

Enrolment Procedure

As we are all aware we will be using the new online computerized system for enrolment this year. Some of you will have already familiarized yourselves with the system when you enrolled for Summer School in September and seen for yourselves that enrolling this way is a very straightforward process.

There are however some important features of the enrolment procedure that you need to be aware of. Although they were not apparent under the old system there were always two parts to the enrolment process: PAYMENT OF FEE to renew your membership and ENROLMENT in choice of classes. Under the new system these two processes are entirely separate.

You will now be able to RENEW your membership by payment of fee (\$60) from the **9th November** onwards.

You may choose to pay online by logging into your personal record and selecting the PAY BY PAYPAL button, which will link you to the PayPal payment services system.

NOTE: There are two buttons to choose from:

- PAYPAL which allows you to use your own PayPal account OR
- PAY BY CREDIT CARD button which requires you to fill in your credit card details.

Either way is efficient, safe and effective.

Our database receives a message that you have paid by either PayPal or credit card and you will then be able to enroll online in the classes **WHEN YOUR PRIORITY ENROLMENT DATE** is activated in the system (see below the applicable dates).

ALTERNATIVE PAYMENT and ENROLMENT service

As you have done for many years, you may complete a hardcopy ENROLMENT form (**available from the office after 28/10**) and leave it at the office (**from 9 November**) together with your payment and choice of classes written clearly in the space provided on the form.

These forms will be processed on your relevant PRIORITY ENROLMENT DATE. We may process the payment in advance if we have enough resources available.

If you wish to receive a printed confirmation then also include a STAMPED, SELF-ADDRESSED envelope. Alternatively you can view your record online.

Enrolment in the classes of your choice will, as usual, take place according to the priority level which you have been allocated by virtue of the volunteer duties undertaken during the year. **Allocated priority levels will be posted on the notice board very shortly.**

Priority level enrolment dates:

Level 1 will begin on 18th November

Level 2 will begin on 26th November

Level 3 will begin on 27th November

Level 4 will begin on 30th November

Level 5 will begin on 1st December

Level 6 will begin on 3rd December.

You are advised to pay your membership fee as early as possible.

If you are subsequently unsuccessful in getting into any of the classes of your choice you will, of course, be eligible for a total refund. You will be able to check the status of classes online 24/7 which may assist you in making choices.

If you do not wish to enroll on line or leave it at the office, you will be able to enroll and pay (preferably by cheque) at the office on your allotted day.

We will be printing copies of the 2016 brochure in the usual way and they will be available at the office very shortly. We will advise all members as soon as the brochures are available.

You will also be able to choose your volunteer duties for 2016 whichever way you choose to enroll.

Geoff Sheldon
President