

Member Join/Login

To get into the database system

Open the Sherbrooke U3A website in your website browser

<https://sherbrookeu3a.org.au>

Choose **Member Join/Login** from the ribbon of menus along the top of the page.

Click on the **Login** box.

Enter your **Member Number** OR your **email address**.

Enter your **Password**.

If you can't remember either or both of these, click on the appropriate underlined link in the section lower down headed **Help links**. Follow the advice that comes up on the screen.

To choose your activities

Once you are in, click on the **Courses** menu on the left-hand side of the screen.

Click on the name of an activity you wish to enrol in, then scroll down the page and click on **Add to Cart**.

Repeat for other activities you want to enrol in.

When you have finished selecting activities, click on **Cart** at the left-hand side of the screen. Make sure the list is right. Amend if necessary. If you haven't yet paid your subscription, your **Membership Subscription** will automatically be placed in your Cart too.

How to pay your membership to become an Active member

Click on **Checkout**. An invoice will appear on screen. On the lower part of the invoice, you will see a list of the ways you can make your payment.

PayPal – Click on **Pay with PayPal** at the top of the invoice.

Now you can either sign into your own PayPal account OR use ours by paying with your debit or credit card.

Bank Deposit – Go to your online bank account to make the transfer to the Sherbrooke U3A bank account (details on the invoice). Please remember to use the **Reference Number** on the invoice so that we know who you are.

Cash or cheque at the office, or **cheque** by post to our Post Office box.

To see a list of your activities with venue and time details, go to the homepage, click on **My Enrolments**. If you wish to print it out, click on **Download PDF**, then print it. Done! Log out.

More

- Explore **My Membership**. Make any amendments to your membership details there.
- Explore **My Absences** where you can notify your tutors of any of your upcoming absences from a class.

Barb Yawney