

# How to Apologise from a Class Online

## Step 1

Open the U3A Wagga Website > Login > Members' Login <https://waggawagga.u3anet.org.au/members-login/>

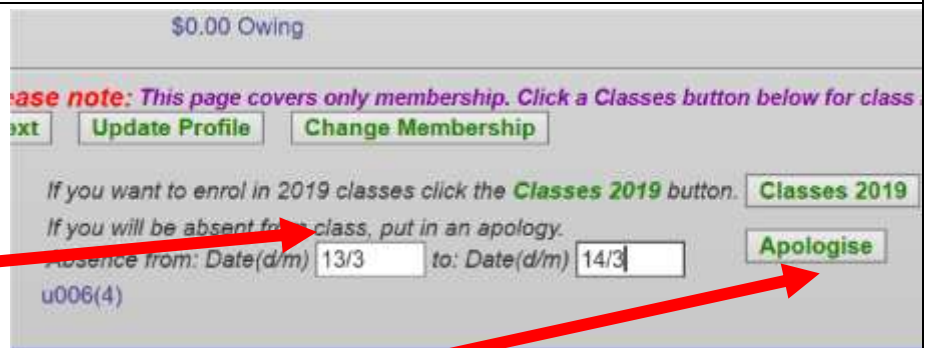
## Step 2

Log in with your ID and Password e.g. your member number and your password.  
(If you have forgotten your password or ID select the **Forgot Password/ID** button and your information will be emailed to you.)

## Step 3

Your details page will open and it's called the **Membership Status** page. Scroll to the bottom of the page and add the date/s you will be unable to attend.

For **one day's absence**, add the date in both boxes e.g. 20/3 & 20/3



\$0.00 Owing

**Please note: This page covers only membership. Click a Classes button below for class**

**Next** **Update Profile** **Change Membership**

If you want to enrol in 2019 classes click the **Classes 2019** button. **Classes 2019**

If you will be absent for a class, put in an apology.

Absence from: Date(d/m) 13/3 to: Date(d/m) 14/3 **Apologise**

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## Step 4

Click/tap the **Apologise** button

## Step 5

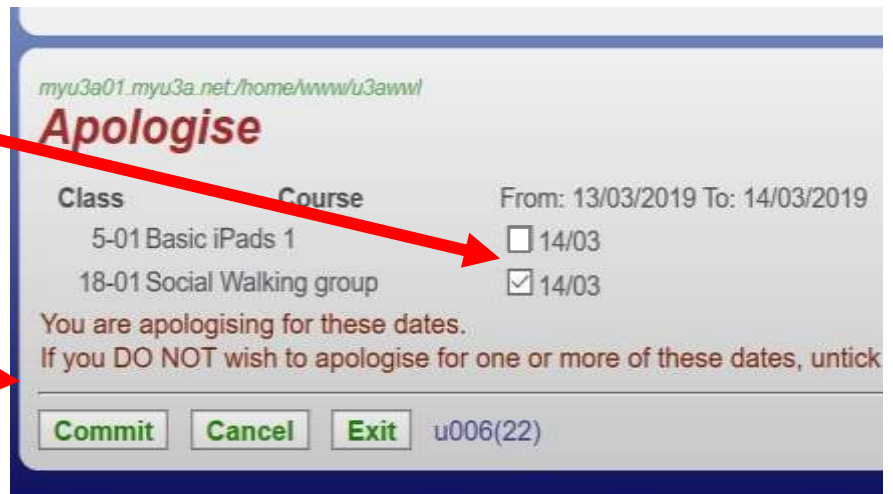
**REMOVE** the tick from any class that you **want to attend**. For example, attending Basic iPads, but **apologising** for Social Walking

To remove the tick, click/tap it.

## Step 6

Click/tap **Commit** button

**Clicking the commit button allows the apology to be registered on the attendance sheet and the presenter has been notified**



myu3a01.myu3a.net/home/www/u3aww1

## Apologise

Class	Course	From: 13/03/2019 To: 14/03/2019
5-01 Basic iPads 1		<input type="checkbox"/> 14/03
18-01 Social Walking group		<input checked="" type="checkbox"/> 14/03

You are apologising for these dates.  
If you DO NOT wish to apologise for one or more of these dates, untick

**Commit** **Cancel** **Exit** u006(22)

## Step 7

You are returned to the **Membership Status** page, then select **Next, Next** then **Exit** to be returned to the U3A Wagga Wagga Website.