

## How to Prepare Your Course Timetable

To obtain a list of the courses you are enrolled in for the current term, follow steps 1 - 5 below.

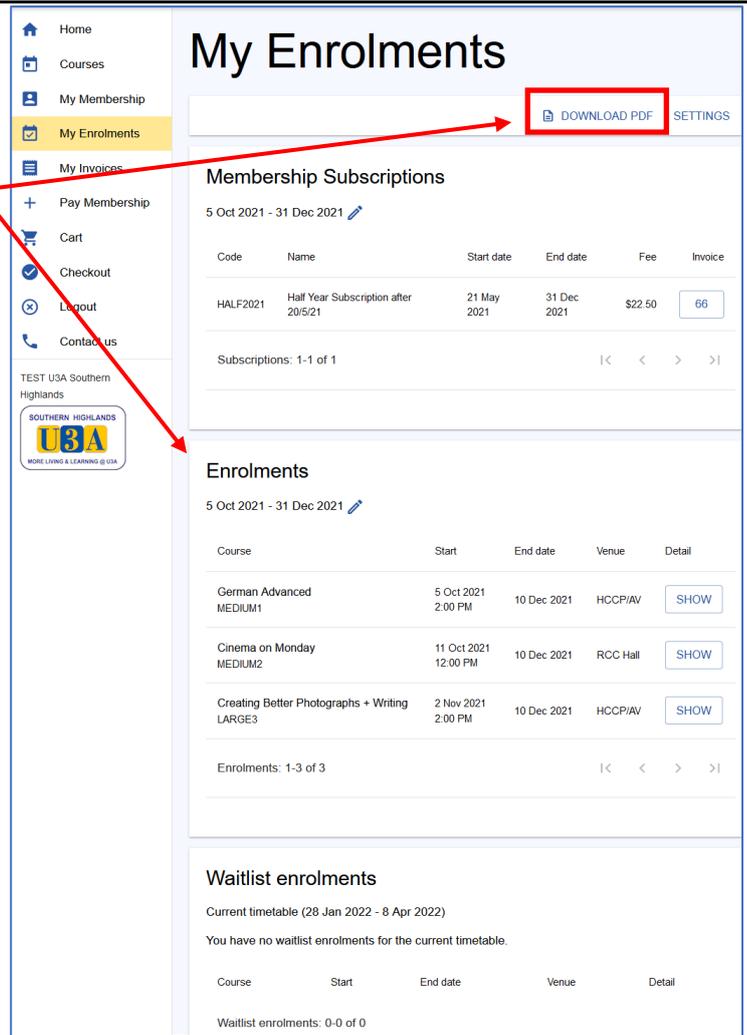
To obtain more details that will help you identify and record the dates of the specific sessions in each of your courses, follow steps 1 - 7. It is recommended that you enter the session dates and times in your paper or electronic calendar so you always have a handy reminder of when to attend your courses.

Note: U-MAS provides us with many features that our old system did not have. However, U-MAS does not provide us with the type of timetable report that was available in our old system. As a result, you will need to take a few more steps to identify the session dates and times for your courses.

<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 and current Password and click <b>SUBMIT</b>.</p>	
<p>3. When the <b>My Membership</b> page displays, click on the menu item My Enrolments to the left of the screen.</p>	

4. Look at the **Enrolments** section to observe the courses you are enrolled in.

To save and/or print a copy of your enrolments, at the top right of the screen click  **DOWNLOAD PDF**



**My Enrolments**

Home Courses My Membership **My Enrolments** My Invoices My Membership Pay Membership Cart Checkout Logout Contact us

TEST U3A Southern Highlands

**Membership Subscriptions**  
 5 Oct 2021 - 31 Dec 2021

Code	Name	Start date	End date	Fee	Invoice
HALF2021	Half Year Subscription after 20/5/21	21 May 2021	31 Dec 2021	\$22.50	66

Subscriptions: 1-1 of 1

**Enrolments**  
 5 Oct 2021 - 31 Dec 2021

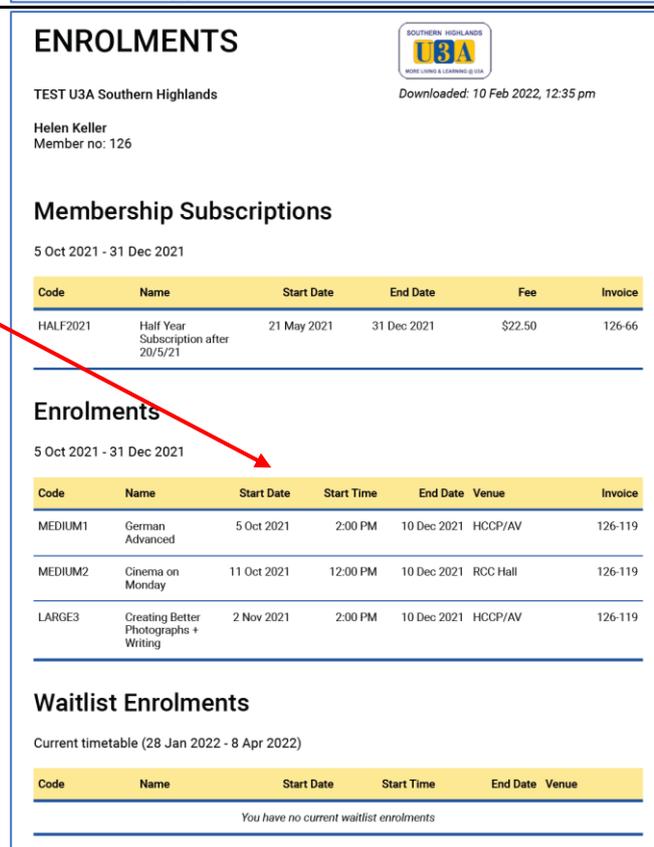
Course	Start	End date	Venue	Detail
German Advanced MEDIUM1	5 Oct 2021 2:00 PM	10 Dec 2021	HCCP/AV	SHOW
Cinema on Monday MEDIUM2	11 Oct 2021 12:00 PM	10 Dec 2021	RCC Hall	SHOW
Creating Better Photographs + Writing LARGE3	2 Nov 2021 2:00 PM	10 Dec 2021	HCCP/AV	SHOW

Enrolments: 1-3 of 3

**Waitlist enrolments**  
 Current timetable (28 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				

5. The PDF document shows the start date, start time, end date and venue for each course.



**ENROLMENTS**

TEST U3A Southern Highlands  
 Helen Keller  
 Member no: 126

Downloaded: 10 Feb 2022, 12:35 pm

**Membership Subscriptions**  
 5 Oct 2021 - 31 Dec 2021

Code	Name	Start Date	End Date	Fee	Invoice
HALF2021	Half Year Subscription after 20/5/21	21 May 2021	31 Dec 2021	\$22.50	126-66

**Enrolments**  
 5 Oct 2021 - 31 Dec 2021

Code	Name	Start Date	Start Time	End Date	Venue	Invoice
MEDIUM1	German Advanced	5 Oct 2021	2:00 PM	10 Dec 2021	HCCP/AV	126-119
MEDIUM2	Cinema on Monday	11 Oct 2021	12:00 PM	10 Dec 2021	RCC Hall	126-119
LARGE3	Creating Better Photographs + Writing	2 Nov 2021	2:00 PM	10 Dec 2021	HCCP/AV	126-119

**Waitlist Enrolments**  
 Current timetable (28 Jan 2022 - 8 Apr 2022)

Code	Name	Start Date	Start Time	End Date	Venue
You have no current waitlist enrolments					

6. To obtain more details about the specific session dates and times of your course sessions, go back to the **Enrolments** section of **My Enrolments**, and for each of your courses, click on [SHOW](#).

**My Enrolments**

Enrolments

5 Oct 2021 - 31 Dec 2021

Course	Start	End date	Venue	Detail
German Advanced MEDIUM1	5 Oct 2021 2:00 PM	10 Dec 2021	HCCPI/AV	<a href="#">SHOW</a>
Cinema on Monday MEDIUM2	11 Oct 2021 12:00 PM	10 Dec 2021	RCC Hall	<a href="#">SHOW</a>
Creating Better Photographs + Writing LARGE3	2 Nov 2021 2:00 PM	10 Dec 2021	HCCPI/AV	<a href="#">SHOW</a>

Enrolments: 1-3 of 3

7. Check the Timetable information near the bottom of the screen.

This example indicates the course meets Fortnightly on Tuesdays from 2:00 PM to 4:00 PM from 2 Nov 2021 to 10 Dec 2021.

You can use this information to update your paper or electronic calendar.

If you are in doubt of the specific meeting dates and times, please email your Course Leader for clarification.

Course detail

**Creating Better Photographs + Writing**

Course code: LARGE3

Category: ARTS: Arts, Crafts, Music, Photography

Course type: Long exc holidays: Runs all Term excluding NSW school & public holidays

Detail: This course will help you create better photographs. Photography is surrounded by a lot of technical mystique. The objective is to dissolve that mystique and provide members with a clear guide for creating better photographs. The theory will be applied, producing a group Photo Essay of Moss Vale. You will learn how to plan workflow, some editing techniques to help make photographs sing out "look at me", before moving into producing top quality prints. This course runs with a writing course whose participants will write the narrative to accompany the photographs in the Photo Essay. You will research and write about them, creating a snapshot of MV 2021. We might collate this into an exhibition and a library document. The writing course follows the photo course at the same venue. While not essential, members are strongly encouraged to participate in both courses. When enrolling, please email Richard if you wish to attend only one course.

Course Leader: Alexander Bell  
 e: [anne.m.royds@gmail.com](mailto:anne.m.royds@gmail.com)

Course Leader 2: Hanan Al Hroub

Venue: Highlands Christian Ch Potters  
 37 Regent Street  
 Mittagong 2575

Timetable: Fortntly: Fortnightly  
 Day: Tuesday, 2:00 PM - 4:00 PM  
 Dates: 2 Nov 2021 - 10 Dec 2021

Full fee: \$0.00