



DANDENONG
UNIVERSITY OF THE THIRD AGE

U3A Dandenong Inc.



Membership Renewal

Step by step guide



Login



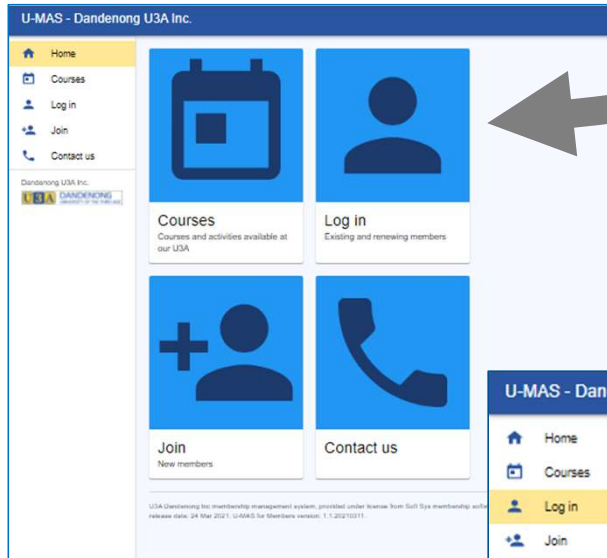
1

Login to
<https://dandenongu3a.org.au/>
(Click on this link)

2

On the screen presented,
click in the top right hand
corner on Login and
select "Existing Member
login" from the drop-
down box.

Login



3

Click on Log in

4

Enter either your member number (which you will find on your membership badge or shown in emails that we have sent to you)

5

If you have forgotten your password, click on reset password

Reset Password

Request password reset

Fill out and submit this form in order to receive a password reset authorisation email.

If you already have an authorisation code, you can [ENTER IT HERE](#)

Member number *

1445

Surname *

Salter

SUBMIT

On this screen, enter your member number and surname and UMAS will email you an authorisation code

6

6a

Once you have requested a password reset, it is very important that **DO NOT** close the browsing session. If you close it then you cannot proceed.

Dear Virginia Salter (member no. 1445),

Someone (presumably you) requested a temporary authorisation code, which can be used for a password change.

This code will expire in 20 minutes

Member number *

1445

Authorisation code *

6741973e

New password *

Confirm new password *

SUBMIT

It is okay to leave the page whilst you check your email (and return later).

If you close the browsing session then cannot proceed with the password reset.

6b

6c

If you have access to your email on more than one device, it is recommended that you use a second device to check your email

Reset Password

Request password reset

Fill out and submit this form in order to receive a password reset authorisation code by email.

If you already have an authorisation code, you can [ENTER IT HERE](#)

Member number *

1445

Surname *

Salter

SUBMIT

6

On this screen, you enter your member number and surname and UMAS will email you an authorisation code

Dear Virginia Salter (member no. 1445),

Someone (presumably you) requested a password reset in U-MAS for Members. Below is your temporary authorisation code, which can be used in U-MAS for Members to authorise your password change.

This code will expire in 20 minutes, at 2020-09-21 02:05:27 PM.

Member number *

1445

Authorisation code *

6741973e

New password *

••••••••••

Confirm new password *

••••••••••

SUBMIT

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- Enter:
- authorisation code
 - New password
 - Confirm the new password
- Press: SUBMIT

Member Details

8

Review your membership details and update missing or incorrect information.

If you have a carer and will need to have your carer with you in your courses please tick this box.

Note: It is important to provide Emergency Contact information.

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

Dandenong U3A Inc.
U3A DANDENONG UNIVERSITY OF THE THIRD AGE

My Membership

To update your details, simply edit the form below and then click the SAVE button at the bottom of the form. You can also change your [password](#) and view your enrolments, invoices and absences.

Member Number: [redacted] Member Type: [redacted]
Membership Start: [redacted] Membership End: [redacted]

First name*: [redacted] Surname*: [redacted]
Preferred name: [redacted]

Email*: [redacted] Phone home: [redacted]
Mobile phone: [redacted]

Year of birth*: [redacted] Gender*: [redacted]

(Previous) Occupation: [redacted]

I wish to volunteer as a volunteer: [redacted]

☐ Tick if you have a carer

Emergency Contact Name*: [redacted] Contact Phone Number*: [redacted]
Relationship: [redacted]

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Once your member details are correct, click on "Courses"

Select Courses

U-MAS

Courses

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Courses

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My Enrolments

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My Absences

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Dandenong U3A Inc.

U3A DANDENONG

Genealogy

Full

History: 8 Feb 2021 - 14 Jun 2021

Italian Language

Full

Language: 22 Feb 2021 - 14 Jun 2021

Italian Language - zoom

Language: 15 Feb 2021 - 14 Jun 2021

Day of week

Tuesday

Course	Category	Dates
Hiking	Exercise: 16 Mar 2021 - 15 Jun 2021	
Mahjong	Games: 23 Feb 2021 - 15 Jun 2021	
Scrabble	Games: 23 Feb 2021 - 15 Jun 2021	
Spanish Language	Full	Language: 9 Feb 2021 - 15 Jun 2021
Current Affairs	Enrolled	Life: 9 Feb 2021 - 15 Jun 2021
Music Appreciation		Music: 16 Mar 2021 - 15 Jun 2021

Day of week

Wednesday

Course	Category	Dates
Easy Rider Cycling	Enrolled	Exercise: 10 Feb 2021 - 16 Jun 2021
Walking	Exercise: 10 Feb 2021 - 16 Jun 2021	
Line Dancing	Exercise: 24 Feb 2021 - 16 Jun 2021	

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If you are interested in a course, click on the drop arrow to see more information

Select Courses

U-MAS

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Courses

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Dandenong U3A Inc.

U3A

DANDENONG

UNIVERSITY OF THE THIRD AGE

Courses

Italian Language - zoomLanguage: 15 Feb 2021 - 14 Jun 2021

Day of week
Tuesday

Course	Category	Dates
--------	----------	-------

HikingExercise: 16 Mar 2021 - 15 Jun 2021

Course code	212EXE03
Category	Exercise:
Course type	4 Terms: Year Long Course (Feb - Nov)
Detail	<p>The group meets at pre-determined locations not too far afield from Dandenong in bushland, on the 3rd Tuesday of each month to give us the opportunity to hike in our great outdoors. For longer distances from home we may carpool. Usually commence at 9:30am and take a morning tea break around 11am then lunch at about 12:30pm. All food and drinks are BYO. All up we hike about 8-12 kms each time. It's surprising the amount of options available to us. At present we are doing one hike a month, with an option to hold them twice a month, adding the 1st Tuesday of the month. Along the way we will discuss the different roles and responsibilities of running a hike, and offer the opportunity to the group to take a turn at planning and running a hike.</p>
Additional information	moderate level of fitness required All food and drinks are BYO.
Tutor/Coordinator	Raelene Curtis
Tutor/Coordinator(2)	None
Location	Various locations group notified by Tutor
Timetable	Mthly: Monthly Day: Tuesday, 9:30 AM - 2:00 PM Dates: 16 Mar 2021 - 15 Jun 2021 Next date: 15 Jun 2021
Availability	Accepting enrolments? Yes Capacity: 15, enrolled: 12, available: 3, waitlisted: 0
Full fee	\$0.00

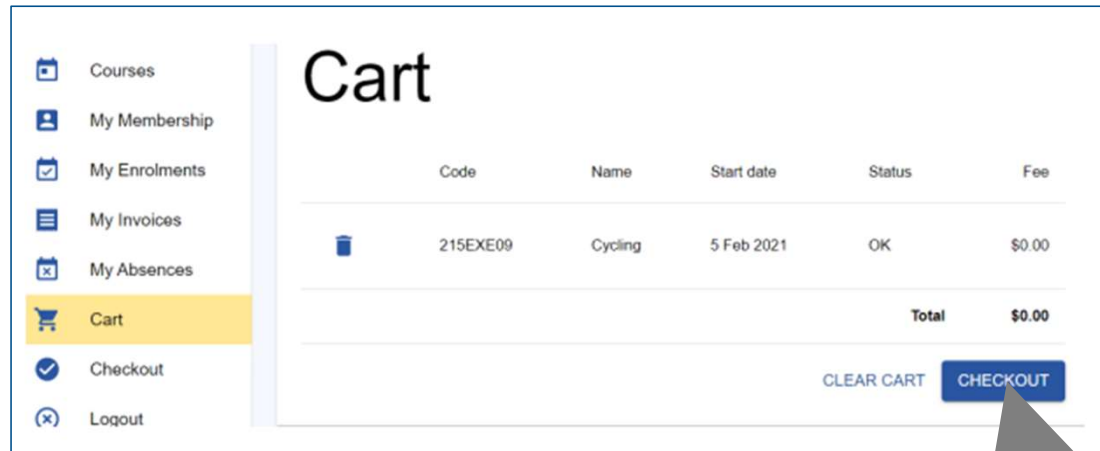
ADD TO CART

CLOSE


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If you wish to attend this course, press the blue button “ADD TO CART” ..then press close and return and select any more courses that interest you.

CART



Cart

	Code	Name	Start date	Status	Fee
	215EXE09	Cycling	5 Feb 2021	OK	\$0.00
Total					\$0.00

[CLEAR CART](#) [CHECKOUT](#)

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When you have completed your courses selection click on CART
You can check that there are no clashes and can remove anything you don't want. If you are happy click check out

MY INVOICES

Go to my invoice's to pay membership

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My Invoices

10 Jan 2020 - 10 Jan 2021

Invoices: 1-1 of 1

Invoice ID	Date	Total	Due
16285-2211	27 Oct 2020	\$35.00	\$35.00

Invoices: 1-1 of 1

After completing your course selection and finalising your CART, you can pay.

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Click on MY INVOICES

This screen will be displayed.
To pay online via PayPal or with debit/credit card, press
"Submit Payment"

13a

Payment can be made by crediting the U3A Bank Account but this is not linked to UMAS. In the reference you MUST include your member number and surname (if space permits).

13b

Paypal and bank transfer accepted for payment.

Paypal

How to Pay Using your PayPal account or using your Visa, MasterCard or Debit Card
We recommend that you pay your subscription via PayPal, which is safe and secure. You can use either a PayPal account or your Visa, MasterCard or debit card. Click on the **Submit Payment** button which will take you to the PayPal payment page.
After being transferred to PayPal, (below the Log In button) there is an option **Pay with a Card**. Use this button if you do not have a PayPal account.
When you have paid, your enrolment will be confirmed when the PayPal transaction is complete. You will be returned to the member screen where you can verify the payment has been accepted. You will receive a separate email from PayPal confirming your payment.
Alternative payment options are shown below.

Pay anyone:- Bank: Bendigo Bank BSB: 633 000. Account: 172969719
Reference: [Redacted]
The Reference number must be entered with your payment to ensure your subscription is processed correctly.
PO Box: P.O Box 209 Noble Park Vic 3174

Office information

Information

PAYMENT CAN ALSO BE MADE IN PERSON BY Cash AT U3A'S Dandenong OFFICE, INSIDE OFFICE HOURS (Mondays, Thursday and Fridays).

INVOICE PAYMENT

Pay with **PayPal**

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IMPORTANT

You **MUST** click “Pay with PayPal” whether paying by card **or** by PayPal

The PayPal Company provide Dandenong U3A with the service to process payments

Paying with a PayPal Account

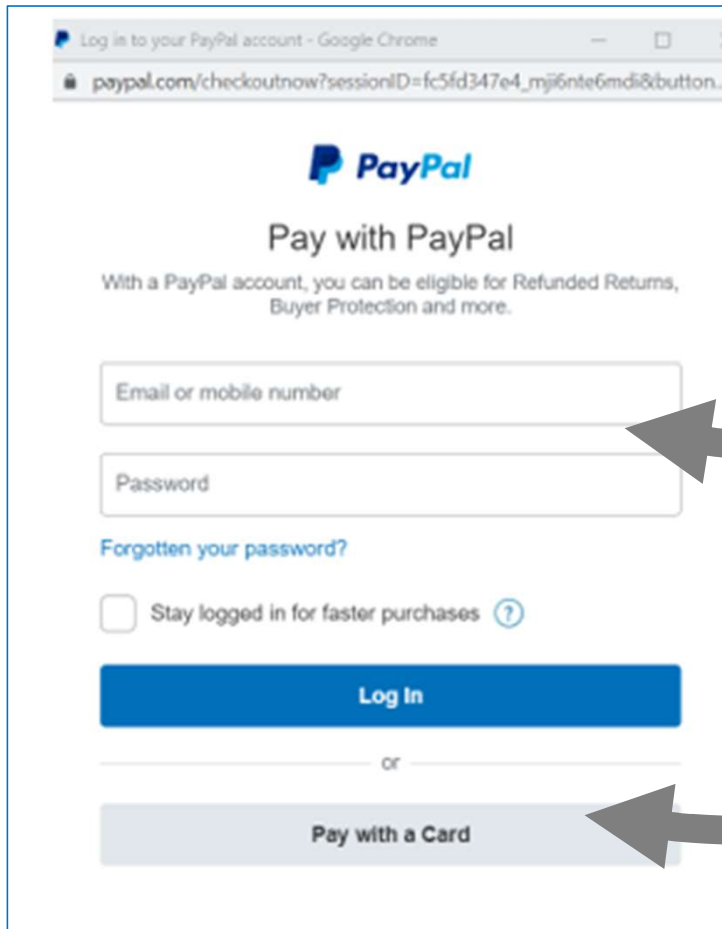
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If you have a PayPal account and wish to use this (instead of a debit/credit card) complete these details and log in to PayPal.

Paying with a Credit or Debit Card

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If you wish to pay with a debit or credit card click on “Pay with a Card”



The screenshot shows the PayPal login interface in a Google Chrome browser. The address bar displays the URL: paypal.com/checkoutnow?sessionID=fc5fd347e4_mj6nte6mdi8&button... The page features the PayPal logo and the heading "Pay with PayPal". Below this, a message states: "With a PayPal account, you can be eligible for Refunded Returns, Buyer Protection and more." The login form includes two input fields: "Email or mobile number" and "Password". A link for "Forgotten your password?" is located below the password field. There is a checkbox labeled "Stay logged in for faster purchases" with a question mark icon. A blue "Log In" button is positioned below the form. Below the button, the word "or" is centered. At the bottom of the form, there is a grey button labeled "Pay with a Card".

INVOICES PAYMENT USING YOUR PAYPAL ACCOUNT

PayPal Checkout - Google Chrome

paypal.com/webapps/hermes?flow=1-P&ulReturn=true&sessionID...

PayPal 🛒 \$35.00 AUD

Hi Jeanette!

Ship to Change

Your name and address appears here

Pay with

Debit Card \$35.00 AUD

☐ Make this my preferred way to pay


[+ Link credit or debit card](#)

Pay Now

17 If paying by PayPal this screen appears (with your default information pre-entered).
Press “Pay Now” to complete your payment.

INVOICES PAYMENT USING YOUR DEBIT OR CREDIT CARD


U3A DANDENONG INCORPORATED

 \$1.00 AUD


Got a PayPal account? [Log in](#)

or

PayPal Guest Checkout
We keep your financial information securely encrypted.


PayPal is a safer, faster way to pay
No matter where you shop, we keep your financial information securely encrypted.

Country/Region
Australia



Card number

Expires CVV

First name: Navi Last name: Test

Billing address

Address line 1

Address line 2

Suburb

State/Territory

Postcode

☒ Ship to my residential address

Contact details

Phone type: Mobile Phone number: +61

Email

☐ I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's [Privacy Statement](#).

[Pay now](#)

Cancel and return to U3A DANDENONG INCORPORATED Terms Privacy Feedback © 1999-2020


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Paying with a Credit or Debit Card

This screen appears.
Complete all details and press "Pay Now"

My Invoices


Code	Name	Start date	Status	Fee
20SUBS21	Subscriptions for FY 2020/2021	1 Jul 2020	Enrolled	\$35.00
20ZZZ21	Membership Renewal	16 Jul 2020	Enrolled	\$0.00
Total				\$35.00
Paid				\$35.00
Due				\$0.00

 [DOWNLOAD PDF](#)

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If you now click on “My Invoices” from the menu on the left hand side then this screen will be presented and confirm your membership payment. As shown on the bottom right, it can be downloaded as a PDF file.

My Enrolments

Enrolments					
1 Jan 2021 - 30 Jun 2021 					
Code	Name	Start date	Start time	End date	Invoice
20ZZZ21	Membership Renewal	16 Jul 2020	12:00 AM	30 Jun 2021	2211
215EXE09	Cycling	5 Feb 2021	8:30 AM	18 Jun 2021	2222
Enrolments: 1-2 of 2					
< < > >					

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If you now click on “My Enrolments” from the menu on the left hand side then this screen will be presented and confirm your enrolments.

As shown on the bottom right, it can be downloaded as a PDF file.

Completed!



The End

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Now you have completed enrolment and paid your membership. You can log out