



U-MAS for Members User Guide

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

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 or email 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. You need to have some means to help you remember the password.

If you have once in the past been a member and have forgotten your login details, you also need to use the **Forgot password?** procedure.

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.

-  Home
-  Courses
-  My Membership
-  My Enrolments
-  My Invoices
-  Cart
-  Checkout
-  Logout
-  Contact us

The navigation menu at the left side looks like this when you have logged in. 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 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 below.

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.

Courses: 1-20 of 38 FILTER

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Day of week Monday		
Course	Category	Dates
BENDIGO ART GALLERY	CULTURE:	3 Apr 2023 ⏴
ENGLISH COUNTRY DANCING	DANCE:	6 Feb 2023 - 4 Dec 2023 ⏴
INTERNATIONAL CIRCLE DANCING	DANCE:	13 Feb 2023 - 11 Dec 2023 ⏴
BRIDGE	GAMES:	6 Feb 2023 - 11 Dec 2023 ⏴

Course code 231MON02

Category GAMES:

Course type Long Course: Year-long course (Feb - Nov)

Detail This is a group for people who play Bridge. There are tables aplenty. Play is relatively informal and players of all levels are welcome. Bridge is a sedate game (or at least is supposed to be), although passions do sometimes run high!

Tutor / Leader Richard Gray

Tutor 2 None

Location THE COURTROOM at DNC
13 CAMP ST
DAYLESFORD 3460

Timetable Wkly: Weekly
Day: Monday, 1:00 PM - 4:00 PM
Dates: 6 Feb 2023 - 11 Dec 2023
Next date: 13 Feb 2023

Availability Accepting enrolments? Yes
Capacity: 20, enrolled: 6, available: 14, waitlisted: 0

Full fee \$0.00

ADD TO CART CLOSE

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 check if you have paid your subscription by clicking the My Invoices button. If you already have paid, it will tell you the due amount is 0.00.

You can pay in person on enrolment day or when our office is open, transfer your payment 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.

Enjoy your membership with U3A Hepburn Shire.