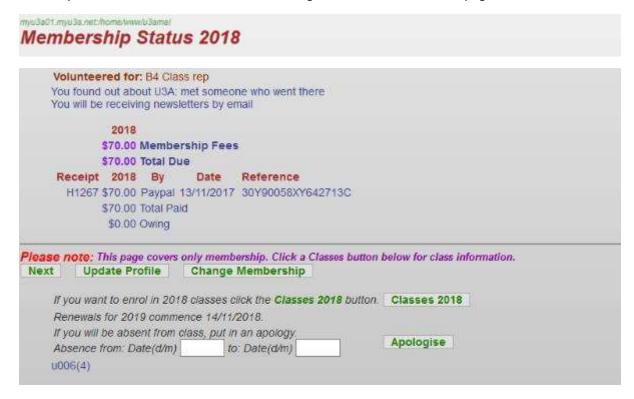
Enrolment in Summer School.

Go into your Member Profile via the Member Login button on the Courses page of our website.



Click on the Classes YYYY button to reach the Class Status YYYY screen, then again to display the Class enrolment page. Click on the Summer School category:



This displays all of the Summer School classes available with their details. (In this example only one class is shown):



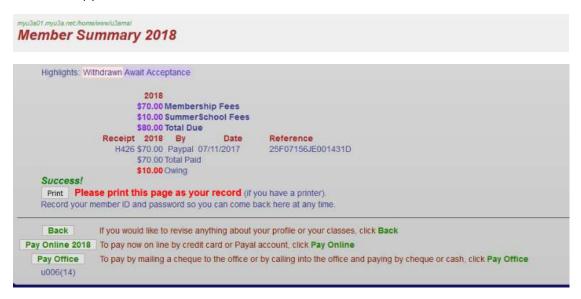
Select any class in which you want to enrol by clicking in the white box alongside the class. It should then contain a tick.

When all desired classes have been selected, click the **Next** button to return to the Class Status YYYY screen.

At the Class Status YYYY screen, check that the classes in which you intended to enrol are shown If the class code shown has a year beneath it make sure that it is the year for which you intended to enrol. Summer School in January, 2019 is shown as Term 5 of 2018 and therefore will show 2018 as the year) Note that all current classes in which you have enrolled for this year and next are shown. If classes are shown for two years, this year's classes have a brown background and next year's classes have a light green background. Note that these backgrounds are only shown during the enrolment period for the next year.

If all enrolments are correct click on **Next**. This returns to the Membership Status screen where you will see your current financial position, including any extra charges resulting from what you have just enrolled in.

Click **Next** to display the Member Summary page. Print the page if you are able to keep a record of your current position. If you do not have a printer you may like to use the windows 10 Snipping Tool to take a copy and save the details:



At the bottom of the page are Payment buttons, Pay Online YYYY or Pay Office. If you choose the latter, you will exit from MyU3A. You will need to pay the amount outstanding at the U3A Office.

If you choose the Pay Online YYYY button you will be taken to the Online Payment page.



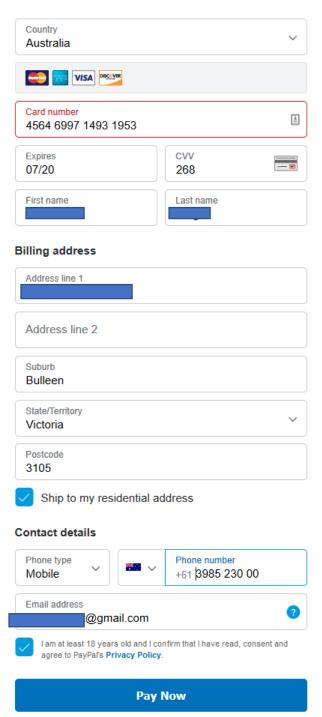
Note that while the PayPal button is shown, you do not need to have a PayPal account. You may pay in the PayPal system using your Credit or Debit card.

Clicking on the PayPal button takes you to the PayPal system. If you wish to pay using your PayPal account, log in as indicated.

To pay with your Credit or Debit card, you will find that many of the details may already be filled in. Enter your Card number, Expiry Date and CVV where indicated. Check (and correct, if necessary) the filled in values. Your email address must be supplied to receive a receipt from PayPal and a telephone contact is required. Tick the box to confirm that you are over 18 (most of us will be), read the privacy policy if you wish, then Click on the Pay Now button:

PayPal Guest Checkout

We keep your financial information securely encrypted.



You may get a message saying that is a different address from what you have entered previously. If so, select your preferred one.

You will now get a message encouraging you to create PayPal account.



Thanks for using PayPal! Create your account today

We'll save your payment information to create your account. Just add a password and your date of birth, and next time you could check out with PayPal in just 2 steps.

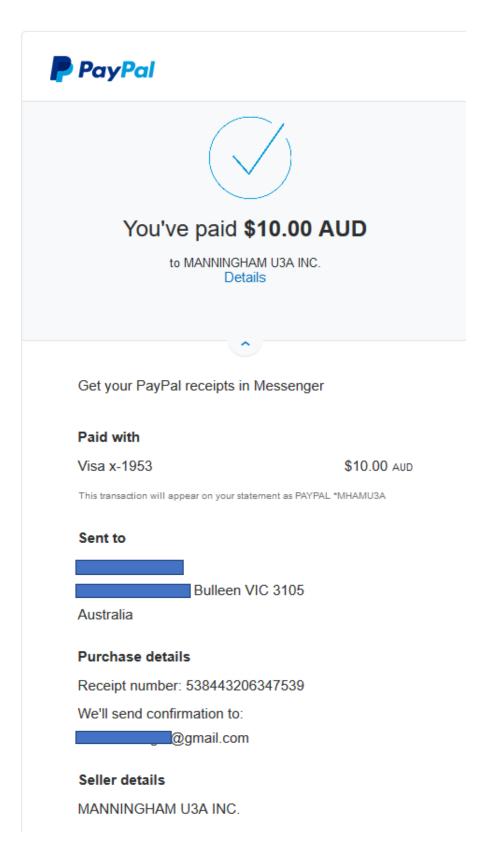
?
Password
Date of birth
I consent to receiving these policies online.
I agree to receive marketing communications from PayPal. I can change my notification preferences at any time.
Agree and Continue

Not now

If you do not wish to create a PayPal account, notice the tiny line at the bottom, Not now.

If you click on that you can continue and will see a receipt:

MANNINGHAM U3A INC.



Note the details, if you wish and are quick enough (but you will receive a receipt at your email address).

Note!!! It is no longer necessary to click on a button to return to MyU3A. Return to MyU3A is automatic, and over a secure link.

You will return to MyU3A with the following screen:



If you now click on the Classes button you will return to your Membership Status YYYY page showing your payment details updated:



This shows the member's previous membership payment of \$70 as well as the new payment of \$40, being the \$10 Summer School and \$30 for an outing in Summer School.