

# INSTRUCTIONS FOR ONLINE ENROLMENT IN COURSES AND EVENTS

- a. Log in to manage your Membership and enrolments by clicking on the **Member Log-in** button on our home page at <https://www.sapphirecoastu3a.org>
- b. After you login the next screen you will see is your Membership Status page, with details of your address, phone numbers, your email address, emergency contact details etc.
- c. You can select actions in the lower part of the screen, as follows:
- d. If any of your details are incorrect, or if you would like to volunteer to help with U3A, you should click on **Update Profile** to edit your details and/or enter your interest areas for volunteering.
- e. To enrol in a Course or Event click on **Classes** (this will show as “Classes 201x”, e.g. “Classes 2017”). There may be a choice of years towards the end of each calendar year.
- f. You will get a full list of all upcoming Events and classes within each Course for the selected year, for example:

**Ancient Australia**  
Exploring the Natural and Indigenous History of the Australian Continent.  
Looking at Australia's geology, palaeontology, anthropology and natural history through time since the birth of our continent. We will take a fascinating journey in time, describing billions of years of Earth's history, and how continental Australia came into being before and after separating from Gondwana, then its subsequent evolution, plus explore the 50,000+ year history of the original human inhabitants.  
Based on two DVD series, "Australia – The Time Traveller's Guide" and "First Footprints".

Cost: \$4 per session including afternoon tea, plus once-only photocopy charge (tax)  
314/01 2016 **Fri** weekly 14/10-2/12 **Terms: 4** **Open**

Course Leader: Christine Warner Enquiries: 0413 521 292  
**Request** 02:00pm-04:00pm U3A Centre Tura Beach Shop 4 Tura Beach Shopping Centre Tura Beach  
Classes: 14/10 23/10 28/10 4/11 11/11 18/11 25/11 2/12

Each class or Event includes a check-box you can click on to request a place. On the right-hand side you can see the class status and you can select any classes or Events that have an **Open**, **TBA** or **Wait List** status.

- **Open** – you will receive immediate confirmation of enrolment. For all Courses (but not Events) you should still contact the Course Leader to confirm your place. Contact is not necessary for Events as places are allocated automatically in order of enrolment until the event is full.
- **TBA** – the Course Leader will review and approve your application before enrolment is accepted – you must contact the Course Leader to discuss.

- **Wait List** – the class/event is full, but if space becomes available you will be notified
- **Closed** – this class is not open to new class members
- **Cancelled** – this class will not run
- **Office Only** - you will need to enrol or book a place by following the instructions that are part of the Course/Event description

- **You need to scroll all the way down to the bottom** of the Class list and Click on  to complete your class selection(s). This takes you to your Member Summary page which will now include a list of all the classes you have selected.
- **If you are not a financial member your enrolments will not confirmed** until you pay your membership fees. You can do this by clicking on the “Pay Online” button on your Member Summary page. Separate instructions about renewing your membership are available from our home page. All memberships must be renewed and paid by the last day of February each year for any enrolments or enrolment requests to remain active.
- If for any reason **you decide you no longer want to be enrolled** in a course or attend an event you should login again and click on the check box next to the classes/events you are withdrawing from. Then select “Delete classes”. This will free up your place for any members on the Wait List.
- **Before attending any Course (but not Event) for the first time you should contact the Course Leader to confirm your enrolment and to check for any changes to class details.**
- It is worth checking back regularly for anything new that may have been added to the program since you last looked. One of the many advantages of our online enrolment system is that you will always see what is current, so we can respond to offers of new Events and Courses and list them for you to enrol in as they happen.