access.
- You can recover both your membership number and password from the U-MAS for Members [login page](#).
- If you are unable to login yourself or do not have a relative/friend to assist you and you still need assistance with login, contact the U3A office on 9770 1042 or e-mail
  - [office@u3af.org.au](mailto:office@u3af.org.au)
  - [systemlog@u3af.org.au](mailto:systemlog@u3af.org.au)
  - [webmaster@u3af.org.au](mailto:webmaster@u3af.org.au)
- You can view courses and timetables on the U3A homepage by clicking on this link <https://u3af.org.au/>. You will not be able to enrol yet but you can note which courses you wish to enrol in.

# ON CLASS ENROLMENT DAY

- On the U-MAS for Members [login page](#), click on “Log In”, select Courses from the menu on left of page and complete your enrolment by ticking the appropriate boxes.
- There are restrictions on the number of courses you can enrol in i.e. maximum three, of which just one may be a yoga course. These restrictions will be relaxed a few weeks after Class Enrolment Day once everyone has had a chance to enrol.
- Make sure you click on “Finalise Courses”.
- U-MAS for Members will show if you have been enrolled or Wait Listed.
- If you are a new member, you will then be taken to the Subscription payment function.
- Payment options. Only membership fees are required to be paid when joining U3A. Course fees are paid at the beginning of each term.
  - 1. Paying Online (on or after Class Enrolment Day)
    - a. Using U-MAS and PayPal. Your U-MAS membership payment details will be automatically updated. You can pay by using:
      - your own PayPal account, or
      - a Guest PayPal 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).
      - After completing your enrolment in U-MAS, simply transact a bank transfer with your bank by whatever means you normally do this.
      - The required U3A Frankston account information is BSB: 633108; Bendigo Bank Account No. 112515168.
      - You MUST include your membership number or full name so that we can identify payments.
      - If possible, please forward a copy of the EFT transaction confirmation by email to [treasurer@u3af.org.au](mailto:treasurer@u3af.org.au).
      - 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 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 (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.
- If you are unable to enrol, ring the office on 9770 1042 and support will be provided. There are limited phone lines at the office so you will need to be patient and expect a delay, which may affect whether you are successfully enrolled or wait listed.