

# Member Wizard Quick Steps for Members

## Enrolling in Classes

1. Login to your member portal from <https://www.u3abanyule.org.au/>
2. Select **Classes** from the left-hand menu.
3. Select your class.
4. Click on Enrol.
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.