

U-MAS for Members User Guide

When clicking Login > [Member Login](#) at top right corner of website, this screen appears:





Log in

Member no. or email address *

Password *

SUBMIT

Help links

- 
[Forgot password?
Reset password](#)
- 
[Not a member yet?
Join up](#)
- 
[Forgot member number?
Retrieve member number](#)
- 
[Forgot all login details?
Retrieve member details](#)

Insert your member number or email address and password, click submit and your member details will be displayed.

If you have forgotten your password or your temporary one doesn't work, use the **Forgot password?** [Reset password](#) button. You will need to put in your member number and your surname

here and after

clicking the [Submit](#) button, an authorisation code will be sent to your email address. Upon entering this and creating a new password, you can now log in with your new password.

Only if you have never been a member of U3A Hepburn Shire before, click on the **Not a member yet?** [Join up](#) button. You can also click the Login > [Join as a New Member](#) at the top right of the website. Then you will be guided through several steps of inserting all the details needed for you to become a member, including creating your own personal password. If you have been a member in the past you will still be in our system, so use [Reset password](#) instead.

Once your membership details are displayed, you can update any of your personal details, like change of address, adding emergency contact details and changing your password. Don't forget to click [SAVE](#) at the bottom right when you have finished your updating.

^ U-MAS FOR MEMBERS MENU

The U-MAS for Members Menu is at the very bottom of your screen (or, if you have logged on in a different way, at the side). Click here to expand the menu and access the Courses.

U-MAS for Members

Home Courses My Membership
 My Enrolments My Invoices Logout
 Contact us

This is how the expanded menu looks like (the Cart, needed for enrolment, is not shown at the moment as nothing has been added to it yet). Click on courses to view and enrol. You can view all courses without having logged in, but you need to log in in order to enrol.

Courses: 1-20 of 37 FILTER < >

Day of week
Monday

Course	Category	Dates
BRIDGE	GAMES:	1 Feb 2021 - 13 Dec 2021
SCRABBLE	GAMES:	1 Feb 2021 - 6 Dec 2021
CURRENT AFFAIRS	LEARN:	15 Feb 2021 - 15 Nov 2021
THIRD MONDAY BOOKCLUB	LEARN:	15 Feb 2021 - 20 Dec 2021

Courses are initially displayed by day of the week, but you can change the view to categories by clicking filter. Not all courses are displayed at one time, click on the forward arrow to see more. Click on the course or the arrow to the right to see the course details. If you wish to enrol in a course, click the Add to Cart button.

SCRABBLE	GAMES:	1 Feb 2021 - 6 Dec 2021
CURRENT AFFAIRS	LEARN:	15 Feb 2021 - 15 Nov 2021
Course code	21MON01	
Category	LEARN:	
Course type	None	
Detail	A 90 minute informal & interactive session examining diverse subjects and material from national, state, local & international news, celebrity, social justice & contemporary issues, mainstream media, social & digital media & technology, society, culture & lifestyle including specific issues raised by members. No session in May.	
Tutor / Leader	Frank Page	
Location		
Timetable	None Day: Monday, 10:30 AM - 12:00 PM Dates: 15 Feb 2021 - 15 Nov 2021 Next date: 15 Feb 2021	
Availability	Accepting enrolments? No: All enrolments are currently off Capacity: 50, enrolled: 1, available: 49, waitlisted: 0	
Full fee	\$0.00	
CLOSE		
THIRD MONDAY BOOKCLUB	LEARN:	15 Feb 2021 - 20 Dec 2021

Once you have selected all your courses, click on Cart and all your chosen courses are shown. You can delete any you don't want from here and you can go back into Courses to select more. When you are happy with your selections, click on Checkout. You have to tick that you agree to the terms and conditions, before a final click on Checkout. Now an invoice will be issued. Most courses are free, but your invoice may have added your membership subscription if you haven't paid that already. You can pay in person on enrolment day (the only time our 'Office' is open), into the U3A Hepburn Shire bank account, or send us a check

in the mail. All details are on the Membership Page under Payment methods.

When you have finished your session in U-MAS for Members, don't forget to click Logout.