

# MEMBERSHIP & ENROLMENTS FOR 2018

As you are aware we have introduced a new database at U3A Hawthorn which provided for online membership and enrolment. This system has been very well received by our members who can now do enrolments and payments at home and can find up-to-date details of all the courses and activities on offer. It has also assisted us in reducing the volunteer time required in the office.

Members tell us that it is easy to use and intuitive. So if you have not already tried it, don't be scared to give it a go.

The new database means that the end of year membership Renewal and Enrolling in courses for 2018 will be different from previous years. Some points to note:

- The Membership fee for 2018 is \$50 per person – there is no couples membership and there is no Associate Membership.
- You can renew membership and enrol in courses on line **OR** you can come to Reception and pay your membership renewal and be assisted to complete your enrolments.
- If you come to Reception please be aware that times for this activity will be restricted to **10am – 2pm** to ensure that we have adequate staffing in the office to assist you. However there will at times be queues so please be patient in this first year of the new system.
- Some **High Demand** courses have **Priority Enrolment** for a 3 week period until 29 November – see the information later in this sheet
- New applicants for **Skills Courses** such as orchestra, choir and languages will be assessed by the tutor prior to final acceptance in the course (as has always been the case).
- A step by step description is provided below for those who are not confident.

The Curriculum for 2018 and the Summer School 2018 information is on the U3A Hawthorn website

<https://www.u3ahawthorn.org.au/courses.htm>

[www.u3ahawthorn.org.au/summerschool.htm](http://www.u3ahawthorn.org.au/summerschool.htm)

From 8 November you can go to <https://www.u3ahawthorn.org.au/members> - where you can login (with your member No and password) and pay your membership and enrol in courses and Summer School.

Paper copies of the Curriculum for 2018 and the Summer School can be collected from Reception.

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## PROCEDURES FOR RENEWING MEMBERSHIP AND ENROLLING IN COURSES FOR 2018

### How to RENEW your membership

Membership renewal is required before you can enrol in courses.

Renewal can occur from 10am **Wednesday 8 November 2017**. The individual Annual Membership is \$50 (there is no longer a couples' membership). There are 3 options for your renewal:

#### 1. Online through the Membership system

- a. Go to the U3A Hawthorn website ([www.u3ahawthorn.org.au](http://www.u3ahawthorn.org.au)) and click on the link to the Membership system on the home page
- b. Login using your Membership ID and password.
- c. Select **Pay Membership** from the menu

- d. From the Subscription 'drop down list' select **Annual subscription for 2018**
- e. Click on **Pay/View Invoice**
- f. Select **View Member Details** from the left menu
- g. Go to the bottom of the screen and click on **Pay Invoice**
- h. Follow the prompts to pay online with Paypal – either with your Paypal account or by your credit card

## **2. Use your own internet banking facility to make a bank transfer**

- a. Follow the steps above to login to the Membership system
- b. When you get to step e you should either print the Invoice or, whilst viewing it on the screen, write down the BSB and bank account details for U3A Hawthorn
- c. Login to your personal internet banking facility and make a bank transfer to the U3A Hawthorn account ensuring your Member ID and surname is added to the note or comment field
- d. send an email to [database@u3ahawthorn.org.au](mailto:database@u3ahawthorn.org.au) informing us you have paid and include your membership number and name so that the database volunteers can update your payment in the UMAS Membership system.

## **3. Pay at Reception in the Office at Sinclair Avenue**

- a. Please bring your Membership Badge with you
- b. Pay with your credit card, cash or cheque
- c. You will receive a receipt for your payment
- d. The receipt copy will go to the database volunteers who will update your payment to the UMAS Membership system.

## **How to ENROL IN COURSES for 2018**

Enrolment in courses can occur from 10am **Wednesday 8 November**. On that date the 2018 courses will become available in the Membership system. The Curriculum for 2018 and the Summer School program will have been published in the Newsletter and on the website.

As has always been the case, you must enrol each year for the courses of your choice. Even if you have been enrolled in a course in 2017, you must put in an enrolment for that course for 2018 if you wish to continue to attend.

Some popular courses (with waitlists this year) will have a priority enrolment for those enrolled in the course in 2017. This will be explained to you in each of these classes. The priority enrolment period will be from **Wednesday 8 November until Wednesday 29 November 2017**. After this date the course will be open to the whole U3A Hawthorn membership and you will no longer be given priority.

However most courses will not have priority enrolment and, as usual, enrolments will be accepted in order of receipt until the maximum number is achieved and further enrolments will be waitlisted.

Options for enrolments in courses:

### **1. Online via the Membership system**

- a. Go to the U3A Hawthorn website ([www.u3ahawthorn.org.au](http://www.u3ahawthorn.org.au)) and click on the link to the Membership system on the home page
- b. Login using your Membership ID and password.
- c. Click on **View Courses** in the menu at left of the screen
- d. Click in the small box at the left of each course in which you wish to enrol
- e. Once you have selected all your courses, click on the green button to **Confirm Selections**

- f. On the new screen check the list is correct and then click on the green button to **Finalise Courses**
- g. You must complete the previous 2 steps so that your enrolment proceeds.

## 2. In person at Sinclair Avenue

- a. Come into Reception at Sinclair Avenue to have an *Assisted Enrolment*.
- b. Ensure you bring your Membership badge
- c. A database volunteer will assist you to make your selections using the Membership system
- d. There will be nominated times when *Assisted Enrolments* are available to spread the volunteer workload and to try to minimise waiting.
- e. *Assisted Enrolments* is available from 10am to 2pm each weekday in November.

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## PRIORITY ENROLMENTS

There is a small number of high demand courses where there are always waiting lists and we need manually to give priority to those who are in the class in 2017.

These courses are:

- Ron James - Current Affairs
- Kathy Manderson - Pilates
- Gary Faul - Painting and Drawing class
- Mira Kocis –Drawing for Fun and Pleasure
- Ferida Felstead & Janina Noga - Mahjong
- Ian Pittman – Current Affairs and the role of self interest
- Pam Crack - Patchwork and Quilting
- Geoff Coulson - Thoughts and Ideas

Current members of these courses will be given priority enrolment from **Wednesday 8 November until Wednesday 29 November 2017**. The course will be open for continuing and new participants to enrol, however every enrolment, including all priority enrolments, will be waitlisted. When 2017 course members enrol for this course they will appear as waitlisted, and their status will be changed manually by the Course Co-ordinators when they have verified that the person was a member of the course in 2017. This will be done **after 29 November** and the member will receive an email confirming his/her status as an active member of the course.

After the 29 November there will be no priority for 2017 members of the course and if the maximum for the class has been reached the 2017 course member will be waitlisted and will need to wait until a position become available.

## SKILL COURSES

Courses such as languages above beginner level and practical music (orchestra, choir, recorder group), require a level of skill and experience. Current members of these courses can enrol, but those not in the course in 2017 (although they appear as enrolled) may be assessed by the tutor prior to final acceptance into the course. This would usually take place in January.