

ONLINE Renewal for Wagga Wagga U3A for 2022

Note: Member details used in the following processing examples have been blocked out.

There are two sections to complete to renew your membership for 2022 through MyU3A

1. **Membership renewal through My U3A.**
2. **Pay the \$35 renewal fee through MyU3A and eWay or through the Bank**

Either print out these instructions and follow them OR read to the end before you start!!

1. Membership Renewal

Log into MyU3A as you would normally do

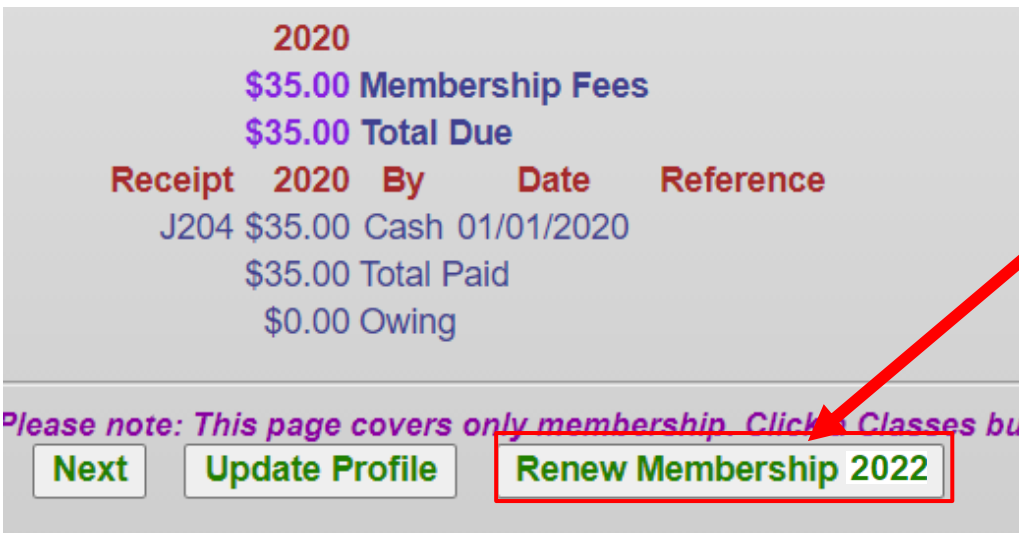
**** Your current membership number and password remain the same****



After you log into the MyU3A system, the **Renew Membership 2022** will be displayed.



Membership Status 2022



2020
\$35.00 Membership Fees
\$35.00 Total Due

Receipt	2020	By	Date	Reference
J204	\$35.00	Cash	01/01/2020	

\$35.00 Total Paid
\$0.00 Owing

Please note: This page covers only membership. Click Classes button

Next **Update Profile** **Renew Membership 2022**

To renew your membership for 2022, click/tap on the **Renew Membership 2022** button. This will open the membership renewal screen.

The system automatically selects Member (\$35.00) and has highlighted the appropriate radio button on the screen shot below. It shows a member about to renew their membership for 2022.

myu3a01.myu3a.net/home/www/u3awwp

Type of Membership Requested:

Please Note:
If you proceed you must be able to pay the specified fee.
If you do not have this money, click **Cancel** or **Exit** now.

Please select a Membership Grade for 2022

Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes

Member (\$35.00) May enrol in any available classes

Associate (\$0.00) Current members of other U3As who join this U3A

U3A: Id: Receipt: Verified:

Last Year: Member Member Donation: \$2.00

By ticking this box I apply to become/remain a member and I agree to abide by the Constitution & any Terms and Conditions or Policies of U3A WaggaWagga.

Proceed **Cancel** **Exit** u030(6)

Remember to tick the box at the lower left of the screen to confirm your application to become a member for 2022. This is equivalent to signing the 2022 Membership Form

Click/tap on **Proceed** to move to continue the renewal process. This will open your Membership details for you to review and make any changes that may be appropriate.

Please check all entries for accuracy – especially phone numbers and the Emergency Contact person detail.

U3A The MyU3A Network

WaggaWagga
On Line Member Services (2021)
Welcome Shirley Live database

myu3a01.myu3a.net/home/www/u3adddp

Application Form Full Membership

Please check the information is current

Title * Sex M F

* Given Name James Only enter a badge name if you want to be addressed by other than your Give

* Family Name Cashman Badge Name

* Address

* City/Suburb

Post Code State * Year of Birth 1950

* Phone Numbers 04 7

* Email

* Verify Email (enter No if no email)

Occupation Astronomer (prior to retirement)

Skills Computers

Interests Astronomy, Climate

* Country of Origin

Language at home

In the event of illness, please notify:

* Name Jenny Cashman * Phone 04

Name Phone

Are there any medical issues? none

Would you like to receive the Newsletter? No Yes

* How did you find out about U3A? Friends/Family

What is your Country of Origin Australia

Language at home English If not English

Would you like to volunteer? Tick preferred positions:

On Call Committee Leader Office Tutor

Availability

no updates for details, click **Commit** or to ignore the changes you made, click **Cancel**

Commit **Cancel** **Exit** u006(7)

Check your phone number/s and update if incorrect

Check your email address and update if incorrect

Update Emergency Contact name and phone number

Whether you make any changes or not, please ensure that you click on the **Commit** button to save any changes and move to the next screen that will show the membership fees due.

	2021	2022			
	\$35.00	\$35.00	Membership Fees		
	\$35.00	\$35.00	Total Due		

Receipt	2021	2022	By	Date	Reference
J203	\$5.00		Cash	01/01/2021	
J202	\$30.00		Cash	01/01/2021	
	\$35.00		Total Paid		
	\$0.00	\$35.00	Owing		

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

[Proceed to Payment](#) [Update Profile](#) [Change Membership](#)

Select on [Proceed to Payment](#) button to move to the payment options screen.

Member Summary :2022

Member: 1854 James C [redacted] [redacted]

2018 Honorary member
Renewed:10/12/2017 Active:02/01/2018 Expires:31/12/2018

2019 Full member
Renewed:04/11/2018 Active:02/01/2019 Expires:31/12/2019 O/L

Applied: 02/06/2017 updated: 04/11/2018:1428 Last Enrolled: 2019

Address: [redacted] 3067

Phone Nos: [redacted] 7 DOB: [redacted]

Email: [redacted]

Emergency: [redacted]

Medical Issues: none

Country of Origin: Australia

Occupation: Astonomer

Skills: Computers

Interests: Climate change

You found out about U3A: Friend

You will be receiving newsletters by email

Highlights: Withdrawn Await Acceptance

	2020	2021			
	\$35.00	\$35.00	Membership Fees		
	\$35.00	\$35.00	Total Due		

Receipt	2020	2021	By	Date	Reference
J203	\$5.00		Cash	01/01/2020	
J202	\$30.00		Cash	01/01/2020	
	\$35.00		Total Paid		
	\$0.00	\$35.00	Owing		

Success!
Print Please print this page as your record (if you have a printer).
Record your member ID and password so you can come back here at any time.

[Back](#) If you would like to revise anything about your profile or your classes, click [Back](#)

[Pay Online 2021](#) To pay now on line by credit card or PayPal account, click [Pay Online](#)

[Pay Office](#) To pay by mailing a cheque to the office or by calling into the office and paying by EFT, cheque or cash, click [Pay Office](#)

u006(14)

You have now completed the renewal of your membership for 2022. The next step is to pay the fees (in red) as shown as owing.

(At this screen, you can use the print button to print a copy of your renewal.)

2. Payment

Choose a payment method and select either **Pay Office** or **Pay Online**.

If you chose **Pay Office**, you will exit the MyU3A site and need to use one of the **Pay Office** methods above to complete your payment.

1. Pay using the **Pay Office** button and choose either *a, b, or c* to finalise your payment.

- a. Pay by electronic transfer to Beyond Bank
BSB: 325-185
Account No: 0360 8978
Account Name: U3A Wagga Wagga Inc.
Reference: Please add your name to the transfer
- b. Pay at the **Beyond Bank Branch** 140 Baylis Street Wagga Wagga. Account no. is **0360 8978**.
Please ask to have your name included. *Please note you can only pay by cash or cheque at the bank.*
- c. Pay in cash at the WWVVMC corner of docker and Morgan Street on a Monday morning (in term time) morning between 10.00 and 11.30am, during term time.

Once your payment is banked and entered in MyU3A by the membership officer the amount owing will change to \$0.00.

This completes the **Pay Office** renewal option for 2022.

2. Pay using the **Pay Online 2022** Button to pay Using eWay

Below are screen shots showing the process for making your payment online through eWay.

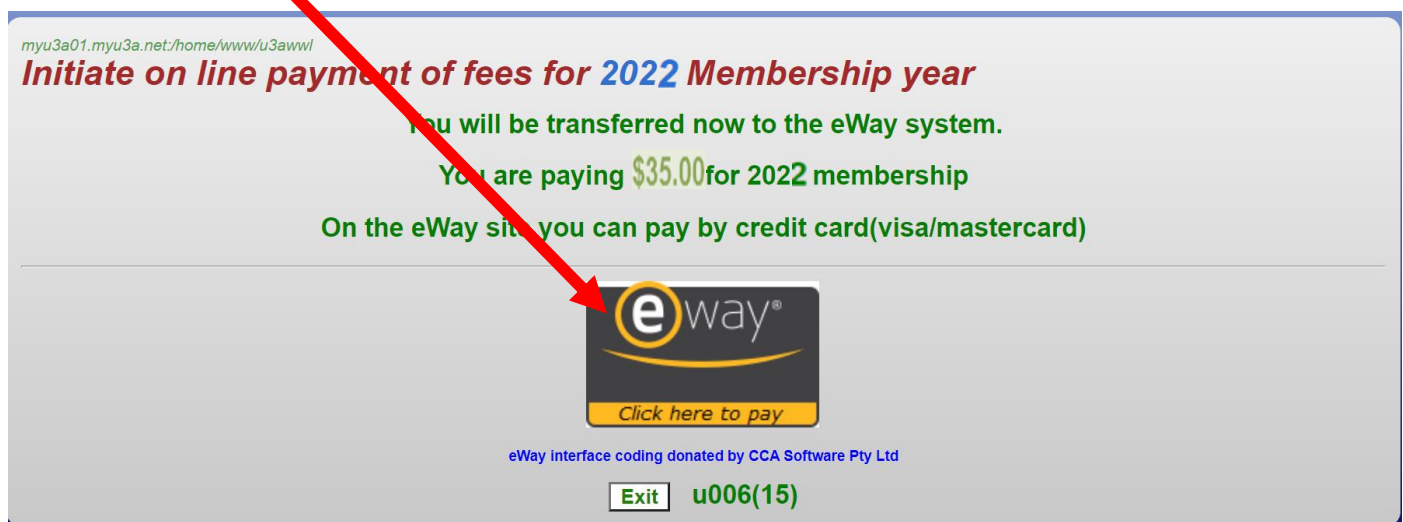
On the eWay site you can pay by credit card (VISA/Mastercard)

Start the process by clicking on the **Pay Online 2022** button

Step 1.

The eWay payment screen appears

Select the **eWay image** to start the process



Step 2.

- Your customer details will be entered from MyU3A. Check they are correct.
 - Fill in your credit card details

Transaction

Merchant Details

U3A Wagga Wagga Inc
eWAY - your online payment gateway

Customer Details

Ian

Wagga Wagga

Australia

NSW

Payment

Purchase Amount \$2.00 (SAUD)

Credit Card Details

VISA

Card Number

Name on Card

Expiry Date

Month 2021

CCV Last 3 digits on back of your credit card

Cancel PAY NOW

- Select Pay Now button

Step 3.

Transaction Approved

Select **Finalise Transaction** button

U3A Wagga Wagga Inc
eWAY - your online payment gateway

Transaction Approved. Payment has been taken.

Purchase Amount

Transaction ID 539284889

Transaction Status Approved.

Payment Provider VISA

Name on Card

Card Number

FINALISE TRANSACTION

Step 4.

You are returned to MyU3A and the **Payment Received** window.



Please note if your payment is unsuccessful, you will receive a **Payment Unsuccessful** screen with the option to Try Again or Pay Later.

Step 5.

Select **Classes** and then select **EXIT** to return to the U3A Wagga Wagga website.

This completes the renewal fee payment.

Both you and the treasurer will receive an email confirmation of your payment.