

# Renewing Your Membership










This is a step-by-step guide for Members of U3A Cranbourne to assist you in renewing your memberships for the rest of 2021, and how to pay your Subscription fees.

# HELP!


If you need any assistance at all, please contact us

OR

Pop into the office as normal and we will be happy to assist you

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

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

# Overview

## Renew Your Membership

- You can record your membership renewal in the new system.
- An Invoice will be generated for you
- Follow the rest of this guide for instructions on this process
- **BUT**  
If you have any issues at all with this process, we will help you out in any way we can.

then

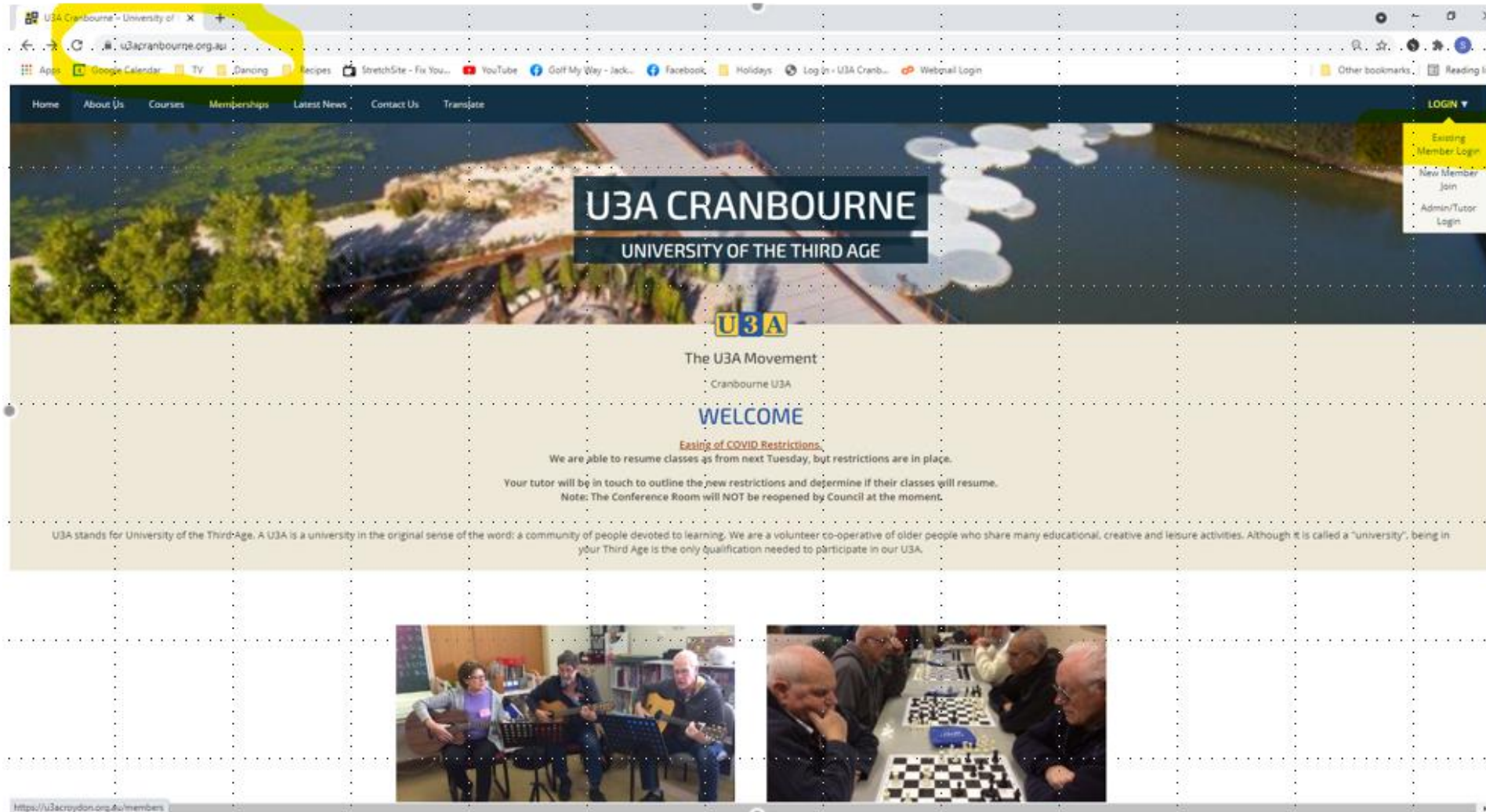
## Pay Your Membership

- You can pay Cash or Cheque in person at the office.
- Now you can also pay by Bank Transfer, this guide tells you how.
- Once your payment has been processed, you will be sent an email.

*The new system also gives you the ability to check which classes are available, which classes you are enrolled in and manage your enrolments.  
Check out the 'Quick Guide – Members' for details.*

# 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

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# 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:**  
Your Member No. is on  
your Membership Badge

**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*

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U3A Cranbourne



1

On the Menu, select 'Pay Membership'

2

And your Membership Status will be shown, as well as the Subscription Fee

# Pay Membership

Membership expired

Your previous membership subscription expired on: 30 Jun 2021.

21SUB12: Subscriptions to Dec 2021

Dates: 1 Jul 2021 - 31 Dec 2021

Fee: \$25

ADD TO CART

3

Select 'Add to Cart'

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# Pay Membership

Membership expired

Your previous membership subscription expired on: 30 Jun 2021.

21SUB12: Subscriptions to  
Dec 2021

Dates: 1 Jul 2021 - 31 Dec 2021

Fee: \$25

REMOVE FROM CART

CHECKOUT

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.

U3A Cranbourne



**1 Checkout to see the Cart summary**

**2 And click on 'I agree to the U3A Cranbourne Membership Conditions'**

# Checkout

Cart summary:

21SUB12: Subscriptions to Dec 2021

I agree to the U3A Cranbourne Membership Conditions

VIEW CART

CHECKOUT

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.

**3 Checkout again to go to the next stage**

**Note:**

**The membership Conditions are available on the web site under:**

**About us – Policies and Procedures**

# Checkout

Checkout success

Total due is \$25.00.

Available payment methods are shown at the bottom of the invoice below.

[DOWNLOAD PDF](#)

## INVOICE



Invoice ID: 854-132

Date: 30 Jun 2021

Bill to:

Member no. [REDACTED]

CRANBOURNE WEST

VIC 3977

E [REDACTED]

Mob: [REDACTED]

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
21SUB12	Subscriptions to Dec 2021	1 Jul 2021	Enrolled	\$25.00
Total				\$25.00
Paid				\$0.00
Due				\$25.00

Bank transfer:

Bendigo Bank

BSB: 633 000

Acc: 140923715

Use reference: 854-132

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 854-132 on the back.

An Invoice is generated

With details on how to pay:  
New: Bank Transfer  
Or  
Our usual way

**NOTE:**

**If paying by Bank Transfer, the Reference Number is Very Important!**

**Make sure that you enter it into the transfer details.**

**Bank transfer:**

**Bendigo Bank**

**BSB: 633 000**

**Acc: 140923715**

**Use reference: 854-132**

**A unique reference is generated automatically. Don't use '854-132'!**












# Well Done!


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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)



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