Features of the new-look U3A Enrolment System

1. New screen layout

The screen display of the new UMAS Member interface adapts to PCs, laptops, tablets and smartphones, whereas the old system was not easy to use on tablets or smartphones.

2. New course display

Courses are displayed in blocks of 20. If you are interested in a specific Course Category, clicking on **FILTER** in **Courses** allows you to view just that particular Category or Categories. If you wish to find out what classes are running on a particular day you can use **FILTER** to sort by Day.

3. New 'shopping cart' for enrolment

To enrol in a Course, click on the down arrow by the Course you wish to select to bring up the Course Details. Click on **Add to Cart** at the bottom and that Course will appear in your Shopping Cart. When you Close Course Details you will see the symbol C beside the Course you have put in your Shopping Cart.

When you have selected all of the Courses you want to attend and have added them to your **Shopping Cart**, click on the Cart symbol at the top of the screen. This will show the Courses you have selected plus a Subscription Fee if you are enrolling at the start of the year.

If you have completed your Course selections, click on **Checkout.**

This will take you to **Checkout Success** which will show what Course/s you have selected.

4. Payments

You can pay the Subscription with a credit or debit card or with your PayPal account via the PayPal button or print two copies of your invoice and bring them to the office to pay.

My Invoice shows any outstanding amounts you have to pay.

My Enrolments shows all the Courses you are enrolled in including any Wait Listed Courses, even if you have selected your Courses at different times**.**

If you are joining for the first time, you will be required to have an eight-digit password. Existing Members can continue to use their existing password (which may be shorter) but if you want to change password you will need to enter a new eight-digit password.

5. Symbols by Courses:

⊗   *This Course is full. If you select this Course you will be Wait Listed.*

Ⓒ   *This Course is in your Shopping Cart*

Ⓔ   *You have successfully Enrolled in this Course*

Ⓦ   *You have been Wait Listed for this Course*

🔒   *This course is closed to new enrolments*

★   *This course is new (recently added to the timetable)*