

## How to Apologise Online for a class you are unable to attend

### Step 1

- a. Click/tap [HERE](#) to login with your ID (number) and password.  
**OR**
- b. Open the Wagga Website [U3A Wagga Wagga – Courses and Activities \(u3anet.org.au\)](http://u3anet.org.au) and select **Logins> Members> 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

Scroll to the bottom of the **Membership Status** 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

### Step 4

Click/tap the **Apologise** button

### Step 5

Apologies will be sent for all the classes listed. Therefore, remove the tick from any class that you want to attend and for which you **DO NOT** wish to apologise.

To remove the tick click/tap it.

### Step 6

Click/tap **Commit** button

**Clicking the commit button allows the apology to be registered**

### 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.