



MEMBER & COURSE ENROLMENT SYSTEMS INSTRUCTIONS

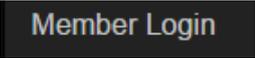
HOW TO LOG INTO THE HEALESVILLE U3A MEMBER MANAGEMENT SYSTEM FOR EXISTING MEMBERS

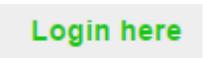
These instructions assume that you are already a paid up and registered member of U3A Healesville, and wish to log into the Healesville U3A Member Management System (HUMMS).

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

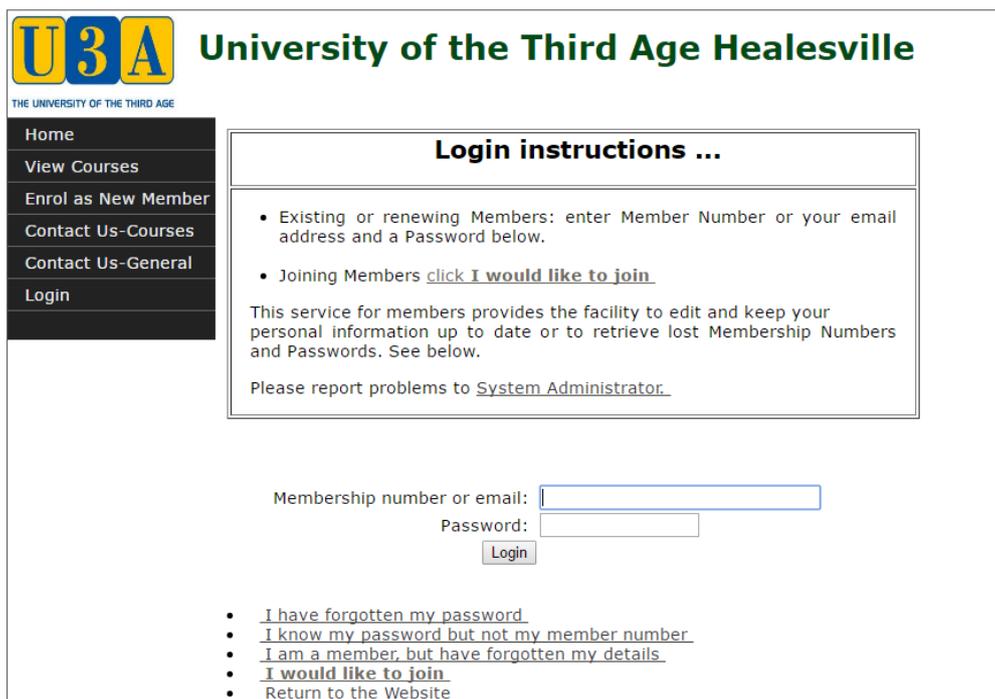
1. Review your Member Details as recorded in HUMMS.
2. Amend or add to your Member Details if they are incorrect or incomplete.
3. Review the courses that you are enrolled for according to HUMMS.
4. Enrol for additional courses or remove yourself from existing courses.
5. Review all the courses available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

Step 1: Open the U3A Healesville website at www.healesvilleu3a.org.au.

Step 2: Click on  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  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.



The screenshot shows the login page for the University of the Third Age Healesville. On the left is a navigation menu with options: Home, View Courses, Enrol as New Member, Contact Us-Courses, Contact Us-General, and Login. The main content area is titled "Login instructions ..." and contains the following text:

- Existing or renewing Members: enter Member Number or your email address and a Password below.
- Joining Members [click I would like to join](#).

This service for members provides the facility to edit and keep your personal information up to date or to retrieve lost Membership Numbers and Passwords. See below.

Please report problems to [System Administrator](#).

Membership number or email:
Password:

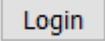
- [I have forgotten my password](#)
- [I know my password but not my member number](#)
- [I am a member, but have forgotten my details](#)
- [I would like to join](#)
- [Return to the Website](#)

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

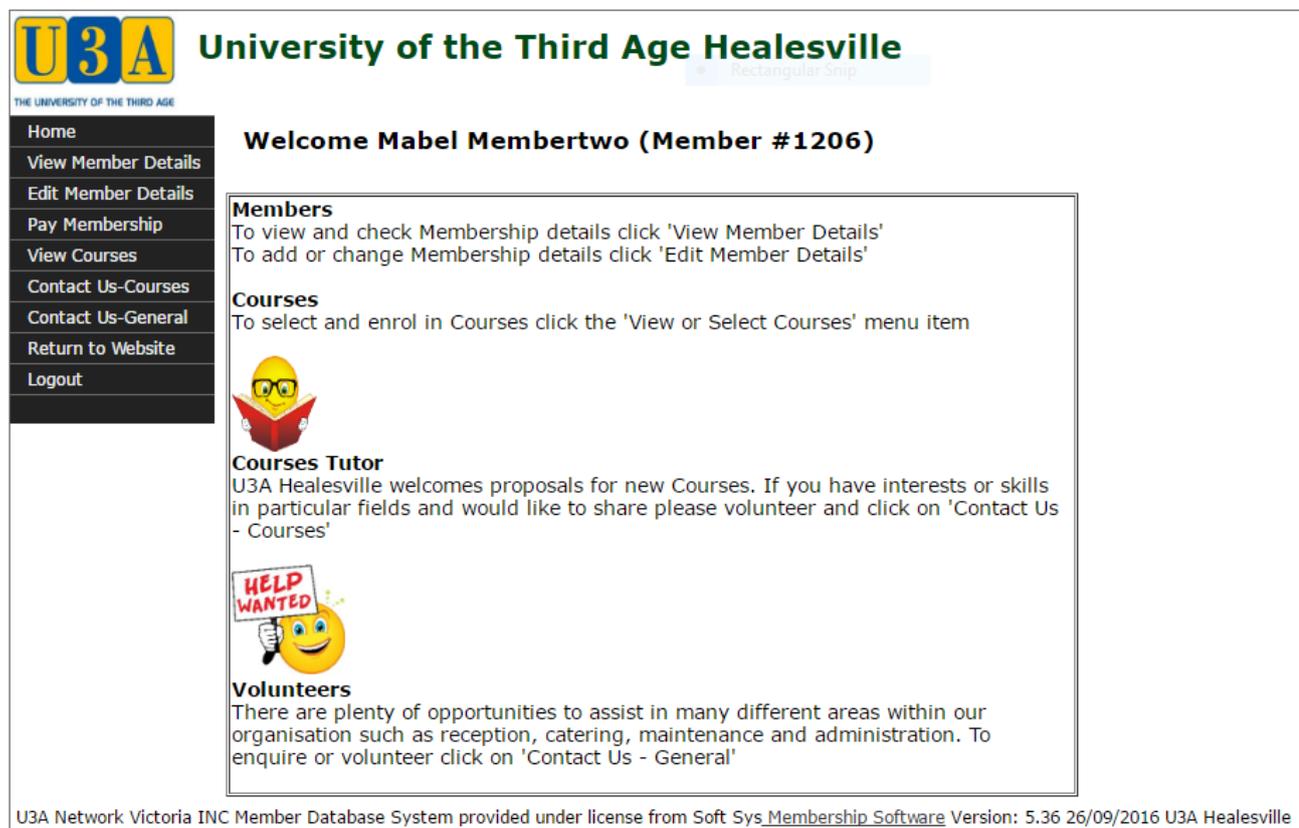
Your Membership Number is recorded on your 2017 Membership Badge. You can also find out your membership number by contacting the office.

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  button below the password box.

Step 7: This opens the following page:



U3A 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

Welcome Mabel Membertwo (Member #1206)

Members
To view and check Membership details click 'View Member Details'
To add or change Membership details click 'Edit Member Details'

Courses
To select and enrol in Courses click the 'View or Select Courses' menu item

Courses Tutor
U3A Healesville welcomes proposals for new Courses. If you have interests or skills in particular fields and would like to share please volunteer and click on 'Contact Us - Courses'

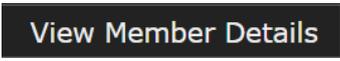
Volunteers
There are plenty of opportunities to assist in many different areas within our organisation such as reception, catering, maintenance and administration. To enquire or volunteer click on 'Contact Us - General'

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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  on the left hand side of the screen.

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



- 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** [Print](#)
 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](#)

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.

- 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:

Date of Birth*:

Volunteer area:

Street number and name*:

Suburb*:

Vic*:

Postcode*:

Phone-Home:

Phone-Business:

Mobile:

Email*:

Newsletter Preference:

(Previous)Occupation:

Emergency Contact*:

Contact number*:

Relationship:

Login Password: Must be from 4 to 15 characters

Confirm Login Password: Do not use < > \ & characters

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

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Once you have made any changes click on 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 in the menu on the left hand side of the screen. This brings up the following screen which lists all the courses on offer.



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

SUBS2017 Subscriptions for 2017

Parent code selection:

| Code | Course | Location | Finished Leader | Full Start | New Day | 1 day Time | Frequency |
|--------------------------|---|----------------------|-------------------|------------|---------|------------|-----------|
| <input type="checkbox"/> | ARMCH17 Armchair Travel | Golden Wattle | Terry Green | 06/02/2017 | Mon | 13:30 | Monthly2 |
| <input type="checkbox"/> | ART17 Arts and Crafts group | Lions Club Hall | Bernie Schnull | 07/02/2017 | Tue | 13:00 | Wkly |
| <input type="checkbox"/> | ARVOT17 Arvo Tea | Senior Citizens Hall | Heather Higgs | 23/02/2017 | Thu | 14:00 | 3THT |
| <input type="checkbox"/> | BIKER17 Bike Riding | Outdoors variable | Keith Wade | 09/02/2017 | Thu | 9:30 | Fort |
| <input type="checkbox"/> | BOOKC17 Book Club | Yarra Glen Hall | Joan Barlow | 17/02/2017 | Fri | 10:00 | Monthly3 |
| <input type="checkbox"/> | BUSHW17 Bushwalking | Outdoors variable | Wendy Veitch | 10/02/2017 | Fri | 9:00 | Monthly1 |
| <input type="checkbox"/> | CHOIR17 Choir | Golden Wattle | Nan Francis | 08/02/2017 | Wed | 16:00 | Wkly |
| <input type="checkbox"/> | DAYTH17 Day at the Theatre | Variable | Jenn Adams | 26/04/2017 | Wed | 9:00 | Variable |
| <input type="checkbox"/> | DOWTN17 Downton Abbey Appreciation | Private Home | Glen Liston | 13/02/2017 | Mon | 14:00 | Fort |
| <input type="checkbox"/> | EXTOMU17 Exercise to Music | Lions Club Hall | Dianne Kaufmann | 08/02/2017 | Wed | 13:30 | Wkly |
| <input type="checkbox"/> | FLORAL17 Floral Arranging | Lions Club Hall | Beth Schilling | 10/02/2017 | Fri | 13:30 | Monthly2 |
| <input type="checkbox"/> | FRENCH17 French | Maroondah Retirement | Suzette Nassl | 07/02/2017 | Tue | 10:00 | 18.3 |
| <input type="checkbox"/> | GARDEN17 Garden Lovers | Outdoors variable | Heather Higgs | 08/02/2017 | Wed | 10:00 | Monthly2 |
| <input type="checkbox"/> | GERMAN17 German | Private Home | Ursula Heinsen | 07/02/2017 | Tue | 10:00 | Fort |
| <input type="checkbox"/> | HEARNG17 Australian Hearing | Senior Citizens Hall | Angus Buchanan | 16/02/2017 | Thu | 13:30 | Fort |
| <input type="checkbox"/> | HISTRY17 History of Healesville | The Hub | Bryn Jones | 09/10/2017 | Mon | 13:00 | WeeklyT4 |
| <input type="checkbox"/> | LAUGH17 Laughter | Queens Park | Val James | 10/02/2017 | Fri | 11:00 | Wkly |
| <input type="checkbox"/> | LINED17 Line Dancing | Senior Citizens Hall | Cheryl Barwick | 09/02/2017 | Thu | 10:00 | Wkly |
| <input type="checkbox"/> | MAHJ17 Mahjong | RSL | Gianna Esposito | 07/02/2017 | Tue | 13:30 | Wkly |
| <input type="checkbox"/> | MEDIT17 Meditation | Comely Bank Hall | Marion Wasley | 08/02/2017 | Wed | 9:15 | Wkly |
| <input type="checkbox"/> | MOVEMT17 Movement for Life | Senior Citizens Hall | Jeni Conquest | 13/02/2017 | Mon | 13:30 | 28.4 |
| <input type="checkbox"/> | OER17 Outer Eastern Region Supplement | None | None | 06/02/2017 | Mon | 0:00 | None |
| <input type="checkbox"/> | ROMAN17 Roman History | Maroondah Retirement | Martin Dix | 06/02/2017 | Mon | 10:30 | Wkly |
| <input type="checkbox"/> | SCRBLA17 Scrabble Number1 | Library | Dorothy Carter | 09/02/2017 | Thu | 10:00 | Wkly |
| <input type="checkbox"/> | SCRBLB17 Scrabble Number 2 | Private Home | June Slater | 06/02/2017 | Mon | 14:00 | Wkly |
| <input type="checkbox"/> | TARO17 Tarot | Golden Wattle | Terry Green | 06/02/2017 | Mon | 9:00 | Variable |
| <input type="checkbox"/> | THEAT17 Theatre Group | Senior Citizens Hall | Lois Thwaites | 09/02/2017 | Thu | 2:00 | Variable |
| <input type="checkbox"/> | TRAVEL17 Day Travel Group | Outdoors variable | Margaret Farthing | 10/02/2017 | Fri | 10:00 | Monthly1 |
| <input type="checkbox"/> | UKELEL17 Ukelele | RSL | Doug Fudge | 07/02/2017 | Tue | 11:00 | Fort |
| <input type="checkbox"/> | WRITEA17 Writing Your Own Story | Maroondah Retirement | Di Anderson | 21/04/2017 | Fri | 10:00 | WeeklyT2 |
| <input type="checkbox"/> | WRITEB17 Writing for Fun Not Profit | Maroondah Retirement | Di Anderson | 21/07/2017 | Fri | 10:00 | WeeklyT3 |

Click on the Confirm Selection button to confirm enrolment.

[Go to top of page](#)

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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:



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

Course Details

Course Code: **HISTRY17** Print
 Description: **History of Healesville**
 Frequency: **WeeklyT4**
 Leader: **Bryn Jones**
 Leader2: **None**
 Type: **None**
 Location: **The Hub**
 Start Date: **09/10/2017 Mon**
 Finish Date: **27/11/2017**
 Start Time: **13:00**
 Finish Time: **14:00**
 Number of weeks: **8**
 Maximum enrolments: **50**
 Number Enrolled: **14**

Comments: This 8 week course will look at the development of Healesville from 1860 to the present day. For example in Weeks 1 & 2 we will look at New Chum; Coranderrk; beginning of tourism; arrival of the railway and the boom and depression of the 1890s-90s. This course is open to flexibility, according to people's interests. 8 week course starting 9.10.17 - 27.11.27 from 2pm-3pm
 Leader: Bryn Jones - 5962 4697
 TERM 4 ONLY.

Additional Comments and Prerequisite:

Please close this screen to go back and enrol via the Confirm Selection Screen.

Close

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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:



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

Selected Courses for Mabel Membertwo

You will be automatically subscribed when you enrol. See below for details.

| Code | Courses | Start date | Status | Amount |
|----------|------------------------|-------------------------|--------|------------------|
| ROMAN17 | Roman History | 06/02/2017 | | No charge Remove |
| SUBS2017 | Subscriptions for 2017 | 24/11/2016 - 31/12/2017 | | \$50.00 |

I agree to the U3A Healesville Membership Conditions Refer to [Terms and Conditions](#).

Finalise Courses, and if necessary, Invoice & Payment

Remove all selections

Go Back

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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.