## MEMBER & COURSE ENROLMENT SYSTEMS INSTRUCTIONS

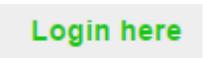## HOW TO LOG INTO THE HEALESVILLE U3A MEMBER MANAGEMENT SYSTEM FOR EXISTING MEMBERS

These instructions assume that you are already a paid up and registered member of U3A Healesville, and wish to log into the Healesville U3A Member Management System (HUMMS).

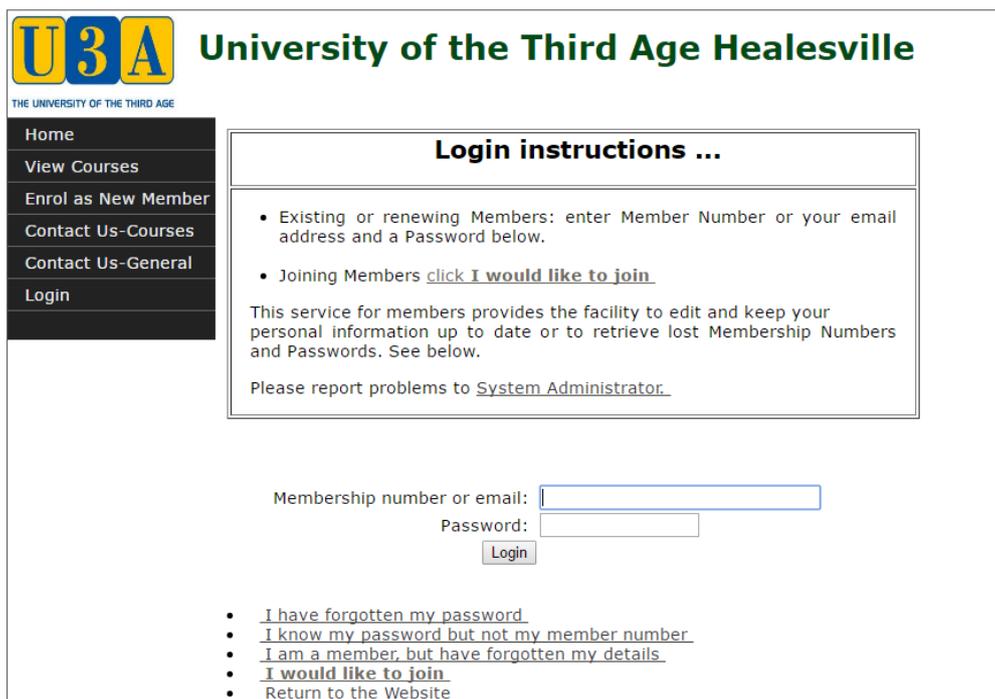Logging into HUMMS allows you to do the following as a member:

1. Review your Member Details as recorded in HUMMS.
2. Amend or add to your Member Details if they are incorrect or incomplete.
3. Review the courses that you are enrolled for according to HUMMS.
4. Enrol for additional courses or remove yourself from existing courses.
5. Review all the courses available and the details of those courses.

Step 1: Open the U3A Healesville website at www.healesvilleu3a.org.au.
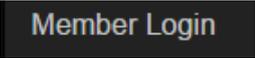
Step 2: Click on ~~Member Login~~ which is at the right hand end of the main menu at the top of every page in the website.

Step 3: Alternatively, click on ~~Login here~~ which appears in both the main text and at the bottom of the right hand side panel on the Membership page and also appears on other pages in the website and you can use this to log in from anywhere it appears on the website.

These steps will take you to the log-in screen of the Member Management System.

Step 4: Enter your Membership Number or email address in the first box.

Your Membership Number is recorded on your 2017 Membership Badge. You can also find out your membership number by contacting the office.

Step 5: Enter your Password in the second box.

If you do not know your Password then click on the option "I have forgotten my password" and follow the procedure to retrieve, store and change your password.

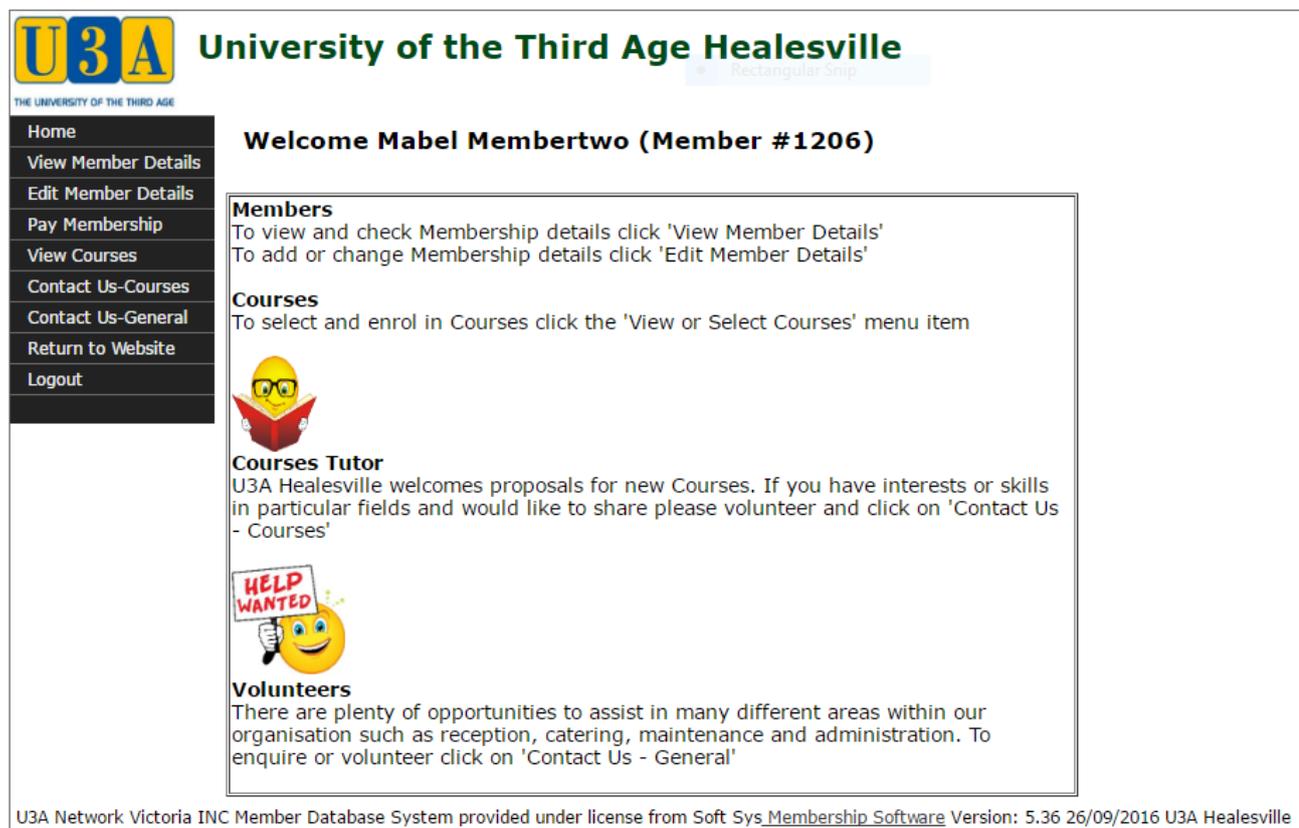**Step 6**: Once you have entered your Member number/email address and Password, click on the
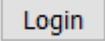
Login button below the password box.

Step 7: This opens the following page:

But it will welcome you, not Mabel Membertwo.

You are now logged into the system.

HOW TO REVIEW AND AMEND YOUR MEMBER DETAILS
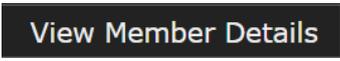
Step 1: Click on View Member Details on the left hand side of the screen.

This opens the following screen with all your member details. For example:

University of the Third Age Healesville

Home	
View Member Details	
Edit Member Details	
Pay Membership	
View Courses	
Contact Us-Courses	
Contact Us-General	
Return to Website	
Logout	

Member Details

Member number: **1206**
First name: **Test**
Surname: **Membertwo**
Preferred name: **Mabel**
Gender: **Female**
Date of Birth: **12/01/1955**
Volunteer area:
Member Type: **Single Member**

Street number and name: **55 Cromwell Street**
Suburb: **HEALESVILLE**
Vic: **Vic**
Postcode: **3777**
Home phone: **(03) 5962-9999**
Mobile: **0415 333 444**
Email: **jhhiggs@bigpond.com**

Newsletter Preference: **Email**

My photo can be used?: ☑

(Previous)Occupation:
Emergency Contact: **Fred Test**
Contact number: **0359629999**
Relationship: **Husband**

Date joined: **10/11/2016**   Active Date: **10/11/2016**
Membership Status: **Not Active**

Enrolments and subscriptions (Current)   [Print Enrolments]

Please select ▼

Start Date	Time	Code	Description	Amount		Paid
24/11/2016	0:00	SUBS2017	Subscriptions for 2017	$50.00	Invoice	Yes
06/02/2017	13:30	ARMCH17	Armchair Travel	Deleted		
07/02/2017	10:00	GERMAN17	German	Deleted		
07/02/2017	13:00	ART17	Arts and Crafts group	Deleted		
09/02/2017	9:30	BIKER17	Bike Riding	Deleted		
23/02/2017	14:00	ARVOT17	Arvo Tea	Deleted		

[Edit my Details]

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Note that your member details also includes all the courses you have enrolled in and whether you fees have been paid for this year.

If you want to amend your member details, click on the [Edit my Details] button in the bottom left corner of this screen.

This opens the following screen. On this screen you can make changes to your details.

University of the Third Age Healesville

THE UNIVERSITY OF THE THIRD AGE

| Home |
| View Member Details |
| Edit Member Details |
| Pay Membership |
| View Courses |
| Contact Us-Courses |
| Contact Us-General |
| Return to Website |
| Logout |

Edit Member Details

Membership #	First Name	Surname	Gender	Member Type
1206	Test	Membertwo	Female	Single Member

Preferred name: Mabel
Date of Birth*: 12/01/1955
Volunteer area:

Street number and name*: 55 Cromwell Street
Suburb*: HEALESVILLE
Vic*: VIC
Postcode*: 3777
Phone-Home: (03) 5962-9999
Phone-Business:
Mobile: 0415 333 444
Email*: jhhiggs@bigpond.com

Newsletter Preference: Email

(Previous)Occupation:
Emergency Contact*: Fred Test
Contact number*: 0359629999
Relationship: Husband

Login Password: ••••••••   Must be from 4 to 15 characters
Confirm Login Password: Do not use < > \ & characters

Date Joined: **10/11/2016**

Save   Close

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Once you have made any changes click on [Save] at the bottom of this screen. This will return you to the Member Details screen which will now incorporate the changes you have made.

HOW TO ENROL IN A COURSE FOR EXISTING MEMBERS

These instructions assume that you are already a paid up and registered member of U3A Healesville, and wish to add to or change your class enrolments.

Note that the Member Details screen lists the courses that you are currently enrolled in.

To enrol in an additional course (or courses):

Step 1: Wherever you are in the system, click on [View Courses] in the menu on the left hand side of the screen. This brings up the following screen which lists all the courses on offer.

University of the Third Age Healesville

THE UNIVERSITY OF THE THIRD AGE

| Home |
| View Member Details |
| Edit Member Details |
| Pay Membership |
| View Courses |
| Contact Us-Courses |
| Contact Us-General |
| Return to Website |
| Logout |

Select Course for Mabel Membertwo

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. To view a Parent code of Courses e.g. Art, Exercise etc. Use the **Parent code selection** drop down box
   To return to the full list select **All** from the drop down box
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
6. Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)
7. Maximum standard enrolments are 20

Confirm Selection

SUBS2017 Subscriptions for 2017
Parent code selection: [None ▾]

Finished | Full | New | 1 day

Code	Course	Location	Leader	Start	Day	Time	Frequency
ARMCH17	Armchair Travel	Golden Wattle	Terry Green	06/02/2017	Mon	13:30	Monthly2
ART17	Arts and Crafts group	Lions Club Hall	Bernie Schnull	07/02/2017	Tue	13:00	Wkly
ARVOT17	Arvo Tea	Senior Citizens Hall	Heather Higgs	23/02/2017	Thu	14:00	3THT
BIKER17	Bike Riding	Outdoors variable	Keith Wade	09/02/2017	Thu	9:30	Fort
BOOKC17	Book Club	Yarra Glen Hall	Joan Barlow	17/02/2017	Fri	10:00	Monthly3
BUSHW17	Bushwalking	Outdoors variable	Wendy Veitch	10/02/2017	Fri	9:00	Monthly1
CHOIR17	Choir	Golden Wattle	Nan Francis	08/02/2017	Wed	16:00	Wkly
DAYTH17	Day at the Theatre	Variable	Jenn Adams	26/04/2017	Wed	9:00	Variable
DOWTN17	Downton Abbey Appreciation	Private Home	Glen Liston	13/02/2017	Mon	14:00	Fort
EXTOMU17	Exercise to Music	Lions Club Hall	Dianne Kaufmann	08/02/2017	Wed	13:30	Wkly
FLORAL17	Floral Arranging	Lions Club Hall	Beth Schilling	10/02/2017	Fri	13:30	Monthly2
FRENCH17	French	Maroondah Retirement	Suzette Nassl	07/02/2017	Tue	10:00	1&3
GARDEN17	Garden Lovers	Outdoors variable	Heather Higgs	08/02/2017	Wed	10:00	Monthly2
GERMAN17	German	Private Home	Ursula Heinsen	07/02/2017	Tue	10:00	Fort
HEARNG17	Australian Hearing	Senior Citizens Hall	Angus Buchanan	16/02/2017	Thu	13:30	Fort
HISTRY17	History of Healesville	The Hub	Bryn Jones	09/10/2017	Mon	13:00	WeeklyT4
LAUGH17	Laughter	Queens Park	Val James	10/02/2017	Fri	11:00	Wkly
LINED17	Line Dancing	Senior Citizens Hall	Cheryl Barwick	09/02/2017	Thu	10:00	Wkly
MAHJ17	Mahjong	RSL	Gianna Esposito	07/02/2017	Tue	13:30	Wkly
MEDIT17	Meditation	Comely Bank Hall	Marion Wasley	08/02/2017	Wed	9:15	Wkly
MOVEMT17	Movement for Life	Senior Citizens Hall	Jeni Conquest	13/02/2017	Mon	13:30	2&4
OER17	Outer Eastern Region Supplement	None	None	06/02/2017	Mon	0:00	None
ROMAN17	Roman History	Maroondah Retirement	Martin Dix	06/02/2017	Mon	10:30	Wkly
SCRBLA17	Scrabble Number1	Library	Dorothy Carter	09/02/2017	Thu	10:00	Wkly
SCRBLB17	Scrabble Number 2	Private Home	June Slater	06/02/2017	Mon	14:00	Wkly
TARO17	Tarot	Golden Wattle	Terry Green	06/02/2017	Mon	9:00	Variable
THEAT17	Theatre Group	Senior Citizens Hall	Lois Thwaites	09/02/2017	Thu	2:00	Variable
TRAVEL17	Day Travel Group	Outdoors variable	Margaret Farthing	10/02/2017	Fri	10:00	Monthly1
UKELEL17	Ukelele	RSL	Doug Fudge	07/02/2017	Tue	11:00	Fort
WRITEA17	Writing Your Own Story	Maroondah Retirement	Di Anderson	21/04/2017	Fri	10:00	WeeklyT2
WRITEB17	Writing for Fun Not Profit	Maroondah Retirement	Di Anderson	21/07/2017	Fri	10:00	WeeklyT3

Confirm Selection

Click on the Confirm Selection button to confirm enrolment.
Remove all selections   Go to top of page

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Confirm Selections

Note that:

1. If you hover your cursor over the **Course** name it will provide information on how many have already enrolled for that course and what the maximum enrolment possible is for that course.
2. If you hover your cursor over the **Location** for a course it will give the address of that location (if possible).
3. If you hover your cursor over the **Frequency** for a course it will give an explanation of what the Frequency code used actually means.
4. Any courses that you are already enrolled in will be shown in red.
5. Note the colour codes at the top right corner of the list and what they mean. And note the use of the colour codes for a couple of the courses shown.

To view full details for any course click on that course and it will open up a new screen that provides all the details for that course. For example:

Once you have reviewed the course details click on **Close** at the bottom left corner of the screen. This will return you to the View Courses screen.

Step 2: When you are back in the course list screen, to enrol in a new course, click on the box to the left of the relevant course **Code**. You can click on more than one box if you want to enrol in more than one course.

Step 3: When you have selected all your new courses, click on **Confirm Selection** which is located at both the top left, bottom left and left hand side of the list. You can use any one of these.

This will take you to a new screen:

If you are already a registered, paid up member then the line requiring you to agree to the U3A Healesville Membership Conditions will not appear.

Step 4: If you are happy with your selections click on

Finalise Courses, and if necessary, Invoice & Payment

This will take you back to the View Courses screen. The new class or classes you have now enrolled for will now be shown in red.

If you click on **View Member Details** on the main menu on the left of the screen it will bring up your Member Details which should now include your new courses in your list of enrolments.

You are now enrolled in your new courses.