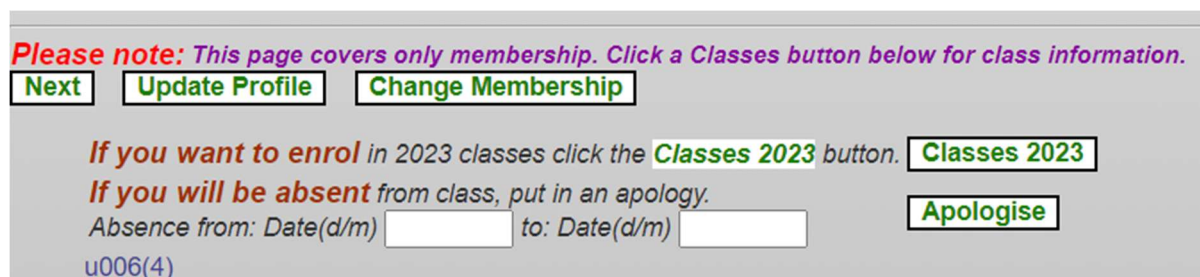


HOW TO REGISTER AN ABSENTEE/APOLOGY FOR A CLASS

If you cannot attend a class please go to the **Member Log In** on the Banyule U3A website and log in.

When you log in, at the bottom of the first page you will see the following:



Please note: This page covers only membership. Click a **Classes** button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

If you want to enrol in 2023 classes click the [Classes 2023](#) button. [Classes 2023](#)

If you will be absent from class, put in an apology. [Apologise](#)

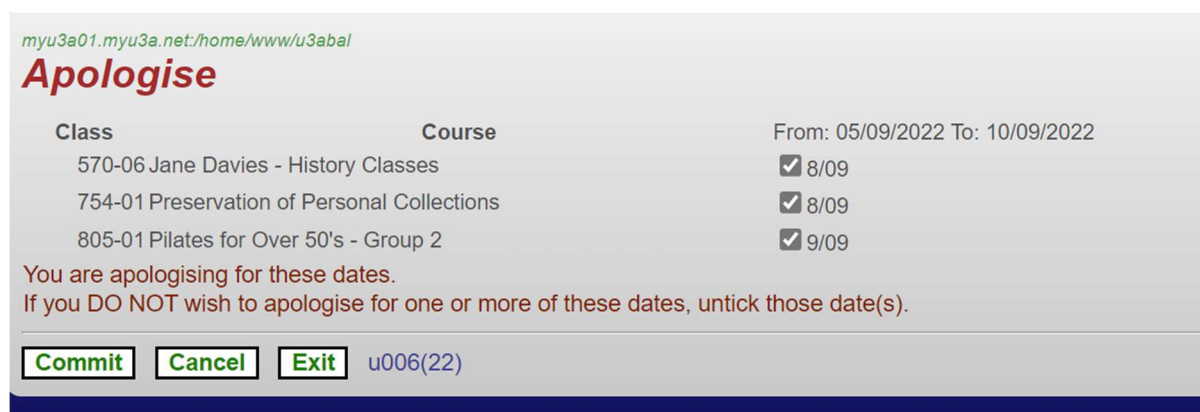
Absence from: Date(d/m) to: Date(d/m)

u006(4)

Enter the first and last date that you will be absent “dd/mm”

Then click on the apologise button.

The next screen to appear will be:



myu3a01.myu3a.net:/home/www/u3abal

Apologise

Class	Course	From: 05/09/2022 To: 10/09/2022
570-06 Jane Davies - History Classes		<input checked="" type="checkbox"/> 8/09
754-01 Preservation of Personal Collections		<input checked="" type="checkbox"/> 8/09
805-01 Pilates for Over 50's - Group 2		<input checked="" type="checkbox"/> 9/09

You are apologising for these dates.
If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

[Commit](#) [Cancel](#) [Exit](#) u006(22)

This provides the opportunity to select all classes in that period or just one etc.

Then please click on the commit button. The system will then return you to your first page, the one you see when you first log on.

Please note this needs to be done before the class or on the day of the class. It can not be done on days following the class.