

U3A SAPPHIRE COAST MEMBER INSTRUCTIONS

HOW TO USE THE ONLINE MEMBERSHIP SYSTEM

Please keep for future reference

1. LOGIN

N.B. To use the online membership renewal facility you must have advised us of your email address. If you have not, then please email u3ascmemreg@gmail.com with your name and membership number and we will set you up for online access.

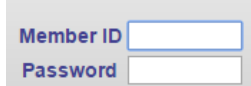
(a) Go to our website
<https://www.sapphirecoastu3a.org>

You can print out these instructions by right clicking your mouse button and selecting "Print"

(b) Click on **Member Log-in Button**

If you have not received an email with your login details, then contact u3ascmemreg@gmail.com

(c) On the Login page you will see:



Member ID
Password

Enter your Member ID (it's your U3A membership number) and your password.
Click on Log in

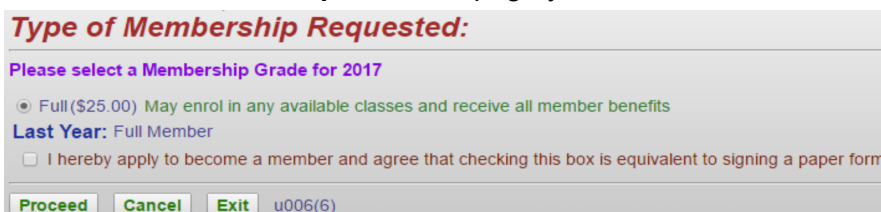
If you have forgotten your password you can click on **Forgot Password/Id**. You will then be asked to enter your ID and email address. Click on **Send Password**. You will be emailed your login details. Once you are logged in you can change your password if you wish (see Section 3 for instructions)

(d) The next page you see will be your *Membership Status* page. If your membership is current go to **Section 3**.

If you need to renew your membership click on **Renew Membership 2017**
Select for appropriate year.

2. RENEWING MEMBERSHIP

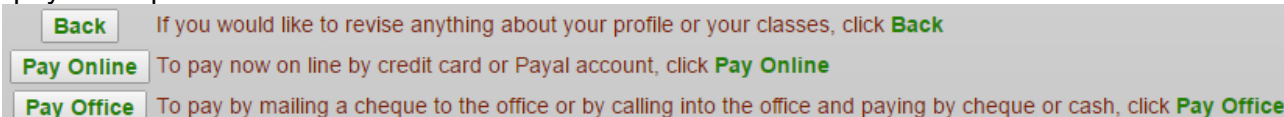
(a) Once you click on "Renew Membership" the next page you see will look like this:



(b) Select "Full" membership and then CLICK ON THE BOX below to apply for membership (even if you are renewing). Then click on "Proceed"

(c) You will then see a page named *Application Form*. **You must check all your information is correct, and fill out any missing compulsory fields.** Then click on "Next"

(d) You will be returned to your *Membership Status* page. At the bottom of the screen are some payment options.



(e) **We recommend using the Pay Online option** to complete your online transaction with a Visa, Mastercard or American Express credit or debit card. If you choose to pay online go to (g) below.

(f) The **Pay Office** option should only be used if you are uncomfortable about using PayPal. If you decide to select "Pay Office" then you **must first print a copy of the Membership Status page** by clicking on "Print" (above the "Back" button). Once you have printed the page, you can click on "Pay Office" and you will be immediately logged out and returned to the U3A Sapphire Coast home page. Then **enclose the copy of your Membership Status page with your cheque or money order** and post both to "The Treasurer, U3A Sapphire Coast, PO Box 798, Merimbula 2548" for processing. *Note that your renewal is not valid until it has been processed, and we cannot take responsibility for lost forms or payments.*

If you later decide to pay online instead you can do so by logging in again and following the steps in Sections 3 and 4.

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(g) When you click on **Pay Online** you will be taken to the secure PayPal website and you can pay using Visa, Mastercard or Amex, or your PayPal account if you have one. **Note that you do NOT have to set up or open a PayPal account to renew your membership using the PayPal facility.**

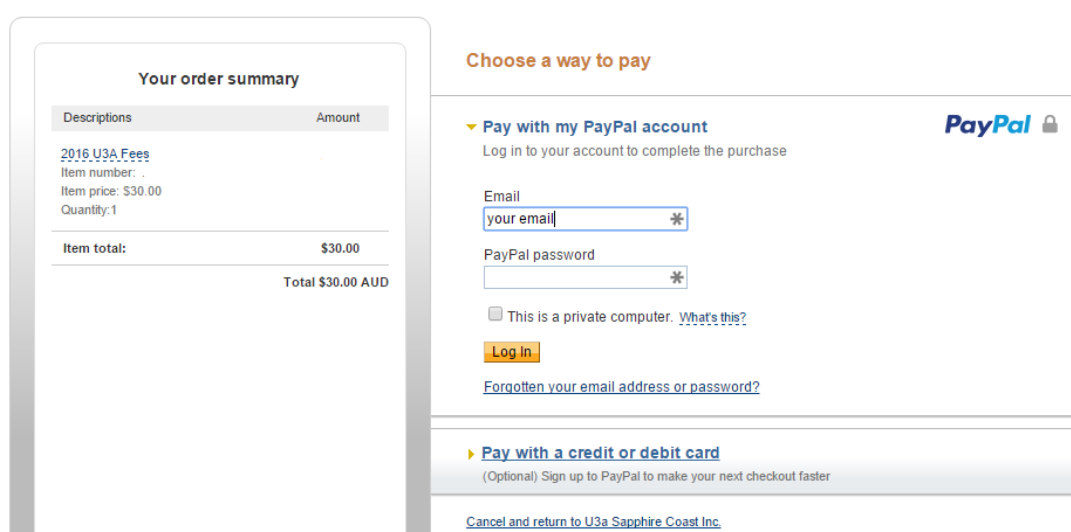
You will first see this screen (with the relevant payment amount in place of the XXX).



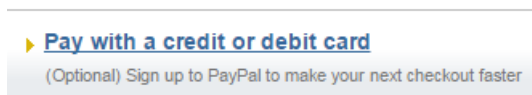
(h) Click on the **PayPal button** to confirm you wish to pay by PayPal account or card.

This takes you to the PayPal website and provides a view of the transaction you are paying for.

U3a Sapphire Coast Inc

A screenshot of the PayPal checkout page for U3a Sapphire Coast Inc. On the left is a "Your order summary" box with a table showing "2016 U3A Fees" for \$30.00. On the right is the "Choose a way to pay" section. The first option is "Pay with my PayPal account", which includes fields for email and password, a "Log In" button, and a link for "Forgotten your email address or password?". The second option is "Pay with a credit or debit card", which includes a link to "Sign up to PayPal to make your next checkout faster". At the bottom of the right section is a link to "Cancel and return to U3a Sapphire Coast Inc".

[If you do not have a PayPal account](#) then click on this text further down the screen:

A screenshot of a button that says "Pay with a credit or debit card" with a right-pointing arrow. Below the button is the text "(Optional) Sign up to PayPal to make your next checkout faster".

You will then be asked to provide your card and billing information. You will also be given the option of opening a PayPal account for future transactions should you wish – but you don't have to. **You are NOT required to open a PayPal account to renew your membership.**

[If you have a PayPal account](#) then enter your PayPal password and click on Log In. With a PayPal account **you will be able to pay by direct debit** from your bank account (if you have enabled this option) or with any of your authorised cards.

(i) **If at any stage you don't want to proceed with the payment** then click on

[Cancel and return to U3a Sapphire Coast Inc.](#)

in tiny writing at the bottom of the Paypal screen. You will then need to renew your membership by following steps "a" to "d" in Section 2 above and selecting "Pay Office".

(j) **After completing payment you must click on** [Return to Merchant/U3a Sapphire Coast Inc.](#)

(k) PayPal will then return you to our site. You can click on "Classes" to access your *Membership Status* page and enrol in Classes or print out a payment record (see Sections 3 and 4 below). Otherwise click on "Exit".

(l) You should also receive a payment confirmation email from PayPal.

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3. MEMBERSHIP STATUS PAGE – including updating passwords

(a) After you have successfully logged in you will see your **Membership Status** page.

This page shows all the details about your membership, including:

- when you joined and whether you are currently financial
- personal details such as address, phone numbers, email address
- emergency contact details
- tasks you have volunteered to help with
- payments you have made (and any amounts owing)

At the bottom of the page you will see:

Please note: this is a new version.
This page covers only membership. Click a Classes button below for class information.

Next Update Profile Change Membership

If you want to enrol in 2016 classes click the **Classes** button. **Classes 2016**

You may enrol in 2017 classes from 01/01/2017

If you will be absent from class, put in an apology.
Absence from: Date(d/m) to: Date(d/m) **Apologise**

(b) You can **update your personal details**, your **login password** and **volunteer** by clicking on “Update Profile”

You will then be taken to the *Application Form* page where you can make the changes you wish. We encourage you to fill in as much information as you can. Note that any field marked with a * is a mandatory field. **Watch out for any error messages in red text – you will need to fill out or correct these fields.**

Click on “Commit” to save your changes and return to the *Membership Status* page.

(c) You can also enrol in classes from the *Membership Status* page by clicking on “Classes 201x”, or submit an **Apology** for any class you cannot attend by clicking on “Apologise”. See separate instructions for enrolling in Classes (a link is on our home page). Note that you cannot enrol in Classes unless you are a current financial member (i.e. you have paid your membership fee)

(d) When you have finished with the *Membership Status* page click “Next”. You will then be taken to your *Member Summary* page.

4. MEMBER SUMMARY PAGE AND EXIT

(a) The *Member Summary* page shows all the details shown on the *Membership Status* page, plus a list of all the Classes you are enrolled in (or you have applied for).

(b) If you have NOT yet paid your Membership and/or any Class fees due you will see these options at the bottom of the page:

Back If you would like to revise anything about your profile or your classes, click **Back**

Pay Online To pay now on line by credit card or Payal account, click **Pay Online**

Pay Office To pay by mailing a cheque to the office or by calling into the office and paying by cheque or cash, click **Pay Office**

You will need to select a Payment option to proceed further. If you wish to exit without paying select “Pay Office” and you will then be logged out immediately. Note however that you cannot enrol in Classes unless you are a current financial member (i.e. you have paid your membership fee). **For instructions about paying, see Section 2 above.**

(c) **If you require a membership record or payment receipt for your own use please print the Member Summary page.** If you do not print this page at the time you renew, you can login at any time to view and print a record. Note that U3A does not need you to keep a printed record as we can access your record online if required.

(d) Click on “Exit” to log out.

If you have any difficulties with following any of these instructions, or encounter any problems, please email u3ascmemreg@gmail.com for help.