

## How to Enrol Directly in Courses

To enrol in courses you must be a current financial member. If you are not a member, or have not renewed your membership, please refer to the Membership System Help page on our website for instructions on how to “Join as a New Member” and how to “Renew Your Membership”.

As was the case with our former system, the ability to enrol directly in courses, the Direct Enrolments period (DE), occurs after the Enrolment Requests period has closed and members have been advised of their actual enrolments. During the DE period, you can enrol in any course that still has vacancies – on a first-in first-enrolled basis until the course is filled.

<p>1. From the U3A Southern Highlands website <a href="https://sohiu3a.org.au">https://sohiu3a.org.au</a>, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login</p>	
<p>2. Enter your Member number or email address and your password and click <b>SUBMIT</b>. If you have forgotten your password, click Forgot password and follow the prompts.</p>	
<p>3. Your Membership details are displayed. On the Side Menu, click Courses</p>	

4. The first screen of courses for the current term is displayed. Click on the Course name to view its details.
5. You can toggle between the next and previous course screens by clicking **>** or **<**; or between the last & first screens by clicking **>|** or **|<**.
6. You can also click **FILTER** to display the **Course Display settings** which enables you to filter and sort courses. For example you can sort by day of the week or only view selected course categories.

**Courses** HELP

2022 Term 1 (28 Jan 2022 - 8 Apr 2022)

Courses: 1-10 of 10 FILTER |< < > >|

Day of week  
**Monday**

Course	Start time	Dates
Cinema on Monday	12:00 PM	31 Jan 2022 - 28 Feb 2022

Day of week  
**Tuesday**

Course	Start time	Dates
Creating Better Photographs + Writing	2:00 PM	8 Feb 2022 - 5 Apr 2022
German Advanced	2:00 PM	1 Feb 2022 - 5 Apr 2022

Day of week  
**Wednesday**

Course	Start time	Dates
Australian Suppressed Books	10:00 AM	6 Apr 2022
Art in the Afternoon	2:00 PM	6 Apr 2022
Fact Finding by Courts	2:00 PM	2 Feb 2022 - 6 Apr 2022
Chess Club	2:00 PM	2 Feb 2022 - 6 Apr 2022

7. Click **APPLY CHANGES** to make your changes or **CANCEL** to revert to the default. You will be returned to the Courses screen.

**Course Display Settings**

**Show Timespan**  
2022 Term 1

**Exclude**  
 Full courses  
 Closed courses

**Sort By...**  
Day of week

**... Then By**  
Start time

**Search For Keyword**

**Show Categories**

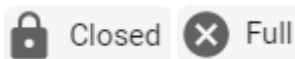
- ARTS:** Arts, crafts, music, photography
- CURRENT:** Current affairs, economics, finance, local matters, events
- GAMES:** Games, sports
- HISTORY:** History
- HUMANITY:** Humanities, philosophy, psychology, religion, sociology
- LANGUAGE:** Languages
- LIFESTYL:** Lifestyle, exercise, health, mindfulness, travel
- LITERARY:** Literature, reading, writing, cinema
- SCIENCE:** Science, technology, computers
- Other / uncategorised

8. Click the name of the course you are interested in, and details will be displayed.

9. To select this course click **ADD TO CART**

**NOTE:**

You will not be able to select any course with either of these icons:



Cinema on Monday 11 Oct 2021 - 10 Dec 2021

Venue Renwick Comm Centre Main Hall  
55 Renwick Drive  
Renwick 2575

Timetable Monthly: Once per month  
Day: Monday, 12:00 PM - 2:30 PM  
Dates: 11 Oct 2021 - 10 Dec 2021  
Next date: 13 Dec 2021

Availability Accepting enrolments? Yes  
Capacity: 30, enrolled: 14, available: 16, waitlisted: 0

Full fee \$28.00

**ADD TO CART** CLOSE

10. The top line of the screen will now show **1 IN CART**.

If you want to enrol in more courses, click **CLOSE** and you will be returned to the Courses screen. Follow the same procedure for each course. The courses you have previously selected will remain in your cart. Each time you add a course to your cart the number in your cart will be increased by 1.

If you selected a course in error, click **REMOVE FROM CART**.

Once you have selected all courses in which you wish to enrol, click your cart.

Courses **1 IN CART**

Cinema on Monday In cart 11 Oct 2021 - 10 Dec 2021

Course code MEDIUM2

Category ARTS: Arts, Crafts, Music, Photography

Course type Specified: Course/activity occurs on a specified date

Detail Experience an enjoyable afternoon at Empire Cinema: movie then coffee/tea at Coffee Culture. Gerard helps us choose an interesting and varied selection. Term Cost is \$28 (Combined Cinema and Coffee). **MONEY MUST BE PAID AT TIME OF APPLICATION** for enrolment. Members who apply but neglect to pay prior to close of enrolment will not be accepted. If you cannot attend a session, you may deputise another U3A member to attend, but money cannot be refunded.

Course Leader Rick Eng

Course Leader 2 None

Venue Renwick Comm Centre Main Hall  
55 Renwick Drive  
Renwick 2575

Timetable Monthly: Once per month  
Day: Monday, 12:00 PM - 2:30 PM  
Dates: 11 Oct 2021 - 10 Dec 2021  
Next date: 13 Dec 2021

Availability Accepting enrolments? Yes  
Capacity: 30, enrolled: 14, available: 16, waitlisted: 0

Full fee \$28.00

REMOVE FROM CART CLOSE


11. You now have four options:

- Click on the bin icon to delete an individual course
- Click **CLEAR CART** to remove all courses
- Click on **CLOSE** to go back to the Courses screen (your selection will remain in the Cart)
- Click on **CHECKOUT** to enrol.

**PLEASE NOTE:**

If you have not paid your membership subscription at this time, a membership subscription will be automatically added to your cart and invoice.

Cart

Code	Name	Start date	Status	Fee
 MEDIUM2	Cinema on Monday	11 Oct 2021	OK	\$28.00
<b>Total</b>				<b>\$28.00</b>

CLOSE CLEAR CART **CHECKOUT**

12. Once you have clicked CHECKOUT, you are now enrolled in the course(s) automatically, and your invoice is displayed.

If you are a current financial member i.e. the total due on your invoice is \$0.00, you can either:

- go step 13 to check your enrolments; or
- Click Logout on the side menu to exit the system.

If the total due on your invoice is not \$0.00, **PLEASE** pay the invoice.

For help please click [here](#).

Checkout success  
Total due is \$45.00.  
Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#) [Pay with PayPal](#)

## INVOICE

**Invoice ID:** 179-315  
**Date:** 23 Feb 2022

**U3A Southern Highlands Inc.**  
Incorporation: 987 8806  
ABN: 82 452 155 213

**Bill to:**  
John Fogerty  
Member no: 179  
123 Bowral St  
BOWRAL  
NSW 2576  
E: treasurer@sohiu3a.org.au  
Mob: 0405 123 456

**Postal address:**  
P. O. Box 421  
Bowral NSW 2576

Code	Name	Start date	Status	Fee
SUBS2022	Full Year Subscription thru 31/12/22	1 Jan 2022	Enrolled	\$45.00
Total				\$45.00
Paid				\$0.00
<b>Due</b>				<b>\$45.00</b>

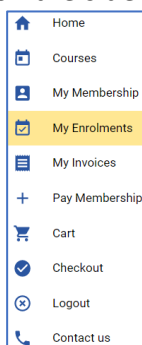
**PayPal or credit card:**  
Use the PayPal button above this invoice. You can use a credit card even if you don't have a PayPal account.

**Other payment methods:**

- Cheque by mail, sent to:  
U3A Southern Highlands Inc.  
P. O. Box 421  
Bowral NSW 2576

If paying by cheque, please make it out to **U3A Southern Highlands Inc.**, and write **Invoice ID 179-315** on the back.

13. To check your enrolments, click My Enrolments on the side menu:



The Enrolment screen displays:

- your Membership Subscriptions
- your confirmed enrolments
- your waitlisted enrolments

Also by clicking Courses on the side menu your confirmed and waitlisted enrolments will be marked with one of these icons.

### My Enrolments

[DOWNLOAD PDF](#) [SETTINGS](#)

**Membership Subscriptions**  
18 Jan 2022 - 8 Apr 2022

Code	Name	Start date	End date	Fee	Invoice
SUBS2022	Full Year Subscription thru 31/12/22	1 Jan 2022	31 Dec 2022	\$45.00	310

Subscriptions: 1-1 of 1

**Enrolments**  
18 Jan 2022 - 8 Apr 2022

Course	Start	End date	Venue	Detail
Cinema on Monday 221MED02	31 Jan 2022 12:00 PM	28 Feb 2022	EMPRIE	SHOW

Enrolments: 1-1 of 1

**Waitlist enrolments**  
Current timetable (18 Jan 2022 - 8 Apr 2022)  
You have no waitlist enrolments for the current timetable.

Course	Start	End date	Venue	Detail
Waitlist enrolments: 0-0 of 0				

[DOWNLOAD PDF](#) [SETTINGS](#)

**E** Enrolled **W** Waitlisted

14. Click Logout on the side menu to exit the system.