

U3A Brimbank's Membership and Course Enrolment System.

How to enrol on the 2nd December from 10.15am onwards into your favourite U3A class or classes for 2020.

*On this day and during December you will be able to enrol in up to 4 classes if you wish.

*You will be limited to enrolling into 1 class per "Activity Type" until mid January. (This is to give all members a chance of getting into at least 1 of their favourite classes)

* From mid January onwards you will be free to enrol in which ever class still has vacancies.

Please read all instructions below, and then proceed to step one.

1. Please click on this link www.u3abrimbank.org.au.
2. Once you have opened the Web Site, go to the "**Memberships Tab**".



3. Go to the top right hand corner and click on "**Member Login**".
4. To enlarge page click on Blue Tab "**Open in new window.**"
5. Enter your **Membership Number and your Password**, which you should have by now and Log in,

Login instructions ...
<ul style="list-style-type: none">• Existing or renewing Members: enter Member Number or your email address and a Password below.• Joining Members click I would like to join <p>This service for members provides the facility to edit and keep your personal information up to date or to retrieve lost Membership Numbers and Passwords. See below.</p> <p>Please report problems to System Administrator.</p>

Membership number or email: <input type="text"/>
Password: <input type="password"/>
<input type="button" value="Login"/>



Click on "View or Select Courses"

- Home
- View Member Details
- Edit Member Details
- View or select Courses
- Add Courses
- Search Members



7. The timetable will appear, "Tick the Box" of your chosen class or classes.

8. Once you have made your selection click on "Confirm Selections".

You must do this to be enrolled in the class.

- View Member Details
- Edit Member Details
- View or select Courses
- Add Courses
- Search Members
- Add Member
- Reports
- Send Emails
- System settings
- Database Control
- Miscellaneous
- Contact Us-Courses
- Contact Us-General
- Return to Website
- Logout
- Confirm Selections

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. To view a Parent code of Courses e.g. Art, Exercise etc. Use the **Parent code selection** drop down box
To return to the full list select **All** from the drop down box
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
6. Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)
7. Maximum standard enrolments are 4

Parent code selection: None
Finished
Full
New
1 day

Code	Course	Location	Tutor Leader	Start	Day	Time	Frequen
<input checked="" type="checkbox"/> 171MON01	Computers Level 1 Basic	WSCC	Steve Aicher	30/01/2017	Mon	9:30	Wkly
<input type="checkbox"/> 171MON02	Computers Level 2 Intermediate	WSCC	Paloma Mochales	06/02/2017	Mon	11:30	Wkly
<input type="checkbox"/> 171MON03	Spanish Level 1 Raw Beginners	WCC	Tomas Weisz	24/04/2017	Mon	11:00	Wkly
<input type="checkbox"/> 171MON04	Painting & Drawing	HC	None	06/02/2017	Mon	13:00	Wkly
<input checked="" type="checkbox"/> 171MON05	Yoga	SNH	Meena Shrivastava	06/02/2017	Mon	13:30	Wkly
<input type="checkbox"/> 171MON06	Yang Style Tai Chi Level 1 Beginners	SNH	Jacquie Cannavo	06/02/2017	Mon	13:30	Wkly
<input type="checkbox"/> 171MON07	Yang Style Tai Chi Level 2 Intermediate	SNH	Siew Ang	06/02/2017	Mon	14:30	Wkly
<input type="checkbox"/> 171MON08	Cards	DPL	Margaret Duncan	06/02/2017	Mon	14:00	Wkly
<input type="checkbox"/> 172TUE01	Exercise for the young at heart	WCC	Pamela Ashton	07/02/2017	Tue	9:30	Wkly
<input checked="" type="checkbox"/> 172TUE02	Italian Conversation	SNH	John Joseph Meilak	07/02/2017	Tue	9:30	Wkly
<input type="checkbox"/> 172TUE03	English as an Additional Language	WCC	Sandra Winchester	07/02/2017	Tue	10:00	Wkly
<input type="checkbox"/> 172TUE04	Movie Club (Monthly)	Village	Wendy Wilson	14/02/2017	Tue	10:15	Mthly
<input type="checkbox"/> 172TUE05	Cooking class (Monthly)	WSCC	Marlene Gooding	21/02/2017	Tue	10:00	Mthly
<input type="checkbox"/> 172TUE06	Armchair Travel (Monthly)	WSCC	None	28/02/2017	Tue	10:00	Mthly



Now tick the "I agree to the membership conditions" and then

- View Member Details
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Code	Courses	Start date	Status
171MON01	Computers Level 1 Basic	30/01/2017	
171MON05	Yoga	06/02/2017	
172TUE02	Italian Conversation	07/02/2017	

I agree to the Membership Conditions Refer to [Terms and Conditions](#).

Finalise Courses, and if necessary, Invoice & Payment You must click this button to enrol

Remove all selections

Go Back

