

How to Join

To enrol in courses you must be a current financial member.

We prefer joining to be done online. If you are unable to join online, please contact our Membership Coordinator at membership@sohiu3a.org.au or call 99906650 and leave a message.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, pass the cursor over Membership at the top middle of the screen, then click Join Us.</p>	
<p>2. Scroll down the screen to the section Joining Online. Click membership administration system</p>	<p>Joining Online</p> <p>Please download instructions on how to join online as a new member. Visit our membership administration system to join online.</p>
<p>3. Click Join</p>	

Part 1 of the Join form is displayed. Boxes marked with a * are mandatory.

The form is in three parts.

4. Fill out Part 1 and click **NEXT**

5. Fill out Part 2 and click **NEXT**

6. Fill out Part 3, ensuring you tick the box to agree to our Terms and Conditions (which you can read by clicking on Read the Terms and Conditions), and click **NEXT**

7. Review your details displayed. To make any changes, click BACK, else click **SUBMIT**

Member Type	Full Member	First name	Bruce
Surname	Springsteen	Preferred name	Bruce
Property/Apartment	—	Street	158 Member St
Suburb	BOWRAL	Postcode	2576
State	NSW	Email	treasurer@sohiu3a.org.au
Phone home	—	Mobile phone	0405 123 456
Year of birth	1950	Gender	M
Emergency Contact Name	Patti Scialfa	Contact Number	0405123456
Relationship	Wife	Password	*****

8. Confirmation of your membership is displayed; and an email sent to you.
Please note your Member Number
9. To ensure you can enrol in courses, please continue to pay your Membership Subscription by clicking **LOG IN**

Join

Fill out and submit this form in order to join U3A Southern Highlands.

Part 1
 Part 2
 Part 3
 Review, submit

Success

Congratulations Bruce, you have successfully joined U3A Southern Highlands.
 Your member number is: **161**

Please write your member number down before proceeding.
 You can now log in to U-MAS using your member number or your email address, and the password that you specified when joining up just now.

LOG IN

Email:

WEBSITE | MEMBERSHIP SYSTEM | CONTACT

Welcome to U3A Southern Highlands, Bruce Springsteen

Congratulations Bruce Springsteen,
 You have joined U3A Southern Highlands.
 Your member number is: 161.

If you have forgotten your password, you can use the "Forgot password?" link near the bottom of the login page in U-MAS for Members.

We look forward to seeing you at U3A Southern Highlands.

10. Enter your Member number or email address and your password and click **SUBMIT**

Log in

Member no. or email address *

Password *

SUBMIT

Help links

[Forgot password?](#)
[Reset password](#)

[Not a member yet?](#)
[Join up](#)

11. Your membership details will be displayed. (If required, these may be updated and saved by clicking the SAVE button at the bottom of the form.)
 On the Side Menu click Pay Membership.

Home

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

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 133	Member Type Full Member
Membership Active No	Membership Expiry -
First name * Maria	Surname * Montessori
Preferred name	

12. The subscription relevant to the current date will be displayed.

Click **ADD TO CART**

13. Click **CHECKOUT**

14. Click the box against “I agree to the U3A Southern Highlands Terms and Conditions” (which you can read by clicking on [Our terms and conditions are available here](#)) and click **CHECKOUT**

CHECKOUT

15. Your invoice is displayed.

Use PayPal to pay by credit/debit card or from your bank account. Click the Pay with PayPal button.

Alternatively, go to step 22 to pay by cheque.

Note:

U3A Southern Highlands preferred payment method is through PayPal. We recommend setting up a PayPal account identifying your credit/debit card or bank account as the payment method. The payment process is much quicker as you do not have to enter all your card & address details every time you make a payment.

The PayPal method also has the following advantages:

- It is a simple one-step process
- The transaction process is very secure
- It reduces the potential for errors as bank details & reference numbers do not need to be remembered. This in turn reduces the time spent by our volunteers reconciling payments

Checkout

Checkout success

Total due is \$60.00.

Available payment methods are shown at the bottom of the invoice below.

DOWNLOAD PDF [Pay with PayPal](#)

INVOICE

SOUTHERN HIGHLANDS U3A MORE LIVING & LEARNING @U3A

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

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

Invoice ID: 6-339
 Date: 5 Nov 2022

Bill to:
 Shane Harvey
 Member no: 6
 Unit 6
 Unit 6, 3 Carrington St
 BOWRAL
 NSW 2576
 E: sharv@optusnet.com.au
 Mob: 0418 112 940

Code	Name	Start date	Status	Fee
SUBS2023	Full Year Subscription thru 31/12/23	1 Jan 2023	Enrolled	\$60.00
Total				\$60.00
Paid				\$0.00
Due				\$60.00

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 6-339 on the back.

16. If you have a PayPal account, simply enter your PayPal email & password, click **Log In**, and go to step 17. If you want to pay with a credit/debit card, **DO NOT** enter any email or password, just click on **Pay with a Card** & go to step 18.

17. Click **Pay Now** and go to step 20.

18. **Pay with a Card:**
- Ensure the country shown is Australia, if not select it from the drop-down box.
 - Enter your card, address, and contact details
 - Ensure that the slide button against Save information & create your PayPal account is positioned to the left as shown – if not click on the left of the button
 - Click **Continue as a Guest**

19. Pay with a Card:

If the screen to the right appears, just click **Continue**

We can't verify your address

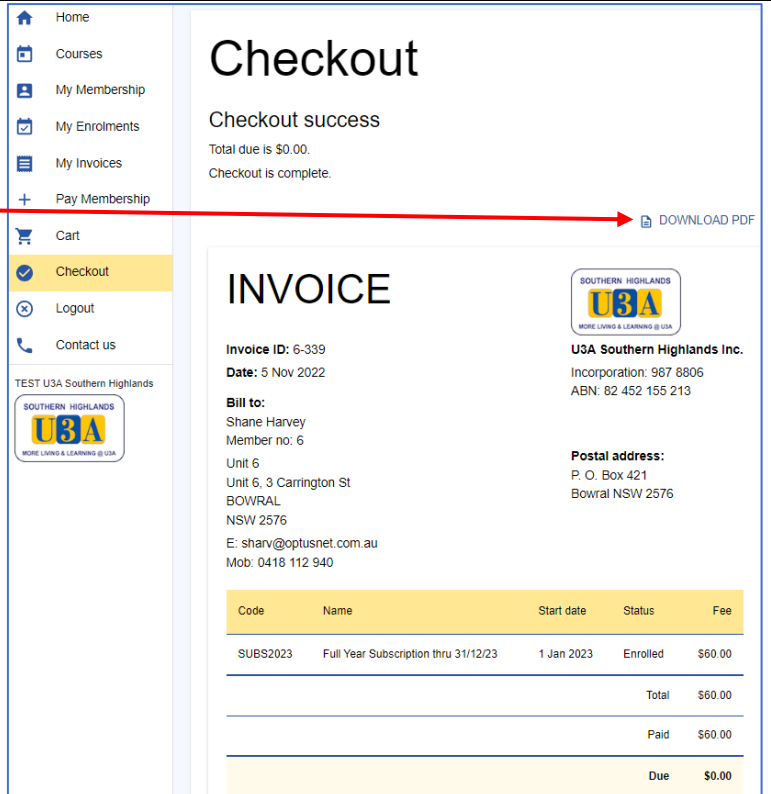
Use the address you entered

131 Member St
Bowral NSW 2576
AUSTRALIA

Continue

20. Once PayPal successfully processes your transaction using either your PayPal account or credit/debit card, your paid invoice is displayed.
If you would like to keep a copy of the paid invoice, click **DOWNLOAD PDF** to save to your device.

21. To exit the system, click Logout on the side menu.



The screenshot shows the website's checkout process. On the left is a navigation menu with options: Home, Courses, My Membership, My Enrolments, My Invoices, Pay Membership, Cart, Checkout (highlighted), Logout, and Contact us. Below the menu is a 'TEST U3A Southern Highlands' section with the U3A logo. The main content area is titled 'Checkout' and shows 'Checkout success' with 'Total due is \$0.00' and 'Checkout is complete.' A 'DOWNLOAD PDF' link is visible. Below this is an 'INVOICE' section with the following details:

Invoice ID: 6-339
Date: 5 Nov 2022

Bill to:
Shane Harvey
Member no. 6
Unit 6
Unit 6, 3 Carrington St
BOWRAL
NSW 2576
E: sharv@optusnet.com.au
Mob: 0418 112 940

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

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

Code	Name	Start date	Status	Fee
SUBS2023	Full Year Subscription thru 31/12/23	1 Jan 2023	Enrolled	\$60.00
Total				\$60.00
Paid				\$60.00
Due				\$0.00

22. To pay by cheque please use one of these options:
- Click **DOWNLOAD PDF**, print, and attach your cheque; or
 - Note the **Invoice ID** on the back of your cheque

Mail to:

U3A Southern Highlands Inc
 PO Box 421
 Bowral
 NSW 2576

23. To exit the system, click **Logout** on the side menu.

Checkout

Checkout success
 Total due is \$22.50.
 Available payment methods are shown at the bottom of the invoice below.

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

INVOICE

U3A Southern Highlands Inc. logo

U3A Southern Highlands Inc.
 Incorporation: 987 8806
 ABN: 82 452 155 213
 3 Alice Avenue
 Bowral NSW 2576
 Postal address:
 P. O. Box 421
 Bowral NSW 2576

Invoice ID: 131-71
 Date: 6 Nov 2021

Bill to:
 Gabriela Mistral
 Member no: 131
 131 Member Street
 BOWRAL
 NSW 2576
 E: anne.m.royds@gmail.com
 Mob: 0405 123 456

Code	Name	Start date	Status	Fee
HALF2021	Half Year Subscription after 20/5/21	21 May 2021	Enrolled	\$22.50
Total				\$22.50
Paid				\$0.00
Due				\$22.50

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 131-71 on the back.