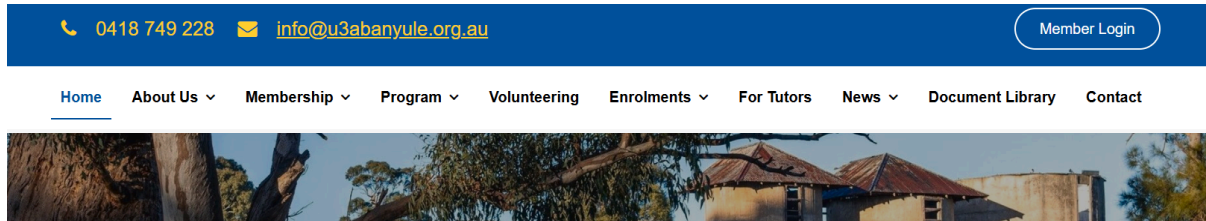
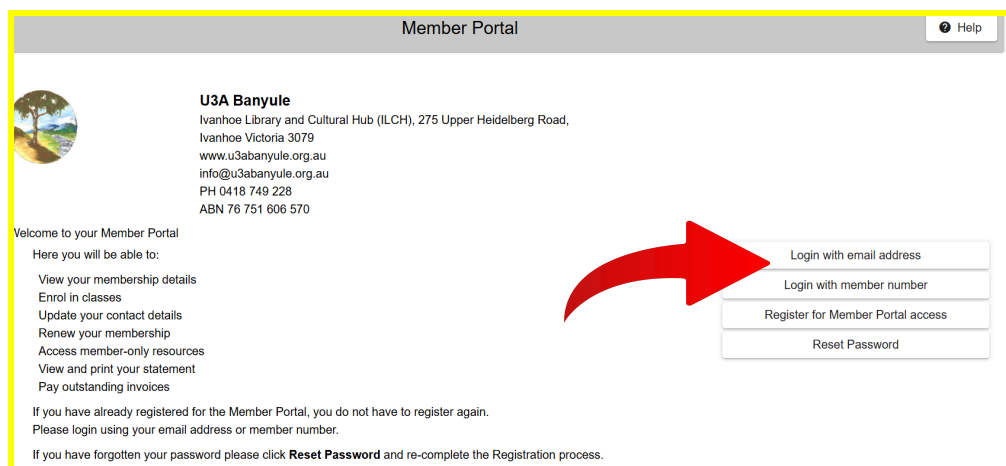


New Members Guide to Member Wizard

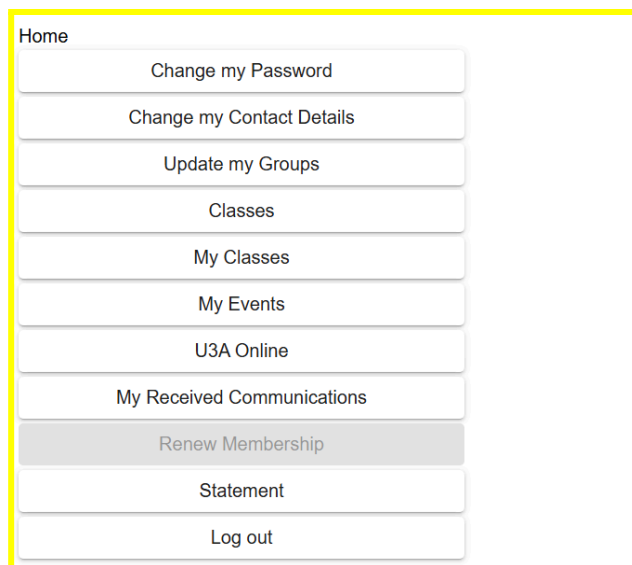
Go to the U3A Banyule website and select the Member's Login button located in the top right-hand corner of the website page (in the banner) <https://www.u3abanyule.org.au/>



- After clicking **Member Login**, your Member Portal will show on the screen

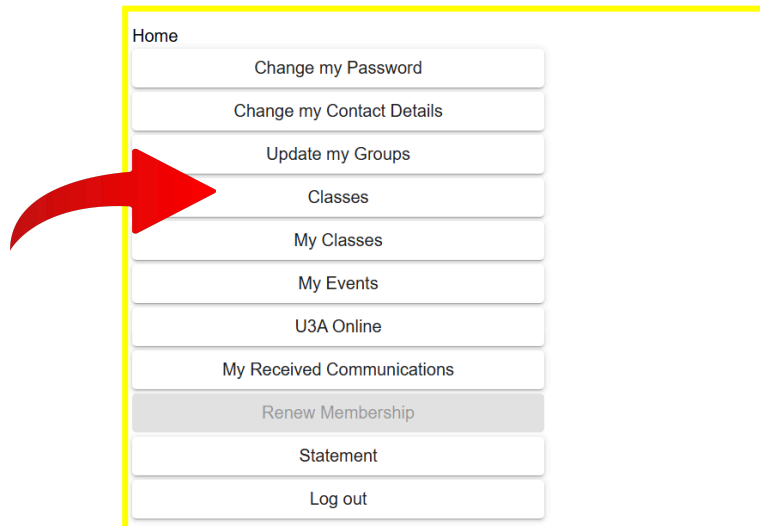


- Log in with your email address or member number and the password you created
- Choose from the LH menu to update contact details, manage your enrolments, advise absentee, and renew membership.



Enrolling in Classes

1. Login to your member portal from <https://www.u3abanyule.org.au/>
2. Select Classes from the left-hand menu.



You can limit your search by Subjects, Days, U3A Banyule (in person classes) or U3A Online, or Venue.

Classes

IMPORTANT!

Enrolment Period: 1 Dec 2025 - 30 Nov 2026 for classes starting after 1 Jan 2026

Enrolments are not permitted before 1 Dec 2025 unless you are in a nominated early enrolment group

Some subjects may have further restrictions

☒ All Subjects Arts & Crafts Canberra Conversations Canberra Forums Dance Excursions Exercise Games General Interest History Humanities

Languages Lectures LifeStyle Literature Mathematics Music Nature Philosophy Science Sport Tutors and Office Staff Training

World Affairs and History Writing and Creativity

☒ All Days Monday Tuesday Wednesday Thursday Friday

☒ All U3A Banyule U3A Online Inc.

☒ All Venues Bundoora Community Centre City of Heidelberg Bowling Club Clara Southern Room External Grace Park Community Hall

Heidelberg Hall - Scots Uniting Church Heidelberg Presbyterian Church ILCH - Community Meeting Room 1 ILCH - Community Meeting Room 2

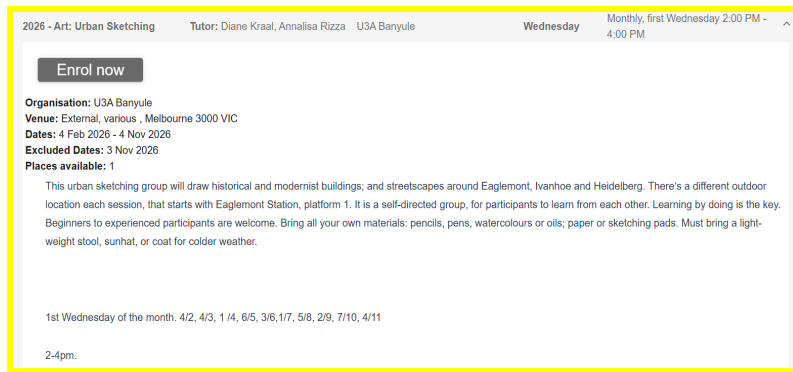
ILCH - Community Meeting Rooms 1 & 2 Combined Ivanhoe Park Croquet Club Macleod Community Hall Mary Immaculate Church Montmorency - private home

Old Shire Offices Online Private residence - Montmorency Rosanna Library - Marra Room Rosanna Tennis club Shop 48 - The Harmony Centre

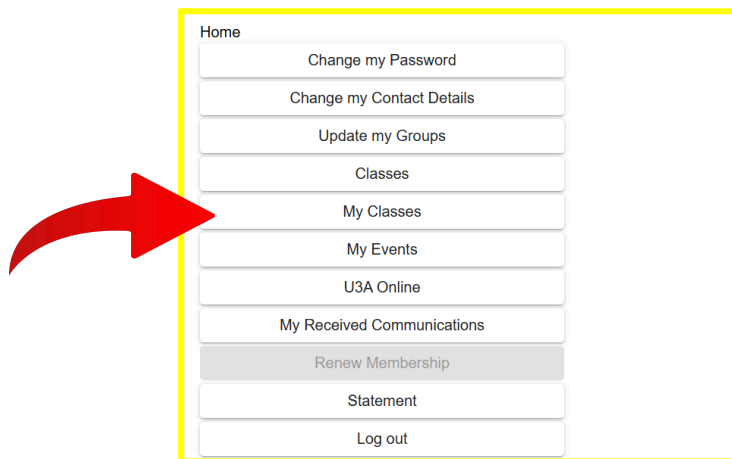
Springthorpe (Aveo) St George's Anglican Church Hall

3. Select your class.

#Course Lounge - members Only#	Tutor: view Kennedy	U3A Online Inc.	Online	
2026 - Art for All (water based paints only)	Tutor: Jenni Colwill	U3A Banyule	Friday	Fortnightly on Friday 11:00 AM - 1:00 PM
2026 - Art: Urban Sketching	Tutor: Diane Kraal, Annalisa Rizza	U3A Banyule	Wednesday	Monthly, first Wednesday 2:00 PM - 4:00 PM
2026 - Art: Watercolour	Tutor: Maxine Marks	U3A Banyule	Wednesday	Monthly, second, fourth, fifth Wednesday 2:00 PM - 4:30 PM
2026 - Artists and their gardens	Tutor: Christine Lister	U3A Banyule	Wednesday	One day only: 17 Jun 2026 10:30 AM - 12 noon
2026 - Book Group 1	Tutor: Val Wake	U3A Banyule	Tuesday	Monthly, fourth Tuesday 10:00 AM - 12 noon
2026 - Book Group 3	Tutor: Janet Creed	U3A Banyule	Monday	Monthly, first Monday 12:30 PM - 1:45 PM
2026 - Bridge for Experienced Players - social	Tutor: Kay Forde	U3A Banyule	Friday	Weekly on Friday 1:00 PM - 4:00 PM
2026 - Card Making	Tutor: Leesa Walsh	U3A Banyule	Thursday	Monthly, first, third Thursday 9:00 AM - 11:00 AM
2026 - Cards	Tutor: Kay Jones	U3A Banyule	Monday	Weekly on Monday 1:30 PM - 4:00 PM
2026 - Choir	Tutor: Kareene Deppeler, Valerie Eagling	U3A Banyule	Tuesday	Weekly on Tuesday 1:00 PM - 3:00 PM
2026 - Croquet - Introduction to playing croquet	Tutor: Jeff Rowe	U3A Banyule	Wednesday	Weekly on Wednesday 2:00 PM - 4:00 PM



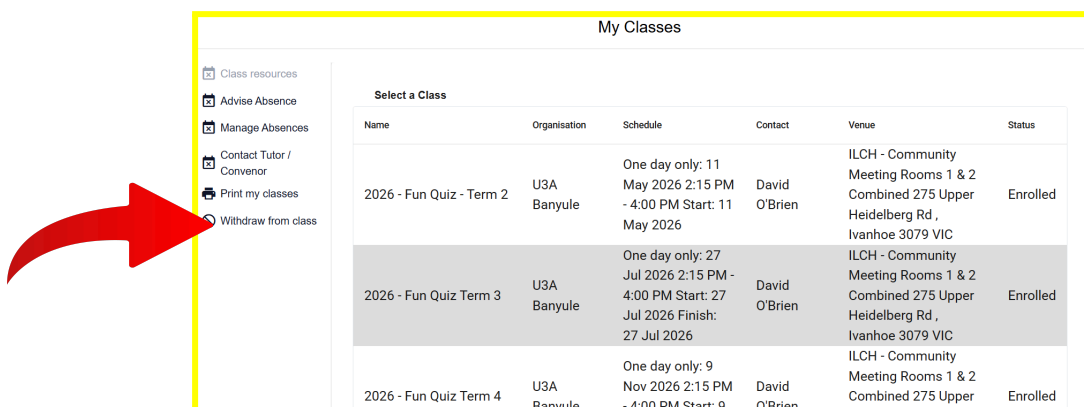
4. Click on Enrol now
5. Click Checkout, then Checkout.
6. A notification will appear stating, Thank you, your enrolment is complete.
7. Check you have received email confirmation.
8. You can also confirm by checking My Classes in your Member Portal.



How to Withdraw from a Class

If you're no longer able to attend a class, please withdraw as soon as possible so another member can take your place.

1. Login to your member portal from <https://www.u3abanyule.org.au/>
2. Select My Classes from the menu.
3. Click on the class you wish to withdraw from.
4. Choose the appropriate action 'Withdraw from Class' from the menu on the left.
5. Confirmation of your class withdrawal may take up to 24 hours to process.



How to Advise an Absence from a Class

If you're not able to attend a class, that is an ongoing class, due to illness or holiday etc. please advise your absence so that your tutor is aware.

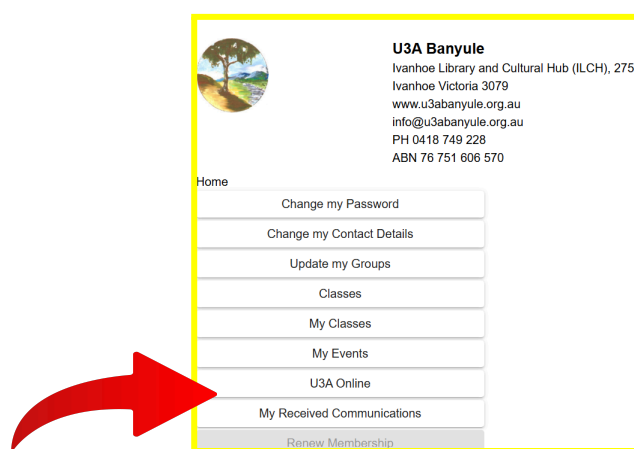
1. Login to your member portal from <https://www.u3abanyule.org.au/>
2. Select My Classes from the menu.
3. Click on the class you will be absent from.
4. Choose the appropriate action 'Advise Absence' from the menu on the left
5. A pop-up form will appear for you to fill out the date of absence.
6. Click on Save at the bottom of the screen.

How to Manage Absences from a Classes

If your plans change, you may modify or cancel absence dates by selecting the 'Manage Absences' option from the menu.

How to join U3A Online

1. Click the U3A Online button on your Member Wizard Home Page.



2. Follow the prompts to join U3A Online for a \$10.00 annual subscription.
3. Pay by credit card for immediate access, or by direct deposit if you are comfortable waiting a few days for processing.

How to enrol in online classes

1. Once your payment has been processed, return to the Classes list.
2. Select U3A Online; enrol in classes in the same way you enrol in Banyule U3A classes.
3. Your U3A Online classes will appear in your My Classes list.
4. Click the class, select the Class Resources button to access your course material.