

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.

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 U3A 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.