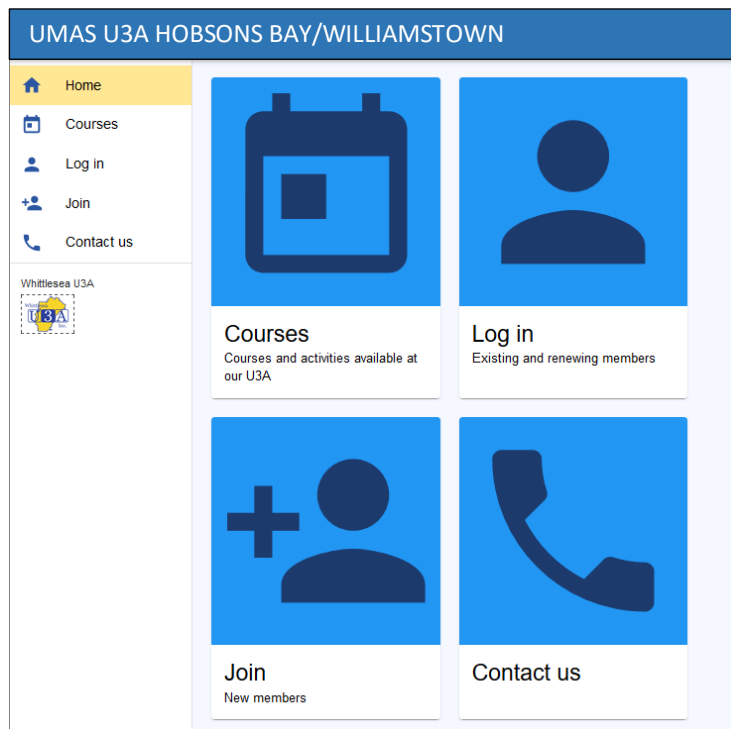


Member Guide

Instructions for Members

1. Go to <https://u3ahbwilli.org.au/> website and click on **Member Login** top right of the menu
2. The following page appears



Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size.

3. Click on Login



4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride.

After successful login you will see My Membership details (incomplete screen shown)

My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your [PASSWORD](#) and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 17147	Member Type Full Member
Members hip Active No	Members hip Expiry 28 Feb 2019

First name * Surname *

Preferred name

Street *

Suburb * Postcode *

State *

Tip. Check your Membership Details are correct.

5. Click on Courses in the Menu on the left

Tips: Courses are arranged in block of 20 Courses

Tip Use the arrows at the top < > to move between blocks of courses

Filter allows you to narrow the selection

Filter aids in navigating the course offerings. Note the defaults are shown above but you can adjust the filter and click **Apply Changes**. The selection below is a portion of courses using Category "Online" sorted by Day of the Week.

Course Display Settings

Show Timespan
 Current timetable ▾

Exclude

Finished courses

Full courses

Closed courses

Sort By...

Day of week ▾

... Then By

Course code ▾

Show Categories

[TICK ALL](#) [UNTICK ALL](#)

ART: Art activities

BUS TRIP: Bus trip

COMPUTER: Computing

CRAFT: Craft

CULTURAL: Multicultural activities- information

DANCE: Dancing

Email: Remote classes offered online

EXERCISE: Exercise

GAMES: Games

6. Course Selection - If you are interested in a Course click on that Course
7. To select this click on ADD TO CART
8. If you are re-enrolling or enrolling for the first time the Cart will show 2 items as the Subscription will be included in the Cart

Timetable	None Day: Wednesday, 12:00 PM - 3:00 PM Dates: 1 Jul 2020 - 29 Oct 2020 Next date: 26 Aug 2020
Availability	Accepting enrolments? Yes Capacity: 5, enrolled: 4, available: 1, waitlisted: 0
Full Fee	\$0.00

[ADD TO CART](#)
[CLOSE](#)

🛒
2 IN CART
👤

- Click on Cart. The selected course/s will be shown as well as the Subscription Fee (note the fee may change from year to year. If you made an error selecting the course you can remove it and reselect from the Courses menu

Cart

You do not have a current membership: A membership subscription will be automatically added to your cart if required.

	Code	Name	Start date	Status	Fee
	20ZZZ14	Office Use Only	1 Jul 2020	OK	\$0.00
	20SUBS	Subscription for 2020	1 Jan 2020	OK	\$30.00
Total					\$30.00

[CLOSE](#) [CLEAR CART](#) [CHECKOUT](#)

- Click on Checkout. You need to tick the box agreeing to Terms and Conditions before checking out. Terms and conditions can be found on the Website.

Checkout

Cart summary:

20ZZZ14: Office Use Only
20SUBS: Subscription for 2020

Our terms and conditions are [available here](#).

I agree to the Membership Terms and Conditions

Please confirm that you agree to the terms and conditions

[VIEW CART](#) [CHECKOUT](#)

- Once you have ticked the "I agree to the Membership Terms and Conditions, click Checkout and the Invoice will appear.



HOBSONS BAY/WILLIAMSTOWN

Check Out

Check Out Success

Total Due \$40

Available payment methods are shown at the bottom of the Invoice

Invoice

Tip: Payment options available are shown on the Invoice. The other options require payment to be made via bank transfer, cheque

12. Note, you will not be an Active Member till payment is received and your Member Details are updated.

Symbols next to Courses

When you are logged in, any courses in which you are currently enrolled or waitlisted will be marked with a blue letter E or W respectively:



Any course that is currently in your cart will be marked with a yellow letter C:



Some courses may have an additional icon, depending on their status:

Closed to new enrolments: Grey lock icon.

Full and only accepting waitlist enrolments: Grey crossed icon.

New (recently added to the timetable): Blue star icon.

