

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” or how to “Renew Your Membership”.

You can enrol directly in courses during the Direct Enrolments period (DE), which 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.

This document guides you through the steps required to enrol directly in courses in the DE period.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, 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 SUBMIT. 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. Courses are displayed a page at a time with 20 courses per page. Click on a course name to view its details.

5. Use the arrow icons



to move between pages similar to how you would use a TV or DVD player's remote control to advance forward to the next page of courses (by clicking the > arrow) or go backward to the previous page (by clicking the < arrow). You can click >| to advance forward to the final page, or you can click |< to go backward to the first page.

6. You have the option to click **FILTER** to display the **Course Display Settings** which enables you to filter and sort courses. For example you can tick boxes to sort by day of the week or only view selected course categories.

Once you have made your selections, click **APPLY CHANGES** to save your display settings, **or** click **CANCEL** to revert to the default display settings.

You will be returned to the Courses screen to make your course requests.

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Courses

2023 Term 4 (9 Oct 2023 - 15 Dec 2023)

Courses: 21-40 of 62 FILTER |< < > >|

Day of week: **Wednesday**

Course	Start time	Dates
The Portuguese Exploration of Aust & NZ	10:00 AM	6 Dec 2023
Forced to Flee	10:00 AM	11 Oct 2023 - 6 Dec 2023
Routine Busters: Adding Variety to Life	10:00 AM	18 Oct 2023 - 1 Nov 2023
Australian Aviation History	10:00 AM	1 Nov 2023 - 8 Nov 2023
Book Lovers Circle	10:00 AM	11 Oct 2023 - 13 Dec 2023
Books for Mad Hatters	10:00 AM	18 Oct 2023 - 20 Dec 2023
Moss Vale Pays Tribute	10:00 AM	8 Nov 2023
Panorama of French	10:00 AM	11 Oct 2023 - 13 Dec 2023
Bookworms Book Group	10:00 AM	25 Oct 2023 - 22 Nov 2023
Mindfulness Meditation	10:00 AM	11 Oct 2023 - 1 Nov 2023
Myths & Misconceptions of Dentistry	10:00 AM	13 Dec 2023
Writing is Fun	10:00 AM	8 Nov 2023
Mongolia	10:00 AM	22 Nov 2023
Cinema on Wednesday	12:00 PM	18 Oct 2023 - 15 Nov 2023
Beginning Your Family History	1:30 PM	18 Oct 2023 - 13 Dec 2023
Chess Club	2:00 PM	11 Oct 2023 - 13 Dec 2023
Confronting the Grief in Downsizing	2:00 PM	1 Nov 2023
South America - More Adventure Travels	2:00 PM	11 Oct 2023 - 13 Dec 2023
The World of Classical Music	3:00 PM	15 Nov 2023 - 13 Dec 2023

Day of week: **Thursday**

Course	Start time	Dates
Social Golf - AM	9:30 AM	12 Oct 2023 - 14 Dec 2023

Courses: 21-40 of 62 FILTER |< < > >|

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:

- TICK ALL UNTICK ALL
- 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

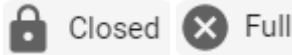
CANCEL APPLY CHANGES

7. On the Courses screen, click the name of the course you are interested in, and details will be displayed.

8. 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

9. The top line of the screen will now show your 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

10. 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 invoiced.

Cart

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

CLOSE CLEAR CART **CHECKOUT**

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

If the total due on your invoice is \$0.00, you can either:

- go to step 12 to check your enrolments.
- 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.

Go to our website at sohiu3a.org.au and click the HELP tab to take you to the Membership System Help page.

Click on the *View and Pay Invoices* under the Payments section for instructions on how to pay the invoice.

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

Bill to:

John Fogerty
Member no: 179
123 Bowral St
BOWRAL
NSW 2576

E: treasurer@sohiu3a.org.au
Mob: 0405 123 456

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
SUBS2022	Full Year Subscription thru 31/12/22	1 Jan 2022	Enrolled	\$45.00
Total				\$45.00
Paid				\$0.00
Due				\$45.00

PayPal or credit card:

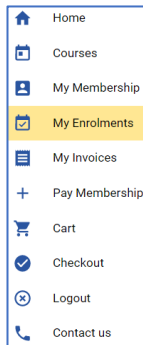
Use the PayPal button above this invoice. You can use a credit card even if you don't have a PayPal account.

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 179-315** on the back.

12. 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, each of your confirmed and waitlisted course enrolments will be marked with one of these icons.

My Enrolments

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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	EMPIRE	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				

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Enrolled

Waitlisted

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