

A—Z of 2023 Class Enrolment and Membership Renewal

**On days of declared Catastrophic fire danger
ALL U3A Castlemaine activities are cancelled**

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Notes

- We have a new membership and class enrolment management system — UMAS. It is quite different to the system we've employed in recent years. The following notes will help you to navigate the class enrolment and membership processes successfully. **Please read thoroughly.**
- If you are not comfortable negotiating these processes online, we will have volunteers available to assist you face-to-face for the first week of enrolment/renewal, and by pre-arranged appointment thereafter.
For face-to-face assistance, visit the Manse between 10.00am and noon on:
 - Tuesday 10 January
 - Wednesday 11 January
 - Thursday 12 January
 - Friday 13 JanuaryFor personal assistance outside of these times, call 0425 712 362.
- Class enrolment and membership renewal will now both open at 9.00am Tuesday 10 January.
- It will be helpful to have browsed the 2023 Class Prospectus beforehand, chosen the classes you would like to enrol in and noted them down.
- Please don't be over-enthusiastic and enrol in too many classes — you'll probably ultimately drop out of at least some classes and you may prevent other members from enrolling in classes they would enjoy.

Log into UMAS for renewing members

If you are a new member, see the section for **New members**.

If you are enrolling online, step 1 is to log into UMAS. You can log into UMAS using:

- an internet-connected computer;
- an internet-connected tablet/iPad; or
- your smartphone (using your phone's web browser).
UMAS knows if you are using a smartphone and displays everything at a convenient size to read easily.

Whichever device you use, the process is the same.

- Go to *u3acastlemaine.com* in a web browser
- Tap on **UMAS Login**
- Tap **Member Login**
- Tap **Login**
- **Enter your Member no. ***

If you don't know your Member no., you can simply log in using the email address linked to your membership ** (the email you receive notices and newsletter advice on).

** Although we have changed membership systems, your Member no. and password will be the same as you used in the previous system.*

*** Some couples use the same email address for both memberships. In these cases, if you can't recall your Member nos, you will need to call for assistance*

- **Enter your Password ***

If you can't remember your password, click **Reset Password** and follow the prompts. An authorisation code will be emailed to you. Note: the authorisation code expires in one hour. Once your password is reset, start the login process again.

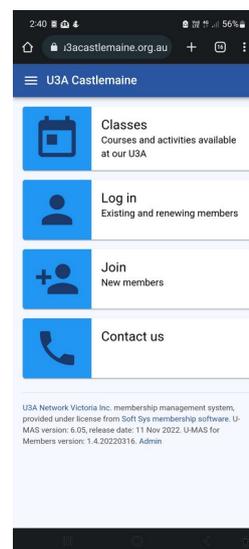
** Although we have changed membership systems, your Member no. and password will be the same as you used in the previous system.*

- Tap **Submit** to log in

Once you are logged in, your member details are displayed. Details required by the system are indicated with a red asterisk*. Check the details and then scroll down to the relationship* field. This is a required field. If it is blank, you must enter the relationship to your emergency contact, ie, husband, daughter, friend, etc., to proceed.

Choosing classes to enrol in

- If you're not already logged in, log into UMAS (see above) and tap **Classes**
- Scroll down to find the class. Classes are listed by day.
Tap > to progress to the next screen if needed
- When you locate the class, tap \vee and select **Add to Cart**
If you cannot see Add to Cart, you have likely missed the log in step
- Select your next class to enrol in by repeating the previous two steps



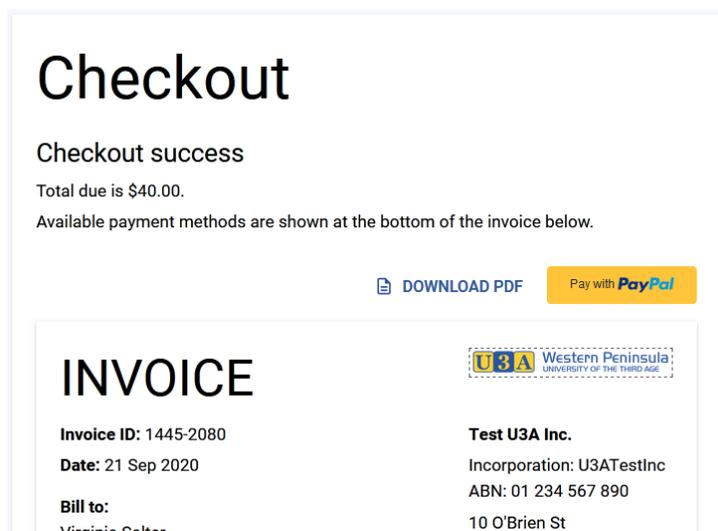
- **There are no classes I'm interested in, but I still want to be a member of U3A Castlemaine**
 - **In this case, please select the Coffee Morning class and Add to Cart**
You will not be obliged to attend coffee mornings (though we'd love to see you), but selecting this class will trigger your membership renewal.
- **I want my newsletter sent by Australia Post**
 - Locate the class **Newsletter Mailing** and **Add to Cart**
The \$15 fee for postage will be added.
- When you have selected all the classes you want to enrol in, tap the **Cart** symbol in the blue bar above.
- You will need to tick the checkbox to agree to U3A Castlemaine's Terms and Conditions to proceed.
- Tap **Checkout** to complete.
- *Note: Until confirmed, your enrolment in a class is provisional even though the system will show your status as Enrolled. See **Over-subscribed classes — Balloting***

Payment and membership renewal

In UMAS, membership renewal is commenced by enrolling in one or more classes (see step above).

After enrolling in your class(es), tap **Checkout** to complete the enrolment process.

If you log out at this point for any reason, when you log in again later you can view your Invoice by tapping My Invoices from the menu. On a smartphone, tap the 'hamburger' menu (three short horizontal lines) to view the menu items.



Payment methods

- **Online**
To pay online, you will need **either** a PayPal account **or** a credit card.
Click the PayPal button on the invoice. A **PayPal** dialog will open, where you can either log in and pay with your PayPal account, **OR** select the option to use a credit card (eg, *Continue as guest*) if you don't have a PayPal account. **You do not have to create a PayPal account.**

- **Cheque**
To pay by cheque, download and print your invoice and present it in person (at the Manse between 10.00am and noon on Tues 10 Jan thru Fri 13 Jan inclusive or later by prior arrangement on 0425 712 362) or mail accompanied by a Membership Application form to U3A Castlemaine, PO Box 792, Castlemaine 3450
- **Cash**
Payment by cash can only be made in person (at the Manse between 10.00am and noon on Tues 10 Jan thru Fri 13 Jan inclusive or at other times by prior arrangement on 0425 712 362)

New members

- On an internet-connected computer, tablet or smartphone, go to *u3acastlemaine.com* in a web browser
- Tap on **UMAS Login**
- Tap **New Members**
- Follow the prompts to create a member record, Member no. and password. For Member Type choose **Full** unless you are a member of another U3A and can show proof that you are, in which case you can choose **Associate**. Make a note of the password that you choose and your Member no. which is displayed on the last screen. You will need these when you next log in
- Log into UMAS using **UMAS Login** and **Member Login**
- To select classes to enrol in, see the section **Choosing classes to enrol in** (above)
- To pay membership subscription, follow the section **Payment and membership renewal** (above)

Over-subscribed classes — balloting

Some of our classes are very popular, but there are limitations on the number of attendees in classes. Sometimes the limitation is the size of the room, sometimes Class Leaders set limits on how many people can attend their classes.

Where practical, we seek larger venues for over-subscribed classes, but that is often not possible.

When enrolments for a class exceed the maximum for the class, we will conduct a random ballot. Successful enrollees will be notified, unsuccessful enrollees will be placed on the class wait list and notified of that. If another members drops out of the class, wait-listed members will be 'upgraded' according to the order determined in the random ballot.

2023 Membership Application

A Membership Application form is not required for online enrolment and membership renewal.

For posted cheque payment and for face-to-face assistance with enrolment and membership, we request a completed 2023 Membership Application.

A printed copy which can be completed by hand is included with these instructions .

Additional printed Membership Applications are available at the Manse or by calling 0425 712 362.

New classes and class updates

Instrumental Ensemble.

Aimed at members who can read music and interested in playing popular classical music and possibly working towards performing with the U3A Choir in public performances during the year.

This group is not for beginners.

Class Leader John Meir. John has many years of experience in running instrumental groups, composing original pieces and arranging for mixed ensembles. John will be interested in hearing from string, recorder and woodwind players. Classical music and beyond.

Please call John on 0435152652 or email jkjazzy1@bigpond.com if you are interested in more information prior to signing on.

Venue: Salvation Army Hall

Timetable: Every Second Thursday 9.30–11.00

Great Battles in History

This interactive and group-centred monthly class will focus on a "great battle" each month. Class Leader Peter Condliffe will outline the battle and then lead a discussion about its historical significance and its relevance to today.

The first 3 battles will be the Battle of Hastings, the Battle of Britain and the Battle of Gaugamela. After this, the group will decide what battles can be included in the 6 event program. No knowledge of military history is necessary or assumed.

In the first week, the Class Leader will provide snacks and drinks and the group can decide how to share catering from then on.

When: 5.00–7.00pm, 4th Wednesday of the month, March til August (inclusive)

Where: Condliffe residence

Enquiries to Class Leader Peter Condliffe pc@vicbar.com.au

Commences: Wednesday 22 March 2023 Wed

Concludes: Wednesday 23 August 2023

Armchair Travel

A gremlin got into the preparation of the 2023 Class Prospectus resulting in some confusion.

Armchair Travel will run on the **4th MONDAY of each month** (exc December when it will be the 3rd Monday).

The class will commence on **Monday 23 January**, 4.00pm in the Chapel.