

# Quick Guide for Members



The new UMAS system provides all members with the ability to:

Keep their details  
up to date

Check out all  
the Courses  
available

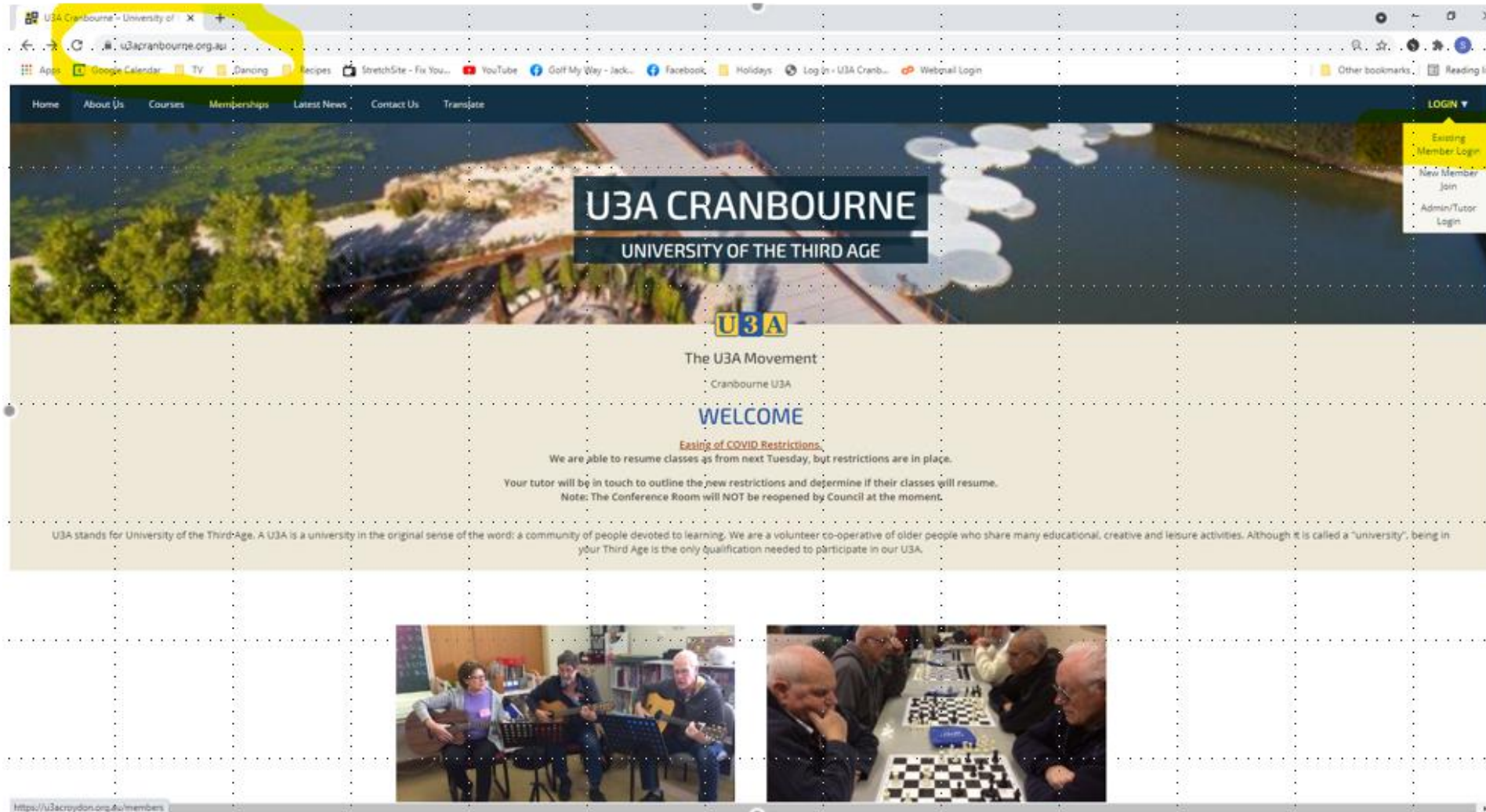
Enrol in  
Courses

See what Invoices  
are paid or  
outstanding

Review what  
Courses you are  
enrolled in

# Let's get started

Connect to the new U3A Cranbourne web page: [u3acranbourne.org.au](http://u3acranbourne.org.au)




Click on  
“Existing  
Member Login”

U-MAS - U3A Cranbourne

- Home
- Courses
- Log in**
- Join
- Contact us

U3A Cranbourne



# Log in

Member no. or email address \*

Password \*

SUBMIT

### Help links

- Forgot password? [Reset password](#)
- Not a member yet? [Join up](#)
- Forgot member number? [Retrieve member number](#)
- Forgot all login details? [Retrieve member details](#)

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.01, release date: 24 Mar 2021. U-MAS for Members version: 1.1.20210311.

**Tip:** You don't have to Log in to see what Courses are available, but you can't enrol unless you log in

**First time here?  
Reset Password**

*You need an email address to reset your password.  
If you don't have email, give us a call (or drop into the office) so we can help you out:  
(03) 5995 0311*

# Your Details

Some information is mandatory,  
Highlighted with an asterisk.  
eg. First Name

**Tip:**  
If you don't have an email, type in  
"noemail@ex.com"

U-MAS - U3A Cranbourne

Home  
Courses  
My Membership  
My Enrolments  
My Invoices  
Cart  
Checkout  
Logout  
Contact us

## My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your [PASSWORD](#) and view your [enrolments](#) and [invoices](#).

Member Number 50	Member Type Member Tutor
Membership Active Yes	Membership Expiry 30 Jun 2021

First name \*  
Test

Surname \*  
Tutor

Preferred name

Street \*  
1 High Street

Suburb \*  
CRANBOURNE

Postcode \*  
3977

VIC \*  
VIC

Email \*  
noemail@ex.com

Phone home

Mobile phone

Year of birth \*  
1998

Gender \*  
Male

(Previous) Occupation

I agree to use of my photo

Emergency Contact Name \*  
Contact number \*

Relationship

### Member links

Enrolments  
[View enrolments](#)

Invoices  
[View and pay invoices](#)

Password  
[CHANGE PASSWORD](#)

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**Tip:**  
Your "Preferred Name" is used  
for your Membership Badge  
and in lots of other places.

# Courses

Selecting “Courses” shows all available Courses

U-MAS - U3A Cranbourne

Home  
Courses  
My Membership  
My Enrolments  
My Invoices  
Cart  
Checkout  
Logout  
Contact us

U3A Cranbourne

## Courses

Current timetable (1 Jan 2021 - 31 Dec 2021)

Courses: 1-20 of 30 FILTER

Category	Course	Location	Dates
ART: Art	Art - Freestyle	Room 2:	19 Apr 2021 - 29 Nov 2021
ART: Art	Art - General Painting	Room 2:	23 Apr 2021 - 30 Nov 2021
COMPUTER: Computer	Tablets and iPhones	Room 5:	20 Apr 2021 - 30 Nov 2021
CRAFT: Craft	Underwater Macrame knitting	None	17 Jun 2021 - 25 Nov 2021
CRAFT: Craft	Parchment Craft	Room 2:	21 Apr 2021 - 30 Nov 2021
CRAFT: Craft	Stitching on Cards	Room 2:	21 Apr 2021 - 30 Nov 2021
CRAFT: Craft	Patchwork and Sewing	Room 3:	19 Apr 2021 - 30 Nov 2021
CRAFT: Craft	Calligraphy 1	Room 3:	20 Apr 2021 - 30 Nov 2021
CRAFT: Craft	Click-Clack-Chat	Room 3:	20 Apr 2021 - 30 Nov 2021

Select “FILTER” to refine the list

Click on the arrow to show detailed information about the Course (*see next page*)

This person is enrolled in “Underwater Macrame knitting”

Parchment Craft has no more vacancies, but you can enrol and be put onto the Waitlist

# Course Information and Enrolment


Category COMPUTER: Computer		
Course	Location	Dates
Tablets and iPhones		Room 5: 20 Apr 2021 - 30 Nov 2021 ^
Course code	212Tue06	
Category	COMPUTER: Computer	
Detail	One on one tuition available. Bring your device. Appointments are necessary. Tutor contact information is available from our office. A computer is available for use by members.	
Tutor	Sue Adam	
Tutor2	None	
Location		
Timetable	Weekly: Day: Tuesday, 10:00 AM - 12:00 PM Dates: 20 Apr 2021 - 30 Nov 2021 Next date: 15 Jun 2021	
Availability	Accepting enrolments? Yes Capacity: 6, enrolled: 4, available: 2, waitlisted: 0	
Full fee	\$0.00	
<a href="#">ADD TO CART</a> <a href="#">CLOSE</a>		

**You can Enrol in the Course if you wish**

# Check your Enrolments

- Home
- Courses
- My Membership
- My Enrolments**
- My Invoices
- Cart
- Checkout
- Logout
- Contact us

U3A Cranbourne



## My Enrolments

[DOWNLOAD PDF](#) [SETTINGS](#)

### Membership Subscriptions

1 Jan 2021 - 31 Dec 2021 [✎](#)

No subscriptions between 1 Jan 2021 and 31 Dec 2021. Try a different date range?

Code	Name	Start date	End date	Fee	Invoice
Subscriptions: 0-0 of 0					

### Enrolments

1 Jan 2021 - 31 Dec 2021 [✎](#)

Course	Start	End date	Location	Detail
Underwater Macrame knitting 211MON99	17 Jun 2021 10:00 AM	25 Nov 2021	None	<a href="#">SHOW</a>
Enrolments: 1-1 of 1				

### Waitlist enrolments

Current timetable (1 Jan 2021 - 31 Dec 2021)

You have no waitlist enrolments for the current timetable.

Course	Start	End date	Location	Detail
Waitlist enrolments: 0-0 of 0				

**Subscriptions will be shown once the system goes live**

**All the Courses in which you are Enrolled**

**Your Waitlist**



# Invoices



My Invoices HELP

12 Jun 2020 - 12 Jun 2021

Invoices: 1-1 of 1 SETTINGS |< < > >|

Invoice ID	Date	Total	Due
50-117	12 Jun 2021	\$15.00	\$15.00

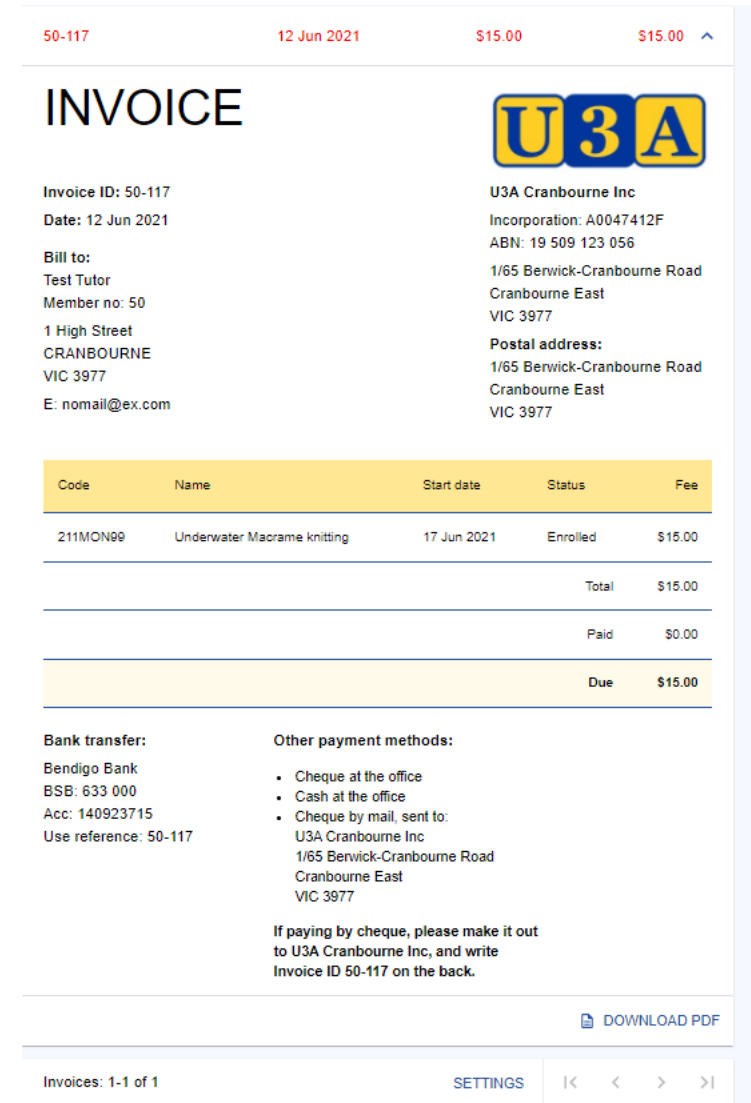
Invoices: 1-1 of 1 SETTINGS |< < > >|

U3A Cranbourne

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Click on the arrow to see the detail

Invoices are generated for Membership Fees (Subscriptions) and Course fees (if any)



50-117 12 Jun 2021 \$15.00 \$15.00 ^

## INVOICE



Invoice ID: 50-117  
Date: 12 Jun 2021

Bill to:  
Test Tutor  
Member no: 50  
1 High Street  
CRANBOURNE  
VIC 3977  
E: nomail@ex.com

U3A Cranbourne Inc  
Incorporation: A0047412F  
ABN: 19 509 123 056  
1/65 Berwick-Cranbourne Road  
Cranbourne East  
VIC 3977  
**Postal address:**  
1/65 Berwick-Cranbourne Road  
Cranbourne East  
VIC 3977

Code	Name	Start date	Status	Fee
211MON99	Underwater Macrame knitting	17 Jun 2021	Enrolled	\$15.00
Total				\$15.00
Paid				\$0.00
Due				\$15.00

**Bank transfer:**  
Bendigo Bank  
BSB: 633 000  
Acc: 140923715  
Use reference: 50-117

**Other payment methods:**

- Cheque at the office
- Cash at the office
- Cheque by mail, sent to:  
U3A Cranbourne Inc  
1/65 Berwick-Cranbourne Road  
Cranbourne East  
VIC 3977

If paying by cheque, please make it out to U3A Cranbourne Inc, and write Invoice ID 50-117 on the back.


[DOWNLOAD PDF](#)

Invoices: 1-1 of 1 SETTINGS |< < > >|

# The Shopping Cart

Any Courses you select will be added to the Cart

## Cart

Code	Name	Start date	Status	Fee
 213Wed05	Parchment Craft	21 Apr 2021	Waitlist	\$0.00
<b>Total</b>				<b>\$0.00</b>

[CLEAR CART](#) [CHECKOUT](#)

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Checkout to generate an Invoice


This Course is Free!

## Checkout

Checkout success  
Total due is \$0.00.  
Checkout is complete.

[DOWNLOAD PDF](#)

### INVOICE



Invoice ID: 50-118  
Date: 12 Jun 2021

**Bill to:**  
Test Tutor  
Member no: 50  
1 High Street  
CRANBOURNE  
VIC 3977  
E: nomail@ex.com










**U3A Cranbourne Inc**  
Incorporation: A0047412F  
ABN: 19 509 123 056  
1/65 Berwick-Cranbourne Road  
Cranbourne East  
VIC 3977  
**Postal address:**  
1/65 Berwick-Cranbourne Road  
Cranbourne East  
VIC 3977

Code	Name	Start date	Status	Fee
213Wed05	Parchment Craft	21 Apr 2021	Waitlist	\$0.00
<b>Total</b>				<b>\$0.00</b>
<b>Paid</b>				<b>\$0.00</b>
<b>Due</b>				<b>\$0.00</b>


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# HELP!

If you need any assistance at all, please contact us.


-  Home
-  Courses
-  My Membership
-  My Enrolments
-  My Invoices
-  Cart
-  Checkout
-  Logout
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U3A Cranbourne





## Contact Us


### U3A Cranbourne

 Organisation  
U3A Cranbourne Inc

 Website  
<https://u3acranbourne.org.au>

 General email  
[admin@u3acranbourne.org.au](mailto:admin@u3acranbourne.org.au)

 Courses email  
[courses@u3acranbourne.org.au](mailto:courses@u3acranbourne.org.au)

 Phone  
(03) 5995 0311