

# From Monday November 5, 2018 the MyU3A system will be open for Renewal of your Deepdene U3A Membership for 2019

Note: Member details used in the following processing examples are dummy member records and NOT taken from any of the live member dataset.

Either print out these instructions and follow them OR read to the end before you start!!

Log into MyU3A as you would normally do –

**\*\* Your current membership number and password remain the same\*\***

U3A Deepdene  
On Line Member Services (2018)  
The MyU3A Network Welcome Live database

Member Login  
Do not use the browser back button while in this portal

Member ID  Enter your membership number here  
Password  If you have forgotten your ID or Password click on the Forgot Password/Id button below

u006(1b)

**After** you log into the MyU3A system, renewal of membership for 2019 will be displayed –

U3A Deepdene  
On Line Member Services (2018)  
The MyU3A Network Welcome James Practise database

Membership Status 2019

Member: 1854 James Cashman [cashmjam01]  
2018 Honorary member  
Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018  
Applied: 02/06/2017 updated: 07/09/2018:0000 Last Enrolled: 2018  
Address: 88 Trenerry Crescent, Abbotsford, VIC, 3067  
Phone Nos: 0408 024 207 DOB: 1950  
Email: jamesc@tjen.net  
Emergency: Jenny Cashman 0408 019 815  
Medical Issues: none  
Occupation: Astonomer  
Skills: Computers  
Interests: Climate change  
You found out about U3A: Friend  
You will be receiving newsletters by email

Receipt	2018	By	Date	Reference
H1480	\$2.00	Paypal	02/03/2018	1YG12433H58572455
H207	\$2.00	Paypal	03/11/2017	78G26139290935340
	\$4.00	Total Paid		
	\$-4.00	Owing		

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

Non Members cannot enrol in 2019 classes.  
You must rejoin or renew your membership first.  
If you will be absent from class, put in an apology.  
Absence from: Date(d/m)  to: Date(d/m)

u006(4)

To renew your membership for 2019, click on the **Renew Membership 2019** button –  
This will open the membership renewal screen –

U3A Deepdene  
On Line Member Services (2018)  
The MyU3A Network Welcome Traiford Practise database

Type of Membership Requested:

Please select a Membership Grade for 2019

Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes  
 Full (\$50.00) May enrol in any available classes  
 Associate (\$45.00) Current members of other U3As who join this U3A

U3A:  Id:  Receipt:  Verified

Will you help us by making a donation? \$  Whole dollars only. do not enter your membership fee amount here.  
Last Year: Full Member Donation: \$10.00

I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.

u006(6)

The system automatically selects Full membership and has highlighted the appropriate radio button - the above screen shot show a member about to renew their Full membership for 2019.

*We hope that most members will select this option ...*

### Associate Members:

If you wish to claim Associate membership, after selecting the Associate membership button, you must enter the name of your primary U3A

U3A Deepdene  
On Line Member Services (2018)  
The MyU3A Network Welcome Traiford Practise database

myu3a01.myu3a.net/home/www/u3adep

**Type of Membership Requested:**

Please select a Membership Grade for 2019

Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes

Full (\$50.00) May enrol in any available classes

Associate (\$45.00) Current members of other U3As who join this U3A

U3A: Hawthorn id: Receipt: Verified:

Will you help us by making a donation? \$ Whole dollars only. *do not enter your membership fee amount here.*

Last Year: Full Member Donation: \$10.00

I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.

Proceed Cancel Exit u006(6)

Remember to tick the box at the lower left of the screen to confirm your application to become a member for 2019. This is equivalent to signing the 2019 Membership Form. Please make sure that you have read it ...

U3A Deepdene  
On Line Member Services (2018)  
The MyU3A Network Welcome Traiford Practise database

myu3a01.myu3a.net/home/www/u3adep

**Type of Membership Requested:**

Please select a Membership Grade for 2019

Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes

Full (\$50.00) May enrol in any available classes

Associate (\$45.00) Current members of other U3As who join this U3A

U3A: Hawthorn id: Receipt: Verified:

Will you help us by making a donation? \$ Whole dollars only. *do not enter your membership fee amount here.*

Last Year: Full Member Donation: \$10.00

I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.

Proceed Cancel Exit u006(6)

Click on **Proceed** to move to continue the renewal process -

Clicking **Proceed** will open your Membership details for you to review and make any changes that may be appropriate.

Please check all entries for accuracy – especially phone numbers and the Emergency Contact person detail  
**Please ensure you enter 2 x sets of name and phone numbers in the Emergency Contacts section.**

**U3A Deepdene**  
 The MyU3A Network Office Enrolment Process (2018)  
 Welcome James Practise database

myu3a01.myu3a.net/home/www/u3adepd  
**Application Form** Full Membership  
 Please check the information is current

Title  \* Sex  M  F

\* Given Name  Only enter a badge name if you want to be addressed by other than your Give

\* Family Name  Badge Name

\* Address

\* City/Suburb

Post Code  State  \* Year of Birth

\* Phone Numbers

\* Email

\* Verify Email  (enter No if no email)

\* Occupation  (prior to retirement)

Skills

Interests

\* Country of Origin

Language at home

**In the event of illness, please notify:**

\* Name  \* Phone

Name  Phone

Are there any medical issues?

Would you like to receive the Newsletter?  No  Post  Email

\* How did you find out about U3A?

Would you like to volunteer? Tick preferred positions:

Archival Work  On Call  Course ideas  Class Monitor

Committee  Data Entry/Assist with MyU3A  Equip Set-up  Grants

Housekeeping  Introduce/Thank Presenters  Leader  Manage AV Equipment

Front Office  Publicity  Purchasing Supplies  Hospitality

Tutor  Website

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

**Commit** **Cancel** **Exit** u030(8)

Whether you make any changes or not, please ensure that you click on the **Commit** button to save any changes and move to the next screen that will show the amount of membership fees due.

**U3A Deepdene**  
 The MyU3A Network On Line Member Services (2019)  
 Welcome James Practise database

**Membership Status 2019**

**Member: 1854 James Cashman** [cashnjam01]

2018 Honorary member  
 Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018

2019 Full member  
 Renewed:04/11/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 02/06/2017 updated: 04/11/2018:1428 Last Enrolled: 2019  
 Address: 88 Trenerry Crescent, Abbotsford, VIC, 3067  
 Phone Nos: 0408 024 207 DOB: 1950  
 Email: jamesc@tjen.net  
 Emergency: Jenny Cashman 0408 019 815  
 Medical issues: none  
 Country of Origin: Australia  
 Occupation: Astonomer  
 Skills: Computers  
 Interests: Climate change  
 You found out about U3A: Friend  
 You will be receiving newsletters by email

2018 2019  
 \$50.00 Membership Fees  
 \$50.00 Total Due

Receipt	2018	2019	By	Date	Reference
H1480	\$2.00		Paypal	02/03/2018	1YG12433H58572455
H207	\$2.00		Paypal	03/11/2017	78G26139290935340
	\$4.00		Total Paid		
	\$-4.00	\$50.00	Owing		

**Please note:** This page covers only membership. Click a Classes button below for class information.

**Next** **Update Profile** **Change Membership**

You will be able to request a place in a 2018 class as soon as you pay your membership fee.  
 You will be able to request a place in a 2019 class as soon as you pay your membership fee.  
 If you will be absent from class, put in an apology.  
 Absence from: Date(d/m)  to: Date(d/m)  **Apologise**

u006(4)

The screen shows the fees to be paid – Click on **Next** to move to the payment options screen.  
 Deepdene U3A – Membership Renewal 2019

myu3a01.myu3a.net/home/www/u3adep

**Member Summary 2019**

**Member: 1854 James Cashman** [cashmjam01]  
 2018 Honorary member  
 Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018  
 2019 Full member  
 Renewed:04/11/2018 Active:02/01/2019 Expires:31/12/2019 O/L  
 Applied: 02/06/2017 updated: 04/11/2018:1428 Last Enrolled: 2019  
 Address: 88 Trenerry Crescent, Abbotsford, VIC, 3067  
 Phone Nos: 0408 024 207 DOB: 1950  
 Email: jamesc@tjen.net  
 Emergency: Jenny Cashman 0408 019 815  
 Medical Issues: none  
 Country of Origin: Australia  
 Occupation: Astonomer  
 Skills: Computers  
 Interests: Climate change  
 You found out about U3A: Friend  
 You will be receiving newsletters by email  
 Highlights: Withdrawn Await Acceptance

**Payment Options**

2018	2019				
		\$50.00	Membership Fees		
		\$50.00	Total Due		
Receipt	2018	2019	By	Date	Reference
	H1480	\$2.00	Paypal	02/03/2018	1YG12433H58572455
	H207	\$2.00	Paypal	03/11/2017	78G26139290935340
		\$4.00	Total Paid		
		\$-4.00	\$50.00	Owing	

**Success!**

Print Please print this page as your record (if you have a printer).  
 Record your member ID and password so you can come back here at any time.

Back

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

Pay Online 2019

To pay now on line by credit card or PayPal 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**

u006(14)

If you have previously requested that you receive a paper copy of the U3A Newsletter and Program Guides during the year, it will show as a mandatory cost of \$20.00 on this screen – see following –

**Member: 1854 James Cashman** [cashmjam01]  
 2018 Honorary member  
 Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018  
 2019 Full member  
 Renewed:04/11/2018 Active:02/01/2019 Expires:31/12/2019 O/L  
 Applied: 02/06/2017 updated: 04/11/2018:1434 Last Enrolled: 2019  
 Address: 88 Trenerry Crescent, Abbotsford, VIC, 3067  
 Phone Nos: 0408 024 207 DOB: 1950  
 Email: jamesc@tjen.net  
 Emergency: Jenny Cashman 0408 019 815  
 Medical Issues: none  
 Country of Origin: Australia  
 Occupation: Astonomer  
 Skills: Computers  
 Interests: Climate change  
 You found out about U3A: Friend  
 You will be receiving newsletters by post

2018	2019			
		\$50.00	Membership Fees	
		\$20.00	Postage Fees	
		\$70.00	Total Due	

Receipt	2018	2019	By	Date	Reference
	H1480	\$2.00	Paypal	02/03/2018	1YG12433H58572455
	H207	\$2.00	Paypal	03/11/2017	78G26139290935340
		\$4.00	Total Paid		
		\$-4.00	\$70.00	Owing	

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

Next

Update Profile

Change Membership

You will be able to request a place in a 2018 class as soon as you pay your membership fee.  
 You will be able to request a place in a 2019 class as soon as you pay your membership fee.  
 If you will be absent from class, put in an apology.

Absence from: Date(d/m)  to: Date(d/m)

Apologise

u006(4)

If you wish to change the current option for Postage of paper copies, please click on the **Update Profile** button to make the required change to your membership record for 2019.

Your membership record details will be displayed again and allow you to select the Post or Email options for the Newsletters and Program Guides-

**U3A Deepdene**  
On Line Member Services (2019)  
The MyU3A Network Welcome James Practise database

mys3a01.myu3a.net/home/www/u3addp  
**Application Form** Full Membership  
Please check your information is up to date

Title  \* Sex  M  F All names: add \* to override caps check.

\* Given Name  Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name.

\* Family Name  Badge Name  Enter '\*' to clear badge name.

\* Address

\* City/Suburb

Post Code  State  \* Year of Birth

\* Phone Numbers

\* Email  (enter No if no email)

\* Verify Email  (enter No if no email)

\* Password  Verify password

\* Occupation  (prior to retirement)

Skills

Interests

In the event of illness, please notify:

\* Name  \* Phone

Name  Phone

Are there any medical issues?

Would you like to receive the Newsletter?  No  Pos  Email

\* How did you find out about U3A?

\* What is your Country of Origin

Language at home  If not English

Would you like to volunteer? *Tick preferred positions:*

Archival Work  On Call  Course ideas  Class Monitor  Committee

Data Entry/Assist with MyU3A  Equip Set-up  Grants  Housekeeping  Introduce/Thank Presenters

Leader  Manage AV Equipment  Front Office  Publicity  Purchasing Supplies

Hospitality  Tutor  Website

Availability

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

**Commit** **Cancel** **Exit** u006(7)

When you have selected the Post or Email option, Click **Commit** at the bottom of the screen -

This will display the amended membership details for 2019 with or without the extra cost for postage. Now select the Payment Option.

**U3A Deepdene**  
On Line Member Services (2019)  
The MyU3A Network Welcome James Practise database

mys3a01.myu3a.net/home/www/u3addp  
**Member Summary 2019**

**Member: 1854 James Cashman** [cashmjam01]

2018 Honorary member  
Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018

2019 Full member  
Renewed:04/11/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 02/06/2017 updated: 04/11/2018:1428 Last Enrolled: 2019

Address: 88 Trenerry Crescent, Abbotsford, VIC, 3067

Phone Nos: 0408 024 207 DOB: 1950

Email: jamesc@tjen.net

Emergency: Jenny Cashman 0408 019 815

Medical Issues: none

Country of Origin: Australia

Occupation: Astonomer

Skills: Computers

Interests: Climate change

You found out about U3A: Friend

You will be receiving newsletters by email

Highlights: Withdrawn Await Acceptance

**2018 2019**  
**\$50.00 Membership Fees**  
**\$50.00 Total Due**

Receipt	2018	2019	By	Date	Reference
H1480	\$2.00		Paypal	02/03/2018	11G1243H458572455
H207	\$2.00		Paypal	03/11/2017	78G26139290935340
	\$4.00		Total Paid		
		\$-4.00	\$50.00 Owing		

**Success!**  
**Print** Please print this page as your record (if you have a printer).  
Record your member ID and password so you can come back here at any time.

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

**Pay Online 2019** To pay now on line by credit card or PayPal 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**

u006(14)

You have now completed the renewal of your membership for 2019 – what remains is for you to pay the fees as shown.



(At this screen, if you have a printer accessible to your computer, you can use the print button to print a copy of your renewal.)

Now you choose your method of payment. Either:

- Pay Online by a credit or debit card via PayPal
- Pay at the Deepdene U3A office.

If you choose Pay Office, you will exit the MyU3A site and need to go to the office to complete your payment.

**\*\* \*\* \* \* \* \* \* \*\* \* \* \* \* \* \*\* \*\***

Following are screen shots showing the process for making your payment online

Start the process by clicking on the **Pay Online 2019** button (see previous screen shot).

This will bring up this screen:

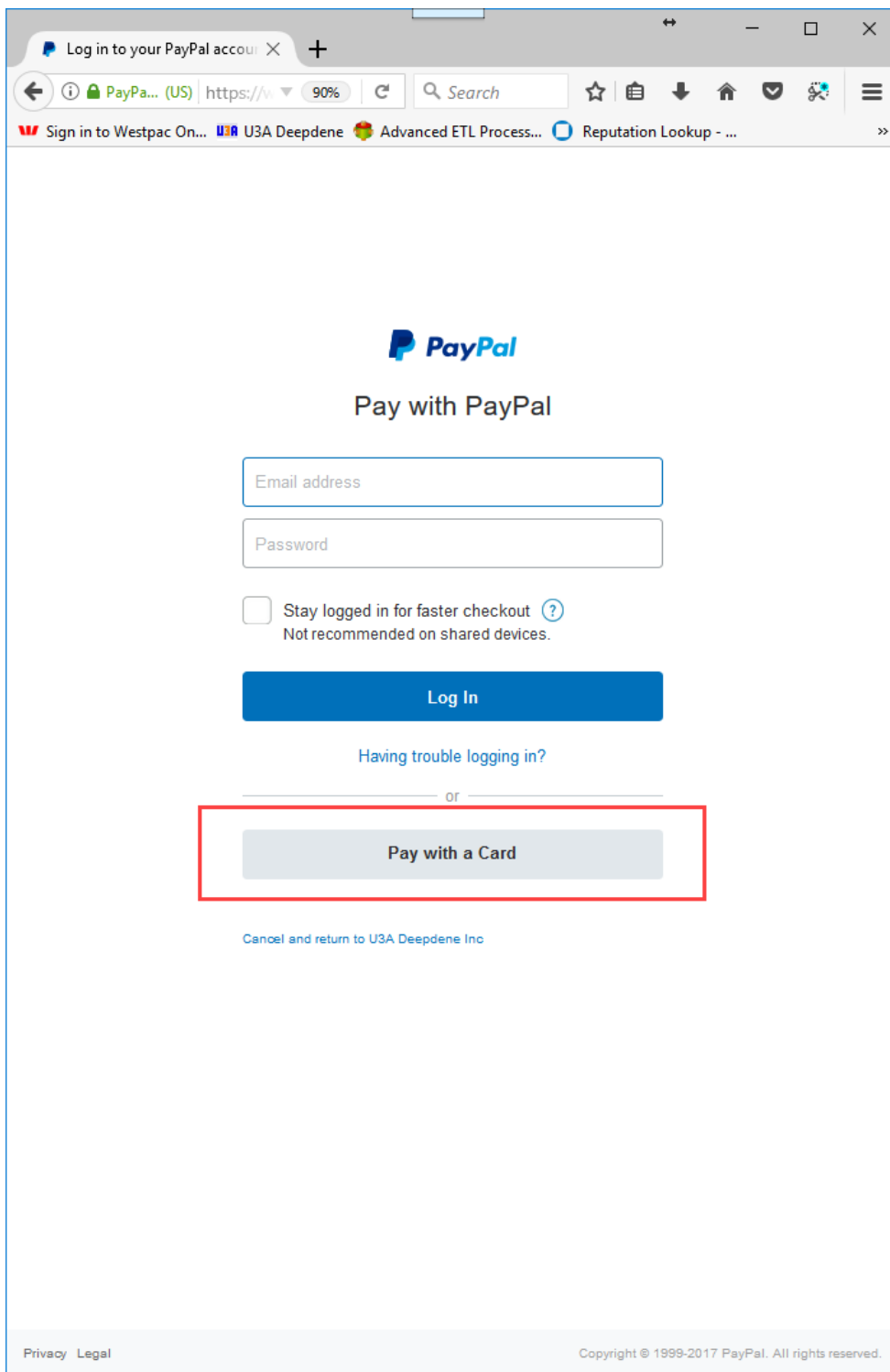


Click on the **PayPal** image to start the process – PayPal is used as it is secure. You can use your credit/debit card – you do not need a PayPal account.

As you move to the PayPal process you will see the following image (indicating a secure site)



The following shows the initial screen at the start of the PayPal payment process -



If you have a PayPal account this option allows you to use your PayPal account -

**This is where you would click to pay using your Credit or Debit card via PayPal**

The last option enables you to cancel paying, returning you to the U3A Deepdene website.

Selecting to pay by Credit or Debit card will take you to a secure entry screen and ask for the entry of your Credit or Debit card

PayPal displays the entry screen for you to enter the Credit or Debit Card details that you wish to use for payment of your membership renewal fees.

You will see that PayPal has already populated many of the fields from information in your membership record.

Note that it has not populated any of the Credit/Debit card details, including the Card name.

You may enter any valid Credit/Debit Card details for payment of the renewal amount.

The Credit/Debit Card used does NOT have to be the same person as the membership name.

The MyU3A system does NOT retain any Credit/Debit Card details.

You MUST include a phone number.

There must also be a valid email address where PayPal will send a confirmation of payment.

PayPal uses the email address from your MyU3A membership record.

Make sure you tick the box that you are at least 18 years old

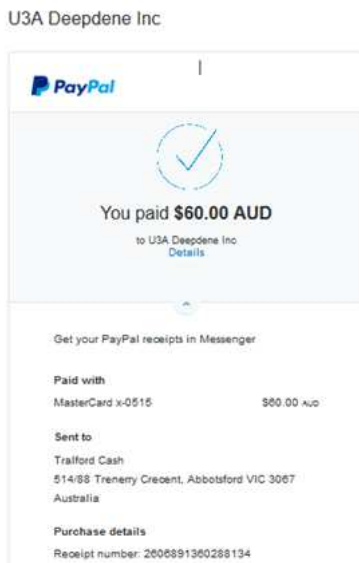
Click on

**Pay Now**

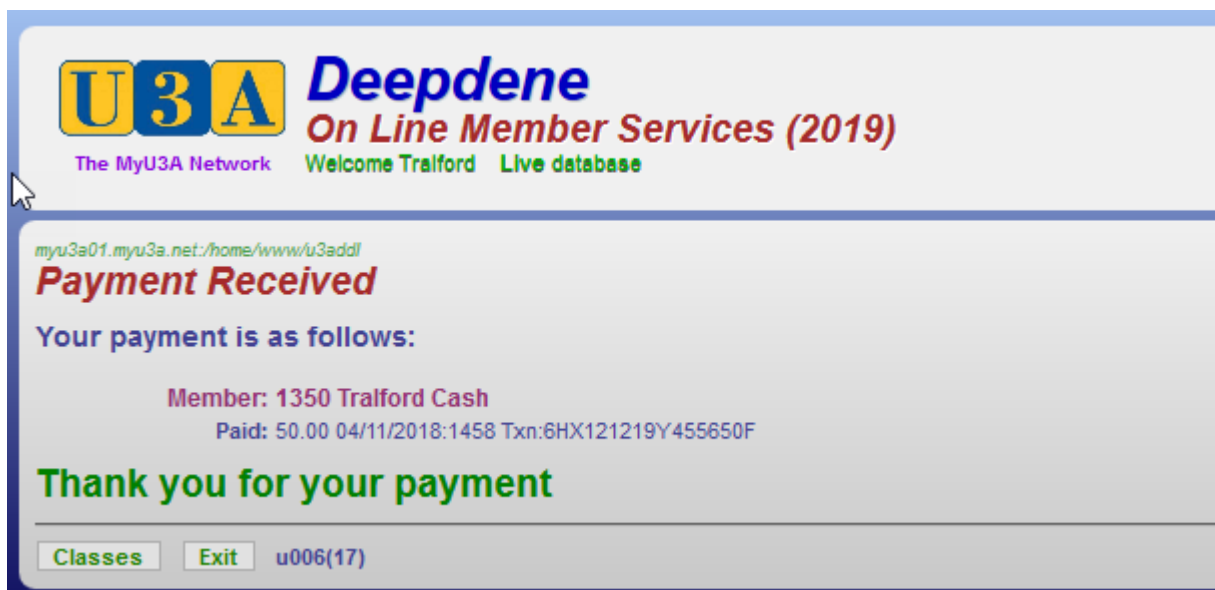
to pay the fee-



This screen is presented during the payment processing – it only remains visible for a few seconds after which you will see a final confirmation of payment generated by the MyU3A system -upon successful payment completion by PayPal -



When you arrive back in the Deepdene MyU3A system, you will receive this acknowledgement



(As part of the PayPal process you will also receive an email confirming the payment)

This completes the renewal fee payment.

Select **EXIT** to return to the U3A Deepdene website



\*\* \*\*

\*\*