

How to Request Enrolment 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”.

Each term, we have two different course enrolment periods:

- Enrolment Requests period (ER); and
- Direct Enrolments period (DE)

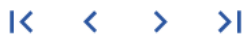
The Enrolment Requests period occurs first and allows you to prioritise your **enrolment requests**. After this period closes, all members’ preferences will be processed by the system, and you will be advised subsequently of your **actual enrolments**.

This document guides you through the steps required to register your requests in the ER 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.

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

The screenshot shows the U-MAS interface with a sidebar menu on the left containing options like Home, Courses, My Membership, My Enrolments, My Invoices, Pay Membership, Cart, Checkout, Logout, and Contact us. The main content area displays details for the course 'Cinema on Monday' (code 221MED02). The details include the category (ARTS: Arts, Crafts, Music, Photography), course type (Specified: Course/activity occurs on specified dates), and a detailed description. It also lists the course leader (Rick Eng), venue (Bowral Empire Cinema), timetable (Monthly: Once per month, Day: Monday, 12:00 PM - 2:30 PM), and availability (Accepting new enrolment preferences? Yes, Capacity: 12). At the bottom right, there are two buttons: 'ADD TO PREFERENCES' and 'CLOSE'.

8. To request enrolment in the course, click **ADD TO PREFERENCES**. This will open your list of preferences.

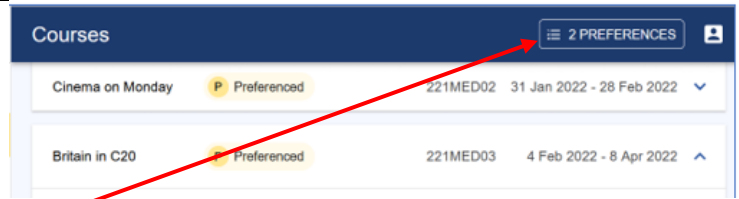
9. The Enrolment Preferences screen is displayed showing the course you just added. Click **CLOSE** to return to the Courses screen. Click **CLEAR PREFERENCES** if you have chosen the course in error.

The screenshot shows the 'Enrolment Preferences' screen. It features a table with the following columns: Preference, Code, Name, and Fee. There is one entry in the table: Preference 1, Code 221MED02, Name Cinema on Monday, and Fee \$28.00. At the bottom right of the screen, there are two buttons: 'CLOSE' and 'CLEAR PREFERENCES'.

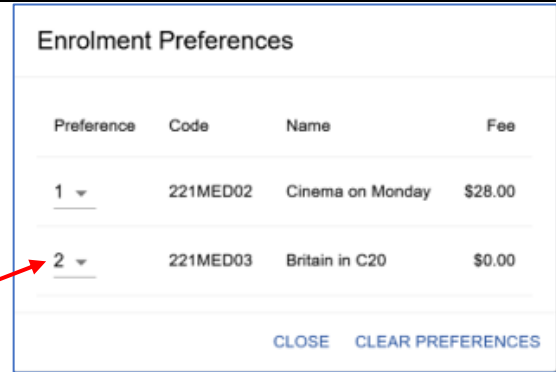
10. The Courses screen now displays:
 a. 1 PREFERENCE in your Preferences Box.
 b. the course in a Preferred status
 c. a **DELETE PREFERENCE** option

This screenshot shows the U-MAS interface after the course has been added to preferences. The 'Cinema on Monday' course is now marked with a 'P Preferred' status. A '1 PREFERENCE' indicator is visible in the top right corner of the course details area. At the bottom right, there are two buttons: 'DELETE PREFERENCE' and 'CLOSE'.

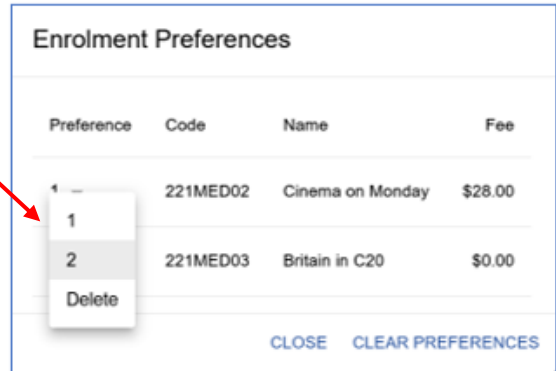
11. Click on any other course you want to add to your preferences and follow steps 7 to 9 for each course. When you add a course to your preferences, the number in your Preferences Box will be increased by 1. Once you have selected all your courses click Preferences Box.



12. By default the courses are presented in the order you added them. However you now have the opportunity to change your preferences.

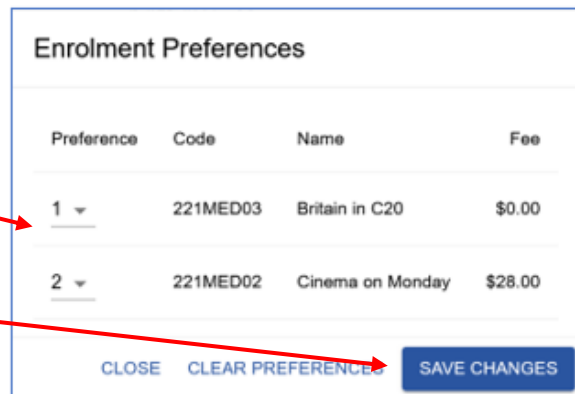


For example, to change preference 2 to 1, click on the number 2 and select 1 from the pop-up box.



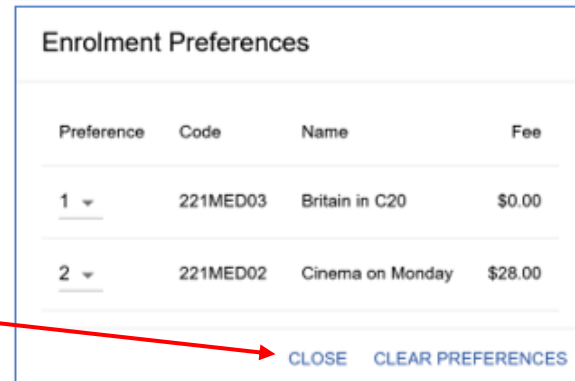
Preference 2 has now become preference 1.

IMPORTANT: Once you have finished making all changes to your preferences, click **SAVE CHANGES**. If you want to clear all your preferences, click **CLEAR PREFERENCES**.



NOTE: You can click on the Preferences Box at any time to see the order of your preferred courses.

13. Click CLOSE.



You will be returned to the Courses screen with each of your Preferred Courses displayed with this icon:



PLEASE NOTE:

If you have requested enrolment in a fee-paying course like Cinema, you will not be able to make the payment until you are accepted into the course.

If accepted, the course will be included on the email you receive after the ER period closes. At that time, please go to our website at sohiu3a.org.au and click on the HELP tab to display the Membership System Help page.

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

These fee-paying courses will be closed to enrolments when the ER period closes. This will assist us in receiving member payments prior to pre-paying the venues.

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

U-MAS - TEST U3A Southern Highlands

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

Courses: 1-14 of 14

Course	Course code	Dates
Understanding Strokes	221DAY01	8 Apr 2022
News in Review	221DAY02	8 Apr 2022
Mindfulness and Mindful Meditation	221DAY03	8 Apr 2022
Art in the Afternoon	221DAY04	6 Apr 2022
Australian Suppressed Books	221DAY05	6 Apr 2022
Climate Change, Society & Geopolitic	221LRG01	3 Feb 2022 - 7 Apr 2022
Fact Finding by Courts	221LRG02	2 Feb 2022 - 6 Apr 2022
Creating Better Photographs + Writing	221LRG03	8 Feb 2022 - 5 Apr 2022
German Advanced	221MED01	1 Feb 2022 - 5 Apr 2022
Cinema on Monday	221MED02	31 Jan 2022 - 28 Feb 2022
Britain in C20	221MED03	4 Feb 2022 - 8 Apr 2022
Chess Club	221SML01	2 Feb 2022 - 6 Apr 2022
Family History	221SML02	3 Feb 2022 - 7 Apr 2022
German for Beginners	221SML03	1 Feb 2022 - 5 Apr 2022